

Columbia Elementary

Handbook for Families



378 South 50 West

Kaysville, UT 84037

Phone: (801) 402-3350

Attendance Line: (801) 402-3356 – Please call by 9am

MISSION STATEMENT: The purpose of Columbia Elementary is to promote the mission of learning first for all students. To accomplish our purpose we work in partnership with families and the community to promote educational excellence for students as they master essential skills and knowledge. We prepare them to become safe, kind, and reliable members of the community.



Collaboration at Columbia Elementary School

Administration, faculty, staff and parents of Columbia Elementary recognize the importance of a strong partnership between home and school. This partnership is built on a shared responsibility to improve student academic achievement. Through clear and constant communication, we can work together to help children exceed the state's high academic standards. We also recognize the importance of holistic education that includes social and physical development, as well as exploration and appreciation of fine and performing arts. We emphasize blended learning, which we understand to be a blend of old school wisdom with new school technologies. We believe maintaining focus on three overriding school rules, Being Safe, Kind, and Reliable, along with strong parent and community partnership, will help students align with our mission and ultimately be successful and improve society throughout their lives.

School Responsibilities:

The Utah State Office of Education's adopted core curriculum is taught by the highly qualified teachers of Columbia Elementary School.

Teachers will meet with parents during two scheduled Parent/Teacher conference weeks. These conferences are scheduled on the school calendar and generally occur in the fall and the spring of each school year.

Teachers are generally available to meet with parents before or after school. These meetings may also happen during the school day during scheduled preparation times. While these meetings are important and encouraged, it is helpful if they are pre-arranged with teachers with advance notice.

School-to-home communication is vital. Newsletters will be e-mailed to guardians periodically. Please be sure to notify the office if your e-mail address or other contact information changes. School events will be publicized on the school's website and sometimes also on the school marquee and through the district's automated phone call-out system.

Parent Responsibilities:

As a parent/guardian of a Columbia Elementary student, we ask you to support learning by:

- Monitoring attendance and tardiness, helping your child arrive on time and ready to learn.
- Overseeing your student's completion of daily homework.
- Participating in educational decisions concerning your child.
- Attending Parent/Teacher Conferences throughout the year.
- Volunteering at the school, serving on committees and joining PTA whenever possible.
- Supporting school programs.



School-wide Discipline Plan

Research supports a child's need for at least seven positive reinforcement to every negative interaction. Positive reinforcement takes place school-wide and in the classroom.



POSITIVE REINFORCEMENT

Praise: Students receive positive statements from staff members for making wise choices and choosing to follow school rules of conduct.

Positive calls and notes home: From time to time, staff members write, call or e-mail parents with positive news about their students. The good news may be about behavior, performance, a good deed or significant improvement.

Voyager Awards: Staff members issue a Voyager Award (also called a "blue slip") to students they observe following the rules of conduct or showing exemplary behavior. One copy will go home for family recognition, one copy will be given to the classroom teacher for classroom recognition, and one copy will come to the office for public recognition over the school intercom system.

Principal's 100 Club: All students receiving a Voyager Award will be recognized on the Principal's 100's Club board located outside the front office. When students are given a Voyager Award they will draw a card marked with a number from one to 100. The student's name will be written on the corresponding box in the 100's Board. When a row of names is completed, the students whose names are on this row earn an extra incentive, such as a book of their choice. That row of names is then erase, and the process is repeated.

Classroom recognition: Students receiving Voyager Awards will also be recognized within the classroom. Individual classroom teachers will decide how to recognize these students.

Lunchroom Incentives: Throughout the year, different rewards will be given to classrooms that show exemplary behavior in the lunchroom.

POOR CHOICE CONSEQUENCES

Students are responsible for any disorderly conduct going to and from school whenever that conduct affects the school climate, classroom instruction, or student and staff welfare and safety. Students are expected to show respect for school and community property. Students may be held responsible for property which they damage or deface.

WHITE SLIP HEIRARCHY

White slips are issued for rule infractions within the common areas of the school such as: hallways, playgrounds, lunchroom, bathrooms and buses. A white slip can also be issued when a student violates classroom rules more than three times within a given day. Bus reports issued by drivers for rule infractions are also considered white slips.



VIOLATIONS

1st White Slip: Administration counsels with student and contacts a parent or guardian. Consequences are determined.

2nd White Slip: A conference is held between the parent or guardian, classroom teacher, and school administration. A second white slip for a zero tolerance behavior will automatically result in a suspension, either in-school or out of school. For severe violations, the student may also be suspended until a referral to the District's Case

Management Team can be made.

OTHER PROBLEM BEHAVIORS

First Infraction: Warning only

Second Infraction: The teacher will counsel with the student and contact a parent or guardian. The student may miss one recess, be placed on a structured recess plan, or be given "think time" in another classroom.

Third Infraction: The teacher will counsel with the student and contact a parent or guardian. The student may either miss two recesses, be placed on a structured recess plan, or be given "think time" in another classroom.

Fourth Infraction and 1st White Slip: The teacher will counsel with the student and refer him or her to the office. School administration will then contact the parent or guardian. The student will be placed on a structured recess plan and be given "think time" in another setting or space.

Fifth Infraction and 2nd White Slip: The student will be suspended until a parent/guardian, classroom teacher and school administrator can meet and develop a behavior plan. In cases where a pattern of poor behavior is developing, a referral to the District's Case Management Team will be made.



School-wide Behavior Expectations and Procedures

Bus Procedures (created by our Confident Kindergarteners)

- Walk to and from the bus.
- Keep head, hands, legs and other objects inside the bus. Use a quiet voice.
- Stay seated while the bus is moving.
- Wait your turn getting on and off the bus.

Restroom Procedures (created by our Fabulous First Graders)

- Use quiet voices.
- Flush the toilet when finished.
- Wash hands without splashing water on anything or anyone.
- Put paper towels in the garbage.
- Stay off the stalls.

Drinking Fountain Procedures (created by our Sensational Second Graders)

- Stand in a straight line against the wall.
- Keep hands, voices, and bodies quiet.
- Count to five while taking a drink.
- Quietly return to class.

Hallway Procedures (created by our Terrific Third Graders)

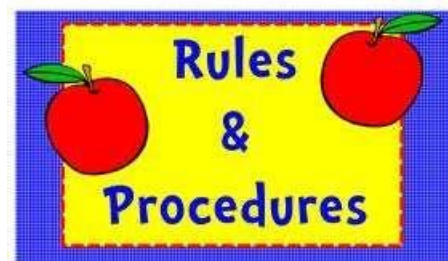
- Walk in a single file line.
- Walk on the right side of the hallway.
- Walk quietly and keep your hands to yourself.

Lining Up to Enter the Building (created by our Friendly Fourth Graders)

- Line up at your assigned shuttle outside and wait for a teacher.
- Quietly walk in single a file line.
- Use your assigned doors to come inside or go outside.

Playground Procedures (created by our Fantastic Fifth Graders)

- Use equipment correctly.



- Play running games on the grass away from equipment.
- Stay on the playground side of the bike racks and stay where a playground supervisor can see you.
- Stay outside during your recess time.
- Return all playground balls and equipment to the correct place.

Assembly Procedures (created by our Spectacular Sixth Graders)

- Walk in quietly, listen to the music, and wait for a signal the assembly will begin.
- Show respect to everyone performing at assemblies.
- Exit the gym quietly.

Lunchroom Procedures

- Come in quietly, get your tray and take your seat.
- Show respect to the lunchroom workers.
- Take turns when emptying lunch trays (one at a time and carefully).
- Wait quietly until you are excused by the lunchroom supervisor. **Other Important Procedures**
- Walk your bike while on school property.
- Only cross the street at a crosswalk.
- Be aware of drivers who may not see you.
- Come to school dressed properly for the weather.

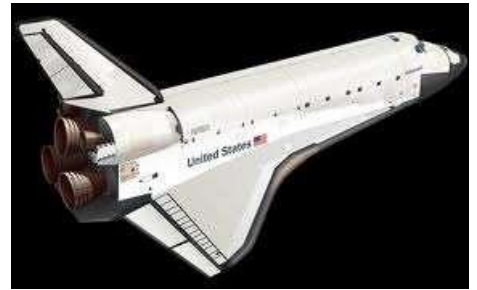
COLUMBIA ELEMENTARY POLICIES

ATTENDANCE:

Good school attendance is essential for student growth and achievement.

It is the responsibility of parents to ensure their children are in attendance and punctual each school day they are healthy to attend.

If your child is going to be absent from school, please call the **attendance hotline (801-402-3356)** by 9:00 am and leave a message.



ARRIVAL AND DISMISSAL:

Students should not arrive at school before 8:30am. Children participating in the school breakfast program should arrive between 8:20am and 8:35am. Students should be ready to start class on time at 8:45am. There is limited to no supervision on the playground before school. Because teachers are busy preparing for the school day each morning, students are expected to line up at their assigned doors rather than enter the building. On very stormy days, students will be invited to the cafeteria to wait in the gym until the first bell rings. KSL 1160 AM radio will broadcast school closure information.

Students should go home immediately after school and not loiter in the halls or on the playground.

DRESS AND GROOMING STANDARDS:

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Please send students to school dressed appropriately for weather conditions.

- ✓ Students must wear shoes. Footwear should be appropriate for active play at recess and P.E. Shoes that provide ankle support and protect toes are recommended. Flip-flop style shoes are not appropriate.
- ✓ All shirts and tops must have at least 4 fingers width of material covering the shoulders. Clothing that exposes bare midriffs, buttocks, or undergarments is not allowed.
- ✓ Shorts should not be shorter than mid-thigh and styles must not expose areas already covered by policy.
- ✓ Clothing containing obscene or suggestive words or pictures, including references to tobacco, drugs, alcohol, or is gang-related may not be worn at school.
- ✓ Clothing attachments which could be considered weapons (spikes, chains, wristbands, etc.) will not be allowed.
- ✓ Hair should be kept clean and neat. Extreme or distracting hair styles are discouraged.
- ✓ Hats are allowed outside.
- ✓ Visible body piercing is not allowed except on the ear. For safety reasons, dangly or loop earrings are discouraged.

School Dress & Grooming Standards should be followed whenever attending any school activity. A student's manner of dress and grooming should not cause a distraction or interruption to learning. Students are expected to come modestly dressed in a manner that reflects pride in themselves and the school. The principal will make final decisions. Students who come dressed inappropriately may be given the choice between wearing appropriate clothing issued by the school (if available) or calling home to arrange for appropriate attire.

Please make dress and grooming choices that promote our school's mission: Learning First!

Columbia Elementary School Community Council created and approved: 25 October 2018

STAYING AFTER SCHOOL:

Teachers or staff members will not ask or require your child to stay after school for any reason unless a parent or guardian is contacted and grants prior permission.

LEAVING SCHOOL:

No student should leave school grounds during the school day without permission. Please follow these procedures if your child needs to check out early:

- Parents, guardians or other authorized adults identified as emergency contact persons on student registration cards must come to the office and sign the student out. Identification will be required.
- **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.
- The student will be called to the office.
- The student will walk to the office to meet the parent, guardian or other authorized adult. The parent, guardian or authorized adult and student should leave the building together.
- Students arriving or returning to school must be signed back in at the office.

SAFE SCHOOLS POLICY:

We adhere to the District Safe Schools Policy. Fighting, disrespect, bullying, obscene language and gestures, sexual harassment, weapons, public displays of affection, selling merchandise on school property or destruction of school property will not be tolerated. Students who violate this policy may be removed from their classroom with possible suspension or other disciplinary decisions.

NUISANCE ITEMS:

Toys, radios, electronic games, squirt guns and other pretend weapons, rollerblades, scooters, skateboards, skate shoes and any other item that disrupts learning should not be brought to school. The teacher may take these items and return them only to a parent. Currently, students who abide by the school rules, be safe, kind, and reliable, are permitted to bring balls and playground equipment to school.

ANIMALS IN SCHOOL:

District policy prohibits animals on school property. The policy allows for animals in the classroom as long as the animal is associated with an approved curriculum event, and prior approval is obtained from the principal. When the event concludes the animal should be removed from the school. Animals may not remain in classrooms for an extended period of time.

TEXTBOOKS/LIBRARY BOOKS:

The school board accepts responsibility for providing students with library and textbooks. Care of these books is the responsibility of the student. Parents are responsible for the cost of lost or damaged books.

CLASSROOM VISITS:

For student safety, all non-school employees must check-in through the office before going to a classroom. Student instruction should not be interrupted for impromptu conferences. School-age relatives and friends who do not attend our school or are off-track may not attend class at Columbia Elementary. Volunteers should also check in at the office. Teachers prefer prearranged times for volunteers. **All adults in the building must follow school protocol for procedures such as fire drills.**

MEDICINE/ILLNESS:

If your child requires medication during school hours, you may pick up the proper paperwork in the office. A doctor's written and signed statement, current photo of the student, and parental signature is required before any prescription medication may be given to a student by school office staff. A single dose of over-the-counter medicine (i.e. aspirin, Tylenol, allergy meds, cough drops, etc.) may be sent from home IF the child can reasonably administer the medicine on his or her own, and if no more than one-day's dose, and in the original container (in case medicine information is needed). Asthma inhalers are allowed if needed. Help us contain the spread of illness by keeping your child home when ill. Symptoms of illness include cough, runny nose, sore throat, earache, headache, fever, nausea, vomiting, reddened or pale face, diarrhea, constipation, tiredness without apparent reason, or stomachache.

OUTDOOR PLAY:

Students are expected to remain outside the school building before school and during recesses. An indoor recess may be called in cases of heavy rain, blizzard conditions, extreme wind, lightning in the area, or temperatures below 20 degrees. Please encourage your children to dress accordingly on inclement weather days as they will likely be expected to play outside.

EMERGENCY DRILLS:

We are required to conduct emergency drills during the school year. **When drills are held, all students, staff, and visitors in the building are expected to participate.**

SCHOOL FEES:

At the elementary level, no fees (except for a kindergarten activity fee) will be assessed for any reason in the state of Utah. However, it is allowed to ask for a donation, such as for field trips, and possibly other occasions. No child will be singled out or excluded due to not providing a donation.

FAMILY NEWSLETTERS:

A newsletter will be sent home by the PTA periodically. This newsletter contains valuable information and a calendar of some important school events. The principal also sends a periodic "Principal Message" via email. Principal Messages will typically be posted on the school website under School Information/Principal Messages. Some items are sent home with the oldest child from each family.

TELEPHONE USE:

The telephone in the office is available to all students for emergency use only. After school play arrangements must be made at home before or after school hours. Unless it is a true emergency, please do not ask to have your student called out of class for messages – it is incredibly disruptive to the other students' learning. The office staff will be happy to take a message for non-emergency items.

STUDENT SERVICES:

We have services available through the school for speech, psychological testing and special education assistance. If you feel your student needs any of these services or has other special needs, please contact your student's teacher or school administration.

SCHOOL BREAKFAST AND LUNCH:

Breakfast is served from 8:20 a.m. until 8:35 a.m. The cost for students to eat breakfast is \$1.35 and the cost for lunch is \$1.85. Lunch payments can be made through the district's myDSD online system, by sending cash or checks to our school lunch manager. If you choose to send money to the school, please be sure to include your child's name and student number. If your check is for more than one student, please indicate the specific deposit amount per child. **Good manners in the lunchroom are expected.** Please encourage your children to visit quietly and show proper manners while eating. Lunch menus are available at: <https://www.davis.k12.ut.us/departments/nutrition-services/menus>

BIRTH CERTIFICATES/IMMUNIZATION:

Federal law requires all new students to provide the school with a copy of their birth certificate and proof of completed immunization to be kept on file at the school.

CROSSWALKS:

Children are expected to use the crosswalk directly in front of the school. A crossing guard is on duty both before and after school.

DROP-OFF ZONE:

Parents are asked to use the south parking lot. Our entrance provides separate lanes for dropping off and driving through. When dropping off your student, please pull as far forward as possible. Do not sit and wait for students to enter the building or double park to drop students off. If you need to come into the building, please pull into a marked parking stall.

Please do not use the north parking lot. Buses will use the north parking lot and will likely completely stop traffic. Please do not pass a bus when bus lights are flashing, or cross the crosswalk when it is occupied by anyone.

SCHOOL TRAFFIC SAFETY:

For parents driving children to school, please help us by dropping off/picking up children in one of the identified safe drop-off areas: The front of the school (drop-off lane), the south side of 350 South, the east side of 50 West (students dropped off on the west side must cross with the crossing guard), or the church located one block north of the school.

FIRST AID:

It is our policy to try to reach parents when students are ill or injured. If we cannot reach a parent or guardian, we will try emergency contacts written on your child's information card. School personnel are limited to simple first aid only (BandAids, ice, etc.). We notify parents of what may appear to be allergic reactions, trauma, or major bumps to the so they may follow-up with treatment and observation if needed.

LOST AND FOUND:

The school has two places for lost and found items. Large items (coats, hats, gloves, balls, etc.) are placed in a box by the north east doors. Smaller items (jewelry, glasses, toys, money, etc.) are kept in the office. All lost and found articles should be turned in immediately. Please claim any lost items by the end of the school year. Items left after the close of the school year will be donated to charitable organizations.

BUS TRANSPORTATION:

Proper behavior on the bus is required of all students as they are transported to and from school or on a school-sponsored event or field trip. Questions and concerns regarding busing, including permission for non-bus-eligible students to ride home, must directed through the transportation department at 801- 402-7500.

The following memo is from district transportation: ***REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES***

1. Pupils being transported are under the authority of the bus driver. NOTE: BUSES ARE EQUIPPED WITH VIDEO CAMERAS. STUDENTS MAY BE SUBJECT TO VIDEO MONITORING.
2. Pupils must be on time for the bus both morning and afternoon. In the morning, students should be at their assigned stop five minutes before scheduled pickup time. Buses will leave the school in the afternoon no sooner than 7 minutes after the last bell has rung.
3. If there are no sidewalks available, students should walk on the left side of the road facing oncoming traffic when coming to meet the bus.
4. Pupils must remain seated while the bus is in motion.
5. Pupils may be assigned seats by the bus driver.
6. If necessary to cross, students shall cross the street 10 feet in front of the bus.
7. Pupils are not to extend their hands, arms or heads through bus windows.
8. Pupils must have written permission from a parent, guardian or school principal to leave the bus at a stop other than his/her home stop.
9. Loud, vulgar or abusive language or behavior is prohibited.
10. Pupils must not open or close windows without permission of the driver.
11. The emergency door or window should be opened or exited only in case of an emergency. Any other such action may result in automatic bus suspension.
12. Pupils must keep the bus clean and should refrain from damaging it.
13. For everyone's safety, no item shall be carried on the bus which could create a hazard to any passenger, including but not limited to: live animals, skateboards, skis, glass objects, etc. The transportation of school projects, band instruments, etc., will be left to the discretion of the driver.
14. Harassment, including sexual harassment is unwelcome behavior and is not tolerated on the bus. This includes, but is not limited to: sexual statements, unwelcome gestures, physical acts or contacts that are objectionable, unwelcome jokes, and pictures, threats or comments directed toward an individual that are derogatory. Victims

should remember these behaviors are illegal, not permitted and do not have to be tolerated. Problems should be reported immediately to the bus driver or school principal official if seen or experienced.

General Homework Time Guidelines

Grade	Minutes
Kindergarten/1st	5-10
2nd	20
3rd	30
4th	40
5th	50
6th	60

Suggestions for Parents:

- Ask your child what they learned in school and engage them in conversation about it. Schedule a regular time for your child to do homework.
- Provide a suitable area and necessary tools for the completion of homework. Encourage your child to work on homework independently; give support as needed. Look for ways to give positive feedback and support for learning. Share any concerns regarding homework with your child's teacher(s).

Tips for Students:

- Know the expectations for the class.
- Create a place where you can concentrate on learning.
- Have everything you need to study close by. Move things you don't need away from your study area.
- Outline and rewrite your notes. Notes rewritten in your own words will help you understand the content more fully.
- Use mnemonic devices (methods for remembering pieces of information using a simple association of common words; for example, HOMES: the great lakes, Huron, Ontario, Michigan, Erie, and Superior).
- Practice by yourself or with friends. Quiz yourself or quiz each other about the content you are studying.
- Take breaks. Divide study time into segments that make sense and work for you; for example, study for 20 minutes and take a 5 minute break. Approach studying with a positive attitude. Keep healthy and balanced—exercise regularly and eat right

Columbia Elementary Electronic Devices Policy

SCOPE

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, immediately before and after school, at school sponsored activities, and on school transportation.



DEFINITION

For purposes of this policy “Electronic Device” means any privately owned wireless or portable electronic handheld equipment including but not limited to existing and emerging mobile communication systems, cell phones, smartphones, iPads, walkie-talkies, portable internet devices, handheld music or gaming systems, and any other communication technologies that do any of these functions. The term “Electronic Device” also includes systems that can be used for word processing, wireless Internet access, image capture or recording, sound recording and information transmitting/receiving/storing, etc.

POSSESSION AND USE

Students may possess and use electronic devices at school subject to the following:

- * Students may bring cell phones in their backpacks to be used to contact parents before or after school. The phones may not be used during school hours without express teacher permission. They must be powered off and out of sight.
- * We prefer e-readers and tablets such as Kindles or iPads be left at home as we cannot assume responsibility for devices that are lost or damaged. Use of e-readers may be allowed during silent reading periods **with permission** of the classroom teacher.
- * Use of all electronic devices during the school day, including pass-time between classes and lunch time, is prohibited.
- * Use of electronic devices on school buses is not allowed.
- * Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency situation as defined by school staff exists or permission has been granted by the administration for a specific curricular purpose.

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 assessments unless specifically allowed by law, student IEP, or assessment direction.

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. The electronic device will be released 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, expulsion or 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 violations.
- * In-school suspension.
- * Out of school suspension.
- * Removal of privileges for extra-curricular activities.
- * Disciplinary consequences consistent with a school wide discipline program. * 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 and any unauthorized calls made with 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 ON AUDIORECORDING

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 strictly prohibited on school premises at all times.

EXCEPTIONS

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

- * The use is specifically required to implement a student's current and valid IEP
- * The use is at the direction of a teacher for educational purposes
- * The use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.



DAVIS SCHOOL DISTRICT MEMORANDUM

DATE: May 15, 2015

TO: ALL PRINCIPALS AND HEAD SECRETARIES

FROM: W. BRYAN BOWLES, SUPERINTENDENT OF SCHOOLS;
MICHELLE BEUS, LEGAL ISSUES SPECIALIST

RE: ADMINISTRATIVE MEMO #28/05:03:15 – STATEMENT OF
NONDISCRIMINATION AND NOTICE OF POLICIES TO BE PUBLISHED IN
STUDENT AND EMPLOYEE HANDBOOKS, FOLDERS, AND REGISTRATION

MATERIALS FOR THE 2015-2016 SCHOOL YEAR

As a recipient of Federal financial assistance, the District is required to notify students, staff, and the public on a regular basis of its commitment to prohibit discrimination and ensure equal educational and employment opportunity. In addition, to satisfy due process requirements, the District and schools need to publish notice of important policies that affect the rights of students and parents. **Please review this information and make the necessary updates to your school's student and employee handbooks, folders, and registration materials for the 2015-2016 school year.**

NOTICE OF NON-DISCRIMINATION

Davis School District and **Columbia Elementary** do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by law, in its programs and activities, and provides equal access to the Boy Scouts and other 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

ADA (Employment Issues) Coordinator

Davis School District

45 East State Street

P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5315

Adam King, District 504 Coordinator

504 (Student Issues) Coordinator

Davis School District

P.O. Box 588

70 East 100 North

Farmington, Utah 84025

tel: (801) 402-5180

Jackie Thompson, 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, Utah 84025

tel: (801) 402-5319

Jay Welk, Health Lifestyles Coordinator

Title IX Compliance Coordinator

Gender Based Discrimination in Athletic Programing

Davis School District

P.O. Box 588

20 North Main Street

Farmington, Utah 84025

tel: (801) 402-5113

Scott Zigich, Director of Risk Management

Physical Facilities Compliance Coordinator

P.O. Box 588

20 North Main Street

Farmington, Utah 84025

tel: (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 **Columbia Elementary** will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator [**Lindsay Baird at 402-3350**], their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Adam King (402-5180) for student accommodations. (TDD hearing impaired ((801) 402-5358)

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and **Columbia 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. The terms Aweapon,@ Aexplosive,@ and Anoxious or flammable material@ include but are not limited to: 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 investigation, 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 **Columbia 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. **Columbia's** policy may be found at www.davis.k12.ut.us/131 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 no right or expectation of privacy in 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 **Columbia 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.

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 of 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:

- [a] school officials with legitimate educational interests;
- [b] other schools to which a student is transferring;
- [c] individuals who have obtained court orders or subpoenas;
- [d] individuals who need to know in cases of health and safety emergencies;
- [e] official in the juvenile justice system;
- [f] a State agency or organization that is legally responsible for the care and protection of the student;
- [g] specified officials for audit or evaluation purposes; or
- [h] 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.

Student Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as, school publications, newspaper articles, and to outside education related organizations. In addition, two federal laws require secondary schools to provide military recruiters, upon request, the names, addresses and telephone listings of their students.

The Davis School District has designated the following information as directory information: 1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 5) parent email address, 6) participation in officially recognized activities and sports, 7) weight and height of members of athletic teams, 8) degrees and awards received, 9) photograph, 10) most recent educational institution attended by the student.

If you, as a parent, do not want **Columbia Elementary** to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
1-800-872-5327

Informal inquiries may be sent to FPCO via the following email address: FERPA@ED.Gov

Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

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:

[a] Protected information surveys designed to be administered to students; and

[b] 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.

Columbia 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.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

1-800-872-5327

Informal inquiries may be sent to FPCO via the following email address: PPRA@ED.Gov.

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.

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.

PARENTAL RIGHTS IN PUBLIC EDUCATION

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

- written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. (*Student agrees to make up course work for school days missed for the scheduled absence*).
- written request to place a student in a specialized class, a specialized program, 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 an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- 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 or guardians from

the public education system.