

# Taylor Elementary

## STUDENT - PARENT HANDBOOK 2020 - 2021



# Welcome to Taylor Elementary School!

## MISSION

The mission of Taylor Elementary School is to help students realize their full potential, to help students gain self-worth, and to provide ways for students to experience success.

## PHILOSOPHY

We believe that students should leave Taylor Elementary with essential skills including reading, writing, speaking, listening, thinking, problem solving. Students should be able to communicate in a variety of formats, cooperate with others, be good citizens, and use technology to access, process, and apply information.

In addition, we believe that students should be challenged to think about their position in the world as the next generation of leaders, and be ready to take their place as upstanding citizens of the community.

# TAYLOR ELEMENTARY Information and Policies

293 East Pages Lane  
Centerville, Utah 84014

**School Phone: 801-402-1500**

## SCHOOL HOURS

Monday/Wednesday A-K.....8:50-3:25  
    AM Kindergarten.....8:50-11:30  
    PM Kindergarten.....12:45-3:25  
Tuesday/Thursday L-Z.....8:50-3:25  
    AM Kindergarten.....8:50-11:30  
    PM Kindergarten.....12:45-3:25  
Friday.....Remote Day

## BELL SCHEDULE

Breakfast.....8:25  
First Bell.....8:45  
Tardy Bell.....8:50  
Monday – Thursday.....8:50-3:25

RECESS	
AM RECESS	PM RECESS
10:15-10:35 6 <sup>th</sup> , 4 <sup>th</sup>	1:25-1:45 1 <sup>st</sup> , Palmer
10:40-10:50 AM Kinder	1:35-1:45 PM Kinder
10:40-11:00 5 <sup>th</sup>	1:55-2:15 3 <sup>rd</sup> , 2 <sup>nd</sup>

LUNCH
1 <sup>st</sup> – 11:00 – 11:30
2 <sup>nd</sup> – 11:20 – 11:50
3 <sup>rd</sup> – 11:40 – 12:00
4 <sup>th</sup> – 12:00 – 12:30
5 <sup>th</sup> – 12:20 – 12:50
6 <sup>th</sup> – 12:40 – 1:10

### **ARRIVING at SCHOOL**

Children should not arrive at school too early since teachers are preparing for the school day. The building opens for students to enter at 8:45 a.m. On good weather days children stay outside until the bell rings. On stormy or cold days, the children will be invited into the multi-purpose room. Outside supervision begins at 8:35.

### **ATTENDANCE**

While occasional absences from school may be unavoidable, it is important that students attend school regularly and **arrive on time**. Students are expected to be in school except when illness, emergency or pre-planned family activities require absence. When children must be absent from school, we ask parents to:

1. Call the school office at 801-402-1500
2. Provide a medical doctor's statement for extended illness.
3. Inform the classroom teacher when outside recess is not permitted.
4. Follow up with the classroom teacher on any missed work.

Parents will be contacted when students have excessive absences or tardies. Staff will work with parents and students to improve attendance as necessary.

### **BEHAVIOR EXPECTATIONS**

Students and staff will be focusing on being respectful, responsible, safe, and kind.

### **BICYCLES/SCOOTERS/SKATEBOARDS**

Students are allowed to ride their bicycles, skateboards, and scooters to school. They should walk them on school grounds and follow all other safety rules.

### **CHILD ABUSE / NEGLECT**

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Our school will report suspected child abuse and neglect.

### **CLASSROOM VISITS**

Please make appointments with the classroom teacher to arrange classroom visits. Please check-in with the office for a visitor badge. Visiting school-age relatives and friends may not attend class with your child.

### **CURRICULUM**

Davis School District follows the Davis Essential Skills and Knowledge (DESK) standards. The purpose of these standards are to focus and prioritize the content students are expected to learn. By using the DESK website, you will be able to access documents outlining the essential skills for each grade level. <http://www.davis.k12.ut.us/Page/185>

### **DRESS STANDARDS**

- Any attire, hair style or color, piercing, or makeup which significantly disrupts the educational process or is a safety concern is not permitted.
- Flip-flops or other footwear which make it difficult for students to participate in PE or recess activities are not allowed.
- Shirts and blouses must be long enough to cover the midriff when arms are raised and need to have sleeves.
- Low-riding or sagging pants that hang below the waist line are not allowed. Pants should be worn high enough that underwear is not exposed.
- Heelies and any shoes with wheels or that can be used with wheels are not allowed on school grounds.
- Skirts, dresses, and shorts must be mid-thigh or longer.
- No hats or other head coverings are allowed inside the school building
- No obscene or suggestive words or pictures may be worn on clothing. Clothing may not promote illegal activities or display alcohol or drugs.

### **Cell Phones**

Cell phones must be turned off and kept in backpack/locker during school hours. If this rule is violated a parent will be contacted and they will need to come pick up the device from the office.

### **FIRST AID MEDICATION**

It is our policy to try to contact parents when children become ill or injured. The school is limited to first-aid only. Please be sure to inform the school of any changes in telephone numbers or persons to contact in case of emergency. If your student must take medication during the school day, please contact the school office for special arrangements. Details of the medication policy can be found on the district website.

### **FOOD EXPERIENCE and TREATS**

The Health Department requires that all food provided to students at school be commercially produced. No home-baked goods may be provided. In addition, we have a number of students at our school with severe food allergies, some requiring food prepared by commercial establishments who do not produce any product with nuts. Please be aware of these concerns when providing treats or food experiences at school.

### **LOST and FOUND**

Please label all personal items so we can return lost items to the owner. All unlabeled items will be donated to a charitable organization.

### **NUTRITION SERVICES**

<https://www.davis.k12.ut.us/departments/nutrition-services>

Menus, ingredients, and carb counts are available at a link from the school web page.

#### **Prices:**

Student Lunch.....	\$1.95
Adult Lunch.....	\$3.50
Student Breakfast.....	\$1.45
Adult Breakfast.....	\$2.10

Free and reduced cost applications are available online through a my.DSD guardian account.

Breakfast will be served daily starting at 8:25 a.m.

### **SERVICES FOR ENGLISH LANGUAGE LEARNERS (ELL) STUDENTS**

In compliance with the Equal Educational Opportunity Act and Title VI, Davis County School District and Taylor Elementary School provide alternative language services to ELL students. Parents or guardians of students who feel that their students would qualify for and benefit from these services are asked to speak with the principal or the

District Director of Educational Equity/Federal Programs, Dr. Bernardo Villar, at 801-402-5186.

### **SPECIAL SERVICES**

The school provides services in speech and hearing, social and psychological intervention, and remediation through a resource program. A “special services team” meets weekly at Taylor Elementary to address student needs. If you have questions regarding these services, please call the school.

### **STUDENT INSURANCE**

Parents may purchase student accident insurance at the beginning of the school year. Payment of medical bills for students injured on school property, or when engaged in school-sponsored activities, shall be the responsibility of the parent or the student’s insurance company.

### **TEXTBOOKS**

Each student is responsible for textbooks issued to him/her. Lost books must be replaced through payment for new books. Damaged books must be replaced or repaired.

*The following information is required to be published for student / parent notification:*

### **NOTICE OF NON-DISCRIMINATION**

Davis School District and **Taylor Elementary School** 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. Inquiries 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) Compliance Officer**

Davis School District  
45 East State Street, P.O. Box 588  
Farmington, Utah 84025  
Tel: (801) 402-5315  
Email: [sbaker@dsdmail.net](mailto:sbaker@dsdmail.net)

Midori Clough, Section 504 Coordinator, Educational Equity Department

**Disability Compliance Officer**

Davis School District  
70 East 100 North, P.O. Box 588  
Farmington, Utah 84025  
Tel: (801) 402-5180  
Email: [mclough@dsdmail.net](mailto:mclough@dsdmail.net)

Caray Long, Educational Equity Department

**Compliance Officer**

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

Davis School District  
70 East 100 North, P.O. Box 588  
Farmington, Utah 84025  
Tel: (801) 402-5357  
Email: [clong@dsdmail.net](mailto:clong@dsdmail.net)

Bianca Mittendorf, Title IX Coordinator, Educational Equity Department

**Title IX Coordinator**

**Gender in other than Athletic Programs**

Davis School District  
70 East 100 North, P.O. Box 588  
Farmington, Utah 84025  
Tel: (801) 402-5447  
Email: [bmittendorf@dsdmail.net](mailto:bmittendorf@dsdmail.net)

Tim Best, Healthy Lifestyle Coordinator

**Title IX Compliance Officer**

**Discrimination in Athletic Programs**

Davis School District  
20 North Main Street, P.O. Box 588  
Farmington, Utah 84025  
Tel: (801) 402-7850  
Email: [tbest@dsdmail.net](mailto:tbest@dsdmail.net)

Scott Zigich, Director of Risk Management

**Physical Facilities Compliance Officer**

Davis School District  
20 North Main Street, P.O. Box 588  
Farmington, Utah 84025  
Tel: (801) 402-5307  
Email: [szigich@dsdmail.net](mailto:szigich@dsdmail.net)

### **ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and **JA Taylor Elementary** will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator **Mackenzie Loo**, their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

### **SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and **JA Taylor 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 District

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 records.

### **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 District Case Management Team determines, on a case-by-case basis, that a lesser penalty would be more appropriate. The terms “weapon,” “explosive,” and “noxious or flammable material” includes but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

### **DRUGS/CONTROLLED SUBSTANCES**

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes), 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**

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

### **DISRUPTION OF SCHOOL OPERATIONS**

Any student may be suspended, transferred to an alternative placement, 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 **JA Taylor 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 that 1) this student has been suspended; 2) grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent to meet a designated school official to review the suspension.

#### **AUTHORITY TO SUSPEND OR EXPEL**

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

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

A student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical, or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or a school-related activities regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation.

District policy may be found at [5S-100 Conduct and Discipline](#). JA Taylor Elementary policy may be found at [5S-100 Conduct and Discipline](#). 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 **JA Taylor 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 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 having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Parents are encouraged to work with the school in promoting regular attendance of all students.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

##### **Student Education Records**

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

These rights are:

1. ***Inspect and review*** all their student's education records maintained by the school within 45 days of a request for access.  
***Request*** that a school correct education records believed to be inaccurate, misleading, or otherwise in

violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changes. 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's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:

- [a] school officials with legitimate educational interests;
- [b] other schools to which a student is transferring;
- [c] individuals who have obtained court orders or subpoenas;
- [d] individuals who need to know in cases of health and safety emergencies;
- [e] official in the juvenile justice system to improve education outcomes;
- [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;
- [g] specified officials for audit or evaluation purposes; or
- [h] organizations conducting studies for or on behalf of the District.

A **school official** is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and

law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### **Student Directory Information**

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as, school publications, newspaper articles, and to outside education related organizations. In addition, two federal laws require secondary schools to provide military recruiters, upon request, the names, addresses, and telephone numbers of their students.

The Davis School District has designated the following information as directory information:

- 1) student's name, address, and telephone number;
- 2) student's date and place of birth;
- 3) major field of study;
- 4) student's District email address;
- 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 **JA Taylor Elementary** to disclose directory information from your child'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'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 inquiries may be sent to FPCO via the following email address: [FERPA@ED.Gov](mailto: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.

**JA Taylor 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'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 inquiries may be sent to FPCO via the following email address: [FERPA@ED.Gov](mailto:FERPA@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.

### **PARENTAL RIGHTS IN PUBLIC EDUCATION**

The Davis School District and **JA Taylor 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 advance course. *(In determining whether placement is reasonable, the District shall consider multiple academic data points).*
- Request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- Initial selection of a teacher or request for a change of teacher.
- Request to visit and observe any class the student attends.
- Request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

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

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

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