# 2022 – 2023
# South Clearfield Elementary
# Student-Parent Handbook

## Panthers With PRIDE!

Theme – Panthers Are All In!

Phone: 801-402-2500  Fax: 801-402-2501

Attendance Line: 801-402-2506
Please call to report student absences. When you don't, absences show up as being unexcused on your child's education record.

PANTHERS

SOUTH CLEARFIELD ELEMENTARY

**Principal's Message to Parents**

Dear Parents,

Welcome to the 2022 - 2023 school year! We are the Home of the Panthers where you will find "Panthers Are All In!" We believe that every student can be successful and when all "Panthers Are All In", nothing will get in the way of their academic, social, and emotional success.

When you set foot in our school, you will not only see but also feel the pride we have in being the South Clearfield Panthers. At the heart of this are students, parents, faculty, staff, and administration who are dedicated to the academic, social, emotional, and physical success of each South Clearfield Panther. Now, more than ever, we realize that the social and emotional well-being of students and families need to be at the forefront of the decisions we make. At South Clearfield we will ensure that students love being at school, love to learn, and have respect for adults and their peers, all while striving to meet their personal goals.

We are committed to excellence in education, knowing that all children can learn and that individuals learn in different ways. We know that success in school can add to a child's feeling of self-worth and long-term success. We want each child to succeed, to be motivated, challenged, and grow in their academic ability within a personalized learning environment. All the while, becoming more self-confident, respecting themselves, and showing good citizenship towards others.

Please review the contents of this handbook together with your child, and feel free to contact the school regarding any questions you may have. In addition to this information, you will receive periodic emails, phone calls, and Instagram, Facebook, and Twitter updates from the school and from me. Please look for this information as it will allow you to stay caught up with what's happening here at South Clearfield Elementary. We encourage you to "like" the South Clearfield Facebook page, and the South Clearfield Twitter page.

In the coming year, we look forward to having close working relationships and cooperation between educators, parents, and students.
Thank you for your ongoing support.

Sincerely,
Robert W. Kinghorn
Principal
South Clearfield Elementary

Panthers With PRIDE

## Bell Schedule – South Clearfield Elementary - 2022 / 2023

Breakfast **(students should use the North side door to enter and exit the school)** **8:20 - 8:40**

1st bell ….....8:45
Late bell….....8:50

Monday - Thursday…..... 8:45 - 3:25
Friday (Early Out)…..... 8:45 - 1:25

**A.M. Recess**

Kindergarten …..... 9:45 – 10:00
1st & 2nd …..... 10:00 – 10:15
3rd Grade ….....10:15- 10:30
4th Grade …..... 10:30 - 10:45
1st Grade …..... 10:25 - 10:40
6th Grade …..... 10:45 – 11:00
5th Grade …..... 11:00 - 11:15

**Lunch**

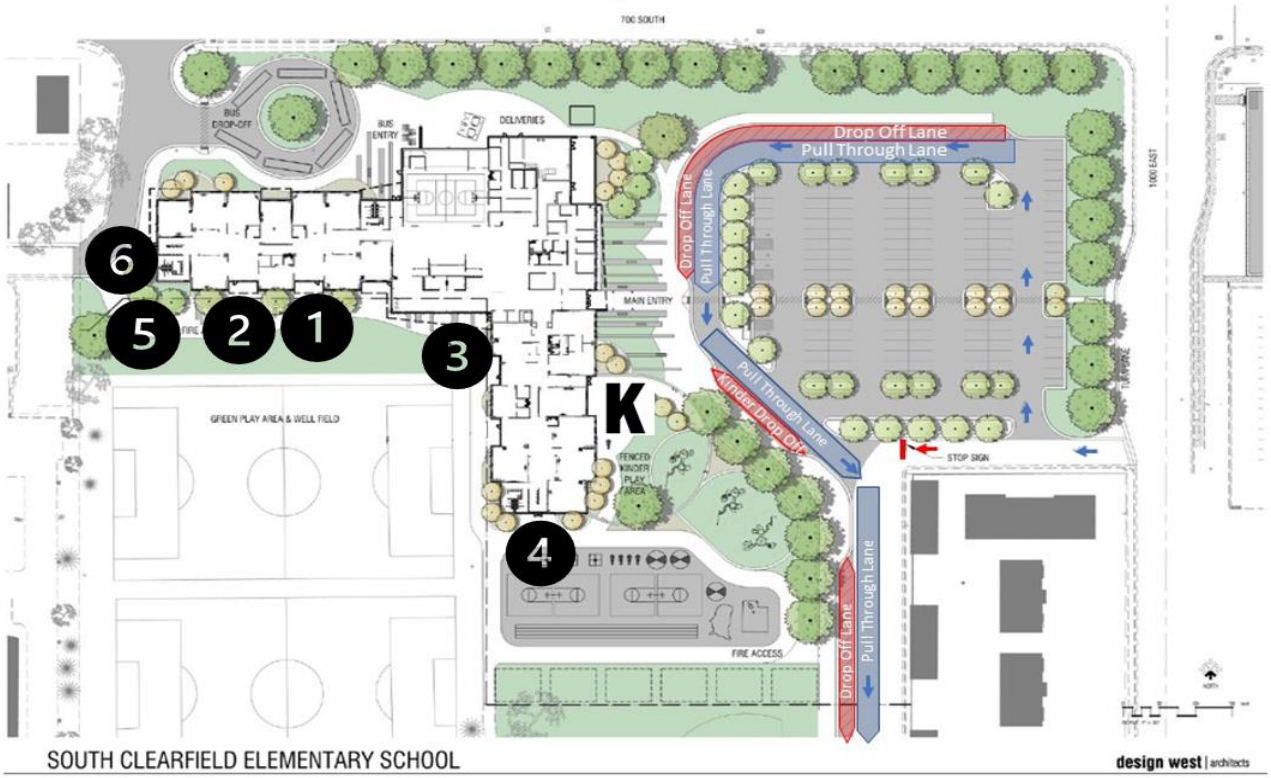
Kindergarten ….....10:45-11:20
1st Grade …..... 11:00 - 11:35
2nd Grade ….....11:20 - 11:55
3rd Grade ….....11:40 - 12:15
4th Grade ….....12:00 - 12:35
5th Grade ….....12:20 - 12:55
6th Grade ….....12:40 - 1:15

**P.M. Recess**

Kindergarten & 3rd Grade.....1:15 - 1:30
1st &2nd ….....1:30 - 1:45
Kindergarten ….....1:30 - 1:40
5th Grade ….....1:45 - 2:00
2nd Grade ….....2:00 - 2:15

**Please note that some recess times may change for certain classes due to scheduling conflicts.**

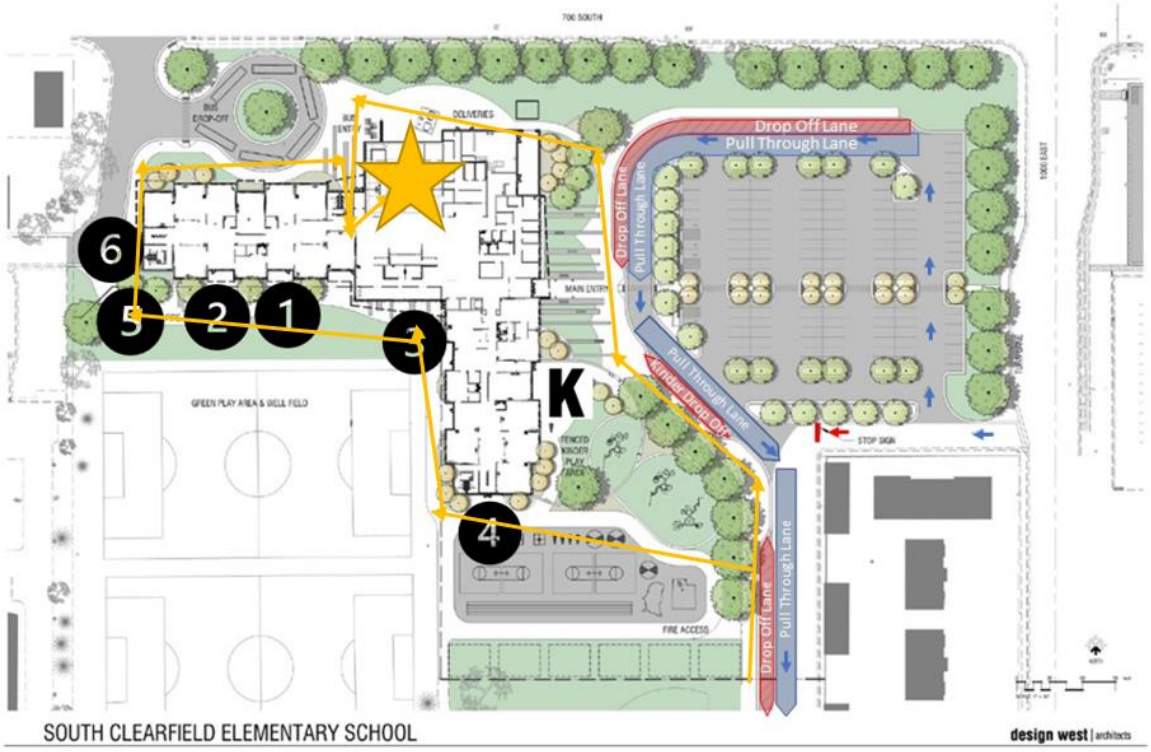
# South Clearfield Elementary Pick Up and Drop Off Map




# Starting the Day

- Outside supervision starts at 8:30 am. Students should not come to school before this point. If parents need to drop off students prior to 8:30, please inquire about our before-school program.
- Breakfast will be served from 8:20 to 8:40. Parents are asked not to come into the cafeteria unless they come through the main office. Students who will be eating breakfast will enter through the doors to the north of the school.
- Line-up locations will be assigned and marked for each teacher/grade level for where each grade level will enter the school.  Please support each student in keeping their personal space while lined up. Parents are only able to come in through the front doors of the school.
- Students will stow their belongings and clean their hands upon entering the school.

# Cold Weather Mornings




## Cold Weather Morning

- On Cold Weather mornings, where the temperature is below 20 degrees Fahrenheit, or raining/snowing hard, students will go into the gymnasium using the doors by the bus loop.
- Students will sit in an area that is designated for each grade level and be excused from the gym at 8:45 to go to class with their grade level peers.

## In the Classroom

- We will provide water bottles for each student. We ask that these stay in the student's backpack to use at school. Please handwash these at home. Replacement will cost $1.50.

# Recess

- Two 15-minute recesses and a 20-minute lunch recess are planned daily for our students, for a total of 55 minutes daily for recess.
- One grade level will be at recess at any given point in the day. A grade-level teacher will escort students to and from recess.
- Students will wash their hands upon entering the school or use hand sanitizer.

# Lunch

- Times are scheduled for each grade to eat separately from the other grades.
- Students have 18 minutes to eat lunch. If they are not done at the end of that 18-minute period, students can stay and continue to eat until their food is gone or until they are done with their lunch.
- Hand hygiene is required before lunch and sanitizer upon entering the lunchroom.
- Home lunch is allowed.
- There is a “lunch recess” following lunch, making a total of three recesses a day.

# End of Day

- Students will exit the school for all transitions through the same grade level door they enter through in the mornings.
- Please have your children set up a daily meeting place outside the school building with siblings or neighbors so they know exactly where to find each other.

# Visitors and Volunteers

- Visitors and Volunteers must enter and check in/check out at the office. If someone is in our school without a visitor’s badge, that has your name and the date on it, that person will be asked to walk to the office and follow school protocols. Please help us avoid this situation by always entering through the main office.
- PLEASE NOTE: If you are going to volunteer at South Clearfield or any Davis School District school, we need you to complete a background check through the Davis School District. There are no exceptions to this!

  We want you to be here and volunteer, but we also need to ensure that students are safe at all times while under our care. As a school, we will pay the background fee.

  This background check only needs to be done once while you have students in the Davis School District as it stays active within our system as long as you have a student in the Davis School District.

# 2022 - 2023 Traditional Elementary School Calendar

FINAL School Calendar 2022-23 final (finalsite.net)

School Begins (Early-Out)..... August 22, 2022

First Week of School – Early-Out Monday & Friday

Kindergarten First Day of School …… .....August 22nd -

(Kindergarten KEEP Assessments August 23rd, 24th, and 25th. Kindergarten returns on Friday, August 26th).

Labor Day (No School).....Monday, September 5, 2022

Parent Teacher Conferences (Early Out) -...Wed. & Thurs., October 5 & 6, 2022

Fall Recess (No School) .....Thursday - Friday, October 13 & 14, 2022

Classroom Halloween Parties .....Monday, October 31, 2022

End of First Term .....Monday, October 31, 2022

Teacher Professional Day (No School).....Tuesday, November 1, 2022

Thanksgiving Recess ..... Wed., Thurs, & Fri., November 21-23, 2022

Early Out.....Tuesday, December 20, 2022

Winter Recess.....December 21, 2021 – January 3, 2023

School Reconvenes ..... Wednesday, January 4, 2023

End of Second Term .....Friday, January 13, 2023

Martin Luther King, Jr. Holiday (No School)..... Monday, January 16, 2023

Teacher Professional Day (No School) .....Tuesday, January 17, 2023

Parent Teacher Conferences (Early-Out) -Wed. & Thurs., January 25 & 26, 2023

Valentine Day Class Parties..... Tuesday, February 14, 2023

President's Day (No School) .....Monday, February 20, 2023

End of Third Term..... Thursday, March 16, 2023

Teacher Professional Day (No School).....Friday, March 17, 2023

Spring Break (No School) .....Mon.– Fri., April 3 – April 7, 2023

Field Day (**Volunteers Needed**) .....Wednesday, May 24, 2022

Kindergarten and Sixth-Grade Graduation ..... Friday, May 26, 2023

Last Day of School (Early Out) ..... Friday, May 26, 2023

**South Clearfield Elementary**
**School Phone: 801-402-2500**
**School Fax: 801-402-2501**
**Attendance Line: 801-402-2506**
**Information and Policies**
**2022 - 2023**

## ✐Appropriate Dress for Physical Education

For safety reasons, students should wear tennis shoes or sneakers on their assigned P.E. day. If appropriate attire is not worn, the student may not be able to participate in their scheduled PE activity, an alternative activity will be provided.

## ✐Arriving at School and School Breakfast

***Children should not arrive at school prior to the beginning of school (see bell schedule). No playground supervision is provided before 8:30.*** The building opens for students to enter at 8:45 a.m. Students should not enter the school building prior to the first bell (unless eating breakfast or in a program being held before school). Students eating breakfast should enter the building through the north side doors of the school. After students eat, they should exit the building using the east doors to wait for the first bell to ring at 8:45 a.m. 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 gym to wait quietly for the first bell to ring.

## ✐Attendance and Punctuality

Regular and consistent school attendance AND punctuality is essential for student growth and achievement. Success in school is dependent upon good attendance! In accordance with Utah State Law (Utah Code §53A-11-103) 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 at school on time. There should be no checking out of students for baby-sitting, shopping, or running errands. While parents have the legal right to take their son or daughter out of school, they do not have the right to violate the state and district mandatory attendance law, which requires 90% attendance for each student. (A student missing only 2 days per month ends up missing 10% of the school year). Parents of students that are continually tardy or absent may be referred to the Davis School District Case Management team for further assistance in helping increase attendance and/or punctuality.

## ✐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 we have severe weather such as high winds, bitter cold, heavy rain, or poor air quality days (we follow the "Recess Guidance for Schools" from the "Utah Department of Environmental Quality– Air Quality Division," which designates when indoor recess should occur due to high levels of particulate matter in the air), students will have an indoor recess. 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 a parent wishes to have their child stay in from recess. Students that stay in from recess may be asked to spend their recess in another classroom or in the office.

## ✐Behavior Expectations

Good behavior is the focus at South Clearfield Elementary! Each teacher has a discipline plan outlining expected student behaviors and consequences. 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, vandalizing, and stealing have serious consequences as do disrespectful comments and gestures. These actions could result in suspension or expulsion. (Please see more under "School Discipline Plan."

## ✐Bicycles / Scooters / Skateboards / etc.

South Clearfield Elementary is located on some of the busiest roads in Clearfield. Thus, for the safety of our students, the Faculty, Community Council, and Administration have decided Not to allow bicycles, scooters, skateboards, etc. at our school.

## ✐Book / Equipment Supply Replacement

Each student is responsible for textbooks and library books issued to him/her. A replacement cost will be assessed if the student loses or damages, books, supplies, or equipment, owned by the school. Please return school books and property that were inadvertently left at home.

## ✐Checking-in & Checking-out

Students who arrive late must check in with the office before going to class. Students who are leaving the school during the school day must be checked out at the office.

## ✐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.

## ✐CHIP (Utah's Children's Health Insurance Program)

CHIP is a state health insurance plan for children who qualify. Apply for CHIP during Open Enrollment. To find out when Open Enrollment will be held, watch and listen for TV, radio, and other announcements. You may also call 1-877-KIDS-NOW (1-877-543-7669) or visit the CHIP website at http://health.utah.gov/chip/

## ✐Classroom Visits – Closed Campus

Parents are always welcome; however, teachers and administration appreciate appointments being made prior to such visits to the classroom. Anyone entering the school ***Must check-in at the office for a visitor badge.*** School-age relatives and friends, who are visiting, are not allowed to attend class with your child(ren).

For the safety of the students and staff, South Clearfield Elementary School and school grounds are closed to anyone who is not a student or official visitor at the school. We expect parents and visitors to check in with the office before visiting classrooms or students. Students from other schools, without specific permission, are not allowed on school grounds during school hours. We reserve the right to deny access anytime to school property to any individual that we feel is disruptive to school functions.

## ✐Closing of School

During the school year, the school may have to cancel classes before the scheduled dismissal time (M-Th @ 3:25 and Friday @ 1:25) because of weather conditions or other unforeseen reasons. If weather conditions or other factors force the closing of school, parents and guardians will be notified via phone call and email. In addition, the following number and radio station will carry the announcement: Telephone - 801-402-5500 / Radio - KSL 1160. The district webpage at www.davis.k12.ut.us can also be accessed for current up to date information on potential school closures.

In case of an early dismissal students will only be released to a guardian or persons listed as an emergency contact. ID will be required. Experience has shown that many parents fail to inform their child(ren) where they should go, in case of an emergency school closure. Phone lines become overloaded, parents cannot call in, and students cannot call out. Parents should arrange a contingency plan for such emergencies prior to school starting each fall to allow our phone lines to remain clear for emergency calls. Emergency contacts should be updated with the office as needed.

## ✐Community Council

Our **Community Council is** composed of parents and school staff. Our Community Council meets several times throughout the school year for the purpose of helping with school improvement. Anyone is welcome to attend these meetings, and agendas are posted twenty-four hours prior to each meeting. Matters for discussion may be added to the agenda by calling or e-mailing the council chair. If you are interested in serving on the Council, please contact the school office.

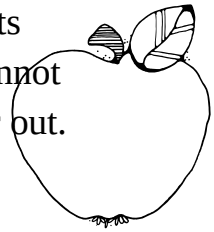
## ✐Crosswalks / Pedestrian / Bus Safety

The safety of our students is one of our primary concerns. Students should follow established walking routes. Depending on where you live, your child should use designated crosswalks. It is very important that parents teach their children how to be safe pedestrians - looking both directions before crossing, staying on sidewalks, crossing at crosswalks, etc.

## ✐DISMISSAL FROM SCHOOL

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 South Clearfield Elementary School office only. This dismissal process will consist of:

1. ***Parents/Guardians/Authorized Adults must come to the office and sign their student out after showing picture ID.*** It is not safe for us to release students over the phone, so we ask your compliance with this request. Your child cannot be released from the classroom until you arrive in the office 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. The parent/guardian/authorized adult, must sign the dismissed student(s) back in to the classroom, in the school office.

NO STUDENT IS TO EVER LEAVE THE SCHOOL UNLESS IT IS THROUGH THE SCHOOL OFFICE WITH A PARENT OR GUARDIAN. THANK YOU FOR YOUR UNDERSTANDING. WE CANNOT BE TOO CAREFUL ON THIS MATTER.

Teachers will never keep students after school unless parents are notified. Students are to go home immediately after school and not loiter in the building or on school grounds.

## ✐Dress Code

Davis School District recognizes that dress and grooming affect student behavior. Students can take pride in their appearance as they follow these guidelines:

1. Tank tops, halter tops, spaghetti straps, or other low-cut, off-the-shoulder clothing is not permitted. Please consider a minimum of three finger lengths for these types of tops. Clothing must be long enough to cover the midriff when arms are raised and may not be see-through.

2. Skirts, dresses, and/or shorts should not be inappropriately short, tight, or revealing.

3. Midriffs, buttocks, or undergarments should not be visible at any time. Pants should be within 2 inches of the natural waist and not be excessively baggy, sagging, or tight and revealing.

4. No hats, visors, bandanas, etc.

5. Any accessory which may be considered a risk to the health or safety of others, or a distraction to the educational process, may not be worn. Belts should not exceed six inches past the buckle.

6. Clothing must not display obscene, vulgar, lewd, sexually explicit messages or advertise illegal substances.

7. Gang attire, defined by the police and/or Davis School District, is prohibited.

8. Body piercing, other than the ears, is prohibited. In addition, ear piercing that distracts from the educational process is prohibited.

9. Tattoos, real or temporary, are not allowed.

10. Shoes are to be worn at all times. Flip-Flops do not give enough support when engaged in many school activities and may not be worn. Sandals must have a back. Shoes with built-in wheels may not be worn.

11. No cosmetics or body paint may be worn to school.

12. Hair should be clean and well-groomed. Extreme and disruptive hairstyles and extreme colors are not allowed. Extreme mohawks are not permitted.

## ✐Drills

Emergency drills are conducted monthly according to state and district regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room. In addition, each classroom has an emergency backpack with basic first aid supplies. In the event of having to evacuate the school, our alternate location is the LDS Church to the West of South Clearfield Elementary. In the case of an evacuation, parents would need to pick up their child(ren) from the LDS Church to the West of South Clearfield Elementary or the designated pickup point that would be determined by Davis School District Security and the Clearfield Police Department in cooperation with School Administration. In case of an evacuation students will only be released to a guardian or persons listed as an emergency contact. ID will be required.

## ✐Drivers and Student Safety

Drivers should exercise caution around the school. Please inform anyone who might be driving students to school (grandparents, siblings, babysitters) of the following safety precautions:

1. *Red zones are for emergency vehicle access and must be kept clear at all times.*
2. *Drop-off curbs are only for student drop-off and pick up. PLEASE, Do Not leave cars unattended in these areas.*
3. *Bus Zone — South Clearfield Elementary has one loop. Buses use this area to drop students off from 8:15 to 8:50, and 3:00 to 3:30, cars are Not allowed in this bus loop during that time.*
4. *Drivers are required to follow all "signage" instructions.*
5. *Students are not allowed to be in the parking lot unattended — an adult must accompany them.*
6. *Students must use crosswalks at busy streets.*
7. *Please use the roads that are adjacent to the school for drop-off and pick-up of students. It is very dangerous to have students crossing the road to get to or from school.*

## ✐Drop Off in the Mornings

Students will enter with their class when the 8:45 bell rings.
If students want to eat breakfast, they can enter through the breakfast doors starting at 8:15. Breakfast is served from 8:20 to 8:40.
If it's colder than 20 degrees or the 'feels like' temperature is colder than 20 degrees, students will come into the gym, entering through the breakfast doors.
Other than breakfast and/or cold weather morning scenarios, students should go to their designated grade level line up spots. After the 8:45 bell rings, teachers will come out to get their entire class and bring their class in together.
If parents want to bring their students into the school, they are more than welcome to do so through the front doors.

Please know that we want to have a welcoming school for all of our parents and students, and in no way want it to feel otherwise. We also need to have set expectations for all students in the mornings. We were letting students come through the front doors for the first few months of school. This then caused a situation where we had students roaming the school in the mornings. When it's one or two students, it's not a big deal. However, when we have dozens of students who are roaming the halls, it becomes a safety concern due to lack of supervision.

## ✐Educational Excursions

South Clearfield Elementary teachers plan field trips away from school, which support curricular objectives. A parent or guardian must sign a permission slip before a student can go on a school trip. In rare cases, verbal permission over the phone may be used to allow a student to attend a planned field trip. A limited number of parent chaperones may be asked to accompany the class on the trip. In some cases, not all parents who are willing to attend will be able to do so due to these limits.

Chaperones should follow school rules and accept the responsibility of following the procedures set forth by the teachers. Pre-school age children may not attend field trips, as this interferes with a parent's ability to help monitor the students of the class. Students are expected to exhibit excellent behavior as they represent South Clearfield Elementary away from school.

## ✐Electronic Devices (Including Cell Phones)

**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, at school-sponsored activities, and on school transportation.

**Devices OFF:** When a student has a personal device such as a cell phone, smartwatch, personal computer, or iPad (Whether issued by the school or owned by the student)… **ALL Devices,** including student cell phones and smartwatches, need to be shut off as soon as students are on the South Clearfield Campus. These are expected to remain off for the remainder of the school day and kept in their backpacks or turned in to their teacher. These will then also need to be powered off at the end of the school day until the students have left the school and are on their way home. If this is not followed, the device will be confiscated and turned into Mr. Kinghorn. It will be the responsibility of parents/guardians to arrange a time with the office to pick that device up from Mr. Kinghorn.

## DEFINITION

For purposes of this policy "Electronic Device" means a privately owned or school-provided wireless and/or portable electronic handheld equipment that include, but is not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, walkie-talkies, etc.), portable internet devices (mobile managers, mobile messengers, etc.), Personal Digital Assistants (PDA's, Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, iPads, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. Electronic Devices also include 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

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

1. Students may possess electronic devices at school and school-sponsored activities as long as the device is powered down and kept in a backpack.

2. If it's a school computer that has been issued, this may come out of the backpack when class begins and is placed where a teacher directs.

3. Use of electronic devices, other than school-issued devices, during the school day, including recess and lunchtime, is prohibited. They must be completely powered down, turned off, and kept out of sight.

4. Students may use electronic devices, other than school-issued devices, before 8:45 a.m. and after the final bell of the school day so long as they do not create a distraction or disruption.

5. Use of electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

## 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 any Utah student academic 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. The electronic device will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequences.

## SECURITY OF DEVICES

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume any responsibility for theft, loss, damage, or 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).

## Care for School Provided Electronic Devices

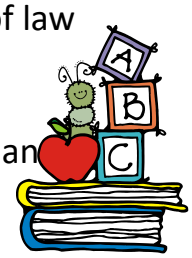
Parents must sign the Davis School District electronic device check out form in myDSD for a school device to be issued. This agreement discusses the care of devices by a student, as well as repairs parents will need to pay for if a device is broken or needs replacement parts. Please see Mr. Kinghorn for more information if you have any other questions after accessing your forms in myDSD.

## PROHIBITIONS ON AUDIO RECORDING

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.

## POTENTIAL DISCIPLINARY ACTION

- At the discretion of administration, violation of this policy may 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 violations.
- In-school suspension.
- Out of school suspension.

- Notification of law enforcement, at school's discretion, if circumstances warrant such notification.

*Please note, if cell phones or electronic devices are used outside of the school in a negative, threatening, or harassing/unwanted way, and that follows students to school, we are obligated to turn these cases over to local law enforcement.

**Electronic Device 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.

**✐Emergency Contacts / Release of Students**

It is vitally important that parents and guardians keep the school informed as to current emergency contacts (including when parents leave on vacation and leave their children in the care of another adult). When filling out the registration card, please include home and cell number for parents, and phone number for several relatives or friends. These secondary contacts should be people you would be comfortable releasing your child to in case of an emergency. If any of these names or numbers should change, please notify the school office immediately. ***We will not release your child to anyone not designated by you as listed on the emergency contact list.***

**✐Homework**

Homework is an important part of the educational process. It provides students of all ages the opportunity to develop personal responsibility, good study habits, and mastery of skills taught.

Homework is a teacher-planned learning activity that takes place outside of the student's regular school hours and should provide an extension to in-class learning. Students who do homework or other reading, writing, or math activities daily will succeed at a higher rate than those who don't.

Parents are encouraged to set aside a regular time each evening for students to do homework or to discuss any papers their child may have brought home from school. Time spent together talking about the day's events can reinforce the lessons learned each day.

Teachers will follow the district guidelines for the amount of homework assigned each day. The homework guidelines for Davis School District, and parent and student tips can be found through the following path – www.davis.k12.ut.us , click on "Curriculum and Instruction," "Content Areas & Programs," and then click on "Homework Guidelines."

Whenever students are absent, parents may request that homework be sent with a sibling, relative, or neighbor. Requests for homework assignments should be made in the morning. Parents are asked to make requests early in the school day to allow time for materials to be organized to send home. If students will be absent for an extended period of time, then homework will be collected on a daily basis and given to the student upon their return to school. This homework should be completed in a timely manner and within a time frame determined by the teacher and parent.

If your child is struggling with the amount of homework that they are assigned, please contact your child's teacher so that appropriate and educational adjustments can be made.

## ✐Immunizations

It is a Utah State law that each child must have a current immunization record on file. This record must be received prior to your child starting school or they will not be allowed to attend school.

## ✐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. Girls can invite only girls, and boys can invite only boys if a parent chooses, but this would include all students of that gender in the classroom. Otherwise, please make other arrangements to distribute invitations outside of school hours.

## ✐Inclement Weather

Students are expected to play outdoors during recess unless it is very wet or cold (below 20 degrees Fahrenheit). Please see that your child is dressed appropriately. All outerwear clothing should be marked with the student's name.

## ✐Leaving School

If your child must leave school during the school day, please send a note with him / her. Your child can then come to the office and wait for you. *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 may be asked to show a photo ID when picking up a child. We appreciate your cooperation with this safety measure.**

## ✐Lost and Found

All found items, are placed in the lost and found boxes, located at the school. The school cannot assume responsibility for student losses. Proper marking of personal property can reduce these losses.

## ✐Medication

The school is not allowed to dispense any non-prescription medication to students. However, if you feel your student has sufficient maturity, he/she may carry one day's dosage of medication with them and self-administer. It would be wise to inform the student's teacher about this one day's dosage. If your student must take medication during the school day, please contact the school for special arrangements, as the school is not allowed to dispense prescribed medication without proper documentation through the school nurse.

## ✐Nuisance Items

Toys, radios, electronic games, cell phones, iPods, walkie-talkies, pocketknives, trading cards, roller blades, shoes with wheels, toys, etc. 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 from students and return them only to the parent.

## ✐Office Hours

The office is open on school days from 8:00 a.m. to 4:00 p.m. School administration and office staff will be happy to help you with any questions or concerns you may have. Parents must make every effort to pick up their child/children promptly after school if they will be transported by vehicle.

## ✐Parent Information

Informative emails will be sent home via email on a frequent basis. These emails contain valuable information, such as the month's activities. Please refer to these for upcoming events and important information.

## ✐Parent Teacher Conferences

Parent Teacher Conferences are held two times during the school year. During conference times, student successes are celebrated, and individual goals are set. *Students are asked to attend the Parent Teacher Conference with their parent(s) and*

*teacher*. Parent(s) will schedule Parent Teacher Conferences online. In addition to conference times, please feel welcome to contact your child's teacher any time you may have a concern.
Conferences for the 2022-2023 school year are scheduled as follows:

***1st Conference* – October 5th & 6th**
Monday and Tuesday will be regular schedule days.
Wednesday / Thursday / Friday - Early-Out Schedule.

***2nd Conference* – January 25th & 26th**
Monday and Tuesday will be regular schedule days.
Wednesday / Thursday / Friday - Early-Out Schedule.

**✐Parking Lot / Student Drop-Off / Pick-Up**
Procedures have been put into place to ensure safe conditions as students come and go from school each day.

***1. Student drop off and pick-up consists of two lanes – a pull through lane on the left and a drop off lane on the right.***
***2. Between 8:15 and 8:50 a.m. each morning and 3:10 and 3:45 p.m. each afternoon, cars will use the drop off zones against the curb in the parking lot when loading and unloading students. A second lane away from the curb will be used for cars that need to pull through.***
***3. All vehicles should enter through the east entrance of the parking lot and proceed to the north end, where you will follow the edge of the parking lot to the front of the school.***
***4. There will be NO CURBSIDE PARKING allowed in the drop off loop in front of the school during these times. Cars left unattended will be reported to the police and possibly subject to fines and/or towing. Our hope is that everyone will cooperate with this policy voluntarily in the interest of keeping our children safe.***

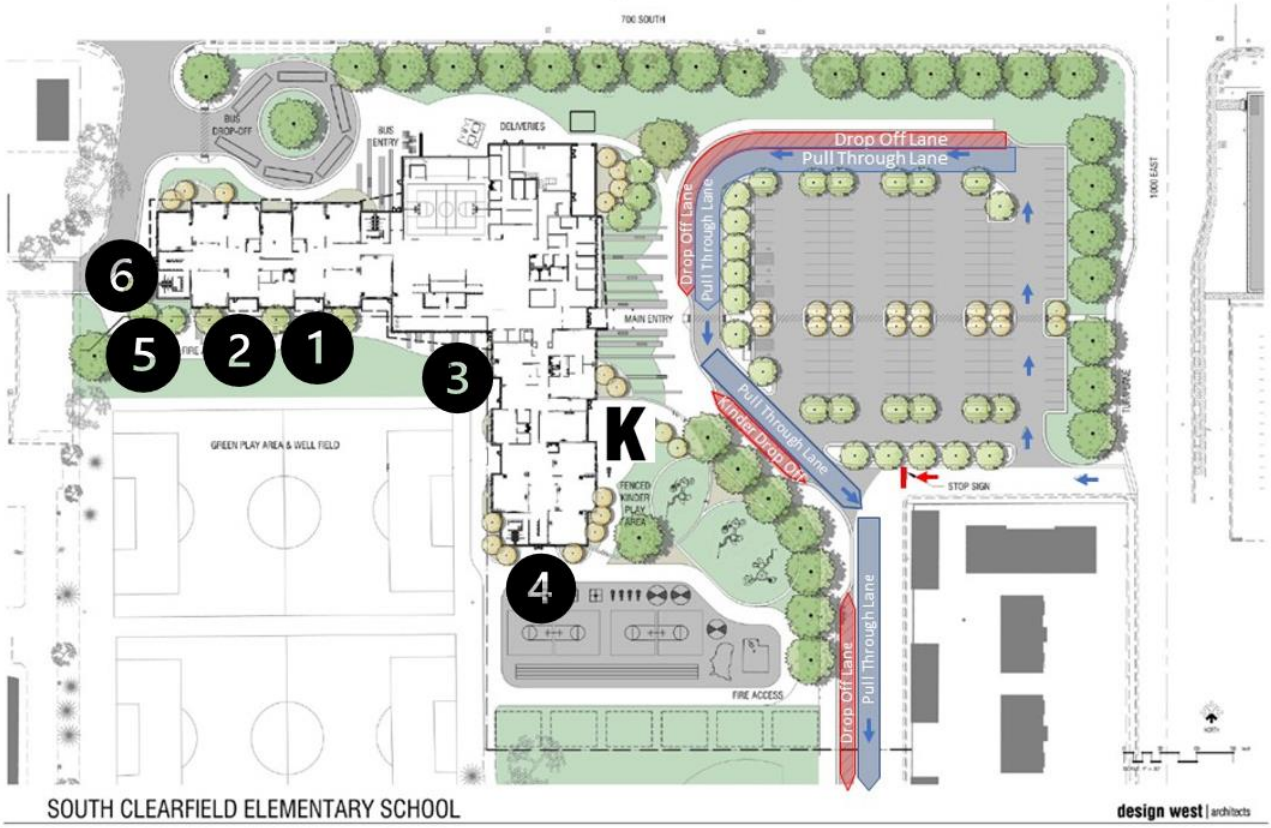
We realize that this may cause a problem for many of you who drive children to and from school, so we are encouraging you to use alternative pick up and drop off points for your students.

We may have some parent volunteers willing to help us by providing morning and/or afternoon parking supervision, but we still need more help. If you would be able to give some of your time for this, please contact the office.

**Things to consider:**
• **Do** pay attention to the time your students come out of the building in the afternoon. If they are stragglers, don't be the first at the school to pick them up.

• **Do not** allow your students to load and unload while you are in the traffic lane on the street. Besides being illegal, it puts children in danger.
• **Do not** let your students cross SR 193 or Falcon Drive other than in the designated crosswalk. At all times, students should cross the street and parking lot in the designated crosswalks. Drivers will be more likely to see them leaving the loading/unloading area.
• We recommend that you alter your route if necessary, to approach from the east if you intend to drop off students inside the parking lot.
• Making a U-turn from one side of the road to the other, across all four lanes of traffic, is illegal and is dangerous to you, your passengers, not to mention those on the road not paying attention to what you're doing.
• **Please share this information with anyone in your family who will be dropping off or picking up your students.**

**South Clearfield Elementary Pick Up and Drop Off Map**




**<u>✐Personal Possessions</u>**
<u>PLEASE…Label your child's possessions so that lost items may be returned.</u> Please label coats by writing your child's name on the inside tag. 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.

**✐Pets in School**

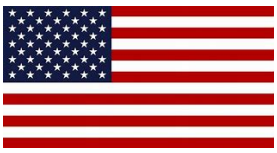
The Health Code prohibits dogs and cats on school property. The code allows for animals in the classroom if the animal is associated with an approved curriculum event and pre-approval has been given from the classroom teacher and administration. When the event is concluded, the animal should be removed from the school. Rodents, (mice, rats, gerbils) rabbits, reptiles (snakes, geckos, lizards) should not remain in classrooms for an extended period of time. There is both personal and district liability with animals in school.

**✐POP, Gum, Candy**

These items are not allowed in school except at lunch, to be eaten in the lunchroom, and during special activities under the direction of the classroom teacher. When students leave the classroom, they must discard the items.

**✐Pledge of Allegiance**

Utah State Code 53A-13-101.6 and Administrative Code R277-475 state the following:



**"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."**

The administrative Code allows a school to require an annual written request from the student's parent to excuse the student from reciting the Pledge. If you do not wish to have your child repeat the Pledge of Allegiance, then **a written request to excuse your student from reciting the Pledge shall be submitted annually to the school office.**

## South Clearfield Elementary Behavior Plan

Be Respectful – Be Responsible – Be Safe

At South Clearfield Elementary there are 3 basic school rules all students should know and follow. These rules are: Be Respectful - Be Responsible - Be Safe

At South Clearfield Elementary we are preparing all students for a future where they will be successful academically, socially, emotionally, and physically. As part of this, we know that every person deserves to be respected, to feel safe, and be free from danger. Learning is enhanced in a safe environment. The establishment of academic and behavioral expectations enhances learning. Students will be expected to conduct themselves in respectful and responsible ways. Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills. At South Clearfield

Elementary we believe and practice the Golden Rule, simply put, "Treat others as you want to be treated."

Federal law makes it illegal for school personnel or parents/guardians to share personal information regarding other children. Parents will only be given pertinent information about the actions of their children. South Clearfield Elementary School will always protect the confidentiality of all parties involved.

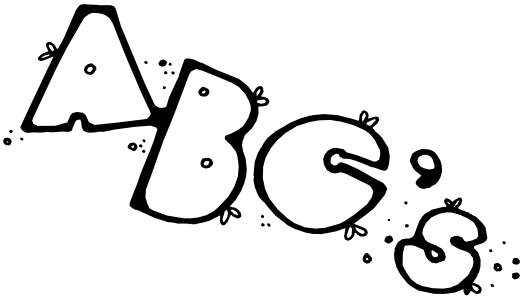
## THE SOUTH CLEARFIELD PANTHERS CODE OF RESPECT

Be Respectful – Be Responsible – Be Safe

A special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills

- ***Be Respectful***

  **We respect ourselves by:**
  - Being honest
  - Doing our best, striving for excellence
  - Being safe
  - Making wise choices
  - Using good manners
  - Taking responsibility for our actions




  **We respect others by:**
  - Treating others as you would like to be treated
  - Being courteous and using kind words
  - Listening when others are talking
  - Standing up for others
  - Respecting and obeying teachers and other school workers' instructions
  - Following the school rules
  - Never bullying

- ***Be Responsible***

  **We are responsible by:**
  - Keeping personal spaces clean and returning items to their proper place
  - Being responsible for our own possessions
  - Picking up garbage on the ground or floor, even if we didn't drop it
  - Not taking the property of others
  - Putting name on any clothing and/or items brought to school

- Treating the school building and grounds with pride
- Working when it is time to work
- Being on time for school
- Being in the right place at the right time
- Listening to instructions and directions

- ***Be Safe***

  **We are safe by:**
  - Following all indoor and outdoor school rules to ensure that every person is safe, feels safe, and is not put into a dangerous situation.

  **Reminders:**
  - I will follow directions.
  - I will keep my hands, feet, mouth, and objects to myself.
  - I will build people up.
  - I will be in the proper place at the proper time.
  - I will walk in the building.
  - I will use all materials and equipment properly.

If a student violates the South Clearfield Elementary Code of Respect, that student will be given a warning (or) citation, (or) could be directly referred to school administration.

## Discipline Procedures:

A. **Classroom**

1. A classroom disclosure document will be given to parents and students. This document will outline specific expectations, procedures, and the teacher's classroom discipline plan.

2. The teacher will employ interventions and/or strategies to work with student behavior. Parent contact will be made for repeated negative behaviors.
3. When necessary, documentation and data will be used to further support the behaviors of a student.
4. Behaviors which are dangerous, or an excessive disruption warrant an office referral. An explanation of the problem and the interventions applied will be given to the administration at the time of the referral. In some circumstances, teachers may make the judgment to refer a student directly to administration before giving a citation or warning.

## B. School Administration

Behaviors which are dangerous or excessively disruptive are referred to administration*:

1. Students will be referred directly to the office for any of the situations listed below. *
2. An administrator will contact the parent(s) of those involved and make a record of the event. Based on the circumstances, appropriate action will be taken.
3. The school has the option, and in some cases are mandated by law to refer students to Davis School District Case Management or to law enforcement agencies.

* Dangerous or disruptive behaviors include but are not limited to: direct and willful disobedience, disrespect of school rules, policies, or authority, open defiance, fighting or assault, ethnic slurs, obscene gestures, inappropriate touching, damage to property, harassment, bullying, threatening, taunting, theft, profanity, leaving school without permission, illegal substances, weapons or their facsimiles, dangerous items, etc.

## C. Specialty Classes

The specialty teachers (Art/Music, STEM/Computers, P.E., Library, Tutoring, etc.) will refer students back to the classroom teacher for minor discipline infractions. They may also issue warnings to students or give citations for behavior that is not conducive to our code of respect. Dangerous or disruptive behaviors will be referred to the office immediately. Specialty teachers will give a warning or citation to the teacher, so the teacher knows what happened. The teacher will then ask the student to have it signed and returned and turn the yellow copy into the office. Teachers will work with specialty teachers to determine the consequences.

## D. Recess

Recess supervisors may also issue warnings to students or give citations for behavior that is not conducive to our code of respect. Dangerous or disruptive behaviors will be referred to the office immediately. Recess supervisors will give a warning or citation to the teacher, so the teacher knows what happened. The teacher will then ask the student to have it signed and returned and turn the yellow copy into the office.

Students who are not being respectful, responsible, or safe may receive a verbal warning at recess, which could include them taking “think time” to ensure they don’t repeat their actions. This will not be longer than five minutes, as it’s a

reflection time to think about their actions, then take the time to correct the action.
Students will line up based on the expectations that teachers have set.

E. **Approach to Discipline:**

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher. Confidentiality will be protected.
2. Students will be guided and expected to solve their own problems or ones they create.
3. Whenever possible, misbehavior will be handled with natural or logical consequences.
4. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.
5. Students will always be given an opportunity to share their "side of the story."
6. School personnel will handle school-related problems. Criminal behavior will result in referral to the district or other civil authorities.
7. The following considerations of behavior will also be considered:
   a. The precipitating events.
   b. The child's intentions.
   c. The personality, age, and temperament of the child.
   d. Knowledge of what actually happened.
   e. The damage or hurt caused by the misbehavior.

Reasonable standards of behavior, which include an emphasis on safety, are required of students at all times. Programs and activities are implemented at the school that result in cooperation, collaboration, and teamwork while reducing acts of aggression.
The intent of this plan is to emphasize the teaching of good citizenship, social skills, and self-discipline. A school committee, in order to determine its effectiveness and incorporate appropriate revisions to the plan, will evaluate the plan annually. Good citizenship, social skills, and self-discipline will be reinforced by positive behavioral supports that are a part of the discipline plan, and also through lessons taught by teachers, school counselor, and school psychologist. Ongoing support for the plan will occur during faculty meetings and other staff meetings.

Reasonable standards of behavior, which include an emphasis on safety, are required of students at all times.

***In the case of a "Safe School" violation, or repeated inappropriate actions, suspension will be automatic and immediate. Determinations of suspensions, length of suspensions, referral to district case management, and/or police involvement will be made by administration.***

**Positive Behavior Consequences**

**Principal's Panther Pride 100 Club**

Students who display positive behaviors may receive a Panthers 100 Club Paw. These are given to students demonstrating respect for adults, self, and others; being responsible; going beyond expectations. Students will bring this to our school counselor on Friday mornings and be placed on the Principal's Panther Pride 100 Club board in the commons. That student will also choose a prize from the principal's treasure box. When all 100 spots are filled, or at the end of the month if they are not filled, those students who are on the Principal's Panther Pride 100 Club Board will get to have a treat with Mr. Kinghorn.

## Lunch with the Mayor

Each month one student from each grade level will be chosen to eat lunch with the Mayor of Clearfield City. Students who are chosen for this activity are those who are respectful to others, responsible for themselves, and chose to make wise and safe decisions. In addition, a student chosen for this award must strive to do their best academically both in class and on homework.

## Individual Classroom Plans

Teachers use a positive reinforcement plan in their classrooms. Teachers approach their individual classroom plans to suit the needs of their classroom and of each student while having this flow in conjunction with the school-wide behavior plan.

## Participate in Announcements

Selected students may be chosen to be a part of the morning announcements and share something that they have learned, and/or discuss positive things in the school/community that are happening, and encourage Panther Pride.

## Positive Praise

Students receive positive statements from all staff members for making wise choices. Positive behaviors are recognized, and students are verbally praised for choosing to follow positive rules of conduct.

## Golden Panther Award

Each week Mr. Kinghorn will rotate grade levels to highlight a student of the month from that grade level. He, along with the classroom teacher, will highlight that student while also calling that student's parent. The good news may be about behavior, performance, a good deed, or significant improvement. Students who receive a Golden Panther Award are those who are respectful to others, responsible for themselves, and chose to make wise and safe decisions. In addition, a student chosen for this award must strive to do their best academically.

# Bullying and Hazing

South Clearfield Elementary has a bullying and hazing prevention program that is based on current bullying research and follows the Davis School District Student Services suggested bullying prevention program, which includes the following components. (Please, ensure that your child knows and understands these simple and yet very important steps to help curb/stop bullying, as well as the consequences for bullying).

**1) Don't Bully** – This starts with you, each and every individual student. If you are bullying, you are showing others that bullying is okay. The example set by you, through your actions needs to convey that bullying is unacceptable and will not be tolerated around you.

**2) Always Help Others** - Standing up to a bully can start with you. It is the right thing to do and it will put a stop to bullying if one person or many people stand up to the bully. As a Bystander who sees bullying, you have the responsibility to help or get help for this other person.

**3) Stand Strong** –Target and Bystander(s) - If you tell a bully to stop, you need to believe that he/she is going to stop. Your words and tone of voice need to reflect this belief that they will stop. Don't be looking down, away, or anywhere else. Look the bully right in the eyes, and say in a firm, strong voice, "I don't like what you are doing, you need to stop." If you yell this at the person bullying you, the bully has gotten what he/she wants - which is to bug you. Thus, the bully has taken your power. Practice saying this in your firm, but not too loud voice.

***If you're a bystander*** – You need to be smart when you approach a bully. It could possibly be dangerous or if you feel you could be hurt, do not walk into the situation alone. If you feel safe enough to approach the bully alone, (which is a very brave thing to do), you need to walk up, and stand by the person being bullied, NOT standing by the bully. You can state to the bully, "knock it off," "leave him/her alone," "you're not being nice, and we don't treat students that way here at South Clearfield," whatever it might be, then ask the person who was being bullied to walk away with you. (Then go to step 4).

Very Important, never approach this situation with aggressive words or body language. (Aggressive body language would be showing fists, pushing, shoving, etc.) This will just make the situation worse and could likely cause a fight between you and the person bullying.

If you feel that you may need a group to approach the person who is bullying, ask a few people around you to come with you and help. There's always strength in numbers. With these people, walk up behind the target, tell the bully to stop, and ask the target to come with the group. (Again, it's very important to never approach this situation with aggressive words or body language).

**4) Stay Away** – Someone who is bullying wants a reaction; they want you and others to notice what they are doing. If you don't give them this reaction, often they will find someone else who will react. Tell the bully to Stop, then Walk Away. If the bully leaves you alone at this point, and did not physically hurt you, you handled this yourself, and it's over. Remember to let your parents or teacher know what happened, and that you handled it, simply so they know in case in happens again. If you were physically bullied, find an adult immediately after going through these steps. If the bully bullies again after you have told them to stop, even if it's been a week, you need to go directly to an adult and report what has happened.

**5) Get Adult Help** –If you have asked a bully to stop, and walked away from it, but it does not stop, you are not "telling" on them, you're "reporting" based on you trying to stop it first. If you have told them to stop, and they don't - he/she won't stop unless you get adult help. Getting an adult must happen to let the bully know that you are not playing around, and you seriously want this to stop.

**If, at any point, you feel that you are threatened or in danger, please contact an adult immediately.**

Classroom lessons taught by the administration, teachers, and our school counselor will help train students on the definition of the following: *Overt aggression* such as physical fighting, punching, shoving, or kicking; *Verbal aggression* such as name calling or verbal threats; *Relational aggression* such as rumor spreading, intimidation, enlisting friends to hurt another child, or engaging in social isolation of other students; *Cyberbullying* which includes the use of e-mail, web pages, text messaging, instant messaging, or other electronic means of aggression against peers whether during school or outside of school; *Other bullying or hazing* based upon students' real or perceived identities and conformance or non-conformance with stereotypes.

South Clearfield Elementary engages in the ongoing assessment of specific locations where bullying may be prevalent, where students may feel unsafe, or where additional supervision may be required.

## Consequences of Bullying or Hazing

Our counselor, teachers, and administration work with students on an individual basis to help students who are targets of bullying and harassment, as well as with a student who may be exhibiting bullying behaviors. Our school will communicate with parents when these issues arise, and continued problems of bullying and harassment will be referred to the administration. Depending on the severity or reoccurrence of the bullying that occurs, suspension or expulsion could result.

## Retaliation

Retaliation (also known as **revenge**) is a harmful action against a person or group as a response to a real or perceived grievance. Although many aspects of retaliation resemble the concept of justice, retaliation or revenge is never appropriate in a school setting. Students are responsible for their own actions, not those of someone else. It is expected that students will demonstrate positive behavior even if someone else does not. Negative consequences will follow those students who choose negative behavior. The fact that a student chooses negative behavior by harassing or bullying another student does not give the target the right to retaliate by hurting back.

***Retaliation is never considered self-defense.***

## ✐School Lunch

Students can bring lunch from home or purchase a lunch from the school. School lunches are always a nutritious choice. Students will always have the option to choose fresh fruits, vegetables, the main dish, milk, water, and other sides.

All money for school meals will be processed at Davis Nutrition Services in Clearfield at the address below. They will require advance payment (check, money order, Visa, MasterCard, Automated monthly check debits, or cash) which may be paid weekly, monthly by the term, or by the year. ***It is the parent's responsibility to keep accounts current since lunches cannot be provided to students without money in their account.***

Starting this school year, all Free or Reduced Lunch forms will need to be accessed by parents through *MyDSD* using a guardian account. Please refer to the single page handout in the "First Day Packet" for information regarding the process that needs to be followed in order to apply for Free or Reduced lunch. ***If you need help with applying for free and/or reduced lunch, please let us know!***

It is important to note that parents are responsible for payment of school breakfast and/or lunch during the approval process for Free or Reduced lunch.

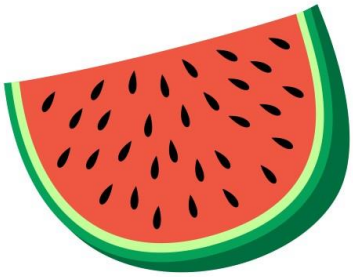
Lunch payments can be made online using the MyDSD guardian account. For more information visit the district's webpage at www.davis.k12.ut.us, click on the "Departments" tab, and then on "Nutrition Services.

**Prices:**

| | |
|---|---|
| Student Breakfast | $1.55 |
| Reduced Breakfast | $.30 |
| Adult Breakfast | $2.10 |
| Student Lunch | $2.05 |
| Reduced Lunch | $.40 |
| Milk Only | $.50 |

Adult Lunch ..... $3.50

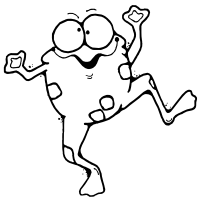
Breakfast will be served daily between 8:20 and 8:40 a.m.



**✐SEM – School Wide Enrichment Model**

Services for students needing academic enrichment are available through the School-wide Enrichment Model (S.E.M.). Students are placed in this pull-out program on the recommendation of their teachers, based on the following criteria:

1. Above-average ability
2. Task Commitment
3. Creativity
4. Leadership
5. School attendance record



**✐Sick Room**

The sick room is available on a **temporary** basis for those students who are sick until a parent is contacted.

**✐SMART REPORT**

The SMART REPORT is used to report on your student's progress each quarter. This report is based on the child's mastery of standards, and not on a less meaningful "point" or "grade" system. Under this system, students are working toward and graded on whether or not they have mastered the required concepts, not on accumulating points. Students are also assessed quarterly in the important areas of responsibility, timely completion of assignments, and behavior, which are recorded separately from the academic assessment.

For many assignments and assessments, teachers use a rubric similar to the following:

**3** - The student addresses all important aspects of the construct or topic; the student exhibits no major errors or omissions; the student works on the task independently.

**2** - The student attempts to address the important aspects of the construct or topic; the student is only partially successful due to some major errors or omissions; the student works on the task independently.

**1** - The student is unable to address the important aspects of the construct or topic; even when prompted and provided with help, the student cannot perform a rough approximation of the task.

**0** - The student makes no attempt; no judgment can be made.

## Special Help

The school provides services in speech and hearing, social and psychological intervention, and academic remediation through a Resource Program. A "Local Case Management Team" meets frequently at South Clearfield Elementary to address student needs. If you have questions regarding these services, please call the school.

## Staying After School

Students must be picked up or walk home promptly at the end of school and may not stay on school grounds unless they are under the direct supervision of a teacher or their parent. 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. Students are not allowed to stay at Fisher Park, East of South Clearfield Elementary after school unless a parent is with them to supervise.

## Student Insurance

Parents may purchase student accident insurance at the beginning of the school year. Families who do not have adequate family insurance coverage are encouraged to take student accident insurance since the district/school does not carry insurance on individual students. Payment of medical bills for students injured on school property, or when engaged in school-sponsored activities, shall be the responsibility of the parent or the student's insurance company. For information on acquiring student insurance please visit http://www.studentinsurance-kk.com

## Telephone Use

The telephone is for emergency use only. **After-school play arrangements should be made at home and NOT at school.** In an effort to decrease interruptions to your child's education, incoming messages will be communicated to your child by the office staff at South Clearfield Elementary. Please refrain from calling your student out of class to receive phone calls as this disrupts the educational school day.

## ✐Toys

Please do not allow students to bring toys (including items such as trading cards, dolls, etc. to school) other than for an occasional "show and tell" or an earned classroom party. The school is not responsible for lost, stolen, or damaged items.

## ✐Treats

You are welcome to work with teachers if you would like to bring a treat to school for a celebration, party, etc. Treats must be commercially prepared, non-hazardous foods such as cookies, cupcakes, or candy. Teachers will know the dietary and nutritional restrictions in their classroom. (These restrictions vary from class to class).

## ✐How Parents Can Help

Parents can do their part to help make the educational setting more productive and meaningful for students by joining in a partnership with the school.

1. Help children come to school feeling good about themselves.
2. Cooperate with the teacher to make schoolwork important and effective.
3. Provide children with suitable study conditions.
4. Show interest in what your children are doing, but do not do the work for them.
5. Reserve a time for homework and turn off the television.
6. Understand that teachers expect homework to be returned on time. Help your child learn the life-long lesson of managing time wisely by encouraging your child to complete their assignments.
7. Participate in the school and become a volunteer.
8. Attend school programs and activities.
9. Support your children by helping them understand their responsibility in having a successful and productive school year.
10. Make sure your children arrive at school on time each day.
11. Expect your children to be in attendance when they are well.

**Family engagement can raise student academic achievement so substantially that schools would have to spend more than $1000 per pupil to get the same results. – National PTA**

**PLEASE NOTE:** *All individuals, including parents, visitors, and volunteers are required to show respect in word and action while at South Clearfield Elementary. Disrespectful adults will be asked to leave the building. Those adults showing patterns of disrespect, or single acts of disrespect that rise to the level of verbal threats or profanity, will not be allowed access to South Clearfield Elementary or its school grounds.*

**THERE ARE MANY WAYS TO HELP SUPPORT OUR SCHOOL!**

Clip **Box Tops** coupons from hundreds of participating **General Mills** products with the original Box Tops program. Box Tops are worth 10¢ each when we send them to General Mills. Visit www.boxtops4education.com for more information. http://www.boxtops4education.com/how/clip.asp. Box tops can be turned in year round. Please cut around box tops and return them to the school office.

If you shop at **Smiths**, simply go online to www.smithsfoodanddrug.com or call 1-800-764-8897 and attach a your "Fresh Rewards" card to South Clearfield Elementary and a portion of your proceeds will come back to our school.

Visit www.Target.com/redcard and sign up for a Target Rewards Card, and designate South Clearfield Elementary as your school of choice. Target will donate up to 1% of your RED card purchases to our school!

We have **Paper Recycle Bins** located around the perimeter of the school. Please consider using the school's recycle bins for newspapers, phone books etc.

PANTHERS

SOUTH CLEARFIELD ELEMENTARY

*The following information is provided to all parents, guardians, and students of South Clearfield Elementary and Davis School District.*

**NOTICE OF NON-DISCRIMINATION**

Davis School District and South Clearfield Elementary are committed to creating an environment free from harassment and discrimination, including addressing and correcting incidents of harassment and discrimination when they occur, ensuring that discipline is free from discrimination, and ensuring nondiscriminatory access to student groups. Students and employees may not be discriminated against on the basis of race, color, national origin religion, sex (including sexual orientation and gender identity), age, disability, 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. Policy 11IR-100 prohibits harassment and discrimination against students on the basis of race, color, national origin, religion, sex, or disability ("Protected Class").

Complaints of harassment or discrimination against students on the basis of a Protected Class should be directed to the Office of Equal Opportunity.

Ken Auld, Director of the Office of Equal Opportunity Davis School District 45 East State Street, P.O. Box 588 Farmington, Utah 84025 tel: (801) 402-8701

kauld@dsdmail.net

Further information regarding student-on-student or staff-on-student harassment will be provided in a separate Notice of Non-Discrimination.

Employee requests for accommodations or complaints of harassment or discrimination against an employee should be directed to the Office of Human Resources at:

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 sbaker@dsdmail.net

Information regarding accommodations for disabilities should be directed to:

Midori Clough, District 504 Coordinator Section 504 (Student Issues) Coordinator Davis School District 70 East 100 North, P.O. Box 588 Farmington, Utah 84025 tel: (801) 402-5180 mclough@dsdmail.net

Information or complaints about discrimination on the basis of sex in athletic programs may be directed to:

Tim Best, Healthy Lifestyles Coordinator Title IX Athletic Compliance Coordinator Sex Based Discrimination in Athletic Programs Davis School District 20 North Main Street, P.O. Box 588 Farmington, Utah 84025 tel: (801) 402-7850 tbest@dsdmail.net

Information or complaints about discrimination on the basis of a disability in access to facilities may be directed to:

Scott Zigich, Director of Risk Management Physical Facilities Compliance Coordinator Davis School District 20 North Main Street, P.O. Box 588 Farmington, Utah 84025 tel: (801) 402-5307 szigich@dsdmail.net

## 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 [name of your school] will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator [name and school phone number], their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

## SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and [name of your school] 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, or District disciplinary action as determined by the District Case Management Team. Criminal acts that are a class B misdemeanor or above (including but not limited to drug possession or physical assault) may also be referred to law enforcement. 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 records.

## WEAPONS AND EXPLOSIVES – UP TO ONE YEAR EXPULSION (Utah Code 53G-8-205)

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, 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 District Case Management Team determines, on a case-by-case basis, that a lesser consequence would be more appropriate. The terms "weapon," "explosive," and "noxious or flammable material" includes 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, or electronic cigarette substance or product), 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.

## SAFE SCHOOL VIOLATIONS

Any student 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 person 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, 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

Any student may be suspended, transferred to an alternative placement, or expelled 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. Conduct that is a class B misdemeanor may also be referred to law enforcement. Conduct which is a class C misdemeanor, an infraction, a status offense on school property, or an offense that is truancy may not be referred to law enforcement or a prosecuting attorney.

## NONDISCRIMINATION IN DISCIPLINE

The District will ensure that students are not discriminated against in the administration of discipline, including the duration and type of consequence, and in referrals to law enforcement.

## DUE PROCESS

When a student is suspected of violating [name of your school] 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 that 1) this student has been suspended; 2) grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent to meet a designated school official to review the suspension.

## AUTHORITY TO SUSPEND OR EXPEL

The school administration 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/HAZING/RETALIATION/ABUSIVE CONDUCT

A student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical, or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or a school-related activities regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation. District policy may be found at 5S-100 Conduct and Discipline. [Your school's name] policy may be found at [URL] or a copy may be obtained in the school office. For incidents of harassment (unwelcome conduct based on a protected class) and discrimination, please refer to 11IR-100.

## 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 reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

School Lockers, desks, or other storage areas are the sole property of the Davis School District and [name of your school]. Periodic general inspections of school lockers may be conducted by school authorities randomly without notice, without student consent, and without a search warrant. Searches will be conducted in such a way as to be short in duration and not disrupt educational activities.

## EXTRACURRICULAR ACTIVITIES

The District will ensure that students have an equal opportunity to participate in, create, and maintain student groups without regard to their race, sex, disability, or other protected classification.

However, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities, such as interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities, during the period of discipline and will not be afforded separate due process procedures to challenge the denial of participation in an extracurricular activity.

## COMPULSORY EDUCATION REQUIREMENT

A parent 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. Parents 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 student's education records. These rights are:

1. Inspect and review all their student's education records maintained by the school within 45 days of a request for access.

2. Request that a school correct education 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.

3. 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 to improve education outcomes; [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect; [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 numbers of their students. The Davis School District has designated the following information as directory information: 1) student's name, address, and telephone number; 2) student's date and place of birth; 3) grade level and enrollment status; 4) student's District email address; 5) student's ID number that is displayed on a student ID badge; 6) parent email address; 7) participation in officially recognized activities and sports; 8) weight and height of members of athletic teams; 9) dates of attendance; 10) degrees, honors, and awards received; 11) most recent educational institution attended by the student; 12) student's digital image.

The following shall be considered limited use directory information that may be disclosed only to other students enrolled in the same course (regardless of whether such students are enrolled in the same class section) that has been audio or video recorded by the District, for instructional and

educational purposes only: 1) name to the extent it is referenced or captured during the audio or video recordings; 2) any photograph or image of the student captured during the audio or video recording; 3) any audio or video recording of the student participating in the course; and 4) any online chats or other recorded communications among participants in the course captured during the audio or video recording.

To protect the privacy of other students, parents/students are not permitted to make their own recordings of class sessions or to share or distribute District recordings of class sessions.

If you, as a parent do not want [name of your school] to disclose limited directory information of your child 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:

Student Privacy Policy Office (SPPO) U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920 (202) 260-3887 Informal inquiries may be sent to FPCO via the following email address: FERPA@ED.Gov For additional information please visit the SPPO website at the following address: https://studentprivacy.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. [name of your school] 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:

Student Privacy Policy Office (SPPO) U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920 (202) 260-3887 Informal inquiries may be sent to FPCO via the following email address: PPRA@ED.Gov

For additional information please visit the SPPO website at the following address: https://studentprivacy.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 [name of your school] shall reasonably accommodate ** a parent'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 advance 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 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 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; the educational needs of other students; the academic and behaviorally 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 from the public education system.

MEAL CHARGES IN SCHOOLS

The purpose of these procedures is to establish consistent meal charging and collection procedures districtwide. The District's goals are:

· To maintain a positive experience for students during meal service.

· To treat all students with dignity and respect.

· To establish practices which are age appropriate.

· To minimize meal charges and encourage parents to pre-pay for all meals.

· To promote parents' responsibility for meal payment and self-responsibility of the student.

Meal Accounts: Payment in advance for meals enables the District to achieve these goals. Personal checks and cash deposits are accepted daily at the schools. For convenience, deposits may also be made by credit/debit card through a parent's myDSD account.

Emergency Meal Service: The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the student's statement of need shall be accepted, and a meal will be made available. School lunch employees shall not, withhold a meal, provide an alternate meal, pull a student from the line, ask the student to call his parent or friend, stamp the student's hand, or otherwise call attention to the student who has forgotten or lost meal money. A school lunch employee may remind a student attending a secondary school that his account is in the negative. The cost of the unpaid meal will be charged to the student's account.

Evaluate Individual Circumstances: When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free- or reduced-price meals. School administrators may work with the family to apply for school meal benefits. All meals eaten before a free- or reduced-price meal application is processed and approved are the responsibility of the parent and must be paid for.

Repayment for Meal Charges and Bad Checks: Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals. Unpaid meal charges may result in the following:

· An automated telephone call to the parent.

· An email sent to the parent.

· A verbal reminder to student attending a secondary school.

· School lunch manager contact parents by phone or notes in teacher mailboxes.

· In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

Parents are responsible to pay all their student's meal charges. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt.

**"Education is the great engine of personal development. It is through education that the daughter of a peasant can become a doctor, that a son of a mineworker can become the head of the mine, that a child of farm workers can become the president of a nation."**

- Nelson Mandela