

Bountiful Elementary School
Policy Handbook 2009-10

I.	School Mission Statement	2
II.	Daily Schedule	2
III.	Nutritional Service Information	3
IV.	OCR Statement	3
V.	Faculty/Staff Listing and Assignments	4
VI.	PTA Board	5- 6
VII.	Yearly Calendar of Activities 2008/09	7
VIII.	Academics & Homework Policy	8-10
IX.	Electronic Device Policy	10-12
X.	Discipline- Bobcat Discipline Program	
	A. Rules for Students	12-13
	B. Bobcat Discipline Program	14-17
	C. District Safe Schools Policy	17
XI.	District Truancy Intervention Plan	18-19
XII.	School Dress Code	19-20
XIII.	Miscellaneous Rules	20-21
XIV.	Important Rules for Parents	21-22
XV.	Children Birth through 21	23

Bountiful Elementary School
Policy Manual 2009/10

I. School Mission Statement

The mission of Bountiful Elementary is to prepare each individual student to deal with the complexities of a rapidly changing world as a competent, productive, caring, and responsible citizen through the team efforts of the student, their parent or guardian, the classroom teacher, and the school staff, using the multitude of resources available in the home, school and community.

II. Daily Schedule

First Bell 8:45 a.m. Tardy Bell 8:50 a.m.

A.M. Recesses

<u>1st, 3rd, & 5th Grades</u>	<u>2nd, 4th, 6th Grades & K</u>
10:15 - 10:30 a.m.	10:30 - 10:45 a.m.

Lunch Recesses

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

Friday Dismissal 1:25 p.m.

P.M. Recesses

<u>1st, 3rd, & 5th Grades</u>	<u>2nd, 4th, 6th Grades & K</u>
2:00 - 2:15 p.m.	2:15 - 2:30 p.m.

Mon. - Thurs Dismissal 3:25 p.m.

Kindergarten Schedule

<u>Mon. - Thurs A.M.</u>	<u>Mon. - Thurs P.M.</u>	<u>Friday A.M.</u>	<u>Friday P.M.</u>
8:50 - 11:30 a.m.	12:45 - 3:25 p.m.	8:50-10:50 a.m.	11:25-1:25 pm

III. Nutritional Services Information

Breakfast

Student \$1.10 Reduced \$.30 Adults \$1.35

Lunch

Student \$1.60 Reduced \$.40 Adults \$ 2.70 Milk \$.35

We encourage parents to pay for their children's lunches either the first day of the week or first day of the month or quarter. If paying by check, make sure that each of your children's names, the number of credits for each, and the names of the teachers' are written on the check. If paying with cash, please put the money in an envelope with your children's and teachers' names listed, along with the number of credits for each.

Parents can make payments on-line by going to "www.davis.k12.ut.us" then click on "Student Information System" which is at the top of "News & Events." **You will need your child's student ID number and you can get that from the office.**

Lunch credits will be maintained on the computer with a printed statement sent home monthly. In the past, some students have run out of lunch credits, and have "charged" their lunch. Charging will not be allowed this year. The Davis County School Board has adopted a "no charge" policy for school lunch. If a student runs out of lunch credits, he or she will be given a sandwich and an apple for that day's lunch. Money must be applied to the account the next day, or the child will not receive school lunch. He or she must bring a lunch from home or go home for lunch, until the necessary payment is received.

Lunch credits are carried from month to month, quarter to quarter, and even year to year. If you have any questions regarding this, please check with Marge Housekeeper, 402-1364.

IV. OCR Statement

Notice to All Patrons of Davis School District

Davis School District has been reviewed by the Office of Civil Rights (OCR) in regard to its service to students with limited English proficiency. A plan of action has been developed and approved by the OCR in cooperation with the Davis District to better address the services and needs of these students. The plan of action is currently being implemented.

V. Faculty/Staff Listing and Assignments for 2009/10

Principal	Ross G. Quist	Resource Aide	
Assistant Principal	Kathy Washburn	Functional Skills	Crystal Tanner
Secretary	Amy Porschatis	Func. Skills Asst.	Jamie Alexander
Head Custodian	Leslie Hansen	Func. Skills Asst.	Janet Lamping
Playground/Office	Linda Pearson	Func. Skills Asst.	Andrea Geddes
	Rosa Knight	Func. Skills Asst.	
Clerical	Jeannie Jones	Preschool	Amy Rayl
Media Specialist	Sheri Thompson	ESL	Brenda Weber
Kindergarten	Kris Bauer	Hearing	A Mei Owen
	Cyndee Gallacher	504 Asst.	
1st Grade	Sandra Zakowski	Speech Therapy	Stephanie Saley
	Kimberly Merrell	Psychologist	Wendy Leinberger
	Emily Craven	School Counselor	Carla Miele
2nd Grade	Jeri Anderson	Computer/AR	Cynthia Trent
	Sharon Brgoch	Art Prep	Laurie Dyer
2nd/3rd	Denise Fountain	PE Prep	Kris Thomas
3rd Grade	Wilma Adams	Reading Teacher	Janet Wankier
	Janet Moyes	S.E.M.	Lynn Kulicke
4th Grade	Linda Crismer	STS	Nancy Dolan
	Darlene Thayne	Unit Manger	Marge Houskeeper
5th Grade		Cook	Gwen Huffaker
6th Grade	Erin White		Carma Simons
	LuAnn Wickham		
Resource	Dawn Sevier		
Resource Aide	Patty Wilkinson		

VI. PTA Board

Executive Board

President	Jenny Jensen	801-294-6860	1898 Maple Hollow Way
Pres-Elect	Kirsten Mele	801-397-1751	275 S. Grand Oaks Cr.
Treasurer	Jenny Hogge	801-390-3679	436 Kent Lane
Secretary	Myrna Van Wagoner	801-295-2635	1843 Mueller Park Rd.
Vice President	Michelle Beal	801-298-0836	63 E. 1400 S.
Administrative VP	Ross Quist	801-402-1352	1620 S. 50 W.
Teacher Rep.	Wilma Adams	801-402-1350	1620 S. 50 W.

Family Life Commission- Jenny Jensen

Bobcat Bulletin	Anastasia Lott	801-296-1523	30 W. 1400 S.
Family Week	Melissa Piercey	801-936-0120	1959 S. High Pointe Dr.
Directory	Kelly Gleave	801-292-9663	1917 Mueller Park Rd.
Dads & Donuts	Pam Bachman	801-292-7754	110 W. 1800 S.
Moms & Muffins			
Someone Special Lunches			

Individual Development & Education Commission- Kirsten Mele

Reflections	Cami Shelley	801-298-3304	2543 Wood Hollow Way
Spelling Bee	Nicla Dolar	801-335-3733	749 W. 1000 S.
Geography Bee	Alison Pearce	801-296-6169	1952 Ridgehill Dr.
	Jennifer Tooley	801-294-0809	15 East 1500 South
Music Start	Larissa Humphries	801-292-4146	101 W. 1400 S.
	Julie Dixon	801-295-7277	143 E. 1600 S.
Art Start	Jill Lee	801-292-8702	39 E. 1400 S.
Summer Reading	Hollie Roodbool	801-295-5615	85 E. 1400 S.
Turn TV Off Week			
Yearbook	Patrice Holbrook	801-296-1502	58 W. 1500 S.
	Anastasia Lott	801-296-1523	30 W. 1400 S.

Peace Builders	Kirsten Mele	801-397-1751	275 S. Grand Oaks Cr.
	Valerie Deppe	801-296-1250	1782 S. 550 W.

Community Involvement Commission- Jenny Jensen

Teacher Appreciation	Stacy Nielsen	801-949-7119	2774 S. Wood Hollow Way
Volunteer Coordinators	Janeth Balle	801-298-2188	160 W. 1950 S
	Cindy Corey	801-295-6259	76 W. Wicker Ln.
Volunteer Hours	Jackie Wesche	801-294-6181	33 E. 1100 S.
Hospitality	Robyn Kremer	801-294-6919	2033 Ridgehill Dr.

5 K Race

Race Director	Lora Erickson	801-299-1601	135 W. 1900 S.
Silent Auction	Stacy Nielsen	801-292-1005	2774 Wood Hollow Way
Registration	Michelle Beal	801-298-0836	63 E. 1400 S.

5 K Race cont.

T-Shirts	Jamie Vande Merwe	801-296-0369	1926 E. Mueller Park Rd.
Publicity	Monica Lonnecker	801-298-6349	126 W. 900 S.
Birthday Table	Lezlee Longhurst	801-295-5245	178 W. 1700 S.
Art Night	Darlene Thomas	801-397-0381	17 E. 1400 S.

Healthy Commission- Jenny Hogge

Red Ribbon Week	Cindy Corey	801-295-6259	76 W. Wicker Ln.
Maturation Program	Merriann Isaac	801-397-0085	116 W. 1950 S.
Vision Screening	Annette Haag	801-294-3008	1982 E. Ridge Hollow Dr.
Hearing Screening	School Nurse		
Field Day	Jenny Hogge	801-390-3679	235 E. 1200 S.
Healthy Living	Lora Erickson	801-299-1601	135 W. 1900 S.

Safety & Welfare Commission- Michele Beal

Emergency Back Packs	Julie Dixon	801-295-7277	143 E. 1600 S.
Green Ribbon Week	Kris Thomas	801-402-1350	1620 S. 50 W.
Walk to School Day	Kris Thomas	801-402-1350	1620 S. 50 W.

Finance Commission- Jenny Hogge

Book Fair Committee	Shannon Sager	801-296-2944	2372 S. Cave Hollow Way
	Melissa Jensen	801-298-1222	2407 Wood Hollow Way
Box Tops & Winegars	Tina Gregoire	801-296-6361	68 W. 1950 S.
Grocery Stores			
Bobcat Wear	Jenny Hogge	801-390-3679	235 E. 1200 S.

Nominating Committee-

VII. Yearly Calendar of Activities 2009/10

August

- 24 First Day of School
Early out 1:25 pm
- 25 Back to School Night
6:30- 7:40 pm
- 25-28 Kindergarten Testing

September

- 7 Labor Day- No School
- 11 Community Council 3:45 pm
- 16 Walk to School Day
- 18 PTA Board Mtg. 9:00 am
PTA Volunteer Tea 1:30 pm
- 21 Birthday Tables Jul, Aug,
Sept- 3:00 pm
- 26 PTA 5K Run/Walk

October

- 1&2 Fall Recess- UEA- No School
- 5-9 Red Ribbon Week
- 8 Community Council 3:45 pm
- 16 PTA Board Mtg. 9:00 am
- 23 Someone Special Lunch 1st Gr
- 26 Birthday Tables 3:00 pm
- 27 Reflections Entries Due
today
- 29 Halloween Parade 9:00 am
End of 1st Term
- 30 Professional Day- No School

November

- 9-13 #1 SEP Conference Week
Early out all week 1:25 pm
- 10-12 PTA Book Fair
- 17&18 Geography Bee 10:00 am
- 19 Community Council 3:45 pm
- 20 PTA Board Mtg. 9:00 am
Someone Special Lunch 2nd gr.
- 23-27 National Family Wk
Birthday Tables 3:00 pm

- 25 Teacher Comp Day- No
School
- 26-27 Thanksgiving - No School

December

- 3 Reflections Awards Night
7:00 pm
- 10 School Spelling Bee 10:00 am
Community Council 3:45 pm
- 14 Birthday Tables 3:00 pm
- 18 Last Day of school Before
Winter Recess
PTA Board Mtg. 10:30 am
- 21-Jan 3 Winter Recess

January 2010

- 4 School Reconvenes
- 8 Dads and Donuts 8:00 am
- 14 Community Council 3:45 pm
- 15 End of 2nd Term
PTA Board Mtg. 9:00 am
- 18 M. L. King Day- No School
- 19 Professional Day- No School
- 22 Someone Special Lunch 3rd Gr
- 25 Birthday Tables 3:00 pm
- 26 School Science Fair??

February 2010

- 1-5 #2 SEP Conf Week
Early Out all week 1:25 pm
- 2-4 PTA Book Fair
- 12 Valentines Parties
- 15 President's Day- No School
- 18 Community Council 3:45 pm
- 19 PTA Board Mtg. 9:00 am
- 22 Birthday Tables 3:00 pm
- 24 Art Night 6:00-8:00 pm
- 26 Someone Special Lunch 4th gr.

March 2010

- 11 Community Council 3:45 pm
- 18 Family Movie Night
- 19 End of 3rd Term
PTA Board Mtg. 9:00 am
- 22 Professional Day- No School
- 26 Someone Special Lunch 5th gr.
Kindergarten Roundup
2:00 pm
- 29 Birthday Tables 3:00 pm
- 30 Optional SEP Conf night

April 2010

- 5 Teacher Comp Day- No School
- 6-9 Spring Recess- No School
- 15 Community Council 3:45 pm
- 16 PTA Board Mtg. 9:00 am
- 19 CRT Testing window
April 19-May 21
- 23 Someone Specl Lunch 6th Gr.
- 26 Birthday Tables

May 2010

- 3-7 Teacher & Staff Apprec Wk
- 4 Teacher & Staff Breakfast
9:30 am
- 10 Volunteer Appreciation Lunch
1:30 pm
- 13-14 PTA @ BYU
- 20 Community Council 3:45 pm
- 21 PTA Board Mtg. 9:00 am
- 24 Birthday Tables May & June
3:00 p
- 31 Memorial Day- No School

June 2010

- 2 Field Day @ Rec Center?
- 3 Kindergarten Graduation?
- 4 Last Day of School
6th Grade Graduation & Dance
Flag Ceremony 1:10 pm

VIII. Academics & Homework Policy

Bountiful Elementary School's Academic and Homework Policy is a combination of Davis School District Policy and School based policy.

School Wide Expectations

Homework is expected to be completed on time. A student is unprepared if the work isn't on the students' desk with all the problems or questions answered when the teacher calls for it.

If the student is absent because of illness, the work is expected to be made up quickly. The teacher decides the length of time, according to the illness.

When a student is absent, a packet of missing work is compiled, but it is the student's responsibility to find out what the missing assignments are.

If a student goes on vacation, the missing work is provided when the student returns.

Students are not allowed to call home for missing assignments.

Kindergarten 0-10 minutes per night

Students have homework called Skill Sets. This program provides extra practice on Kindergarten skills and beyond. It is designed to allow children to work at their own pace. The sets reinforce what they are doing at school and challenge the children. Please help the students practice from this Skill Sets book. When each set is mastered, sign and date the set mastered and return the whole book on Fridays. The book will then come home again. This should be a positive, enjoyable experience. Do not practice longer than ten minutes at a time unless the child really wants to. The extra help and one-on-one time really makes a difference in a child's progress.

1st Grade 10-20 minutes per night

First grade homework consists of two parts, reading and math. Students should spend approximately 30 minutes per night on homework, 4 nights a week. Twenty minutes should be spent on reading, and the remaining 10 minutes should be spent on math. In the spring, students will also be given a weekly spelling list to study. We will begin homework in mid September. The instructions will come home at that time.

2nd Grade 20-30 minutes per night

Students will have a page of homework consisting of math, language and spelling in any given combination Monday through Thursday of each week. They should also read 15-20 minutes per night at least 4 nights a week.

3rd Grade 30-40 minutes per night

Students are given a weekly homework packet containing practice and review assignments. Homework packets are given to students on Monday and are due on the following Friday. They may contain: Reading for pleasure, Reading comprehension and fluency, math basic facts and skills and concept review, writing, spelling and word study or language development and grammar. These packets are designed to be at student's instructional level and should be completed by students. Some students may have modified homework based on teacher discretion.

4th Grade 40-50 minutes per night

Students are given a homework sheet or packet of homework activities on Monday that are due on Friday. (Individual teachers vary on subject matter.) Students are expected to read at least 30 minutes per night, five nights a week. They are also expected to practice math facts for at least

4th Grade cont.

ten minutes a night until they are mastered and finish any math assignments which are not completed in class. A spelling-words list should be studied at home each week, and students are expected to finish any work at home that is not completed at school. Special projects are often assigned to be done in conjunction with particular social studies or science units.

5th Grade 50-60 minutes per night

Students are expected to do about 50 minutes of homework each school night. Homework will consist of 30 minutes of home reading each night. Students are given a weekly homework packet on Monday, and the packet is due on Friday. With 20 minutes of skill review in: Spelling; Penmanship; or Keyboard practice; Math and other subjects as tests and projects arise.

6th Grade 60-70 minutes per night

Students will have 20-30 minutes of reading each night. They will also have 30-45 minutes of homework for completing math, language, spelling or any other work they have not completed that day. Occasionally they will have to finish Social Studies or Science assignments.

Responsibilities and Homework Guidelines for Parents: (Davis School District Policy)

Homework assignments are an important component of student success. Students are accountable for the completion of homework assignments. Homework activities may include reading, reinforcement of skills, special projects and/or research designed to maximize each student's learning. Assignments are based upon in-class experiences and should reinforce or build upon them. Homework will be monitored by teachers and feedback will be given promptly.

Research suggests that parents have an important role to play in providing an opportunity for students to complete homework. Teachers and parents must communicate clearly and effectively with one another and with students about homework policies, required practices, mutual expectations, student performance on homework, homework completion difficulties, and other homework-related concerns. Parents should not assume the responsibility for homework completion, yet should support their student in the following ways:

1. Provide time for students to complete homework.
2. Provide a place for students to work.
3. Convey the expectation that homework be completed.
4. Provide the supervision necessary to ensure successful completion of assignments.
5. Help the student work to find the answer rather than doing the work for the student.
6. Direct concerns and feedback regarding the quantity and difficulty of homework assignments to the teacher.
7. Check to see if homework is completed and sign daily planner, if applicable. Look at returned homework to see how student is progressing.
8. Attend Back to School Nights and SEP Conferences in order to develop a partnership relationship with teachers.
9. Read to and/or with elementary aged children for at least twenty minutes a day whenever possible. That time should be above and beyond any homework assignments.
10. For additional tips on helping your child with homework, please go to the Utah Family Center at www.utahfamilycenter.org

Responsibilities and Guidelines for Students: (Davis School District Policy)

There is strong evidence that students who complete appropriate homework assignments make significant improvement in academic success. Therefore, students have a responsibility to

develop the following discipline and study skills necessary to be successful in completion of homework assignments:

1. Have a system for recording assignments on a daily basis.
2. Have a clear understanding of homework assignments before leaving school.
3. Have the books and materials necessary to complete the assignments.
4. Allocate an appropriate amount of time for the completion of homework.
5. Turn in homework assignments.
6. Have phone numbers of fellow students for clarification and/or help.

IX. Electronic Device Policy

Scope:

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

Definitions:

For purposes of this policy, "Electronic Device" means a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument. Electronic Devices may include but are not limited to:

- existing and emerging mobile communication systems, and smart technologies (cell phones, smartphones, walkie-talkies, pagers, 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 communications technologies that do any number of the previously mentioned functions;
- 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 of Electronic Devices:

Possession Allowed With Very Limited Use. Students may possess and use electronic devices at school subject to the following:

- ▶ Students may carry or possess electronic devices at school and school-sponsored activities with parents permission needed.
- ▶ Use of electronic devices during the school day, including time between classes and lunch-time, is prohibited. They must be completely powered down, turned off and kept out of sight.
- ▶ Students may use electronic devices before 8:45 am and after the final bell (M-Th @ 3:25 pm, F @ 1:25 pm) of the school day outside of the school building, on school sidewalks, parking lots, and fields so long as they do not create a distraction or disruption.
- ▶ Use of electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.
- ▶ Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency situation as defined by school staff exists.
- ▶ 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 may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit.

The electronic device will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed.

This policy notice will serve as the 1st notice for students. Electronic devices will be confiscated on the first infraction of school rules or policy.

Disciplinary Actions that may be taken:

- ▶ 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.
- ▶ Disciplinary consequences consistent with the Bobcat Discipline Program, 35 point ticket.

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).

Procedures for Reporting:

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

Exceptions:

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

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

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

Prohibitions:

Electronic devices shall not be used in any way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors. Such devices cannot be used in violation of local, state, or federal law or substantially disrupts the educational environment, regardless of where it occurs.

Electronic devices may not be used during any formal assessment or test, unless directed by the teachers, or specifically allowed by law, student IEP, or assessment directions. Personal School comment: We would prefer that students leave all electronic devices at home, with the exception of a possible cell phone.

Students may pick up a Parents' Permission form in the office, which parents can sign and return it to the office so we can keep on file those students who have permission to have electronic devices at school.

X. Discipline

Bountiful Elementary Bobcat Discipline Program 09/10

School Discipline Principles

To create widespread understanding and a sense of participation, ownership, support, and responsibility of the school community, standards for behavior and class and school management shall include support for all professional personnel in maintaining proper respect and discipline by students with the school.

Our **school disciplinary procedures** recognize the following principles:

- Every person deserves to be respected
- Every person deserves to be safe, to feel safe and to be free from danger
- Students attend school to learn (academics, behavioral skills, social skills, etc.), and learning is enhanced in a physically and emotionally safe environment
- Learning is enhanced in an organized environment and the establishment of academic and behavioral expectations is essential for this environment; and
- There is an intrinsic relationship between academics and behavior.

The **purpose of a good discipline program** is to help students achieve their educational goals, therefore, discipline means the "action taken" when:

- Behavior interferes with learning; and
- Behavior disrupts learning and warrants action.

Our **Bobcat Discipline Program includes:**

- Goals which give special emphasis to the teaching of self discipline, good citizenship and social skills;
- An evaluation process which provides for an annual assessment of goals;
- A staff development program related to student self-discipline, good citizenship and social skills;
- Implementation of the District Truancy Intervention Program;
- Implementation of District procedures on the use and abuse of alcohol, tobacco, drug paraphernalia and real and imitation controlled substances;
- Provisions which define and prohibit bullying.

A. Rules for Students

Before and After School Behavior

1. Remain outside until bell rings, except for AR Testing, breakfast, or if student has permission from teacher for specific purpose or project.
2. When eating breakfast, use door by lunchroom to go outside after eating breakfast.
3. Meet others outside after school.
4. Skateboards, roller blades/shoes, and scooters are to remain at home.
5. Walk bikes on school grounds.

Recess Behavior

1. Everyone goes outside for recess, unless note from home.
2. Play outside, not in restrooms.
3. Take turns on Big Toy and no playing tag.
4. Line up at end of recess and wait to be taken in by a teacher.

Lunch Behavior

- VIII. Wait quietly in line for lunch.
- IX. Speak quietly and use good manners in the lunchroom.
- X. No throwing anything in the lunchroom.
- XI. Clean up after yourself before you leave.
- XII. Raise your hand before leaving lunchroom.
- XIII. Food should be eaten only in lunchroom and not taken out.

Hall Behavior

4. Walking only in hallways.
5. Stay to the right when walking in the hall.
6. Quiet talking in the halls.
7. No students in halls before bell rings and during recess.
8. Drinks should only be purchased before or after school, and during recess time.

Student Inappropriate Behavior

Such disruptive behavior may result in appropriate administrative actions including suspension and /or referral to Student Services for further action. Serious disruptive behavior might include, but is not limited to, documented conduct such as:

- disrespect for school authority;
- disrespect for school staff;
- use of vulgarity, profanity or gestures;
- direct and willful disobedience of school rules and policies;
- cheating;
- fighting;
- excessive absences or tardies;
- truancy;
- disruption of learning activities;
- vandalism of private or public property;
- harassment, including sexual harassment;
- disruptive clothing.

B. Bobcat Discipline Plan

The Bobcat Discipline Plan provides fun and positive consequences for appropriate behavior, along with suitable negative consequences for inappropriate behavior.

POSITIVE CONSEQUENCES

Bobcat Awards (For Outstanding Behavior)

Exemplary student behavior will often be recognized with a Bobcat Award. These awards provide tangible evidence of success or recognition from teachers and staff, and are used as exchange in our weekly Bobcat Store.

Bobcat Store

Once a week a Bobcat Store will be available during lunch recess. Students may redeem their Bobcat Awards for merchandise in the store. We will have our first store after about three weeks of school.

NEGATIVE CONSEQUENCES

Consequences of Points (For Negative Behavior)

At the core of the Bobcat Discipline Plan is our 100 point system. Bobcat Peace Builder Violations or Tickets are given for inappropriate behavior. The teacher or staff member issuing the ticket will assign a point value according to the severity of the misbehavior. With the accumulation of 100 points, this will result in a one-day suspension from school. The classroom teacher may increase the point value of a ticket, but may not decrease the point value of someone else's ticket. Each Bobcat Peace Builders Violation given will show the student's current point balance, and requires a parent signature. This will keep the parent and student informed of the student's point balance.

The ticket will count on the student's Discipline Ticket Record with or without the parent's signature.

Students may "work off" up to 20 points each month. As student's point balance nears 100, parents are encouraged to work with the student and teacher to keep the student from reaching 100 points. A parent or student may appeal a ticket to the Principal or Assistant Principal, who will investigate the incident. They alone can alter points on a ticket, but in most cases, the points on the ticket will stand.

Minor tickets require the student to miss one recess. Medium tickets require the student to miss two recesses, and severe tickets require the student to miss three recesses. Minor and medium ticket points "drop off" the student's Bobcat Discipline Record after 20 calendar days, and severe ticket points drop off after 30 calendar days.

Our discipline tickets are written for the following categories of behavior: **Respect for Others, Following Rules, Health and Safety, Respect for Property, Respect for Authority, and Safe School Violations.**

Ticket Categories

Our discipline tickets are written for the following categories of behavior:

Respect for Others

Minor offenses (10-29 points)	Medium Offenses (30-59 pts)	Major Offenses (60-100 pts)
Bus Violation Cultural Disrespect Play Fighting, Spitting Harassment, Threatening Inappropriate Language Swearing, minor Public Display of Affection- minor Put Downs- 1 st Offense Stealing (minor)	Bus Violation Continued Disability or Gender Slur Kicking, Poking w/ object Fighting, Threatening Others, Rough-housing, Tackling Sexual Harassment Obscene Gestures or Movements- Swearing Public Display of Affection Put Downs- 2 nd offense Slanderous Statements	Repeated Bus Violation Racial Slurs, Gender Slurs Biting, Provoking Violence, Major Fighting, Bullying, Assault Sexual Harassment Pornographic Materials Swearing, Major Stealing (Major), Stealing from Teacher Threatening Teacher

Following Rules

Minor offenses (10-29 pts)	Medium Offenses (30-59 pts.)	Major Offenses (60-100 pts)
Attendance & Tardiness problems Copying work from others Clothing, Inappropriate or wet Computer Violation Electronic Equipment, Toys, Games unauthorized use Jaywalking Disobeying Lunchroom Rules Lying- Minor Phone Use w/o Pass Running in Halls Snowball throwing	Attendance & Tardiness problems Continued Cheating Test, Destroying another's work Gang apparel Computer Violation Disrupting Class Disobeying Lunchroom Rules- continued Lying- Continued Snowballing Throwing continued	Cheating, Major Computer Violation Disrupting Class, Continued Lunchroom Rules- Food Fight

Health & Safety

Many of the discipline violations for other areas also affect the Health and Safety of the student or other students, and we will not list them again.

Respect for Property

Minor offenses (10-29 pts)	Medium Offenses (30-59 pts)	Major Offenses (60-100 pts)
Damage to shrubs or trees PE Equipment Misuse	Destroying School Property Graffiti	Vandalism of School or Private Property

Respect for Authority

Minor offenses (10-29 points)	Medium Offenses (30-59 pts)	Major Offenses (60-100 pts)
Refusal to do school work	Bus Violation- Talking back to driver Disobeying Authority Disruptive Behavior in class Talking Back to Adult Continued Refusal to do Work	Defying Authority, Noncompliant Disrespect to Authority Disruptive Behavior in class, continued Swearing at Teacher Theft from Teacher Threatening Teacher

Bobcat Dens

Each teacher will have a "Bobcat Den" in their classroom. This consists of a chair and a desk on the side of the room. They are used for time out and in-school suspension (ISS) areas. These Bobcat Dens may be used for a short period of time, or for a whole day, depending on the sending teacher's needs, as well as the receiving teacher's needs and schedule. **While in ISS, the student will miss all recesses.**

Suspensions and Negative Consequences

The purposes of suspensions and negative consequences are to a) Get students' attention, b) Help remediate them, and c) Help them comply with school rules. We have laid out the following plan regarding students who obtain 100 points with our discipline program:

Phase 1: Requires phone call, conference with parents, or letter to parents.

1st 100 points = 1 day of home suspension

Phase 2: Each suspension requires a mandatory conference with parents and school administrator. Student does not return to school until conference is held.

2nd 100 points = 2 days of suspension. If in-school suspension is part of this there will be no recesses.

Mandatory conference with parents after 2nd suspension.

3rd 100 points = 3 days of home/in-school suspension.

Phase 3: Each suspension requires a mandatory conference with parents and school administrator. Student does not return to school until conference is held.

4th 100 points = 4 days of home/in-school suspension.

5th 100 points or more = The school has the following options as consequences:

- No recesses for an extended period of time, 2-4 weeks or more

- Delayed Start-Early Out (Student comes to school 30 minutes late, and leaves 30 minutes early.)
- School Day shortened to $\frac{1}{2}$ day, with any Spec Educ help still in place
- Before and after school In-School Suspension (ISS)
- Home Study for 1-3 weeks, Student is home, homework is picked up once a week
- Parent's Suggestions

C. District Safe Schools Policy

By law, and for the safety of students, staff, and visitors, Davis County School District prohibits criminal acts or conduct that disrupt school operations, including but not limited to the following: Arson, Graffiti, Vandalism, Assault, Hazing, Harassment, Controlled Substances, Robbery, Extortion, and Weapons. **Students may be excluded from school for the rest of the school year.**

Definitions of these acts follows:

Arson- Setting fire purposefully

Graffiti- Defacing school property

Vandalism- Damaging or destroying school property

Assault- Very violent physical or verbal attack on a person

Hazing- To harass with disagreeable tasks

Harassment- To disturb or annoy someone constantly, or to torment persistently, may be sexual

Controlled Substances- Illegal Drugs, Alcohol, Tobacco

Robbery- Act of larceny from a person by violence or threat

Extortion- To obtain money from a person by threat, oppression or abuse of authority

Weapons- knives, guns, or use of any object to injure another person

Gang Activity- Illegal activity done by a group of individuals

Pornography- Possession or distribution of any pornographic materials

XI. District Truancy Intervention Plan

It is the policy of Davis School District to promote regular attendance. The entire process of education requires regularity of instruction, and achieving maximum educational benefits requires **regular attendance, classroom participation and study**. The Board recognizes **family emergency, illness, and extenuating circumstances** as legitimate reasons for absence.

The school staff will promote good attendance by:

- counseling with a parent or legal guardian and student when a student's absence is interfering with a successful classroom experience;
- expecting students to attend school every day and arrive promptly;
- conducting regular attendance checks.

To provide the **parent or legal guardian notification**, the teacher shall notify a custodial parent or legal guardian, by phone, in person, or in writing, when: an elementary student displays a pattern of excessive absence or tardiness, or when student achievement does not match grade level expectations.

Preapproval of extended absence: If a custodial parent or legal guardian of a student reasonably foresees their student will be absent from school for an extended period of time, the parent/guardian shall submit a written request for preapproval of the extended absence to the school's administration. The administrator shall review the request, along with the student's current schedule and grades. If the school administrator finds that the proposed extended absence will not adversely impact the student's education, the administrator shall approve the extended absences as "**excused absences**." If the administrator finds the extended absences will adversely impact the student's education, the administrator shall deny the request and inform the parent in writing that such absences may be considered "**verified absences**" but the school will not deem excused and may be considered to be trancies or violations of compulsory education law.

Truancy Prevention and Intervention: The process of education requires continuity of instruction, class participation and study. Success in school is dependent upon good attendance and school attendance is the responsibility of a parent or legal guardian. Therefore, school shall make every effort to encourage regular attendance for all students and to help parents in their responsibility to have their children attend school.

Truancy Prevention and Intervention Program has been established to encourage good attendance and to facilitate the processing of chronically truant student's attendance problems and shall include, as reasonably feasible:

- counseling of minor by school authorities

- making any necessary adjustment to the curriculum and schedule to meet special needs of student.
- considering alternatives proposed by a parent or legal guardian
- monitoring school attendance of the student
- other reasonable suggestions
- issuing a Notice of Compulsory Education Violation to the parent or legal guardian of a student who is younger than 14 years old.

A school administrator or designee may issue a **Notice of Compulsory Education Violation** to the parent of a student under the age of 14 if the student is absent without a valid excuse at least five (5) times during the school year. The Notice of Compulsory Education Violation shall:

- direct the parent to meet with school authorities to discuss the student's attendance problems;
- direct the parent to cooperate with the school in securing regular attendance by the student.
- state that it is a class B misdemeanor for the parent to intentionally or recklessly fail to meet with the school authority or fail to prevent the student from being absent without valid excuse five (5) or more times during the remainder of the school year.

Notice of Compulsory Education Violation must be given to parent by personal service or certified mail.

XII. School Dress Code

School Dress- Grooming and Appearance Standards, students should know that:

- Their general dress and grooming has a great impact upon their behavior in school.
- There are health, modesty, and safety factors directly related to proper dress and grooming at school.
- A successful educational system relies heavily upon the maintenance of school discipline.
- Any style of dress or grooming that is distracting to learning, or immodest, will not be allowed.

Shirts or Dresses: There must be no low-cut, off-the-shoulder, halter tops, see-through, strapless, tank top, or exposed midriff clothing. Oversized or excessively large clothing is not allowed.

Pants, Shorts, Skirts: These, as well as dresses, must cover at least 3/4 of the length of the student's thigh. Clothing must be hemmed. No cut offs or holes in knees. Short shorts are not allowed. Sagging pants are not allowed.

Shoes and Sandals: Must be worn at all times. No "heelies" are allowed at school. Sandals may be worn, but flip flops are discouraged because of the risk of injury during PE and recess activities.

Coats and Hats: Coats, jackets, sunglasses and gloves may not be worn during class time. Hats not allowed in school except on special school days. These items can be worn outside during recess time.

Hair: All students shall wear their hair in a clean and well groomed manner, with no outlandish styles or coloring.

Body Piercing: Students may have their ears pierced once, but any other body piercings are not approved.

XIII. Miscellaneous Rules

Lost and Found Items, students should:

- Check over the Lost and Found frequently, but only take items that belong to them.
- Make sure their name and phone # is written on all clothing.

Making Phone Calls in the Office, students should:

- Have phone pass from their teacher, and phone calls should be made at recess time or after school, unless it is an emergency.
- Know that emergency type phone calls are permitted, but should not be confused with "Can I go and play at Steven's house tonight?"
- Know that if a friend is making a phone call, they should wait for their friend outside the office.

Personal Electronic Equipment

Items such as **Disc-Men, Game Boys, Ipods/MP3s** and other electronic equipment and toys should be left at home. If they are brought to school, they may be subject to confiscation and return to parents. Repeated problems may result in confiscation until the end of school year.

Students may have **cell phones** at school with parent's permission. They should not be used during class or recess time, and should not interfere with class learning time. The school cannot be liable for loss or damage of cell phones. If a parent has an urgent need to contact their child, and we will have them come to the office for that phone call. Likewise with the students, if they have an urgent need to call their parents, they should get phone pass from their teacher and come to the office to make the call. Cell phones are not necessary for this type of communication.

If cell phones become a distraction at school, school staff has the right to confiscate the phone until the end of the day. If this continues to be a problem, parents might be notified and student may lose privilege of having cell phone at school

Bikes, Scooters, Skateboards

Bikes are permitted at school, but must be locked immediately at the bike rack upon arriving on the school grounds. They are not to be ridden on school grounds.

Scooters and Skateboards are not allowed on school grounds. There have been too many problems with scooters and skateboards in the past when they have been allowed at school, therefore we want these items left at home.

XIV. Important Rules For Parents

Attendance and Tardiness Policy

The Davis School Board supports the following school attendance principles:

- The goal of achieving maximum education benefits requires regular attendance, classroom participation and study.
- The Board recognizes **family emergency, illness, and extenuating circumstances** as legitimate reasons for absence. (If an absence does not fit one of these categories, it is considered an "unexcused absence, a truancy or violation of compulsory education law.")

Teachers Keeping Students After School

Teachers should not keep students for more than 5 minutes after school unless they have phoned the parents, made prior arrangements with the parents, or the child is in a special after-school program or class that the parents are aware of.

Visiting Classrooms

Parents are encouraged to visit the classrooms of their children, provided they make arrangements in advance with the teacher and check into the office before visiting, rather than making a surprise visit.

Relatives or Friends Visiting from out of Town

With our class sizes and the legal issues involved, we cannot accept the responsibility of taking care of friends or relatives who are visiting students.

Dispensing of Medication

If a child needs medication(s) during the school day, a special form (Authorization of School Personnel to Administer Medication) must be signed by you and your child's doctor, and proper instructions written.

If a child needs medication for a headache or other minor ailment, the parent must come to school to dispense the medication.

The Davis School Board has ruled that a student may carry their own asthma inhaler or diabetes medication if appropriate medication or self-administration forms are completed and on file at the school. Any other medications that a student brings to school for self-administration must be discussed with the principal and the "student's maturity level is such that he/she could 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."

Excusing a Student to go Home

- If your child must go home during the school day, please send a note to your child's teacher. The parent can then come to school, and check the child out in the office at that time.
- Any time a student comes to school late or leaves school early, we ask that the parent sign them in or out. If you could make dentist or doctor appointments before or after school, it would be appreciated.

Homework not provided when student goes on vacation

It is very difficult for teachers to provide homework for students who are going on vacations. We will instead, provide time for them to do any missed work when they return.

Birthday Treats and Surprise Parties

Please check with your child's teacher regarding birthday treats. If treats are allowed, it is suggested that homemade treats not be brought, for health reasons.

Notes Excusing Students from Recess:

We advise parents not to write notes to teachers excusing students from going to recess. Recesses are good times for students to leave their classrooms and get some fresh air, burn up some pent-up energy, and socialize with friends. Some would suggest that if a student is sick enough to stay inside for recess, they should be home getting better.

Seasonal Appropriate Clothing

Children should come dressed so that they can go outside for recesses and be comfortable. If you are unable to provide suitable clothing for cold weather, please contact the principal.

Daily Calling of School with messages for students

Please 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. We have too many calls at the end of every school day to pass messages on to students. It disrupts classrooms, and there is always the chance that the message won't reach the students in a timely manner.

Checking Students out of school

To keep our students safe, all students must be checked out from the office.

XV. Children Birth through 21

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

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

Children Birth to Preschool	402-7309	Valerie Scherbinske
Kindergarten through 21 years of age	402-5477	Cheryl Orme

