

Adams Elementary



Family Handbook of Procedures and Policies 2019-2020

MISSION

Learning First!

VISION

Davis School District provides an environment where learning comes first. Students master essential learning skills, demonstrate civic responsibility, prepare for post-secondary education and careers, and engage in positive personal development. Parents are invested in their student's education. Employees recognize the value of their individual contributions and commit to excellence. The community supports the educational process.

SCHOOL PURPOSE

The purpose of Adams Elementary is to promote the mission of **Learning First** for all our students. It is our job to prepare our students to be the leaders and producers for this next generation. To accomplish our purpose, highly qualified teachers will implement the DESK Standards across curricular areas for all students. We will use research-based curriculum across all grade levels. Common Assessments will be given to all students. For those students not mastering the assessments, RTI Interventions will be implemented, in order to bring them up to mastery. We strive to promote growth and excellence, help our students to become effective communicators, inspired learners, productive workers, responsible citizens, and resourceful and independent thinkers.

Principal Brooke Murdock
2200 East Sunset Dr. Layton, Utah 84040
Telephone: (801) 402-3100

Adams Elementary Teaching staff

Rooms and Extensions

CLASSROOMS (from outside line: 801-402-5555, then the extension)

Rm #	Grade/Teacher	Phone
	Principal Murdock	53100
	Assistant Call	53100
28	K Porter	53112
27	K King	53111
01	1 Fox/Godwin	53113
02	1 Haviland	53115
03	1 Chlarson	53117
04	1 Logan	53116
05	2 Jensen	53119
06	2 Van Natter	53118
07	2 Williams	53120
08	3 Child	53122
09	3 Baetge	53121
10	3 Taylor	53123
24	4 Shears	53125
25	4 Ulm	53129
26	4 Lechman	53124
21	5 Dezember	53134
22	5 Bascom	53127
23	5 Lawrence	53128
18	6 Gonzales	53130
19	6 Pearson	53132
20	6 Phelps	53131
11	Resource Tincher	23125
16	Resource Pierce	23250
29	Pre-School Clark	53117
32	EE Gilbertson	53139
30	EE Santos	23118
15	InfiniD	
12	Art Jensen	53136
51	Music Lohman	53147
17	Computer Linton	53138
	Speech Christiansen	23109
	Library Van Leuven	53115
	Head Sec. Statler/Office	53100
	Custodian White	53133
	Psychologist Robyn Frandsen	

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PLEASE READ AND DISCUSS ALL POLICIES WITH YOUR STUDENTS

It is our goal to have positive communication between home and school. Please recognize that the spirit of these policies is to help your student have a positive educational experience in a safe environment.

Attendance and Timely Arrival

It is the legal responsibility for parents of children under the age of 18 to have children in school daily. If a child is absent for 5 days or more, we will begin to check into the matter.

Adams teachers will begin their day of teaching promptly at 8:50. By being even a few minutes late, a student can lose the flow of the school day. Excessive tardiness, over 10, will be considered an attendance issue and require that we take action.

In the event that a student displays a pattern of excessive checking in/out, absenteeism or tardiness, parents can expect the following steps to occur:

1. A referral will be made to school administration.
2. School administration will talk directly to the student/or parent and send attendance letter to parents with record of absences and/or tardies.
3. School administration will call/conference with the parent/guardian.
4. School administration will send a second letter with a copy to District Student Services and talk to parents/guardians to resolve attendance problems.
5. School administration will initiate Educational Neglect procedures with the District and Social Services.

Please wait to bring your child to school after 8:35, unless they are eating breakfast. Breakfast begins at 8:20. Children will be expected to wait outside until the first bell rings at 8:45 and their teacher comes for them in their designated line up area. There is no supervision until teachers meet their lined-up students and bring them in the building. Please help your children arrive in time to line up outside, be greeted by their teacher, and enter the building with their class through their assigned doors.

We certainly don't want kids waiting outside during inclement weather, or below freezing temperatures. Administration will determine when the students can be allowed to wait indoors, but not prior to breakfast beginning at 8:20. There will be a sign placed on both the north and west doors if they may come in early. Students can then come in and wait in the lunchroom until the 8:45 bell. Students may not wander or enter the halls unless they have made prior arrangements with their classroom teacher.

It is not necessary to call the Adams Office when your student is absent. We recommend that you email the teacher, or when your child returns, please send a written notice to your student's teacher describing the absence and signed by a guardian. The child will take this to the teacher when they come back to school after an absence. If your child is going to be out for an extended time, please let your teacher know. Please know that we do not have the ability to stop the Davis School District call out system. If a student is marked absent, and you have asked for phone notification, the system will still call you. Be sure to remember that a note does not automatically constitute an excused absence.



Behavior Management

Behavior Management is a team effort between the school and home. We ask for your support as we help children learn to conduct themselves in a manner that will promote a safe, orderly, learning environment for everyone.

Adams School Wide Expectations

1. Keep hands, feet, and objects to self.
2. Be at the proper place at the proper time.
3. Be kind by saying positive words and using positive actions with others.
4. Take care of the property inside the school as well as school grounds.
5. Follow directions the first time asked.

If the above expectations are not met, the following events will take place:

1. Verbal Warning
2. Think Time
3. Below the Line form filled out by student and sent home for parents to read, sign, and return

A classroom rewards activity will be held monthly for all students not receiving a Below the Line form. These activities will vary per classroom.

“Adams Eagles Thinking and Acting Above the Line”

Our theme for this year is “Be the One and Make a Difference!” As we focus on the positive behavior, often times the negative behaviors fade away. Each month our school will focus on an “Above the Line” characteristic. Those students demonstrating this characteristic in an exceptional manner, will be given a “You Rock Card” in recognition of their efforts. Once a month, every teacher will choose one “You Rock Card”. The student listed on the card will attend lunch with the Principal and have his/her picture placed on our “Above the Line” board.

Above the Line Characteristics for the year:

September-Teamwork

October-Respect

November-Honesty

December-Responsibility

January-Show Understanding

February-Kindness

March-Be a Hero

April-Hard work

May-Love for Self & Others

Adams Elementary has a Zero Tolerance for Bullying.

Behavior Labels and Referrals

In order to maintain consistency across all settings outside of the classroom, we have implemented a label system for negative behavior. Our playground people, library/media, and specialty class teachers will fill out a brief label listing the negative behavior of any student. This is then taken to the classroom teacher who decides the consequence.

If a classroom teacher feels necessary, a call home will be made. If the infraction requires further intervention, it will be brought to the attention of administration. The child may be given a **Below the Line** form which will need to go home, be signed by a parent, and returned to the school.

Safe School Policy

By District mandate we will implement a safe-school policy.

Exclusion from school may occur if/for:

1. Fights
2. Profanity
3. Weapons (real, home-made, or toy)
4. Harassment (verbal/physical/sexual)

School Administration will be involved in all safe school issues. A Behavior Referral form will be sent home.

Parking Lot Procedures

- We have very limited parking within stalls. Please safely park on the roadside when necessary.

In order to keep our students safe, no students will be allowed to enter a parking lot without an adult with them. Please do not motion your child to cross alone!

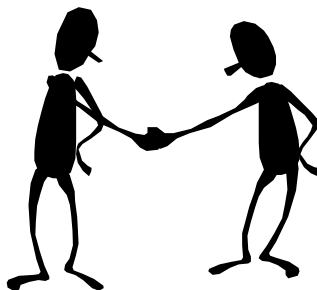
PLEASE: Parking in front of the building must be done in a marked parking stall - This includes “just running in quickly.”



Walking Students

Please help your student determine an **outdoor** meeting location. Suggestions might be the flag pole, or the front porch.

THANK YOU FOR TRYING TO HELP US KEEP ALL ADAMS STUDENTS SAFE!



Best Practice Teaching Standards

All teachers are expected to teach the DESK STANDARDS for Davis School District. These may be found online under My DSD for your specific grade level. Teachers are expected to recognize that ALL STUDENTS can learn and make progress on these standards. Our purpose is to promote **Learning First**, as stated in our mission statement. Teachers are expected to develop interventions with help from various school resources for student at risk, and challenge work for students above grade level.

Teachers are expected to use district curriculum for all subjects, explicitly math and literacy. Research based strategies are to be used. The Davis DESK REPORT is to be the reporting system used and shared with parents. This reporting system is to be used ethically and consistently. Scores are to be downloaded regularly, and progress reports sent to parents at a minimum of twice a month.

After School Policy

We ask that no students remain on the playground after school. For safety reasons, students are asked to leave the premises and go directly home. If they want to play on the playground, they will need to go home, check in with their guardian, and then may return. PLEASE make sure to pick up your students in a timely manner. For their safety, students should be off of school premises within 15 minutes of school being excused. There is no outdoor or office supervision after this time. Office staff is released by 4:00, so please do not ask for students to come sit in the office to wait for you. Again, there may be no supervision during this time.

Birthday Treats

Please do not send birthday party invitations to school with your student. Please consider the feelings of all students and do not do this unless ALL students in the class/grade level are being invited. Classmates phone numbers and addresses can be found by joining the PTA and receiving a School Directory. The office may not give this information out.

Birthday treats are allowed, but please coordinate delivery with teachers, and they can help you be sensitive to class needs – diabetic students, nut allergies, etc. Please keep outside celebrations to a minimum during the school day. Delivery of balloons and flowers etc. should be done at home, as to not disrupt the classroom settings and learning. If items arrive, they will be delivered to students at the end of the school day.



Check In Procedures

Davis School District has updated the way a student checks in. A student will use their log in and pin, the same numbers that are the same as their computer log in. Please help your student memorize their numbers, we will work with them also at school. A parent will be notified by email when their student checks in as late. Please remember that 10 or more tardies are considered excessive.

Check Out Procedures

Parents are urged to limit the number of occasions on which children leave school during the day. Please arrive at Adams giving ample time for us to locate your student. Understand that a student may be outside of their room, and the office may not be able to locate them quickly.

- ALL parents, volunteers, visitors, substitutes, etc., will need to enter from the front doors only. Teachers and all staff will help remind adults attempting to enter from any side door that they must enter from the front and immediately check in at the Office. All parent/guardian/volunteer/visitors must have proper an ID badge/lanyard displayed while on school property. If not, they will be sent to the office to check in.
- **A badge and/or lanyard must be worn by ANY non-employee on school property.**
- Parents, grandparents, or any family member/friend of a student may not remain on property after dropping off a student, unless they are previously arranged volunteers for an event or to go into a classroom and have been issued a badge/lanyard upon arriving.
- In order for a student to be checked out, visited, or called to the office, a legal guardian or listed emergency contact must show Photo ID. No child may be released to anyone unless they are a verified parent, guardian, or emergency contact as indicated on the student's registration form.

District Policies

The Davis School District has several policies that all schools are required to follow. The policy manual can be found by going to the district Home Page and clicking in the left had column on Policy Manual. Sections include: Board of Education, Human Resources, Staff Development, Student Services Instructional Programs, Finance, Support Services, Educators Agreement, Classified Agreement, Community Relations, and Individual rights and Responsibilities.

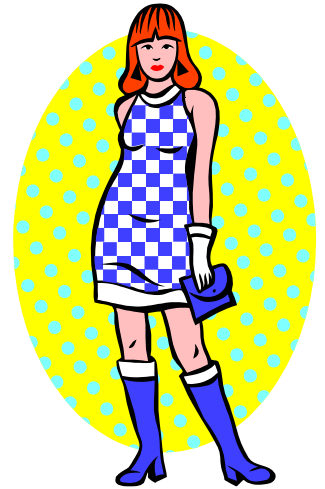
The web address is: www.davis.k12.ut.us.

Fee Waiver information: <https://resources.finalsite.net/images/v1527285881/davisk12utus/sp5rhrj6tbferdk7trgk/6F-101SchoolFeesFeeWaiversandProvisionsinLieuofFeeWaivers.pdf>

Dress Code

We encourage children to dress in a manner that reflects pride in themselves and their school.

The following clothing items are **not permitted** by students or staff: No tank tops, halter tops, spaghetti strap tops, razor back shirts, clothing revealing the midriff, buttocks, or undergarments, baggy pants that hang below the waist, clothing associated with gangs, any clothing advertising any substance which a minor cannot legally possess or use, has sexual reference, or any other clothing that is considered a distraction to the educational process. Parents can expect that a student will be required to call home for an immediate change of clothing should any of the above items be an issue.



Hats are not to be worn inside the school building, unless it is a “Special Hat Day.” This applies to both girls and boys.

Length of dresses, skorts, or shorts should be appropriate. A standard is no more than 3 inches above the knee. Hair needs to be a “normal” hair coloring. No green, purple, pink, orange, or other extreme coloring is allowed except on specific days. Hair should be cut so that it is well kept and does not cover the eyes. Please remember that proper attire can positively influence the way your child academically and behaviorally approaches his/her school day.

Electronic Device Policy

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. In compliance with District request, Adams Community Council has 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.

For purposes of this policy “Electronic Device” means a privately owned wireless and portable electronic handheld equipment that include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smart phones, Apple or smart watch), portable internet devices (mobile managers, mobile messengers, BlackBerry™ handset, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods ©, Walkman™ devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. Electronic Device also 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 not use electronic devices during school hours. This includes all recesses and lunch. They may be turned on after school or up until the 1st bell (8:40). No electronic devices may be stored in the classroom desk. They must be kept in backpacks or given to the teacher. At no time may electronic devices be used in the bathrooms.

PROHIBITIONS

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

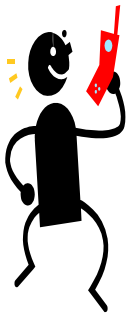
CONFISCATION

If a student violates this policy, his/her electronic device will be confiscated by the classroom teacher or another adult and given to the classroom teacher. The teachers shall take reasonable measures to label and secure the device. At the end of the day the student may take it home. If there is a second offense, the device will be taken to an administrator who will hold it until parents come to get it.

POTENTIAL DISCIPLINARY ACTIONS

Violation of this policy can result in discipline up to and including:

- Suspension or expulsion, and notification of law enforcement authorities.
- A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.
- Confiscation of device for increasing periods of time for subsequent violations.
- Removal of privileges for extra-curricular activities.



SECURITY OF DEVICES

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

REPORTING

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

PROHIBITIONS ON AUDIO RECORDING

No camera or audio recording functions of electronic devices may take place at school without the parents having given permission through our permission slip sent home at the first of the year. This may strictly be used for school related activities.

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 reason or emergency.

Emergency Drills and Procedures

For the safety of your child we request that each student have emergency release information on their registration card. This card will specify who you will allow to pick up your child in case of an emergency. If these instructions change during the year, please notify the office. Because of limited parking, it is our goal for students to be picked up in neighborhood groups rather than having all parents pick up their own child.



In the case of an emergency, you should receive a call via the District Call out system. Special emergency information will also be posted on our website.

Evacuation routes are posted in each room showing how to exit the building. Each class has a designated area outside, a safe distance from the school which is their meeting place. Every class has an emergency pack with first aid and other supplies which might be needed. We will also conduct drills of our emergency calling trees at various times in the year.

Having regular drills teaches children to respond calmly in the event of an emergency. Fire drills are held monthly, and an earthquake drill is held yearly. Lock Downs and Lock Out Drills will also be held.

If you would like a copy of the entire School Emergency Plan, it is available on the school website.

Homework

The district guidelines for grade level homework can be found on the district website. Homework will be based on grade level standards.

The guidelines recommend the following cumulative grade level minutes:

- Kindergarten 0-10 minutes
- 1-2 10-20 minutes
- 3-4 30-40 minutes
- 5-6 50-60 minutes

Homework will not be specifically assigned during vacations or holidays. Classroom projects will be assigned far enough ahead of due dates that they can be accomplished during regular homework times. Parents are encouraged to check their children's homework before sending it back to school.

Illness Policy

Adams Elementary has implemented the following Illness Policy:

- **Temperature** – 100 degrees or above. Please keep the sick child home until 24 hours AFTER their fever subsides without the use of medication (including Tylenol and Motrin/Advil .)
- **Vomiting and diarrhea** – Student should be at home, and remain home until 24 hours after their symptoms subside, or 24 hours AFTER the last time they vomited.
- **Strep Throat** – The first symptoms of strep throat are fever, sore throat, stomachache, and/or swollen tonsils. This child should be kept home until they have been on antibiotics for 24 hours.
- **Pink Eye** – When pink eye is present, the whites of the eyes are red, the lids are swollen, and the eye tears more than usual. It is easily spread. Please keep your student home until 24 hours after antibiotic drops have been started.
- **Chicken Pox and Rashes** – A child with any kind of rash should be checked by a health care provider before coming to school. If Chicken Pox is present, the child should remain home until all the pox are dry. They may be contagious for as long as 5 days before the rash appears, and up to 5 days after the first pox eruptions.

We ask that parents help by picking up students as quickly as possible! The goal is to have ill students in your car and headed home within 10-20 minutes after parents have been contacted by the school. Please make sure that all home, work, and cell phone information is kept up to date, and that emergency contacts are available. If you have any questions about contact information, please call the office at 801-402-3100.

Medicine

If a student has prescription medicine to be taken during the school day, the medicine must be labeled, in the original pharmacy container, and be kept in



the office. A form signed by your Dr. is also required to be filled out and on file at Adams before any medication can be dispensed. The above procedures are designed to help ensure students receive the appropriate medication and dosage.

If a parent decides that their student is mature enough to administer a medication themselves, and keep it safe from other students, they may do so. It is important that only one day's worth of medication is sent to school if this is your decision. All responsibility then rests with the parent. We would appreciate a note to the teacher stating this decision.

If a child has asthma and uses an inhaler, the child may personally carry their inhaler. Please note that a health plan is required on file if an inhaler is needed.

As per Health Department regulations, staff may not distribute non-prescription medication to students. (ie. Tylenol, cough syrup, etc...)

PE

Students are expected to attend and participate in PE on a weekly basis during their classroom scheduled time. They will be allowed to sit out of PE activities if they have a current doctor's note (within 30 days) directing that they are unable to participate for a specific amount of time. If students are unable to participate, administration will determine a curriculum-based lesson or lower impact activity for them to do.

Pets at School

Due to liability issues, Davis Schools have asked that no animals come to school. This would include not coming for any type of Show and Tell. In compliance with the district request, Adams cannot allow these furry, scaly, or many-legged visitors.

Security

In order to maintain security, no non-faculty adult will be allowed to be in the building, hallways, classrooms, or playground without having checked in and displaying a lanyard from the office.

In order to keep our students, volunteers, and faculty safe, Davis School District has implemented a new check in/out system. Parents will now need to **show ID, every time, no exceptions**, and then check their student out on the computer using their MyDsd account. If you do not have an account set up, please do so. If you don't remember it, now is a great time to reset and then memorize it. Students will check in using their computer log in and pin. Please ask them if they remember it and help them to memorize it as well. We will work on that on our end also.

ALL Volunteers and Visitors must check in at the office on the check in/out machine, and then wear a lanyard while they are in the building. When that person is finished, they will check out on the computer, and replace the lanyard.

School functions, class activities, etc.. Your classroom teacher will send home "4 admittance tickets" for any event where you would come to watch your child perform during the school day. Should you need more tickets, please contact your teacher prior to the day of event and they will provide additional tickets. This ticket

will be given to the school staff member that is in the entry/office as you enter the activity room or proceed to a classroom. We are unable to have “will call” tickets, so please do not enter until your entire party has arrived. Please understand that if you do not have an admittance ticket, you will have to wait until someone can verify the relationship to a student. Someone not on their demographic listing without a ticket will be unable to enter.

Snowballs

Throwing snow of any form is not allowed at any time on the playground. This includes before or after school. Snowballs should not be thrown on the way to or from school either. Failure to comply with this rule will result in the loss of a recess for your student.

Telephone Use & Student Messages

The telephone is an essential instrument of school operations. Therefore, we ask that students only use the telephone with teacher approval. Please help us by reminding your student that if they call home from the school during the day and do not reach you, they should leave you a message. Many parents see the school phone number on caller ID and call the school to find out ‘why we were calling.’ Many times, we are unable to give you an answer, because every phone in the building will show as 801-402-1300 on your caller ID. **The office has no way to determine where a phone call originates.**

It is our policy that students are not allowed to call home to arrange an after-school play date. Please set this up before school or after your student arrives home.

Calling the School with messages for students:

(The office is unable to transfer calls, please dial direct extensions)

It is important that you make arrangements in the morning before school with your children as to whom they are riding or walking home with at the end of the school day. Calling into classrooms during school hours is disruptive and discouraged. Many phones are on silent so please be aware that if you call to leave a message for your student, **there is a chance that the message won’t reach them before the end of the school day.** Understand that relaying messages is very difficult for our office staff, especially in the afternoon.

Calling the School with messages for teachers:

(The office is unable to transfer calls, please dial direct extensions)

While teachers are always open to communication with parents, phone calls during the school day are disruptive to the teaching process, so please limit calls to before or after school hours, whenever possible. If you have left a message on a teacher’s phone, and they have not yet responded, it means that they are busy with students, or out of the classroom.

Toys at School

Toys, stuffed animals, electric games, cards, etc. are not allowed at school.

Cosmetics including make-up, nail polish, perfume, etc., are also discouraged. These and similar items disrupt learning.

If a student chooses to bring his own ball or other playground equipment to school, we will not be liable for any lost or stolen item. If it becomes a nuisance, the playground duties will have the right to remove the item from the child and ask them not to bring it again.

Teachers may confiscate any nuisance item and will return it only to the ***parent***. Adam Elementary cannot be responsible for any lost or stolen items. Skateboards and the like are not allowed at school. Scooters are allowed if they can be locked up outside on the bike rack.

Transportation

Many children ride the bus to and from school daily. Our bus is full. Please do not ask to have your child bring a non-riding friend home to play, by riding the bus. Students not following the rules, or not utilizing the bus may be removed from the privilege of riding the bus. Bus rules from the transportation department include:

1. Students must be seated
2. No abusive language
3. Keep hands, feet and other objects to yourself
4. Follow directions of driver

Consequence

- 1st Warning - seat may be assigned
- 2nd Warning - Contact with Principal - Principal contacts home.
- 3rd Warning - Principal required to revoke bus privilege for one or more days.

Riding a Bike/Scooter to School

Many of our students enjoy riding their bikes to school. This is perfectly all right, but please bring a lock from home, and lock them on the bike rack. The school will not be responsible for items taken from the bike rack. Scooters may also be ridden, but again must be locked outside on the bike racks. Skateboards and similar items are not allowed at school.

Due to safety and fire code, scooters will not be allowed in the building.



Some suggestions include:

1. Make sure the bike/scooter has and uses a good lock.
2. Students should park their bike/scooter in the bike racks on the east of the building.
3. Students should follow all traffic rules.
4. Student should always wear a helmet.

Volunteers and Visitors

We have many volunteers in our school and welcome more! Volunteers do individual tutoring and help in specific classrooms. If you wish to volunteer, please contact your teacher or the PTA. **All volunteers need to check in and out at the office and obtain a volunteer badge as well as complete a Volunteer Service form before they begin working with students.**

We ask that no volunteers use the copy machines. We *feel sure* that you would rather work with students whenever possible.

Visitors are always welcome at our school, but they must ask that you check in on the computer in the office. This will give you a volunteer name tag to identify you while you are in the school. It also logs volunteer hours that the PTA needs for credential hours. Teachers will be required to send you back to the office if you fail to do this.

Dropping by your student's classroom:

Please refrain from stopping in a classroom to have a quick word with your student, or their teacher. This is extremely disruptive and discourteous. It also interferes with the teaching process for all students! If you have an emergency and must do so, **you must check in on the computer using your MyDsd account and wear a visitor badge while you are in the building.**

THANK YOU for taking the time to read and discuss this policy manual with your family. It is our goal to provide open communication with parents and maintain a positive educational experience for all our students at Adams Elementary! **WE RECOGNIZE** that there could be issues come up that have not been covered in this handbook.

We value parent input and communication! Please feel free to discuss any concerns you may have with the administration.