****

**STUDENT - PARENT HANDBOOK**

**2018-2019**

**Centerville Elementary School**

**350 North 100 East**

**Centerville, UT 84014**

**Phone: 801-402-1400**

**Attendance: 801-402-1412**

**Fax: 801-402-1401**

**http://www.davis.k12.ut.us/Domain/1548**

**Follow us on Twitter @CenterElEagles**

**Follow us on Facebook @ https://www.facebook.com/CenterElEagles**

**“Learn Now…Soar for a Lifetime.”**

**INDEX**

**ABSENCES…………………………………………………………………………………………………………………………… 3**

**ACCIDENTS / INJURIES……………………………………………….……………………………………………………..… 3**

**ATTENDANCE POLICY & ATTENDANCE LETTERS …………………….………………………………….……..… 4**

**BEFORE & AFTER SCHOOL SUPERVISION…………………………….………………………………………..… 4**

**BIRTHDAY / CLASSROOM TREATS ……….……………………………………………………………………………… 4**

**BEHAVIOR INTERVENTION PLAN (SCHOOL-WIDE) ……………………………………….……………………… 5**

**BICYCLES, ROLLER BLADES, SCOOTERS, AND SKATEBOARDS……………………………………………..… 9**

**BULLYING / CYBER-BULLYING / HAZING / HARASSAMENT POLICY…………………………….………… 9**

**CELL PHONE POLICY…………………………………………………………………………………………………………. 10**

**CHECKING IN & OUT STUDENTS……………………………………………………………………………………….. 10**

**CLASSROOM PLACEMENT STUDENT CONCERN FORM…………………………………………………….… 11**

**CLOSED CAMPUS………………………………………………………………………………………………………….…… 11**

**COMMUNICATION (SCHOOL-WIDE) …………………………………………………………………………….…… 11**

**COMMUNITY COUNCIL……………………………………………………………………………………………………… 11**

**DIBELS NEXT……………………………………………………………………………………………………………………… 11**

**DESK REPORT (Davis Essential Skills and Knowledge) ……………………………………………………….. 12**

**DRESS CODE POLICY……………………………………………………………………………………………………….… 12**

**DROPPING OFF & PICKING UP PROCEDURES………………………………………………………………..…… 13**

**DRUG FREE SCHOOLS………………………………………………………………………………………………………… 14**

**EMERGENCY DRILLS………………………………………………………………………………………………..………… 15**

**FAMILY EDUCATIONAL AND PRIVACY ACT (FERPA)…………………………………………………………… 15**

**FIELD TRIPS……………………………………………………………………………………………………………….……… 15**

**GRADES (REPORT CARDS) / PROGRESS REPORTS………………………………………………………………. 16**

**GUARDIAN ACCOUNT (MY.DSD) ………………………………………………………………………………………. 16**

**HOMEWORK GUIDELINES …………………………………………………..……………………………………….…… 16**

**ILLNESS & INJURY ………………………………………………………………………………..…………………………… 17**

**INCLEMENT WEATHER …………………………………………………………………………………………….…….… 17**

**KINDERGARTEN ROUND-UP……………………………………………………..………………………………………. 17**

**LOST AND FOUND ……………………………………………………………………………………………………….…… 18**

**LOST STUDENTS………………………………………………………………………………..………………..………….… 18**

**LUNCHROOM / CAFETEREIA EXPECTATIONS …………………………………………………………….…….… 18**

**MATURATION PROGRAM ……………………………………………………..…………………………………………. 19**

**MEDICATION ……………………………………………………………………………………………………………….…… 19**

**OFFICE HOURS………………………………………………………………………………..………………..………….…… 20**

**P.E. EXPECTATIONS…………………………………………………………….……………………………………....…… 20**

**PLEDGE OF ALLEGIANCE……………………………………………………..……………………………………………. 20**

**PTA ……………………………………………………………………………………………………….………………………… 20**

**RECESS / PLAYGROUND EQUIPMENT ……………………………………………………………….……. 20**

**RECYCLING………………………………………………………………………………………………………………..……… 21**

**RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS…………………………..………………………………….……. 21**

**SCHOOL SUPPLIES ……………………………………………………………………………………………………………. 21**

**SECURITY (BUILDING) ………………………………………………………………………………………………….…… 21**

**SEM - SCHOOL WIDE ENRICHMENT MODEL…………………………..………………………………….………. 22**

**SNOW DAYS or LATE START DAYS……………………………………………………………….…………. 22**

**STAFF FEEDBACK & CONCERNS…………………………………………………………….…………………………… 22**

**TARDINESS………………………………………………………………………………………………….………………….… 22**

**TECHNOLOGY/INTERNET ACCESS/COMPUTERS …………………………………………………….…. 22**

**TELEPHONE (OFFICE)…………………………………………………………….…………………………………………… 23**

**TOYS …………………………..……………………………………………………………………………………………..……. 23**

**VANDALISM / FINES …………………………………………………………………………………….………………..… 23**

**VOLUNTEERING & VISITING CLASSROOMS………………………………………………………………. 23**

**ABSENCES**

Every child who is marked absent will be marked for the computer system to generate a computer call to that child's parent with the following words:

*Hello, this message is from Centerville Elementary School.  Our records show, <<First Name>> <<Last Name>>, was marked absent today.*

*This is a courtesy call and no further action is required on your part.  However, if you believe your child is at school and you have received this call in error, please call Centerville at 801,402,1400 to speak with a school secretary.*

*To repeat this message, press the star key.*

Parents should call the attendance line (801-402-1412) to report why their child is absent or they may clear the absences online through their mydsd guardian account.

This will excuse the absence (provide the school a reason for the absence), but not clear (delete or remove) the absence from the child’s record. If you have any questions about this, please contact the main office.

**ACCIDENTS / INJURIES**

Accidents involving students will be reported immediately to the office so that the student can get the assistance necessary for the injury. Office staff will fill out an accident report to be submitted to the school district. The office will notify parents.

**ATTENDANCE POLICY & ATTENDANCE LETTERS**

Regular attendance is essential for students to learn and progress in school. A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Parents/guardians are encouraged to work with the school in promoting regular attendance of all students. Absentee letters – will be sent home for students when they have 5, 9, and 14 absences to ensure that parents are aware of the school’s records. If the parents identify errors in the school’s record keeping, they may contact the main office. When concerns regarding a child’s school attendance arise, parents will be invited to speak with school administration regarding the reasons why their child is absent. When a student is absent for 18 days or more, they are considered chronically absent. A Compulsory Education Referral will be made to the Student and Family Resources Department when a student’s school attendance is poor and does not improve.

**BEFORE & AFTER SCHOOL SUPERVISION**

Student should NOT arrive at school prior to 8:30 AM (Exception – breakfast is served at 8:15 AM). Students should wait outside until the first bell rings at 8:45 am. Students should not wander the halls or be in classrooms unsupervised in the mornings. Students will always line up outside unless there is inclement weather. According to District policy, school administration will consider moving morning line-up procedures to the covered courtyard or consider indoor recess when temperatures are less than 20 degrees including wind chill or when precipitation such as rain, freezing rain, snow, sleet, or hail may negatively impact a student’s health or learning experience at 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 supervision of a teacher or their parent. Supervision is limited on school grounds after school, so students are encouraged to go straight home instead of loitering on school property.

**BIRTHDAY / CLASSROOM TREATS**

It can be customary for children to provide classmates a treat on their birthday or to donate items to a class store to help incentivize children to meet behavioral or academic goals. Because of the increasing number of students with food allergies or special dietary needs, the school would like to caution you in this endeavor. If food is brought into the classroom, it is recommended that you bring commercially prepared food items. Any products that may contain peanuts, are strongly discouraged due to student allergies. If you are bringing or donating food items, please check with the classroom teacher regarding students who may have special dietary needs or allergies so that we don’t adversely affect their health or make them feel left out. We would also like to remind parents that there are many ways to reinforce and reward students for their hard work and dedication without resorting to providing students edible rewards.

**BEHAVIOR INTERVENTION PLAN (SCHOOL-WIDE)**

At Centerville, Elementary we try to encourage and celebrate the positive behavior of our students! The school will not tolerate fighting, disrespect, obscene language or gestures, sexual harassment, or destruction of school property. A copy of the Centerville Elementary School-wide Behavior Intervention Plan is available below. We believe that elementary school is where young children begin to learn the importance of being a socially responsible citizen in a community setting.

**Centerville Behavioral Expectations**:

Be Safe

Be Respectful & Kind

Be Responsible

**Reinforcement Systems**

**“We have to coach our kids in right behavior more than we discipline for wrong behavior.”**

Every reinforcement system focuses on acknowledging students who demonstrate Centerville behavioral expectations. This program works in conjunction with school-wide and classroom goals. Teachers can effectively reinforce students by making reinforcement occur immediately after or during the behavior they want to increase, by being genuine and enthusiastic, by telling the student specifically what they did right, by finding out what each student wants to earn and by providing daily, weekly, and monthly reinforcement opportunities that are varied. Our school-wide reinforcement system is as follows:

* *Specific verbal feedback -* When you observe students being, safe, organized, accountable, and/or respectful, acknowledge them by giving specific positive verbal feedback such as:
* “That was so helpful the way you held the door open for your classmates.”
* “Thank you for walking with your hands and feet to yourself.”
* *Blue Star Tickets or Class Dojo Points: Individual recognition for great things students do every day.*

*• Earned for ALL positive behaviors: academic, citizenship, or exemplary actions.*

*• Can be earned at any time, at any place, and from any adult.*

*• This is not something a student asks to earn, but it is an opportunity for staff members to notice students doing great things.*

*• Blue star tickets should be collected and stored in the classroom or the classroom teacher can utilize the Class Dojo App to track reinforcement points.*

* *Each Friday, a Blue Star Ticket/Class Dojo Drawing will occur in each classroom. One winner from each class will come down to the office to get a pencil, put their ticket on the P200 board, and get a picture with the Principal. When students are part of a row or column of 10 on the P200 board, they earn a Pizza Party or Root Beer Floats with the principal in his office.*

**BEHAVIOR INTERVENTION PLAN (SCHOOL-WIDE) CONTINUED**

* *Eagle Pride Award: Individual Recognition for even greater things that students do!*

*• Two Eagle Pride Awards will be given each week.*

*• Staff members can check the calendar date when they are assigned to nominate a student for an Eagle Pride Award.*

*• Students get a certificate, an Eagle Pride pin, a treat, and they take a picture with the staff member who nominated them and is posted on Class Dojo.*

*• Given for any of the following reasons: Academic, Behavior, Citizenship, or anything else!*

* *Eagle Feathers: Whole Class Reinforcement*
* *Given to an entire class when EVERYONE in the class is following a classroom or school procedure.*
* *The color of the Eagle Feather corresponds with a location and/or grade level.*
* *Eagle Feathers can be given by any staff member to any other class (not their own). This is a great motivation strategy for prep-time teachers, recess staff, and lunchroom staff.*
* *When a class has earned 10 Eagle Feathers, they put them in Mr. Hansen’s box and they will receive an Eagle for their classroom door.*
* *10 sets of 10 Eagle Feathers (100 Eagle Feathers) will earn the classroom a Principal Party. If classrooms are struggling to earn Eagle Feathers, a smaller goal can be made with school administration. Teachers should make goals with their students to increase the number of Eagle Feathers that they earn.*

**Centerville Elementary School-Wide Behavior Discipline Plan**

**SAFE SCHOOLS POLICY SUMMARY**

For the safety of everyone in our school, the following rules will be enforced:

* No real or pretend weapons on school property
* No drugs, tobacco, or alcohol on school property
* No fighting, harassment, or discrimination is allowed
* No disruptive behavior in a classroom or school activity is allowed
* No fire setting, vandalism, and/or graffiti on school property
* No gang clothing and/or activity on school property

If a student breaks any of these rules, the following consequences may be enforced:

* Suspended from school
* Moved to another school
* Expelled from school
* Referred to the police

**BEHAVIOR INTERVENTION PLAN (SCHOOL-WIDE) CONTINUED**

**BEHAVIOR INTERVENTION PLAN (SCHOOL-WIDE) CONTINUED**

**BEHAVIOR INTERVENTION PLAN (SCHOOL-WIDE) CONTINUED**

**SUSPENSIONS**

When a student is suspected of violating Centerville Elementary or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent or guardian that 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet with a designated school official to review the suspension. The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student the school administrator shall make a referral to the District’s Case Management Team.

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

In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual’s age, disability status, intent, academic status, and prior disciplinary record.

**BICYCLES, ROLLER BLADES, SCOOTERS, AND SKATEBOARDS**

A student may ride a transportation device to school when:

* A parent has given permission and the equipment is locked when at school.
* All safety and courtesy rules are known and followed, including wearing helmets.
* Any transportation device is to be walked on school grounds.
* Helmets, rollerblades, and skateboards can be stored in the classroom for the day.
* Centerville Elementary assumes no responsibility for any stolen or damaged transportation devices while on school property.

Any violation of these rules will result in the student losing the privilege of bringing a transportation device to school. Transportation devices afford students an opportunity for exercise and getting to school quickly, however due to safety concerns, school administration discourages them from being brought to school.

**BULLYING / CYBER-BULLYING / HAZING / HARASSAMENT POLICY**

Centerville Elementary defines bullying as an occurrence where a child says or does something intentionally hurtful and they keep doing it again and again – even when the victim tells them to stop or shows them that it makes them upset. Often times children can make poor decisions as they learn to interact appropriately with their peers, however students and parents must understand the difference between students being rude (unintentionally being hurtful once), being mean (intentionally being hurtful once) and bullying (intentionally being hurtful again and again -- even when the victim tells them stop or shows them that it makes them upset). School administration encourages our students to treat everyone with kindness and respect. We also encourage students to look out for one another by assertively asking students to stop mean behavior, lead students who are being bullied away from a bully, and involving school staff or other trusted adults for additional support. School administration encourages students to refrain from retaliating so that the bullying cycle is not promulgated. School discipline will not be meted out to a student without properly documented evidence that may include written statements from a student or an adult.

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, or discrimination of any school employee or student at school or a school-related activity regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment.

**CELL PHONE / SMART WATCH / PERSONAL ELECTRONIC DEVICE POLICY**

For our purposes, a personal electronic device means any device that can send and receive messages, be used to call someone, take pictures, record audio or video, and access the internet.

Students may possess and use personal electronic devices at school, but are subject to the following rules:

* Use of personal electronic devices on school property is prohibited at any time during the day (unless permission is given from a staff member for an educational purpose). This includes pass-time between classes in the halls, on fieldtrips and on buses, at recess, at breakfast in the cafeteria, and at lunchtime.
* Again, 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 personal electronic devices is strictly prohibited on school premises at all times, unless permission is given.
* Personal electronic devices must be completely powered down, turned off and kept in a student backpack or their pocket (this includes smart watches) while in the school building.

If a student or family must make contact during the school day with their child, contact should be made through the main office. This rule is in place to minimize distractions, keep students safe, and to be sure the office is not bypassed in important communications.

**Confiscation**

If a student violates this policy, his/her electronic devices 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 cell phone will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed.

1st offense – the device is returned to the student after school with a warning

2nd offense – the device can only be picked up by the parent

3rd offense – the student may no longer bring a cell phone to school.

Because the school’s supervision is limited before and after school, we highly discourage student use of personal electronic devices on school property. This includes movie nights and other school events for families. If parents are unable to monitor their child’s usage on an electronic device, we encourage families to keep electronic devices put away.

**CHECKING IN & OUT STUDENTS**

Check-in at the office is required for all students who enter the school after 8:50 AM. Anyone checking-out a child must do so through the office. They must show a photo ID and be listed on the child's information sheet. Parents should never go to a classroom or the playground to pick up their child. Teachers will not allow parents to pick up a student from the classroom.

**CLASSROOM PLACEMENT STUDENT CONCERN FORM**

Each year Centerville Elementary School purposefully organizes classrooms with the academic, behavioral, social, and emotional needs of our students in mind.  During the month of May, classroom teachers and special education teachers will be instrumental in providing feedback on the placement of our students into next year’s classrooms.  If parents would like to provide additional information about their student that the current classroom teacher may be unaware of, please stop by the office and grab a Classroom Student Placement Form. Please know that forms will be shared with classroom teachers. We appreciate your patience and support as we professionally place each child.  Our goal is ensure that each student’s needs are addressed so that they can have a successful school year here at Centerville Elementary School.

**CLOSED CAMPUS**

For the safety of the students and staff, Centerville Elementary school and school grounds are closed to anyone who is not a student or official visitor at the school. We expect all adult 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. In advance of a school-day function, the school will send “tickets” home that parents may use to enter the school.  Parents may give additional tickets to grandparents or other family members who will be attending the event.  Tickets will be collected at the door and adults will be issued a badge granting access to the location of the activity only.  Adults who forget their tickets, want to stay beyond the time of the activity, or need to visit another area of the school, will use the daily protocol to enter.

**COMMUNICATION (SCHOOL-WIDE)**

Communication folders will be sent home school wide once a week. All school communication and graded papers should go home on this day. Students are to bring folders back Tuesday morning with a parent signature (inside flap) indicating the papers were received at home. Communication folders are used to send flyers, homework, completed work, memos and other information home each week. Parents should send the folder back to school the next day with anything they need to return, or with any written communication they wish to send to the teacher.

**COMMUNITY COUNCIL**

Our **Community Council** is composed of parent and school staff representatives. Meetings are held monthly on Tuesdays at 4 PM for the purpose of school improvement. Anyone is welcome to attend these meetings, and agendas are posted online. Matters for discussion may be added to the agenda by calling or e-mailing community council members including the school principal.

**DIBELS Next**

Dynamic Indicators of Basic Early Literacy Skills or DIBELS is a screening assessment used K-6 to identify students who may be at some degree of risk in their literacy skills. This assessment is conducted 3 times a year in September, January, and May.  After the assessment is completed, teachers will determine areas of weakness and plan appropriate instruction and interventions.  Teachers will regularly administer progress monitoring assessments to inform and adjust instruction, as needed, for these students. State law requires teachers in grades 1, 2, 3 to notify parents of those students who are below benchmark. This is usually completed during an SEP conference. A written notice must be handed to parents.

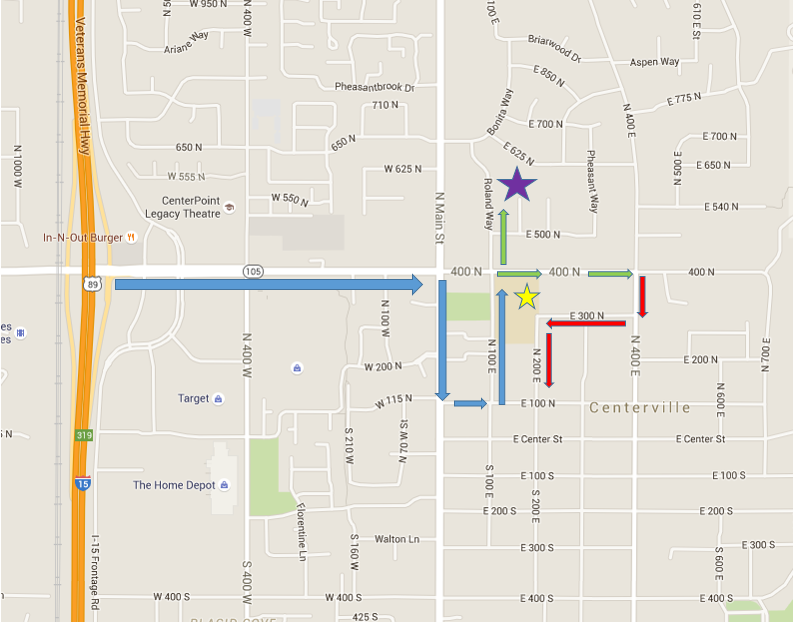
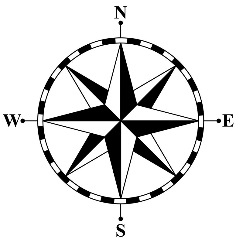
**DESK REPORT (Davis Essential Skills and Knowledge) \***

The DESK 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.

**DRESS CODE POLICY**

All students who attend Centerville Elementary School should wear their hair in a clean and well-groomed manner that is not distracting to the learning environment. Hair color should be a natural color. No colored hair is allowed (red, blue, green, etc.). No Mohawk hairdos (sides short and excessively long on the top) are allowed. Any child whose hair fails to comply with our school’s policy will be asked to change their hair color or wear their hair in a way that masks any changes that have been made. Please contact the main office to receive a more detailed handout if you have any questions. Extreme or slovenly clothing, including but not limited to, baggy or “sagging” pants or shorts, excessively oversized jackets or coats, inappropriately short or tight or revealing shorts, skirts, dresses, shirts, etc.: clothing that is torn, ripped or frayed; and cross-dressing are prohibited. Shorts shall be the dress or walking type and shall reach to at least mid-thigh when sitting down. Short-shorts are prohibited. (Rule of thumb: the length shall be 2-3 inches from the top of the knee when standing.) Bare or stocking feet are prohibited. **Flip-flops, platforms, or any shoes which make it difficult for students to engage in vigorous play are strongly discouraged.** Heelies or any shoes with wheels or that can be used with wheels are not allowed on school grounds. Clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, or pictures. Hats and bandanna are prohibited. Students are not allowed to cover their heads while in the building. Shirts shall cover the student’s entire upper torso. All shirts, tops and dresses are required to have sleeves. Clothing that exposes bare midriffs, buttocks, or undergarments are not allowed. Tank tops or spaghetti strapped shirts are not allowed. Clothing that advertises a substance a student cannot legally possess or use (i.e., tobacco, alcohol, illegal drugs**). At various times throughout the year, school administration may permit students to wear certain types of clothing for health or safety reasons or in connection with certain specialized school-sponsored activities and events. Students who violate the dress code will be asked to correct the problem and will be required to review the school dress code. If continued problems occur, parents will be notified again and asked to bring their student clothes that do not violate the dress code. If a parent cannot be reached, students will be provided clothes that follow the dress-code policy.**

**A Colored Map is located on our website under Parent Resources)**



**Yellow Star - Centerville Elementary School**

**Orange Star – Founders Park**

**Purple Stars - Local Churches**

**West Side / Blue Zone (100 East in front of the school)**

Our Blue Zone is the most effective at getting students in and out of their cars quickly and efficiently because of the amount of curb space that is available for parents. We encourage parents who choose to use this area to approach the school from the south (as indicated by the blue arrows).

**West Side / Blue Zone Hazards**

Parents often use the parking lot that is shared with Founders Park (orange star) as a pick-up/drop-off zone for their student(s). When they do this, they often approach the school from the north which creates unnecessary traffic around the crosswalk in front of the school, thus decreasing the safety of our students. If you choose to pick up your student(s) from this parking lot, parents should be parked in a parking stall, **NOT** in the middle of the parking lot. We would love to reserve this parking lot for parents who are actually planning on entering the school for school business, so please pick-up/drop-off your student(s) along the curb as much as possible. To avoid dangerous double-parking in the middle of 100 East, we encourage parents to be continually moving their cars forward (moving north) along the curbside as cars pull out after they have collected their student(s). Please do not park along the curb and leave your car there because other vehicles will no longer be able to move forward. Whenever you have business at the school, please park in the parking lot shared with Founders Park (orange star).

**East Side / Green Zone (200 East at the back of the school)**

Our Green Zone is the best kept secret of Centerville Elementary School! It is a perfect place to pick up your student(s) along the back of the school because it is **SEVERELY** under-utilized. School administration encourages parents to approach this zone from the east (as indicated by the green arrows). The back of the school also features a large church (purple star) with plenty of parking stalls that make it an acceptable location to pick up students from school.

**East Side / Green Zone Hazards**

There is no crosswalk in the back of the school, so supervision of students crossing the road is limited. Students should try to avoid crossing the road to get into parked cars. Again, school administration encourages parents to approach this zone from the east, so that students may be picked up directly from the curb. To avoid dangerous double-parking in the middle of 200 East, we encourage parents to be continually moving their cars forward (moving south) along the curbside as cars pull out after they have collected their children. Please do not park along the curb and leave your car there because other vehicles will no longer be able to move forward. Whenever you have business at the school, please park in the parking lot shared with Founders Park (orange star).

**North Side / Red Zone (Parrish Lane north of the school)**

Our Red Zone is the **MOST** dangerous area at our school. We **HIGHLY DISCOURAGE** parents from using this zone to pick up/unload your children. Parrish Lane always has high traffic because it is a major road within Centerville. If you choose to drive east on Parrish Lane, parents may park along the north side of the school property, however parking is **SEVERELY** limited. Parents are discouraged from parking on the north side of Parrish Lane and from entering the north school parking lot because they increase the risk for an accident to occur. Additionally, the north school parking lot will be blocked off from 8:30 – 8:50 AM and from 3:15 – 3:35 PM. School administration encourages parents who use the Red Zone to turn north onto 100 East and utilize residential curbing for picking up and unloading children as well as utilizing a large church (purple star) with plenty of parking stalls that make it an acceptable location to pick-up/drop-off students for school.

**North Side / Red Zone Hazards**

Parents sometimes park on the north side of Parrish Lane. This leaves them with a choice to either walk down to the crosswalk on 100 East or run across the road to the school when picking up their student(s). Unfortunately, they often result to the latter or worse yet, instead of picking up their child from the school, they encourage their student(s) to jaywalk across the road. This behavior is **UNSAFE** and **HIGHLY DISCOURGAGED** by school administration. Please take the time to pick-up/drop off students safely.

**DRUG FREE SCHOOLS**

All schools are Drug-free zones. No smoking, alcoholic beverages or controlled substances are allowed on school property. This includes use in cars.

**EMERGENCY DRILLS**

By state law, once a month, an evacuation drill (Earthquake or Fire Drill), Lock-Out Drill or a Lock-Down Drill will occur. These drills provide our staff and students an opportunity to be prepared in the event that an emergency occurs. In the unlikely event that the school needs to be evacuated and close proximity to the school is still dangerous, then the call-out system will be activated, and students will be taken to the LDS Stake Center on 300 East (directly southeast of the school) until picked up by a parent or other person designated on the emergency release form. Picture ID must be presented for students to be released.

**FAMILY EDUCATIONAL AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student’s education records. FERPA gives parents certain rights with respect to their children’s education records. These rights are:

1) Parents have the right to inspect and review all of their student’s education records maintained by the school within 45 days of a request for access.

2) Parents have the right to request that a school correct records believed to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

3) Generally, the school must have written permission from the parent before releasing any information from a student’s record. However, the law allows schools to disclose records, without consent, to some parties. Such exceptions include, but are not limited to: school officials with legitimate educational interests; other schools that have requested the records and in which the student seeks or intends to enroll or where student is already attending; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; juvenile justice system; etc.

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.

**FIELD TRIPS**

Field trips are a great way to reinforce and re-teach concepts from the core curriculum. Admission costs must be collected through donations from the grade level student body or the PTA. Families experiencing financial hardship may talk to administrators to request assistance. Parents must be notified and must sign permission slips for their child to participate.

**GRADES (REPORT CARDS) / PROGRESS REPORTS**

Grades (report cards) and progress reports indicate student progress for that period of time and should be celebrated with the child and treated with great importance. Whenever questions arise about grades, students and parents are to contact the classroom teacher to resolve their concerns. Office personnel do not have the teacher’s records and therefore cannot indicate reasons for student grades. When questions do arise, or whenever a progress report is desired, teachers are available to meet with parents to discuss individual concerns. Teachers are encouraged to make every effort to contact parents when concerns with a student’s academic and/or classroom behavior occur. Parents are also encouraged to monitor their student’s education through the use of their my.DSD guardian account which allows families to see which assessments were included on report cards and if assignments are missing.

**GUARDIAN ACCOUNT (MY.DSD)**

We **strongly encourage** all parents to create a my.DSD guardian account so that you can access your child’s test scores, monitor their attendance, keep your child’s lunch account balanced, complete surveys on Centerville Elementary School staff, and so much more. You can set up an account at the following link:[**http://mydsd.davis.k12.ut.us/studentinformationsystem/faces/login.jsp**](http://mydsd.davis.k12.ut.us/studentinformationsystem/faces/login.jsp)

You will use your student’s ID number and PIN to login the first time if you haven’t already set up an account. If you need help getting these numbers, please call the school at 801-402-1400 or the district at 801-402-5600.

**HOMEWORK GUIDELINES**

Homework is defined as any school work completed outside the classroom. Homework is a valuable learning tool when it is purposeful, meaningful, and supports the goals of education. When concerns regarding homework arise, we encourage teachers, administrators, and families to work together. Effective homework is connected to classroom learning and has clear educational purposes like the following:

• Pre-learning gives students the opportunity to prepare for classroom instruction.

• Checking for Understanding provides the teacher with information about each student’s knowledge in order to plan for re-teaching as well as for further instruction.

• Practice provides students with an opportunity to practice skills and concepts learned in class.

• Extension and Integration asks students to transfer previously learned skills and concepts into new or more complex situations, including real world applications.

**MAXIMUM HOMEWORK TIME PER DAY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Elementary** | | **Secondary** | |
| **Grade** | **Minutes** | **Grade** | **Minutes** |
| Kindergarten/1st | 5-10 | 7th | 70 |
| 2nd | 20 | 8th | 80 |
| 3rd | 30 | 9th | 90 |
| 4th | 40 | 10th | 100 |
| 5th | 50 | 11th | 110 |
| 6th | 60 | 12th | 120 |
| * Homework includes assigned reading and should be considered when assigning homework (i.e., if a fifth-grade student is assigned 20 minutes of reading, the teacher may assign an additional 30 minutes of homework for a total of 50 minutes). * Teachers of students in grades 7-12 or teachers that share students across a grade-level should be aware that the time recommendation is per day, not per class period. On larger projects, teachers should coordinate to avoid homework overload. * Parents and students should be aware that advanced academic programs such as Spectrum, Honors, Advanced Placement (AP), Concurrent Enrollment (CE), and International Baccalaureate (IB) may require additional hours from time to time | | | |

**Parents can support their child by doing the following:**

• Ask your child what they learned in school and engage them in conversation about it.

• Schedule a regular time for your child to do homework.

• Provide a suitable area and necessary tools for the completion of homework.

• Encourage your child to work on homework independently; give support as needed.

• Look for ways to give positive feedback and support for learning.

• Share any concerns regarding homework with your child’s teacher(s).

If a student’s homework exceeds this amount of time, or should the student be experiencing frustration, the parent should consult with the teacher to devise a successful homework plan for the student that focuses on providing the right difficulty and the right amount of homework for the child.

**ILLNESS & INJURY**

If a child reports being sick or appears injured while at school, the teacher will send that child to the office and our office staff will immediately attempt to notify parents of the situation. When unable to do so, they will follow the instructions written on the child’s information card (Please be sure to inform the school of any changes to your contact information) by the guardian. Teachers will not attempt to treat a student’s illness or injury. Our school nurse and our office staff are trained to take care of all issues regarding sick or injured students. The sick room is available on a temporary basis for students who are sick or injured until a parent is contacted.

**INCLEMENT WEATHER**

According to District policy, school administration will consider moving morning line-up procedures to the covered courtyard or consider indoor recess when temperatures are less than 20 degrees including wind chill or when precipitation such as rain, freezing rain, snow, sleet, or hail may negatively impact a student’s health or learning experience at school. Ground duties will be available to supervise beginning at 8:30

**KINDERGARTEN ROUND-UP**

**At Kindergarten Round-Up (usually scheduled in April) school administration will provide an overview of our Kindergarten Readiness Program and distribute free materials to help parents develop the skills that will contribute to their child having a successful and happy experience in Kindergarten.** Parents will also be able to complete their child’s registration by providing immunization records, birth certificates, 2 proofs of residency, and a copy of their photo ID (driver’s license). Finally, parents will be able to provide information regarding their child that will aid the school in the classroom placement of their child.

**LOST AND FOUND**

Our school’s lost and found is located on the hooks by the cafeteria. Our custodians will place items on display during SEP conferences for parents to go through. Following the conferences, all leftover items will be donated to a charitable institution.

**LOST STUDENTS**

If students **ever become lost from their class,** students should immediately walk to the office

**LUNCHROOM / CAFETEREIA EXPECTATIONS**

We serve breakfast in the lunchroom before school at 8:15 AM

Student breakfasts are $1.35 per day

Reduced price is $0.30 per day

Adult breakfasts are $2.00.

Lunch is served between 11:15 AM and 12:30 PM

Student lunches are $1.85 per day

Reduced price is $0.40 per day.

Adult lunches are $3.40

Milk/Juice/Water bottles are $0.40 each

Applications for free and reduced meals should be completed online through your my.DSD guardian account (this may be done on a computer in the school library if you do not have a computer at home). If you want to know what’s for lunch, then please download the app “Nutrislice” to follow Centerville’s lunch schedule or go to the following website: <http://davis.nutrislice.com/>

Notes go home to parents of students that have a balance of less than $3.00 in their lunch account. When a student’s balance falls into the negative, the lunch ladies will remind that student. The student will receive 2 verbal notifications of negative balances. On the 3rd day with a negative balance, the student will not receive a full lunch; rather they will get a graham cracker/peanut butter sandwich, fruit and milk. Our lunchroom staff will also attempt to call home before a sack lunch is given. Regardless of the negative balance, students will never go without some type of lunch.

Here at Centerville Elementary School we have the following expectations in our lunchroom:

**Follow all staff directions the first time given.**

It is extremely important for our students to respect our lunchroom staff and to comply with their requests. The lunchroom can be quite chaotic and students should always follow instructions promptly for all students’ safety.

**Keep your hands, feet, and objects to yourself.**

Students should refrain from touching other students with their hands and feet, and they should never throw food or any other objects in the lunchroom.

**Stay seated except to throw away trash, to get water, or to get condiments.**

Our cafeteria is extremely small, so walking space is limited. We want to limit the amount of opportunities that students get up from their seats and clog the aisles in the cafeteria.

**Talk softly at all times.**

Students can talk in the lunchroom, but they should keep their voices at a reasonable noise level. When a student is talking, only the students sitting next to or adjacent to them should hear their voice. The lunchroom should be quiet enough that our lunchroom staff can communicate with each other and listen for possible announcements over our PA system.

**Food must stay in the lunchroom.**

Food should never leave the lunchroom, because when it does, we typically find it all over the playground.

**Raise your hand and wait to get help from an adult.**

Often, students will need help opening their milk or other home lunch items. To minimize the number of students in our aisles, students should stay seated and raise their hand for help.

**Eat sitting down, facing forward, and eat your own food.**

We want all students to come away from lunch feeling well fed and ready for learning. For this reason, we want students focused on sitting down and eating their food. Students should never share food with each other. In the event that a child becomes sick from food, we need to be able to determine what was eaten and by whom.

Good manners in the lunchroom are expected and are monitored by adult staff members and school administration. The very few children whose behavior is inconsistent with good manners, may lose lunchroom privileges.

Lastly, we would like all parents to know that they are invited to eat with their child whenever they would like to. Parents should check-in at the office and sit at the parent/allergy table if there is space available. If parents bring a lunch for their child, we are asking that you DO NOT share any food items with other students.

**MATURATION PROGRAM**

The Maturation program is a program regarding puberty and human development. It is presented to our 5th grade students sometime typically in April. Parents can preview the material before it is presented. Parental permission slips must be signed and on file for each student that participates. A school nurse, or other person approved by the district preforms the presentation. Boys and girls are separated into two groups where they are provided different presentations.

**MEDICATION**

The Davis School District recognizes that parents or guardians and children (in the case of older students) have the primary responsibility for administering medication. However, in keeping with 53A-11-601, Utah code, school personnel may provide for the administration of medication by school personnel in the event that your student should require help with their medication while here at school. **In order to receive this help, the parent or guardian of the student must submit a completed, signed and dated “Authorization of School Personnel to Administer Medication” form to the school principal. This authorization form also requires information and a signature from the student’s medical provider regarding the methods, amount, time schedule and possible side effects of the prescribed medication.** Parents are responsible to bring the students medication to the school principal/secretary/ in a prescription bottle or properly labeled original container, with a current picture of the student. This is to assure that the proper medication will be administered to the correct student. Parents must supply an adequate supply of medication to avoid an interruption of treatment. Authorization for administration of medication by school personnel may be withdrawn by the school at any time following a notice provided to the parent or guardian. In addition, school personnel are not liable, civilly or criminally, for any adverse reaction suffered by the student as a result of talking the medication, or for discontinuing the administration of the medication after so informing the students parent or guardian. District Policy does not prohibit a student from carrying his/her own medication to school in instances where the student’s maturity level is such that he/she can reasonably be expected to appropriately administer the medication on his/her own. In such instances, the student may carry one inhaler or one day’s dosage of medication on their person. Any misuse of such medication by the student may be subject to disciplinary action under the District’s Orderly and Safe Schools policy. If you have any further questions or concerns, please contact the main office.

**OFFICE HOURS**

The office is open on school days from 8:00 a.m. to 4:00 p.m. Parents should make every effort to see that their child(ren) either walk home or are picked up immediately after school. Students should not be left at school beyond 4 pm.

**P.E. EXPECTATIONS**

Students should dress appropriately for safe participation in P.E. (this includes shoes).

If girls wear dresses, they should have a pair of shorts to wear underneath.

Students should participate with enthusiasm.

Students are responsible for their actions and are expected to make good choices.

Students should use appropriate language, show respect for self, others, equipment and school property.

**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.”  Utah Code 53A-13-101.6 Participation in the Pledge is voluntary and not compulsory. A written request to excuse a student from reciting the Pledge shall be submitted annually to the school office.

**PTA**

The PTA (Parent Teacher Association) at Centerville Elementary is a viable, involved organization that seeks to benefit the education, safety, and welfare of our students. We work hard to provide programs and activities for the students to achieve this. Some of the programs and activities offered by our PTA are: Reflections, Walk to School Safely Day, Red & Green Ribbon weeks, Teacher Appreciation Week, Field Day, Literacy Night, and much more. For additional information, you can go to www.utahpta.org

**RECESS / PLAYGROUND EQUIPMENT**

Playground equipment is stored by the recess door. Students should be responsible and take care of school equipment. If students choose to bring equipment from home, it should be properly labeled with their name and stored in the classroom. The school will not be responsible for the cost of stolen playground equipment, nor will the school be expected to expend time, energy, and resources trying to recover stolen items and apply consequences to the guilty party.

Recess should be a time for students to expel energy in a safe manner while developing the social skills that will help them in all aspects of their lives. The following activities are prohibited at recess:

**Baseball. Students may NOT play baseball at recess.**

**Dodgeball**. **Students may NOT play dodgeball at recess.**

**Playfighting.** Students may not play imaginative games that involve pretending to fight (zombies, superheroes, ninjas, pokemon, etc.) on school grounds. Invariably, students who play fight eventually punch or kick another student on accident and then real fighting ensues.

**Wrestling.** **No wrestling of any kind is allowed at recess.**

In the event that consistent conflict arises on the playground, school administration may temporarily restrict activities and/or student participation until any issues can be sufficiently resolved.

**RECYCLING**

Each classroom participates in paper recycling. The student council empties all recycling containers weekly into the community recycling dumpster found in the north parking lot. Parents and community members are also encouraged to put recyclable items in this dumpster because the school receives compensation for the paper that is donated.

**RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS**

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

**SCHOOL SUPPLIES**

Centerville Elementary will provide all the basic supplies (pencils, crayons, scissors, etc.) needed. A backpack or bag should be brought to and from school daily. **A personal set of headphones for each student to use with electronic devices here at school is highly encouraged.** Teachers and staff may request donations of items such as tissues, hand sanitizer, etc. and recommend materials that will be used by their specific grade-level, **however any items not provided by the student or their family will be furnished by the school.**

**SECURITY (BUILDING)**

Providing a safe learning environment for our students is always a top priority at Centerville Elementary School as well as every school in the Davis School District. As we look to provide safety at our school, we diligently train staff and students monthly in emergency drills, we lock exterior doors during the day starting at 8:50 AM, we ensure staff members and visitors are correctly identified with badges, and we follow procedures for checking-in/checking-out students. Doors will be locked or monitored.  All adults who are in the building after the late bell must check into the office, and be wearing a badge. Badges are to be issued to visitors only after they have shown ID.  Frequent visitors may be issued a badge that they show as ID each time they enter the building. Visiting district employees do not need to sign in on the computer, but do need to check in at the office. Volunteers attending a field trip are expected to check in, show ID, and be issued a badge as if they were volunteering in the classroom. In advance of a school-day function, the school will send “tickets” home that parents may use to enter the school.  Parents may give additional tickets to grandparents or other family members who will be attending the event.  Tickets will be collected at the door and adults will be issued a badge or sticker granting access to the location of the activity only.  Adults who forget their tickets, want to stay beyond the time of the activity, or need to visit another area of the school, will use the daily protocol to enter.

**SEM - SCHOOL WIDE ENRICHMENT** **MODEL**

Services for students needing additional academic enrichment are available through the School-wide Enrichment Model (S.E.M.). Students are placed in this pull-out program on recommendation of their teachers and the student’s grades, based on the following criteria: Above average ability, Task commitment, Creativity, and Leadership

**SNOW DAYS or LATE START DAYS**

Decisions to cancel school must be made by 6 AM at the District level. When making a decision, they take into consideration weather from all over the district (some areas are impacted harder than others).  As always, parents may keep their student at home anytime they feel it is unsafe for their child to travel to school. Arrangements will then need to be made with the teacher for missed work. Anytime we have a late start day, both sessions (AM and PM) of Kindergarten will be cancelled.

**STAFF FEEDBACK & CONCERNS**

Centerville Elementary prides itself in being our best by listening to our community members and asking for their feedback on how we are doing. If a parent or a student would like to provide feedback regarding a staff member (school administration, teacher, lunchroom, office, etc.) at our school, we encourage them to fill out a Staff Feedback/Concern Form that can be found in the main office. Parents and students may remain anonymous if they choose to. We appreciate your patience and support as we strive to meet your needs and improve our school. By the same token, we encourage our community members to also let us know what we are doing right so that we can continue to do those things as well. We value our community’s input and we look forward to hearing from you.

**TARDINESS**

School begins @ 8:50 a.m. Centerville Elementary feels it is imperative that every student arrives on time. Tardiness not only interrupts the individual student's education but the education of everyone in the class. All students arriving late must sign in at the office before going to class.

**TECHNOLOGY/INTERNET ACCESS/COMPUTERS**

While at school, students will use computers and other technology items as tools for learning. Students will also access software and content through the internet. The district houses an internet filtering system on all devices connected to our network. Students and school staff must sign an “[Acceptable Use Agreement](http://www.davis.k12.ut.us/websters/websters/aua_stu.htm)” form to have access to the technology in our building. The “[Acceptable Use Agreement](http://www.davis.k12.ut.us/websters/websters/aua_stu.htm)” form is kept on file. Computers are available for student use in the Media Center, classrooms and the computer lab. Information that is saved on the computers is protected by individual passwords. Violation of the computer “[Acceptable Use Agreement](http://www.davis.k12.ut.us/websters/websters/aua_stu.htm)” will be reviewed by the technology committee and school administration. Consequences for violations may be imposed which could result in the loss of access to computers at school for a time period.

**TELEPHONE – OFFICE**

Students should be using the phone in the office. Many students come in daily during recess and after school to call parents to have them bring things from home or make play arrangements after school. Teachers, please encourage your students to be responsible and make after school arrangements before coming to school.

**TOYS**

Toys, radios, electronic games, lasers, trading cards, spinners, Pokémon, Gameboys, iPods, walkie-talkies, pagers, mischievous paraphernalia (such as; squirt guns, water balloons, etc.) etc., should not come to school. These items, and anything like them, disrupt the real purpose of school. They often get lost, are stolen, or they are traded among students which eventually leads to conflict and other problems. Adult staff members may take these items and return them only to a parent or guardian. Exceptions to this rule are when the item is for show and tell, and approved by the teacher. Personal items are not covered by our insurance, and teachers cannot guarantee their safety. The school is not responsible if items that are brought become lost or damaged. All toys should be left at home. All electronic games should be left at home. Some of these games are highly sought after and are sometimes stolen. The school will not be responsible for the cost of stolen electronic games, nor will the school be expected to expend time, energy, and resources trying to recover stolen electronic items and apply consequences to the guilty party.

**VANDALISM / FINES**

If students vandalize school property, fines may be assessed for damages and violators will be referred to the proper authority. Students may be charged for lost or damaged (unrepairable) books. Lost books must be paid for before another book is issued.

**VOLUNTEERING & VISITING CLASSROOMS**

As always we are grateful for the many parents who volunteer at our school each day. When a parent would like to volunteer on a consistent basis, an Agreement for Voluntary Services (available in the office) must be signed. School administration encourages parents to volunteer in the classroom instead of being utilized for any type of clerical work due to the technical nature of machines in the workroom and the need for specialized training. Parents are also encouraged to visit classrooms. Parents should let the classroom teacher know in advance and check into the office before going to class. Whether volunteering or visiting, all non-staff members are required to wear a nametag, which will be provided upon check-in. Sometimes parents may have outside agencies come observe their child in the classroom, however outside agencies cannot provide services within the classroom. It is also the expectation that outside agencies will share any data that they collect with the school. These agencies **MUST** give the school at least 24 hours notice before coming into the classroom.

**DAVIS SCHOOL DISTRICT**

**MEMORANDUM**

As a recipient of Federal financial assistance, the District is required to notify students, staff, and the public on a regular basis of its commitment to prohibit discrimination and ensure equal educational and employment opportunity.  In addition, to satisfy due process requirements, the District and schools need to publish notice of important policies that affect the rights of students and parents.

**NOTICE OF NON-DISCRIMINATION**

Davis School District and **Centerville 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

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

  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

Tim Best, Health Lifestyles Coordinator

**Title IX Compliance Coordinator**

**Gender Based Discrimination in Athletic Programing**

Davis School District

P.O. Box 588

20 North Main Street

Farmington, Utah   84025

tel: (801) 402-7850

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

**SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and **Centerville Elementary** to promote a safe and orderly school environment for all students and employees.  Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the Department of Student and Family Resources Case Management Team, police referral, and/or prosecution.  In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual’s age, disability status, intent, academic status, and prior disciplinary record.

**WEAPONS AND EXPLOSIVES-AUTOMATIC ONE YEAR EXPULSION**

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, 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 Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate.  The terms [Symbol]weapon,[Symbol] [Symbol]explosive,[Symbol] and [Symbol]noxious or flammable material[Symbol] include but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

**DRUGS/CONTROLLED SUBSTANCES**

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

**SERIOUS VIOLATIONS**

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

**DISRUPTION OF SCHOOL OPERATIONS**

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

**DUE PROCESS**

When a student is suspected of violating **Centerville Elementary** or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident.  If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent or guardian that: 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet a designated school official to review the suspension.

**AUTHORITY TO SUSPEND OR EXPEL**

The school administrator has the authority to suspend a student for up to ten school days per incident.  If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student the school administrator shall make a referral to the District’s Case Management Team.

**BULLYING/CYBER-BULLYING/ /HAZING/RETALIATION/ABUSIVE CONDUCT**

Students 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 activity 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.  **Centerville Elementary** policy may be found at <https://centervilleel.davis.k12.ut.us/school-information/handbook>or a copy may be obtained in the school office.

**SEARCH AND SEIZURE**

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

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use.  School lockers, desks or other storage areas are the sole property of the Davis School District and **Centerville Elementary**.  Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

**EXTRACURRICULAR ACTIVITIES**

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

**COMPULSORY EDUCATION REQUIREMENT**

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

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

**Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student[Symbol]s education records.  FERPA gives parents certain rights with respect to their student’s education records. These rights are:

*Inspect and review* all of their student[Symbol]s education records maintained by the school within 45 days of a request for access.

*Request* that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student[Symbol]s privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed.  If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

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

[a]school officials with legitimate educational interests;

[b]other schools to which a student is transferring;

[c]individuals who have obtained court orders or subpoenas;

[d]individuals who need to know in cases of health and safety emergencies;

[e]official in the juvenile justice system;

[f]a State agency or organization that is legally responsible for the care and protection of the student;

[g]specified officials for audit or evaluation purposes; or

[h]organizations conducting studies for or on behalf of the District.

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

**Student Directory Information**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion ofschool 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 listingsof their students**.**

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW   
Washington, D.C.  20202-5920

1-800-872-5327

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

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

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

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

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

[a] Political affiliations or beliefs;

[b] Mental or psychological problems;

[c] Sexual behavior, orientation or attitudes;

[d] Illegal, anti-social, self-incriminating, or demeaning behavior;

[e] Critical appraisals of others with whom the student or family have close family relationships;

[f] Legally recognized privileged relationships, such as with lawyers, doctors, or     ministers;

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

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

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

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

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

[b] Instructional material used as part of the educational curriculum.    
   
Davis School District has policies in place to protect student privacy as required by both State and Federal law. **Centerville Elementary** will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C.  20202-5920

1-800-872-5327

Informal inquires may be sent to FPCO via the following email address: [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

**PLEDGE OF ALLEGIANCE**

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

**RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS**

In compliance with existing federal and State law regarding religion and religious expression in public schools, the District or school may neither advance nor inhibit religion.  It is the District[Symbol]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 **Centerville 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.

*\*\*Reasonably accommodate" means to make its best effort to enable a parent or guardian to exercise a parental right 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, the educational needs of other students, the academic and behavioral impacts to a classroom, a teacher's workload, and the assurance of the safe and efficient operation of a school.  Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or lesser degree than any other student.*

\*\*Reasonably accommodate for purposes of this section means the District or school shall make its best effort to enable a parent or guardian to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents or guardians; the educational needs of other students; the academic and behavioral impact to a classroom; a teacher’s workload; and the assurance of the safe and efficient operation of a school.

The parental rights specified here do not include all the rights or accommodations available to parents or guardians from the public education system.