

# **KAY'S CREEK ELEMENTARY STUDENT AND PARENT HANDBOOK Policies and Procedures 2021-2022**

## **MISSION & VISION STATEMENT**

At Kay's Creek **Learning First** is our priority. We support our district's strategic plan. We value Student Growth and Achievement, Empowered Employees, Safety and Security, Fiscal Responsibility, and Parent and Community Connections. Culture is weaved in and out of all above areas.

Through innovative and engaging experiences, we will establish a love of learning and achieve success.

Dear Parents and Students,

We are excited for another school year at Kay's Creek. We have a dedicated staff that works hard to ensure learning is ready for your students. At Kay's Creek, your student will have opportunities to collaborate with their peers, self-reflect, write about their understanding and use technology to enhance their knowledge. As a staff, we are focused on preparing our students for the 21<sup>st</sup> century. Our staff is here to assist you in any way we can. It is important to remember that success in school is greatly affected by attitude, attendance, and effort.

This handbook contains information for both students and parents. It is important to review and discuss the information in the handbook with your students, so everyone may become familiar with the guidelines and expectations of Kay's Creek Elementary School.

We look forward to working together as a team. We want Kay's Creek to be a happy, positive school.

We welcome any comment or suggestions you might have to help improve the quality of education at Kay's Creek Elementary School.

Sincerely,

Susan Andrews

Principal

Kay's Creek Elementary

## **KAY'S CREEK ELEMENTARY STAFF ASSIGNMENTS**

**Principal**-Susan Andrews

**Administrative Intern**-Courtney Geisler

**Secretary**-Jen Johnson

**Office Assistant**-Sarah Hamblin

**Head Custodian**-James Heninger

**Kindergarten**-Valerie Adams

Brianne Moon

**First Grade**-Alyssa Hamblin

Heidi Hancock

Kami Graham

Melissa Eschler

**Second Grade-**Ashley Berezay

Chelsea Bailey

Lesli Gray

Susan Johanson

Rebecca Scott

**Third Grade-** Alison Campbell

Lesley Mason

Wendy Pitt

**Fourth Grade-** Cindy Ball

Sandy Bentley

Crista Killpack

Natalie Zundel

**Fifth Grade-**Brenda Hodges

Ashtin Johnson

Cindy Minear

**Sixth Grade-** Marilee Larsen

Crystal Johnson

Kim Martin

Janet Miles

**ASC K-2-**Ethel Morgan-Craig

**ASC 3-4-**Kambree Miller

**English-Language Arts Coordinator (ELA)-**Karly Black

**Counselor-**Tara Smith

**Speech Pathologist-**Katelyn Alvey

**Speech Pathologist-**Kaitlin Adams

**Media Specialist-**Alyson Farmer

**SEM-**Tracie Norton

**System Technology Specialist-**Rachel Steenblik

**Physical Education Teacher-**Cherise Thompson & Rochelle Brown

**Art Teacher-**Sheree Wilkinson

**STEM Teacher-**LaDawn Farnes

**Food Service Manager-**

## **KAY'S CREEK ELEMENTARY BELL SCHEDULE**

**Breakfast in Lunchroom: 8:20-8:45**

**First Bell: 8:45**

**Second Bell (Tardy Bell): 8:50**

**Monday-Thursday: 8:45-3:25**

**Friday (Early Out): 8:45-1:25**

### **AM Recess**

**2<sup>nd</sup>, 3<sup>rd</sup>, K 10:15-10:30**

**1<sup>st</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 10:30-10:45**

### **Lunch**

**1<sup>st</sup> Grade: 10:55-11:30**

**2<sup>nd</sup> Grade: 11:15-11:50**

**3<sup>rd</sup> Grade: 11:35-12:10**

**4<sup>th</sup> Grade: 11:55-12:30**

**6<sup>th</sup> Grade: 12:15-12:50**

**5<sup>th</sup> Grade: 12:35-1:10**

### **PM Recess**

5<sup>th</sup> **1:30-1:45**

6<sup>th</sup> **1:35-2:00**

K, 3<sup>rd</sup> **1:45-2:00**

1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup> **2:00-2:15**

## **Kindergarten Schedule**

Am Session, Monday-Thursday: 8:45-11:30

AM Session, Friday: 8:45-10:50

PM Session, Monday-Thursday: 12:45-3:25

PM Session, Friday: 11:25-1:25

## **ARRIVING AT SCHOOL**

***Children should not arrive at school too early since teachers are preparing for the school day and there is no supervision.*** The building opens for students to enter at 8:45 a.m. Students should NOT enter the school building prior to the first bell. On good weather days children are expected to stay outside until the first bell rings at 8:45 a.m. On stormy

or cold days, the children will be invited into the front hall and/or gym to wait quietly for the first bell to ring.

### **LEAVING SCHOOL**

*A parent or legal guardian must come into the office and sign out their child on the computer. (See DISMISSAL FROM SCHOOL procedures).* We request that you do not excuse your child by telephone. For safety reasons, please only check your child out through the main office. Please know that anyone checking a child out of school will be asked to show photo ID when picking up a child. We appreciate your cooperation with this safety measure.

### **STAYING AFTER SCHOOL**

Teachers or staff members do not ask or require your child to stay after school for any reason unless you are contacted, and permission is given.

### **DISMISSAL OF STUDENTS**

For the safety of our students, children who leave school at a time other than regular dismissal times are to be dismissed to parents, guardians, or authorized adults through the Kay's Creek Elementary School office only.

**NO STUDENT IS TO EVER LEAVE THE SCHOOL UNLESS IT IS THROUGH THE SCHOOL OFFICE. WE CANNOT BE TOO CAREFUL ON THIS MATTER.**

1. Parents/Guardians/Authorized Adults must come to the office and sign their student out. Please DO NOT call to ask that we have your child waiting in the office for you. Your child cannot be released from the classroom until you arrive to sign him/her out.
- 2.The student will be called to the office.
- 3.The student will walk to the office to meet the parent/guardian/authorized adult.
- 4.The parent /guardian/authorized adult and student will leave the building together.

5. Students dismissed from the classroom must be signed back in at the office by the parent/guardian/authorized adult upon their return where they will pick up an admit slip to return to class.

## **ATTENDANCE**

Regular and consistent school attendance is essential for student growth and achievement. In accordance with Utah State Law and Davis School District Policy, it is the responsibility of the parent to ensure that their children are in attendance and punctual each school day. It is imperative, with the assistance of parents that children learn to be responsible in arriving to school on time.

It's been said that everyday a student is absent from school; they fall behind two days in learning. We expect students to be on time and at school every day they are not ill. We enjoy recognizing students for outstanding attendance.

Call school at 801-402-0052 to give a reason for absence.

## **BEHAVIOR EXPECTATIONS**

Good behavior is the focus at Kay's Creek Elementary! We have 3 school rules:

1. Be Kind
2. Be Safe
3. Be Reliable

Each teacher has a discipline plan outlining expected student behaviors and consequences which will be shared with parents at the beginning of the school year. You may request a written copy of the discipline plan for your child's class at any time. School-wide expectations are centered on good manners that promote a positive atmosphere in the school, and a respect for self and others. Fighting, swearing, bullying, disrespectful comments, or gestures, stealing, and acts of vandalism will have serious

consequences, and could result in suspension or expulsion. Gum chewing is not allowed due to the possible damage to the building, grounds, and school.

### **200 CLUB HOWLER TICKETS**

These tickets will be given to students who exhibit exceptional behavior, for example: students who assist others in the lunchroom, invite them to play with them at recess, help resolve conflict, etc. Students will be allowed to draw a number between one and two hundred. The child's "200 Club Howler" ticket, will be placed on the number that is drawn. When a row or column fills up, then each student in that row or column will have pizza with the principal and play a game.

### **KAY'S CREEK DISCIPLINE-COYOTE MISSTEP PROCEDURES**

A coyote misstep is a written form issued to a student, by an adult, when inappropriate behavior has been displayed by the student or school rules have not been followed.

## Kay's Creek Discipline-Coyote Misstep Procedures Teacher Intervention

- Staff intervenes and reteaches school rules and contacts parent if necessary.
- If behavior continues or a student repeats offense, then staff has the student write a statement and if there is a cause, teacher will issue a misstep.
- Staff will contact parent.
- If necessary, student will conference with administration.
- Staff places a copy of the discipline report in the principal's box.

## Kay's Creek Discipline-Coyote Misstep Procedures Principal Intervention

- Principal meets with student(s) and has student(s) write a statement if this has not already happened.
- Principal contacts parents/guardians.
- Principal will send misstep home with student to be signed by parent and returned to the teacher the following school day.

Kay's Creek Discipline-Coyote Misstep  
Procedures Safe School Intervention

- Staff will bring student immediately to the office.
- Principal will contact parent and schedule a Safe School Meeting.
- District Safe School Policy will be followed.
- Principal will place a copy of the misstep in the classroom teacher's box.

**BICYCLES**

When riding/walking bicycles and scooters to school they should remain locked on the bike racks during the day. Due to safety issues, students are asked to “walk” their bicycle or scooter while on school property. We cannot assume responsibility for stolen or damaged bicycles.

## **BAD WEATHER DAYS**

Recess breaks with fresh air, socializing, and exercise are important parts of each day. Please be certain that your child is dressed appropriately for current weather conditions. If at any time a parent wishes to have their child stay in from recess, a note must be sent with the child EACH DAY that the parent wishes to have their child stay in from recess. The student will report to the office and read during their time in from recess.

## **BULLYING**

*“Bullying is a form of social interaction-not necessarily long-standing in which a more dominant individual (the bully) exhibits aggressive behavior that is intended to, and does, in fact, cause distress to a less dominant individual (the victim). The aggressive behavior may take the form of a direct physical and/or verbal attack or may be indirect. More than one bully and more than one victim may participate in the*

*interaction.*” ...Dorothea Ross (1966)

No school employee or student may engage in any form of bullying or cyber-bullying a school employee or student, on or about school property, on a school bus, at a school bus stop, or while traveling to or from a school location or school event, or at any school-related or sponsored activity regardless of location or circumstance.

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, initiation, or discrimination of any school employee or student at school or school-related activity regardless of location or circumstance, including but not limited to bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment. Specific guidelines concerning Bullying, cyber-bullying can be found in Section 5S-100 of the district’s policy manual.

## **BOOK/EQUIPMENT SUPPLY REPLACEMENT**

Each student is responsible for textbooks issued to him/her. If a student loses or damages a library book, textbook, assigned supplies, recess or P.E. equipment, he/she will be assessed the replacement costs.

## **CLASSROOM VISITS**

Parents are always welcome, but teachers appreciate appointments being made prior to such visits. Please check-in at the office for a visitor badge. Visiting school-age relatives and friends may not attend class with your children.

## **CHILD ABUSE/NEGLECT**

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Our school will report suspected child neglect as well.

## **CHILD FIND**

## **CHILDREN BIRTH THROUGH 21**

The Davis School District is responsible for Child Find Identification and evaluation for all students suspected of having a disability residing in Davis County. This includes children (birth through 21 years of age) who are in public schools, private schools, are being home schooled, or are kindergarten eligible, but not enrolled. Early identification and interventions are essential to help ensure school success.

If your child is having significant difficulty with vision, hearing, speech, behavior, is experiencing slow development typical for his/her age, physical impairments, or learning difficulty, he/she may be a child with a disability. If you suspect your child may have a disability, please contact the following school personnel so we can initiate the process for referral and assessment.

Children birth to Preschool-801-402-0678 Kindergarten through 21 years of age-801-402-5477

## **SCHOOL COMMUNITY COUNCIL, SCC**

The Utah State Legislature passed a law in 2000 requiring every public school in the state to establish a School-Community Council at the school-site level (Utah Code. Section 53A-1a-108). Two years later the Legislature passed a second bill (Senate Bill 167) mandating several changes in the duties, powers, and membership of School-Community Councils in Utah. The law took effect July 1, 2002. The law was incorporated into Davis School District Policy and adopted by the School Board that same year (10CR-001 School Community Council, adopted November 5, 2002).

Who serves on the Community Council?

Community Council members are a representative group of parents and employees who are elected to work with the principal to improve student achievement.

The SCC must consist of:

- Employees, including the principal.
- Parents of students who are attending the school.

The law specifically outlines the duties of the school community council as:

- Develop a School Improvement Plan (Plan for fostering educational excellence).
- Develop a School LAND Trust Program.
- Assist in the development and implementation of a staff professional development plan.
- Develop a reading achievement plan.
- Modifying the SNAP Plan (formerly the Child Access Routing Plan)

Advise and make recommendations to the school and school district administrators regarding the school, its programs and the community environment for students.

## **DRESS CODE**

Student dress influences the way students act and their attitudes about learning. Please see that your student comes to school in clothing that is appropriate for school.

- All students shall maintain themselves in a clean, groomed and well-washed manner.
- Students shall wear shoes always. Flip-flops are not recommended due to safety concerns.
- Shirts shall cover the student's entire upper torso.
- Length of skirt, dresses and shorts, should be closer to the knee than to the top of the leg. No obscene or suggestive words or pictures shall be worn on clothing. Pictures and symbols of gang affiliation, drugs, alcohol, or tobacco products are not allowed as part of student attire.
- No hats or hoodies allowed inside the building, unless it is a pre-approved activity by a teacher or administration.
- Ripped jeans need to be closer to the knees than to the top of the leg.

## **Consequences:**

- First Offense-Students will be retaught and asked not to wear item again. Parent will be called and asked to bring a change of clothes.
  - Second Offense-Parent will be called for a change of clothes. Student will be given a misstep.
- \*Specific guidelines concerning hair, clothing, and accessories can be found in Section 5S-100 of the district's policy manual.

## **DRESS FOR P.E.**

For safety reasons, students must wear tennis shoes or sneakers on their assigned P.E. day. If appropriate attire is not worn, then the student will not be able to participate in the P.E. activity.

## **DRILLS**

Emergency drills are conducted periodically according to state regulations. Teacher will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room.

### **ELECTRONIC DEVICE**

For purposes of this policy ***“Electronic Device”*** means a privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, smart watches, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry™ handset, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods ©, Walkman™ devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. Electronic Device also includes any current or emerging wireless handheld technologies or portable

information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

## **POSSESSION AND USE OF ELECTRONIC DEVICES**

Cell phones, Smart watches and other watches with the ability to text, have very limited use on Kay's Creek campus and are subject to the following criteria:

- Use of electronic devices during the school day, including recesses and lunchtime, is **prohibited**.
- They must be completely powered down, turned off and kept in a backpack in the classroom.
- Students may use electronic devices before 8:45 am and after the final bell of the school day outside of the school buildings, on school sidewalks, parking lots, and fields so long as they do not create a distraction or disruption.

- Use of mobile phones on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated
- Use of mobile is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency as defined by school staff exists.
- Exceptions for strategies for use of technology that enhances instruction will be decided by school administration if/when that need arises.

### Prohibitions

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Electronic devices may not be used during Utah Performance Assessment System for Students assessments unless specifically allowed by law, student IEP, or assessment directions.

## Confiscation

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit.

On the **first offense**, the electronic device will be released/returned to the student at the end of the school day after the student has complied with any other disciplinary consequence that is imposed.

On the **second offense**, the electronic device will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed.

## Potential Disciplinary Actions

- Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities.
- A student who violates this policy may be prohibited from possession

of an electronic device at school or school-related events.

- Confiscation of device for increasing periods of time for subsequent violation, citizenship grades.
- In-school suspension
- Out of school suspension
- Expulsion
- Removal of privileges for extra-curricular and after-school activities
- Disciplinary consequences consistent with a school wide discipline program.
- Loss of extracurricular or honor privileges or recognition.
- Notification of law enforcement, at school's discretion, if circumstances warrant such notification.

### **SECURITY OF DEVICES**

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an  
an

electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

### Reporting

Individuals wishing to report a violation of this policy should contact a school administrator.

### Prohibitions of Using Devices

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, and or compromise the integrity of educational programs. Accordingly, the use of the audio recording or camera functions of electronic devices is always strictly prohibited on school premises.

## Exceptions

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- Use is specifically required to implement a student's current and valid IEP
- Use is at the direction of a teacher for educational purposes with prior approval from administration
- Use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency
- Responsible use by adults is acceptable, provided it doesn't detract from student safety, or the educational process as determined by administration

## **EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY**

It is the policy of the Davis School District and Kay's Creek Elementary to provide equal educational and employment

opportunity for all individuals. Therefore, the District and Kay's Creek Elementary prohibit all discrimination based-on race, color, religion, sex, age, national origin, disability, or veteran status in its programs and activities, and provides equal access to the Boy Scouts and other youth groups. This policy extends to all aspects of the District's and Kay's Creek Elementary School's educational programs, as well as to the use of all District facilities, and participation in all District-sponsored activities.

### **NOTICE OF NON-DISCRIMINATION**

Davis School District and Kay's Creek Elementary do not discriminate based on race, color, religion, sex, age, national origin, disability, or veteran status in its programs and activities, and provides equal access to designated youth groups.

Inquires or complaints regarding the non-discrimination policies may be directed to an individual's principal or supervisor and/or the District Compliance Officer:

Steven Baker, Associate Director Human Resources

Bernardo Villar, Director of Equity

Title IX Compliance Coordinator

Race, Color, National Origin, Religion, or Gender in other than Athletic Programs

Davis School District P.O. Box 588

70 East 100 North

Farmington, UT 84025

(801)-402-5319

Scott Zigich, Director of Risk Management

Physical Facilities Compliance

Coordinator P.O. Box 588

20 North Main Street

Farmington, UT 84025

(801)-402-5307

TDD (hearing impaired): (801)-492-5358

## **ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Kay's Creek elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator at Kay's Creek Elementary (801)-402-0050, their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (801)-402-5315, for parent or employee accommodations: or 504 Coordinator, Midori Clough (801)-402-5142 for student accommodations.

ADA (Employment Issues) Coordinator  
Davis School District  
45 East State Street  
P.O. Box 588  
Farmington, UT 84025

(801)-402-5315

Midori Clough, District 504  
Coordinator Davis School district P.O.  
Box 588  
700 East 100 North  
Farmington, UT 84025  
(801)-402-5142

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their children's education records. These rights are:  
*Inspect and review* all their student's education records maintained

by the school within 45 days of a request for access. *Request* that a school correct records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

*Provide consent* before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:

- School officials with legitimate education interests.
- Other schools to which a student is transferring.
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety

emergencies.

- Juvenile justice system.
- A state agency or organization that is legally responsible for the care and protection of the student.
- Specified officials for audit or evaluation purposes; or
- Organizations conducting studies for or on behalf of the District.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

## **FIRST AID/MEDICATION**

It is our policy to try to contact parents when children become ill or injured. The school is limited to basic first aid only. Please be sure to inform the school of any changes in telephone numbers or persons to contact in case of emergency. If your student must take medication during the school day, please contact the school for special arrangements.

## **HOMEWORK**

Homework is an important part of your child's education. It enhances classroom learning and mastery of skills taught in the classroom. In addition, homework helps students develop self-responsibility and good study habits. We understand that many children participate in out-of-school and family-centered activities; this is considered when determining the amount of homework assigned. For more information, our district homework policy can be found on the district website. Talk to your student's teacher about homework concerns. Please encourage your student to complete homework and read every day!

## MAXIMUM HOMEWORK TIME PER DAY

ELEMENTARY	
GRADE	MINUTES
Kindergarten	5-10
1st	10
2nd	20
3rd	30
4th	40
5th	50
6th	60

## LOST AND FOUND

All found items will be placed in the lost and found cubbies located by the cafeteria. The school cannot assume responsibility for student losses. Proper marking of personal property can reduce these losses. A few times

during the year, a message will go home to parents, informing them that items found in the “lost and found” will be donated. There will be a warning to parents letting them know to check to see if any of their student’s items are in the “lost and found” prior to being donated.

Please label your child’s possessions so that lost items may be returned. Do not write the phone number or name where it is visible on the personal possessions for safety reasons. The school is not responsible for lost or damaged items.

### **MEDIA PERMISSION**

Part of the communication efforts of the Davis School District and your child’s school is to let the general public know about the educational activities occurring within the walls of our schools.

Because of that effort, we often invite reporters to the schools to cover educational activities and events. There are also times when reporters

contact the district or the school regarding a story.

Anytime the media wishes to highlight work or activities within our district or schools, we work with them so they can accomplish their job and so our efforts or viewpoints can be communicated.

The main focus of education, of course, is students, and during the vast majority of time, the media will want to focus on students as the subject of their stories.

For that reason, we are seeking your permission ahead-of-time for your student(s) to be interviewed, photographed or videotaped in the event such an opportunity surfaces during the school year.

If you **DO NOT** want your student to be involved in media coverage — be photographed, interviewed or videotaped by the media — please fill out this form and return it to the school.

Please note, your permission will be assumed if the school does not have this completed form on file.

Student Name(s): \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

### **MEDICATION**

Davis School District recognizes that parents or guardians and children (in the case of older students) have the primary responsibility for

administering medication. However, from time to time a student will require assistance with medication during school hours due to a medical condition. In keeping with 53A-11-601, Utah Code, annotated 1953, the following procedures have been adopted by the Davis Board of Education in order to provide for the administration of medication by school personnel. Your school principal or designee will provide you with needed assistance should this help be required for your student.

If your student should require such help, you as the parent or guardian of the student must submit a completed, signed and dated "Authorization of School Personnel to Administer Medication" form to the school principal. This authorization form also requires information from the student's health care provider regarding the methods, amount, time schedule and possible side effects of the prescribed medication.

Parents are responsible to bring the student's medication to the school principal/secretary/student's teacher, in a prescription bottle or properly labeled original container, along with a current picture of the student.

This is to assure that the proper medication will be administered to your student. Parents must provide an adequate supply of medication to avoid interruption of treatment.

Authorization for administration of medication by school personnel may be withdrawn by the school at any time following notice to you as a parent or guardian. In addition, school personnel who provide assistance as described above in substantial compliance with the licensed health care provider's written statement are not liable, civilly or criminally, for any adverse reaction suffered by the student as a result of taking the medication, or for discontinuing the administration of the medication after so informing the student's parent or guardian.

Your school principal will designate staff to administer medication. In addition, the school administration, in compliance with Board policy, will assume that only students with a current, completed, signed and dated "Authorization of School Personnel to Administer Medication"

form will receive help from the school staff in the administration of medication.

District policy does not prohibit a student from carrying his/her own medication to school in instances where the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own. In such instances, the student may carry one inhaler or one day's dosage of medication on their person. Any misuse of such medication by the student may be subject to disciplinary action under the District's Safe and Orderly Schools policy.

If you have further questions or concerns, please contact your school principal at 801-402-0050.

### **NUISANCE ITEMS**

Toys, radios, electronic games, walkie talkies, trading cards, roller blades,

should not be brought to school. These items are a cause of concern and can disrupt school. The teacher, administrator, or staff may take these items and return them only to the parent.

### **PARTY INVITATIONS**

If your child is going to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited. Otherwise, please make other arrangements to distribute invitations outside of school hours.

### **PETS IN SCHOOL**

Pets are not allowed at school. If students wish to “show and tell” their pet, they may do so with a picture.

### **RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information. These include the right to:

*Consent* before students are required to participate in any survey, analysis, or evaluation that reveals information, whether personally identifiable or not, concerning the student's or any family member's:

- [a] Political affiliations or beliefs.
- [b] Mental or psychological problems.
- [c] Sexual behavior, orientation or attitudes.
- [d] Illegal, anti-social, self-incriminating, or demeaning behavior.
- [e] Critical appraisals of others with whom the student or family have close family relationships.
- [f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.

[g] Religious practices, affiliations, or beliefs; or

[h] Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out* of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.

*Inspect*, upon request and before administration or use of:

- Protected information surveys designed to be administered to students; and
- Instructional material used as part of the educational curriculum.

Davis School District has policies in place to protect student privacy as required by both State and Federal law. Kay's Creek Elementary will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag shall be recited by students at the beginning of each school day in each public-school classroom in the State, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis. Participation in the Pledge is voluntary and not compulsory.

## **PARENTAL RIGHTS IN PUBLIC EDUCATION**

The Davis School District and Kay's Creek Elementary shall reasonably\*\* accommodate a parent's or guardian's:

- written request to retain a student on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- written request to excuse the student from attendance for a family event or visit to a health care provider, without obtaining a note from the provider. *(An excuse does not diminish expectations for the student's academic performance).*

- written request to place a student in a specialized class or an advanced course. *(In determining whether placement is reasonable, the District shall consider multiple academic data points).*
- request to excuse the student from taking a test that is administered statewide or the National Assessment of Educational Progress.
- initial selection of a teacher or request for a change of teacher.
- request to visit and observe any class the student attends.
- request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

*Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or lesser degree than any other student.*

\*\*Reasonably accommodate, for purposes of this section, means the District or school shall make its best effort to enable a parent or guardian to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and

for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents or guardians; the educational needs of other students; the academic and behavioral impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school.

The parental rights specified here do not include all the rights or accommodations available to parents.

### **RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS**

In compliance with existing federal and State law regarding religion and religious expression in public schools, the District or school may neither advance nor inhibit religion. It is the District's policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain the schools' official neutrality regarding sectarian religious issues according to

the constitutional principle of separation between church and state.

## **SCHOOL WIDE PROCEDURES**

Kay's Creek Elementary School has several common procedures. Please take the time to review the procedures with your student monthly. The procedures are as listed:

### ARRIVAL AND DISMISSAL PROCEDURES

1. Keep your hands, feet, other objects to yourself
2. Be on time
3. Walk your bike, scooter, skateboard, etc. on school grounds
4. Line up in assigned area
5. Voice level whisper
6. Walk in halls

### HALLWAY PROCEDURES

1. Keep your hands, feet, other objects to yourself
2. Whisper
3. Walk facing forward on the righthand side of the hall

4. Keep line straight
5. Carry equipment properly

### PLAYGROUND PROCEDURES

1. Keep your hands, feet, other objects to yourself
2. Use equipment properly
3. Return equipment to its proper place
4. Take turns and share

### LUNCHROOM PROCEDURES

1. Keep your hands, feet, other objects to yourself
2. Line up in alphabetical order
3. Use restaurant voice
4. Eat only your food
5. All food and drink remain in the lunchroom
6. Raise hand and wait to be excused
7. Place all garbage in trash can after being excused to go out to recess

### LIBRARY PROCEDURES

1. Keep your hands, feet, other objects to yourself

2. Walk
3. Whisper
4. Return books
5. Choose a book
6. Use resources appropriately
7. Check out book

### RESTROOM PROCEDURES

1. Keep your hands, feet, other objects to yourself
2. Use
3. Flush
4. Wash
5. Return
6. Report problems to an adult

### RECESS PROCEDURES

Recess is an opportunity for students to engage in outside activities with their peers. While on the playground students are to obey the following

rules:

1. Keep your hands, feet and other objects to yourself.
2. Children need to stay in designated area.
3. Students will be respectful of neighbor's property.
4. Students may play touch football or tag games without holding or capturing.
5. Food and candy will stay in the cafeteria or classroom.
6. Children may enter the building, one child at a time.
7. Only playground equipment provided by the school will be allowed on the playground and should be used appropriately.
8. All snow will remain on the ground.
9. Sliding will be allowed only on sleds provided by recess supervisor.
10. Use appropriate language: put-ups, not put-downs.
11. Use benches and tables appropriately.
12. No sitting or hanging on tetherballs.
13. Wall ball will be played with soft playground balls. Balls will be thrown, not kicked at the wall.
14. Touch football and soccer ball games must be kept on the field.
15. Big toy rules: Walking games only

- Head stays higher than toes.
- Use slides sitting down, face forward, and feet first
- No climbing on roofs or outside railings. No jumping off big toy.
- No tag on big toy.

16. Games that aren't allowed:

- Play fighting, wrestling, or pretend weapons of any kind.
- Dodge ball
- Red Rover
- Other games as identified by playground supervisors

## **SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School district and Kay's Creek Elementary to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the Department of Student Services Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the

totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

### Weapons and Explosives-Automatic One Year Expulsion

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. This also includes guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

### Drugs/Controlled Substances

Any student who possesses, controls, uses, distributes, sells, or arranges

the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on District property, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigations, and/or prosecuted.

### **SERIOUS VIOLATIONS**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property; 3) engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang related clothing or

apparel, or soliciting others for membership in a gang.

## **DISRUPTION OF SCHOOL OPERATIONS**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language.

## **DUE PROCESS**

When a student is suspected of violating Kay's Creek Elementary or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity

to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent or guardian that: 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet a designated school official to review the suspension.

### **AUTHORITY TO SUSPEND OR EXPEL**

The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student, the school administrator shall make a referral to the District's Case Management Team. Bullying/Cyber-Bullying/Harassment/Hazing

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression,

intimidation, or discrimination of any school employee or student at school or a school-related activity regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment. Kay's Creek Elementary policy may be found on our website, or a copy may be obtained in the school office.

### **SEARCH AND SEIZURE**

School officials have the authority to search a student's person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

Students have the right or expectation of privacy in school lockers, desks, or other storage area provided for student use. School lockers, desks or other storage areas provided

for student use. School lockers, desks or other storage areas are the sole property of the Davis School district and Kay's Creek Elementary. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

**EXTRACURRICULAR ACTIVITIES** Participation in interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities during the period of discipline and will not be afforded due process

procedures to challenge the denial of participation.

## **COMPULSORY EDUCATION REQUIREMENT**

A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process.

Parents/guardians are encouraged to work with the school in promoting regular attendance of all students.

## **SPECIAL HELP**

The school provides services in speech and hearing, social and psychological intervention, and academic remediation through a

Resource Program. A “special services team” meets weekly at Kay’s Creek Elementary to address student needs. If you have questions regarding these services, please call the school or contact your student’s teacher.

## **TELEPHONE USE**

The telephone is for emergency use only. **After school play arrangements should be made at home and NOT at school.** To decrease interruptions to your child’s education, incoming messages will be communicated to your child by the office staff at Kay’s Creek Elementary. Please refrain from calling your student out of class to receive phone calls as this disrupts the educational school day. If your child needs to call home after school, they will use the telephone in the classroom.

## **VOLUNTEERS**

It is required that all volunteers check in at the office and wear and identification badge. We also ask that younger children not be allowed to roam the halls or enter the workrooms, as this can cause a disruption to the educational process and could be a potential liability hazard.