

Holt Elementary

2020-2021

Student-Parent Handbook

HOLT



HAWKS

448 North 1000 West, Clearfield, Utah 84015

Office Phone: 801-402-2400

Fax: 801-402-2401

Attendance Line (call to report student absences): 801-402-2406

Lunchroom: 801-402-2414

Si usted necesita alguna parte de este manual traducido al español, por favor llame a la oficina - 801-402-2400 y preguntar hablar con Gracie.

Holt Elementary Staff Assignments

2020-2021

Principal	Daryl Fluckiger	PE	Kurt Cunning
Asst. Principal	Suzie Clayton	Library	Lacey Hoffman
Head Secretary	DeAnn Gibbons	Music	Kambrea Tanner
PM Secretary	Sherri DeHaan	Art	Melissa Erickson
AM Secretary	Grace Castillo	Computers	Danielle Tanner
Head Custodian	Randy Bonney	SEM	Raymond Hipwell
STS	Angie Turner		
AM Kindergarten	Jan Grow	Nurse	Marci Christiansen
Kindergarten	Mui Tran	Counselor	Kate Staker
1 st Grade	Anna Davis	Psychologist	Shelby Leigh
1 st Grade	Lisa Shumway	SLP	Marin Barclay
1 st Grade	Cindy Szymanski	Before/After School	Katie George
1 st Grade	Wendy Pop	Before/After School	Makayla Hipwell
2 nd Grade	Kristen Cawley	Before/After School	Kara Fluckiger
2 nd Grade	Yolanda Arguelles	Before/After School	
2 nd Grade	Jennifer Youngberg		
3 rd Grade	Abby Randquist	Playground	Tamra Hansen
3 rd Grade	Sundae Overturf	Playground	Olivia Hansen
3 rd Grade	Jennifer Larson	Playground	Kendra Russell
4 th Grade	Katie Higgins		
4 th Grade	Lexi Carter	Custodian	Amiee Cowan
4 th Grade	Laura Prouty	Custodian	Shannon Shumway
			Edward Hawkins
5 th Grade	Shelley Bateman	Custodian	Skylar Loveland
5 th Grade	Jenna Harper		
5 th Grade	Brandie Gardner		
6 th Grade	Dan Walker	Food Manager	Talynn Mills
6 th Grade	Kimberly Barker	Cafeteria	Tara Orme
6 th Grade	Danielle Monsen	Cook	Vickie Green
		Cook	
Preschool	Raelynn Gifford		
Resource	Michelle Brown	Tutor	Debbie Leahman
Resource	Mary Johnson	Tutor	Sherri DeHann
Resource Para	Gwen Parkinson	Tutor	Smanatha Black
		Tutor	Kristy Smith
ESL	Jerilyn Glazier	Tutor	Linda Rish
ESL	Marilyn Cintron	Tutor	Michele Shumate
		Extended Day	Mindy Jeffs
Orchestra	Katie Baldwin	Extended Day	Erin Shelton
		Wasatch	Katie Carlson
		Community Center	

PTA

All parents and teachers are strongly encouraged to join and participate in the PTA. Educational events, fundraisers, donations for busses for grade level field trips and many other programs run by the PTA directly benefit the students, parents, teachers and the community. The Parent Teacher Association Board holds monthly meetings. Two or three General PTA meetings are held annually. Notices are sent home regarding exact dates and times.

Executive Committee

President.....	Sarah McClurg
President Elect.....	Sandra Daley
Membership.....	KaReen Chandler
Secretary.....	Kelly Lunceford
Treasurer.....	Allison Whitaker
Administrative VP.....	Daryl Fluckiger
Teacher VP.....	Katie Higgins
Advocacy VP.....	Lacey Hoffman
Leadership VP.....	Amelia Collier
Community Involve.....	Lacey Hoffman

Commissioners and Positions

Membership.....	KaReen Chandler
Education.....	Mandee Warner
Book Fairs.....	Heather Lee
Individual Development.....	Kaylee Tiede
Birthday Table	
Perfect attendance	
News Letter	
Teacher/Staff Appreciation.....	Lacey Hoffman
ILP Dinners	
Book Fairs.....	

We are always looking for volunteers!

If you are willing to help with any of the above programs, or in any other way, please contact the PTA President, Sarah McClurg, smcclurg43@gmail.com.

Holt Elementary Bell Schedule 2020-2021

Breakfast.....	8:20-8:40
1 st Bell.....	8:45
Monday—Thursday (Grades 1-6)	8:45-3:25
Friday and Early Out Days (Grades 1-6)	8:45-1:25

AM Recess

K, 1 st , 2 nd , 3 rd Grades.....	10:00-10:15
5 th and 6 th Grades.....	10:15-10:30

Lunch (30 Minutes)/ Recess (10 Minutes)

Preschool.....	11:15
Kindergarten.....	11:20-11:50/11:50-11:55
1 st Grade.....	11:30-12:00/12:00-12:05
3 rd Grade.....	11:40-12:10/12:10-12:15
2 nd Grade.....	11:50-12:20/12:20-12:25
4 th Grade.....	12:00-12:30/12:30-12:35
5 th Grade.....	12:10-12:40/12:40-12:45
6 th Grade.....	12:20-12:45/12:45-12:55

PM Recess

1 st , 4 th , 5 th	1:55-2:10
K, 2 nd , 6 th	2:10-2:25

EXTENDED DAY KINDERGARTEN SCHEDULE

Monday—Thursday

A.M.....	8:45-1:25
P.M.....	11:00-3:25

Friday

A.M.....	8:45-10:10
P.M.....	11:25-1:25

TRADITIONAL DAY KINDERGARTEN SCHEDULE

Monday—Thursday.....	8:45-11:30
Friday.....	8:45-10:50

- Limited playground supervision is provided starting at 8:30 A.M. Please help your child(ren) arrive as close to the first bell as possible.
- Students are not allowed in the hallways/classrooms prior to 8:45 A.M., except in the case of inclement weather as decided upon by administration.
- **All parents, visitors, and volunteers entering Holt Elementary are required to sign in to the office upon arrival, in an effort to keep our students and school safe per Davis School District Guidelines.**

Holt Elementary
School Phone: 801-402-2400
School Fax: 801-402-2401
Attendance Line: 801-402-2406
Lunchroom: 801-402-2414
Information and Policies
2020-2021

► 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 as we want to do our best to ensure that students do not become injured.

► Arriving at School and School Breakfast

Children should not arrive at school prior to the beginning of school (see bell schedule). Limited playground supervision is provided before school starting at approximately 8:30 A.M. 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). Students eating breakfast should enter the building through the northwest gym door of the school. After students eat, they should exit the building using the same northwest gym door 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 building to wait quietly for the first bell to ring.

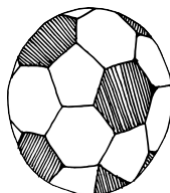
► Attendance and Punctuality

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, children learn to be responsible in arriving to 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 at least 90% attendance for each student – or not missing more than 18 days of school per year. Parents of students

that are continually tardy or absent may be referred to the school's Local Case Management Team and/or 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 indoor 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 Holt 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 consequences; as do disrespectful comments and gestures. These actions could result in suspension or expulsion. Please see the school discipline policy listed at the end of this booklet.

► Bicycles/ Scooters

A bicycle area is provided at the school. Students use this area at their own risk. Bicycles and scooters should remain locked on the bike racks during the day. We cannot assume responsibility for stolen or damaged bicycles or scooters. For safety reasons, skateboards, scooters, and bicycles should be walked while on school property.

► 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 or district.

► 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.



► 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

Parents are always welcome in the classroom; however, teachers and administration appreciate appointments being made prior to such visits to the classroom. **All visitors must check-in at the office for a visitor badge.** Parents should not stay in the classroom for visiting purposes for long periods of time or on a frequent basis, as this could be considered a distraction, not only for the child of the parent, but also other school children and the classroom teacher. School-age relatives and friends, who are visiting, are not allowed to attend class with your child(ren). Preschool and young children should not visit classrooms due to the potential distraction that it may cause.

► Closing of School

During the school year, the school may have to cancel classes before the scheduled dismissal time (see "Bell Schedule") due to weather conditions or other unforeseen reasons. The district will use our call out system to contact you about any school closures.

Students need to know where they should go in case of an early dismissal. 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, making it so 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. In the event of evacuation from the school, our alternate location for pick-up of students will be the LDS chapel that is just south of the school on 1000 West. Students will ONLY be released to parents, guardians, or emergency contacts that parents have listed on the white registration card.

► 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 school improvement. Anyone is welcome to attend these meetings, and agendas are posted prior to each meeting. Matters for discussion may be added to the agenda by calling or e-mailing the council chair. SCC information is posted on the school website.



► Crosswalks / Pedestrian Safety / School Zones

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. Bicycles, roller blades, skateboards, shoes with wheels, and scooters should not be used on school grounds at any time.

Please be aware of the posted flashing school speed zones, and please use caution when driving and/or parking around the perimeter of the school. It is best to drive 20 miles per hour or slower before and after school as there will be children present. Thank you for your help in keeping your children safe. The SNAP plan is posted on our school website.

► 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 supplies and student emergency contact information. In the event of having to evacuate the school, our alternate location for housing students is the LDS Church, located just south of the school on 1000 West.



► **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 only. This must be done through the Holt Elementary School Office. This dismissal process will consist of:

1. **Parents/Guardians/Authorized Adults must come to the office and sign their student out.** 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 will check the child out from school using the computer.
5. The parent/guardian/authorized adult and student will leave the building together.
6. **Please be aware that parents/guardians may be asked to show proper identification before having a child released to them.**
7. If you have someone other than a parent/guardian checking out your child, please ensure that they are listed as an "Emergency Contact" and inform them they will need to show proper identification.

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



► **Dress Code**

Students should come to school appropriately dressed for learning. School officials may prohibit the following types of clothing at school or school activities: extreme or slovenly clothing, including but not limited to: baggy or "sagging" pants or shorts, excessively oversized jackets or coats, inappropriately short, tight or revealing shorts, skirts, dresses, shirts, etc.; clothing that is overly torn, ripped or frayed; bare or stocking feet; clothing which displays obscene, vulgar, lewd or sexually explicit words, messages or pictures; hats, bandannas, or head scarves; extreme coloring of hair, including but not limited to mohawks; clothing attachments or accessories which could be considered weapons, including but not limited to spikes on

boots, bracelets or chokers, chains on wallets or belts, etc.; exaggerated cosmetics and body paint; exaggerated body piercing; clothing that exposes bare midriffs, buttocks or undergarments; spaghetti strap tank tops, halter tops, or other low-cut, off the shoulder clothing; clothing that advertises a substance a student cannot legally possess or use (i.e., tobacco, alcohol, illegal drugs); belts worn excessively long in the front and hanging on either side; belt buckles with the initials of the person or gang etched on it; any item that is a representation of a gang. Dress code violations will be handled on a case by case basis.

► Driver and Student Safety

Parents/Guardians may pick-up and drop-off students at Holt Elementary. Each drop-off and pick-up zone (we have two in the front of our school) has two lanes. The left lane is for driving through and the right lane is for drop-off and pick-up. Please follow the directions that have been painted on the ground to help with the flow of traffic. Please do not let your child exit your vehicle if you are in the pull through lane. Please use extreme caution, especially during the winter months. We do not want cars sliding into each other, and we especially do not want any students to become hurt. Drivers should also exercise caution around the school. Please inform anyone who might be driving students to and/or from school (grandparents, siblings, babysitters) of the following safety precautions:

- 1. Pull up against the right curb to drop-off or pick-up.*
- 2. Drop-off curbs can be used for student drop-off and pick up. Do not leave cars unattended in these areas.*
- 3. Unload and load only from the passenger side of the vehicle.*
- 4. Quickly drop-off or pick-up students and then move into the left lane to exit the area.*
- 5. TURN RIGHT ONLY from the North drop-off and pick-up area.*
- 6. TURN LEFT ONLY from the South drop-off and pick-up area.*
- 7. Drivers are required to follow all "signage" instructions.*
- 8. Students are not allowed to be in the parking lot unattended — an adult must accompany them.*
- 9. Students must use crosswalks at busy streets and throughout the parking lot to cross.*
- 10. When school lots are overly congested, please use city parking lots for drop-off and pick-up.*
- 11. When in a red zone (against the curb), DO NOT leave your car unattended.*

► **Educational Excursions**

Holt Elementary teachers plan field trips away from school. 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; HOWEVER, parents will need to drive separately as there may not be enough room on the bus. Please note that in some cases, not all parents who are willing to attend a field trip will be able to do so.

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 Holt Elementary away from school.



► **Electronic Devices** (including but not limited to cell phones, pagers, tablets, etc.)

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.

Definition

For purposes of this policy, "Electronic Device" means a privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, handheld entertainment systems and any other convergent communication technologies. Electronic Device 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. Use of electronic devices during the school day, including recess and lunchtime, is prohibited. They must be completely powered down, turned off, and kept out of sight.
3. Students may use electronic devices outside of the school 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.
4. 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.
5. Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless in an emergency as defined by school staff exists.

Prohibitions

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Electronic devices may not be used during Utah Performance Assessment System for Students 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 consequence that is imposed.

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).

Prohibitions on Audio Recordings

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

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.

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 cards in the spring of each year and when registering a new

student, 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 which takes place outside of the student's regular school hours and should provide an extension to in-class learning.

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.

Whenever students are absent for the day, parents may request that homework be sent home 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 and sent 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.

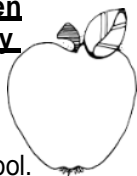
If your child is struggling with the amount of homework that they are assigned, please contact your child's teacher so that appropriate and educational adjustments can be made.

► Invitations

If your child is going to bring invitations to school for a party at home or elsewhere, please make sure that all children in the class are invited. Otherwise, please make other arrangements to distribute invitations outside of school hours. For health code purposes, if birthday treats are sent to school, they need to be store bought.

► 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 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 potential 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 him/her and self-administer. If your student must consistently take daily medication during the school day, or if there is a documented severe allergy, 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, fidget spinners, radios, electronic games, iPods, walkie- talkies, pocketknives, trading cards, roller blades, shoes with wheels, 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. For students with specific needs, a case by case determination will be made if an item would benefit a student while at school. If the item distracts a student from the task they should be completing, even after special arrangements have been made, the item may be removed and sent home.

► Office Hours

The office is open on school days from 8:15 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(ren) promptly after school.**

► Parent Information

Weekly emails are sent from the office to parents with upcoming information. In addition, emails and phone calls may be used to provide parents with pertinent information. These emails and phone calls contain valuable information.

► Personal Possessions

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

► Pets in School

The Health Code prohibits dogs, cats, and other animals on school property (including the playground).

► Playground / School Property

For the safety of students at Holt Elementary, and to ensure that our Playground Supervisors and teachers are able to adequately and appropriately monitor school age students outside, we ask that parents with children that are not in school, and community members, not use school property playground during the hours that school is in session, including but not limited to regular school hours and also the times that the before and after school program use our playground. These hours are from 8:00 A.M. until 5:30 P.M. While we recognize that there is no distinct delineation between school and city property, the areas inside the walking track and the two "big toy" areas just to the north of the track are generally considered school property.

► School Discipline Plan

HAWK PRINCIPLES

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 enhance learning. Students will be expected to conduct themselves in respectful and responsible ways.

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 of the actions of their child. The school will protect the confidentiality of all parties involved.

The school will use the school-wide behavior management plan located at the end of this booklet which has been approved by our school community council.

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 deal with behavior. Parent contact will be made for repeated negative behaviors.
3. When necessary, documentation and data will be used for further support of the 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 the office.

B. School Administration

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

1. Students will be brought 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 to refer students to Local or District Case Management, or to law enforcement agencies.
4. Possible in-school suspension, out of school suspension, or expulsion may occur as dealt with on a case by case basis.

* Dangerous or disruptive behaviors include: direct and willful disobedience that is causing a disruption, aggression, blatant disrespect of school rules, policies, or authority, open defiance that is causing a disruption, fighting or assault, ethnic slurs, obscene gestures, inappropriate touching, damage to property, non-attendance, bullying, threatening, taunting, theft, profanity, leaving school without permission, illegal substances, weapons or their facsimiles, or other dangerous items.

C. Specialty Classes

The specialty teachers (Art, Computers, P.E., Music, etc.) and playground supervisors will refer students back to the classroom teacher for minor discipline infractions. Dangerous or disruptive behaviors may be referred to the office immediately.

D. 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. Sarcasm and/or humiliation are not acceptable forms of discipline.
2. Students will be guided and expected to solve their own problems, or ones they create.
3. Students will be given the opportunity to make decisions and live with the consequences of those decisions.
4. Whenever possible, misbehavior will be handled with natural or logical consequences instead of punishment.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.
6. Students will always be given an opportunity to share "their side of the story."
7. School personnel will handle school related problems. Criminal behavior will result in referral to district or other civil authorities.
8. The following considerations of a 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 or the rule violation

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. 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 and our school counselor. 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.

► Positive Behavior Consequences that may be implemented

Hawk 200 Club

Students who display positive behaviors may receive a “200 club” ticket from an employee of the school that can be turned into the office. The student’s name is placed on the 200 club board and the parent is contacted to share the great news. Once the board is full, 20 student names are randomly drawn for a prize. Each student also receives a 200 club bracelet.

Individual Classroom Plans

Individual teachers use positive reinforcement in their classrooms. Each teacher approaches this to suit the needs of their students.

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.

Caught Being Kind

Students that demonstrate positive behaviors may be given a “caught being kind” sticker to wear throughout the day.

Positive Calls and Notes Home

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

► School Lunch

All money for school meals will be processed at Davis Nutrition Services in

Clearfield. 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.**

All Free or Reduced Lunch forms will need to be accessed by parents through myDSD using a guardian account. **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 through the use of a myDSD guardian account.

Meal Prices 2020-2021

Student Breakfast.....	\$1.45
Adult Breakfast.....	\$2.10
Student Lunch	\$1.95
Adult Lunch	\$3.50
Student Reduced Breakfast	\$.30
Student Reduced Lunch.....	\$.40
Milk	\$.50

Breakfast will be served daily between 8:20 and 8:40 A.M.
Students coming for breakfast should enter and exit the cafeteria using the northwest Cafeteria Door.

Davis School District – Farmington, Utah
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.

MealAccounts: 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 my.DSD 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. **The cost of the unpaid meal will be charged to the student's account.**

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.
- School lunch manager contact parents by phone or notes in teacher mail boxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

Parents are responsible to pay all of 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.

► 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-program based on the following criteria:

1. Above average ability
2. Task commitment
3. Creativity
4. Leadership
5. Good behavior
6. Work completed in class

► ILP Conferences

"Individual Learning Plan" 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 ILP Conference with their parents and teacher.* Parents will schedule ILP Conferences online. In addition to conference times, please feel welcome to contact your child's teacher any time you may have a concern or question

Conferences for the 2020-2021 school year are scheduled as follows:

1st Conference – Wed. and Thur., **November 4th and 5th 2020**
(Early out Wed. and Thur. ONLY)

2nd Conference – Wed. and Thur., **January 27th and 28th 2021**
(Early out Wed. and Thur. ONLY)

► 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 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 – Meets or exceeds grade level standards

2 – Below grade level standards

1 – Far below grade level standards

(-) – Not covered

► Special Help

The school provides services in speech and hearing, social and behavioral intervention, and academic remediation through a Resource Program and a "Local Case Management Team." The Local Case Management Team meets frequently at Holt 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.

► 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.

► 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 Holt Elementary. We ask that you please refrain from calling your student out of class to receive phone calls, as this disrupts the educational school day.

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.

NOTICE OF NON-DISCRIMINATION

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

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

Steven Baker, Associate Director Human Resources

ADA (Employment Issues) Coordinator

Davis School District

45 East

State Street

P.O. Box 588

Farmington, Utah

84025 tel: (801) 402-

5315

sbaker@dsdmail.net

Midori Clough, District 504

Coordinator **504 (Student Issues)**

Coordinator Davis School

District

P.O. Box 588

70 East 100 North

Farmington, Utah 84025

tel: (801) 402-5180

mclough@dsdmail.net

Dr. Bernardo Villar, Director of Equity

Title IX Compliance Coordinator

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

Davis School District

P.O. Box 588

70 East 100 North

Farmington, Utah 84025

tel: (801) 402-5319

bvillar@dsdmail.net

Tim Best, Health Lifestyles Coordinator

Title IX Compliance Coordinator

Gender Based Discrimination in Athletic Programming

Davis School District

P.O. Box 588

20 North Main Street

Farmington, Utah 84025

tel: (801) 402-7850

tbest@dsdmail.net

Scott Zigich, Director of Risk Management

Physical Facilities Compliance Coordinator

P.O. Box 588

20 North Main Street

Farmington, Utah 84025

tel: (801) 402-5307

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

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Holt Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact the school.

CHILD FIND NOTICE

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

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

Children Birth to Preschool – 801-402-5406

Kindergarten through 21 years of age – 801-402-5477

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. 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 Holt Elementary shall reasonably accommodate** a parent's or guardian's:

- written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. (Student agrees to make up course work for school days missed for the scheduled absence).
- written request to place a student in a specialized class, a specialized program, or an advanced course. (In determining whether placement is reasonable, the District shall consider multiple academic data points).
- request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- initial selection of a teacher or request for a change of teacher.
- request to visit and observe any class the student attends.
- request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

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

Holt Elementary School-wide Behavior Management Plan

School Rules:

1. We Are Respectful

Examples

Cheating
Disruptive classroom behaviors
Inappropriate language
Inappropriate use of equipment
Pushing, hitting, kicking
Play fighting
Throwing objects
Running in the hall
Refusal to work
Being in the wrong place
Lying
Chewing Gum

Level 1

**Classroom behavior
management
system**



*Please note that this
flow chart gives general
guidelines and
deviation from this
chart is by
administrative
discretion.*

2. We Are Responsible

Examples

Destroying property
Disrespecting/disobeying adult
Obscene gestures
Offensive language
Provoking violence
Biting
Stealing
Intentional tackling
Intimidation

Persistent level 1 behavior

Level 2

Referral to the office

1st Offense

1. Meet with administrator
2. Phone call home as necessary
3. Appropriate consequences*

2nd Offense

1. Meet with administrator
2. Parent contact
3. Appropriate consequences*
4. Possible referral to counselor for skills instruction and regular check-ins

3rd Offense

1. Meet with administrator
2. Parent contact
3. Appropriate consequences* which could include in or out of school suspension

3. We Are Safe

Examples

Racial Slurs
Bullying/Harassment
Fighting/physical assault
Gang activity
Hazing
Pornography
Illegal substances
Sexual harassment/assault
Truancy
Vandalism
Weapons

Persistent level 2 behavior

Level 3

**Immediate referral to
the office**

1st Offense

1. Meet with administrator
2. Parent contact
3. Appropriate consequences*
4. Possible referral to counselor for skills instruction and regular check-ins

2nd Offense

1. Meet with administrator
2. Parent Contact
3. Appropriate consequences*

3rd Offense

1. Meet with administrator
2. Possible referral to District Case Management or law enforcement
3. Possible change of placement as determined by district

*appropriate consequences may include behavior plan, behavior tracker, suspensions and other measures in accordance with DSD Policy and Procedures.