

School Handbook

Samuel Morgan Elementary

1065 Thornfield Road

Kaysville, UT 84037

(801) 402-3450

<http://www.davis.k12.ut.us/141>

Dear Samuel Morgan Parents and Students:

Welcome to the 2019-2020 school year! This year marks our 40th Anniversary. The Morgan Faculty and staff are privileged and excited to be engaged in learning with your children. We are fortunate to be a part of your student's education and know that as we all work together to provide the best education possible, the students will grow and benefit. We are committed to excellence in education, knowing that all children can learn, that individuals learn in different ways, and that success in elementary school is an important building block in a student's life. We want each child to be engaged, empowered, and enriched in their learning and have self-confidence and have respect for others. We want each student to succeed and know they are succeeding!

Please review the contents of this handbook with your child, and feel free to contact the school regarding any questions about our program. In addition to this information you will receive periodic emails, newsletters, call outs and other information from me, as well as other information from the PTA, to keep you informed of important dates and events. There are many opportunities to volunteer at Morgan Elementary. I encourage you to volunteer as your schedule allows.

Thank you for your continued support of Morgan Elementary. In this new school year, we look forward to building cooperative, and respectful relationships between students, parents, and educators. We are excited to Engage, Empower, and Enrich each student, and instill a sense of pride in our school - We are MORGAN!

Sincerely,

Alisha K. Johnson

Principal

Morgan Elementary Staff Assignments 2019-2020

Principal	Alisha Johnson	French Intern	Emilie Colonier
Assistant Principal	Janie Stubbs		Nihal Aktas
Head Secretary	Erin Thayer	English Intern	Audrey LeBrun
Secretary	Denni Bowles		
Office Assistant/Playground	Annalee Ramirez	504 Aide	Stacy Halliday
		Nurse	Peggy Petersen
Kindergarten	Kristin Brinkerhoff	Media Specialist	Holly Allison
Kindergarten-French	Hanna Charles	Media Specialist	Sharon Brown
1 st grade	Maryam Noriega	Computers	Pat McBride
1 st grade	Stephanie Booth	Computers	Kara Trunzo
1 st grade	Michelle Jacobsen	Music	Margaret Slater
1 st grade French	Jeff Barlow	P.E.	Alison Tanner
2 nd grade	Kerstin Peterson	School Psychologist	Robyn Jeppson
2 nd grade	Lindsey Rose	Speech Pathologist	Natalie Mckinley
2 nd grade	Vonnie Buttars	Counselor	Andrea Brewster
2 nd grade French	Marie Laure LaPorte	Jr. Hope Squad Advisor	
		English LA Coordinator	Tara Kulm
3 rd grade	Scott Reeve	Playground Supervisor	Tara Nish
3 rd grade/4 th grade	JoAnn Squires	Playground Supervisor	Dotty Young
3 rd grade	Julie Acord	Playground Supervisor	Danna Lansing
3 rd grade French	Sandrine Hudgens		
4 th grade	Summer Lyon	Reading Tutor	Rhonda Petty
4 th grade	Melanie Butts	Reading Tutor	Kristi Adams
4 th grade	Kayla Robinson	Reading Tutor	Andrea Robertson
4 th grade French	Charlene Floquet	Star Tutor	Jackie Lee Meryhew
5 th grade	Melanie Kunz	SEM	Cami Newey
5 th grade/6 th grade	Laura Larsen	STEM	Charlee Barnes
5 th grade	Marnie Wadman		
5 th grade French	Marie Tumsonet	Systems Technology Operator	Dale Bowker
6 th grade	Rebecca McClure	School Foods Manager	Sonja Gayer
6 th grade	Judy Chelsey	School Foods	Thomas Potter
6 th grade	Michelle Schmucker	School Foods	Brenda Taylor
6 th grade French	Jeremy LaPorte		
Resource	Jackie Tallarico	Head Custodian	Howard Pate
Resource TA	Becca Morrell	Custodian	Taylor Whitely
Resource TA	Leslie Weir	Custodian	Ben Murdock
		Custodian	Joshua McCowen
		Custodian	Davis Kent

PTA Board

Executive Committee

President	Rebecca Morrison
President Elect	Jessica Gnehm
Treasurer	Julie Cantrell
Secretary	Karah Crosby
Administrator	Alisha Johnson
Leadership VP	Sara Erickson
Legislative VP	Heidi Murdock
Teacher Rep	Summer Lyon
Membership VP	Anna Hooper
Public Relations VP	Michelle Hodgson

Commissioners

Fundraising	Alyssa Young
Arts Coordinator	Beth Dickson/Lindsey Hill
Health and Safety Week	Jenny Groberg/Megan Warden
Corporate Donations	Heidi Murdock
Reflections	LeAnn Craythorne
Luncheons/SEP Dinners	Lynette Lincavage
Teacher Appreciation	Becca Baughman, Kellie Robbins
Book Fair	Christi Higley
Spelling Bee	Cami Newey
Junior Achievement	Alecia Finlinson, Kellie Robbins
School Spirit/T-shirts	Audra Vantussel
Field Day	Katie Kindred, Iva Smith
Bulletin Boards	Teresa Paredes-Cervantes
Reading Week	Traci Olsen/Talia Valdez
Fall Festival (Carnival, Auction)	Jessica Gnehm, Michelle Morrow/Sarah Erickson
Birthday Table	Kristi Taylor, Britt Cragun
Skate Nights	Annalee Ramirez
Food Nights	Kori Robbins
Valentine's Dance	Jamie Bare, Heidi Murdock

PTA

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



Office Hours

The office is open on school days from 8:15 a.m. to 4:00 p.m. School administration and office staff will be happy to help you with any questions or concerns you may have. Please call to schedule an appointment if necessary.

Key Information

Phone..... 402-3450

Fax..... 402-3451

Attendance 402-3456

Lunch Manager 402-3464

School Website: <http://www.davis.k12.ut.us/141>

Davis School District Website: <http://www.davis.k12.ut.us/Domain/1>

Nutrition Services: 402-7640

Facts about our School

Colors: Forrest Green and Tan

2019-20 Theme: “We Are MORGAN! *Engaged, Empowered, Enriched - E3*”

This year we are promoting the 3R's Respect...Read...Recycle and Attendance with Every Student, Every Seat, On Time, All Day, Every Day! ☺

School Name: Our school is named after Samuel Morgan. He served 42 years as an educator, eight years as a teacher at Jordan High, Davis High and LDS Maori Agricultural College in New Zealand; 21 years as principal of Davis High School and one year as principal of Randolph High; seven years as assistant superintendent and five years as superintendent of Davis School District, retiring in 1958. He resided in Kaysville with his wife and two daughters.

Year Built: 1979

Samuel Morgan Elementary Bell Schedule 2019-2020

Breakfast (students should use the front door to enter and exit the school) 8:20 - 8:45
 1st bell..... 8:45
 2nd bell (Tardy Bell).....8:50

Monday - Thursday 8:50 - 3:25
 Friday (Early Out)..... 8:50 - 1:25

A.M. Recess

K 10:05 - 10:20
 1st, 4th, 5th 10:20 - 10:35
 2nd & 3rd 10:35 - 10:50

Lunch/Recess

2nd Grade 11:30 - 12:10
 1st Grade 11:40 - 12:20
 3rd Grade..... 11:55 - 12:30
 4th Grade..... 12:10 - 12:45
 5th Grade..... 12:20 - 12:55
 6th Grade..... 12:35 - 1:10

P.M. Recess

1st, 3rd, 4th 1:50 - 2:05
 2nd, 5th, 6th 2:05 - 2:20
 K 2:20 - 2:35

KINDERGARTEN SCHEDULE

Monday - Thursday

A.M. 8:50 - 11:30
 P.M. 12:45 - 3:25

Friday

A.M. 8:50 - 10:50
 P.M. 11:25 - 1:25

Please note that some recess and lunch times may change for certain classes due to scheduling conflicts

Samuel Morgan Elementary

Information and Policies

2019-2020



Appropriate Dress for Physical Education

For safety reasons, students should wear tennis shoes or sneakers on their assigned P.E. day. If appropriate attire is not worn, the student may not be able to participate in their scheduled PE activity. An alternative activity will be provided.



Arriving at School and School Breakfast

Children should not arrive at school prior to the beginning of school before 8:35 a.m. (see bell schedule). Supervision is provided at 8:35 and until the buses arrive.

Students that enter the building before the school start time of 8:45, should enter quietly and proceed to their classroom or the lunchroom, whichever has been determined as the designated spot by their teacher. If eating breakfast, students may enter the building at 8:20 and should enter the building through the front doors of the school. After students eat, they should exit to their designated spot. On stormy or cold days, the children will be invited into the gym to wait quietly for the first bell to ring.



Attendance and Punctuality

Regular and consistent school attendance AND punctuality is essential for student growth and achievement. Success in school is dependent upon good attendance! In accordance with Utah State Law (Utah Code §53A-11-103) and Davis School District Policy, **it is the responsibility of the parent to ensure that their children are in attendance and punctual each school day.** It is imperative, with the assistance of parents, that children learn to be responsible in arriving to school on time. There should be no checking out of students for baby-sitting, shopping, or running errands. While parents have the legal right to take their son or daughter out of school, they do not have the right to violate the state and district mandatory attendance law, which requires 90% attendance for each student. Parents of students that are continually tardy or absent will receive letters periodically stating concerns of absenteeism and then may be referred to the Davis School District Case Management team for further assistance in helping increase attendance and/or punctuality if attendance does not improve. **Our goal this year is Every Student, Every Seat, On Time, All Day, Every Day!!**



Bad Weather Days

Recess breaks with fresh air, socializing, and exercise are important parts of each day. Please be certain that your child is dressed appropriately for current weather conditions. If we have severe weather such as high winds, bitter cold, heavy rain, or poor air quality days (we follow the "Recess Guidance for Schools" from the "Utah Department of Environmental Quality– Air Quality Division," which designates when indoor recess should occur due to high

levels of particulate matter in the air), students will have an indoor recess. If at any time a parent wishes to have their child stay in from recess, a note must be sent with the child **EACH DAY** that a parent wishes to have their child stay in from recess. Students that stay in from recess may be asked to spend their recess in another classroom or in the office.



Behavior Expectations

Positive and respectful behavior is the focus at Morgan Elementary! Each teacher has a discipline plan outlining expected student behaviors and consequences. You may request a written copy of the discipline plan for your child's class at any time. School-wide expectations are centered on good manners that promote a positive atmosphere in the school, and a respect for self and others. We Are MORGAN expectations are enforced. Fighting, swearing, bullying, vandalizing, and stealing have serious consequences; as do disrespectful comments and gestures. These actions could result in suspension or expulsion.



Bicycles/ Scooters

A bicycle area is provided at the school. Students use this area at their own risk. Bicycles and scooters should remain locked on the bike racks during the day. Due to safety issues, students are asked to "walk" their bicycle or scooter while on school property. We cannot assume responsibility for stolen or damaged bicycles or scooters. For safety reasons, skateboards and scooters are not to be used on school property.



Book / Equipment Supply Replacement

Each student is responsible for textbooks and library books issued to him/her. A replacement cost will be assessed if the student loses or damages, books, supplies, or equipment, owned by the school. Please review the Library Policy on our school's webpage.



Buses

Buses are for students who live **1.5 or more miles from the school** according to district regulations. **Riding a bus is a privilege, not a right.** The driver is in charge and must have full cooperation from all students. Disorderly behavior may result in withdrawal of bus privileges. Specific regulations are stated in the "Transportation Safety Pamphlet." Repeated failure to observe rules will result in a referral to the Administration and possible loss of bus use. The following guidelines apply:

1. Students should be off the pavement as the bus approaches.
2. Students should enter the bus in an orderly manner and be seated. They should not be standing while the bus is in motion.
3. Students should not place objects or body parts out of the windows of the bus or exit out the emergency door. Such action may result in automatic bus suspension.
4. No horseplay or harassment of students or the driver should take place. Students shall be courteous to the driver and fellow passengers.
5. Eating and drinking on the bus is not allowed.
6. Littering and vandalism is not allowed.
7. For everyone's safety, no item shall be carried on the bus, which could create a

hazard to any passenger or driver.

Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.

Due to liability issues, friends may NOT ride the school bus home with their friends. Only bus eligible students should ride the school bus.

Please also note that parents are encouraged to wait with their students at the designated bus stop each morning to help ensure the safety of their children



Bus Stops

Bus routes are available about one week prior to school starting and can be accessed through a parent/guardian account using a *myDSD* log in and password found on the district's home page. Information may also be obtained at the Transportation web site by going to the district's homepage – www.davis.k12.ut.us then clicking on "Departments," "Transportation," then on "Bus Stop Information" on the left navigation bar. Please note that information obtained on the district's transportation website lists the ***approximate*** distance from the school.



Check In/Check Out Procedures

To use our Check in/Check out system in the office, ***students*** will need to know the name part of their email, 28iforeman@go.dsdmail.net would be just 28iforeman, and their pin. Teachers will be reviewing this information with students the first few weeks. ***Parents*** will need to have ID with them and will need their my.DSD login info to access the system. (How to get a my.DSD account can be found towards the end of the handbook.) Even though parents and volunteers will be using the computer again for check out, they will still need to show ID to a secretary to take a student with them during the school day. Students may not check themselves out. Volunteers, visitors, and substitutes will check in using this system as well.



Child Abuse / Neglect

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Our school will report suspected child neglect as well. The safety and wellbeing of our students is of utmost concern.



Classroom Visits

Parents are always welcome; however, teachers and administration appreciate appointments being made prior to such visits to the classroom. ***Please check-in at the office for a visitor badge.*** School-age relatives and friends, who are visiting, are not allowed to attend class with your child(ren).



Closing of School

During the school year, the school may have to cancel classes before the scheduled dismissal time (M-Th @ 3:25 and Friday @ 1:25) because of weather conditions or other unforeseen reasons. If weather conditions or other factors force the closing of school, the

following number and radio station will carry the announcement: Telephone - 801-402-5500 / Radio - KSL 1160. The district webpage at www.davis.k12.ut.us can also be accessed for current up to date information on potential school closures.

Students need to know where they should go in case of an early dismissal. Phone lines become overloaded, parents cannot call in, and students cannot call out. Parents should arrange a contingency plan for such emergencies prior to school starting each fall to allow our phone lines to remain clear for emergency calls. Emergency contacts should be updated with the office as needed.



Community Council

Our Community Council is composed of parents and school staff. Our Community Council meets several times throughout the school year with their focus being school improvement. Anyone is welcome to attend these meetings, and agendas are posted twenty-four hours prior to each meeting. Matters for discussion may be added to the agenda by calling or e-mailing the council chair. If you are interested in serving on the Council, please contact the school office.



Crosswalks / Pedestrian / Bus Safety

The safety of our students is one of our primary concerns. Students should follow established walking routes. Depending on where you live, your child should use designated crosswalks. It is very important that parents teach their children how to be safe pedestrians - looking both directions before crossing, staying on sidewalks, crossing at crosswalks, etc. **Bicycles, roller blades, skateboards, shoes with wheels, and scooters should not be used on school grounds at any time.**



Dismissal from School

For the safety of our students, children who leave school at a time other than regular dismissal times are to be dismissed to parents, guardians, or authorized adults through the Morgan Elementary School office only. This dismissal process will consist of:

1. ***Parents/Guardians/Authorized Adults must come to the office and sign their student out. It is not safe for us to release students over the phone, so we ask your compliance with this request.*** Your child cannot be released from the classroom until you arrive in the office to sign him/her out.
2. The student will be called to the office.
3. The student will walk to the office to meet the parent/guardian/authorized adult.
4. The parent /guardian/authorized adult and student will leave the building together.
5. The parent/guardian/authorized adult must sign the dismissed student(s) back into the classroom, in the school office.

No student is to ever leave the school unless it is through the school office. Also, please plan an ample amount of time for the check out process.



Donations/Fees

Donations may be made to the school or for classroom use. Large dollar amount donations will be run through the Davis District Foundation. Fees for before or after school Excel Enrichment type classes cannot exceed \$50.



Dress Code

Students should come to school appropriately dressed for learning. School officials may prohibit the following types of clothing at school or school activities: Extreme or slovenly clothing, including but not limited to, baggy or “sagging” pants or shorts, excessively oversized jackets or coats, inappropriately short, tight or revealing shorts, skirts, dresses, shirts, etc.; clothing that is torn ripped or frayed; bare or stocking feet; clothing which displays obscene, vulgar, lewd or sexually explicit words, messages or pictures; hats, bandannas, or head scarves; extreme coloring of hair, including but not limited to mohawks; clothing attachments or accessories which could be considered weapons, including but not limited to spikes on boots, bracelets or chokers, chains on wallets or belts, etc.; exaggerated cosmetics and body paint; exaggerated body piercing; clothing that exposes bare midriffs, buttocks or undergarments; tank tops, halter tops, spaghetti straps, or other low-cut, off the shoulder clothing; clothing that advertises a substance a student cannot legally possess or use (i.e., tobacco, alcohol, illegal drugs); belts worn excessively long in the front and hanging on either side; belt buckles with the initials of the person or gang etched on it; any item that is a representation of a gang.



Drills

Emergency drills are conducted monthly according to state and district regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room. In addition, each classroom has an emergency backpack with basic first aid supplies. In the event of having to evacuate the school, our alternate location for housing students is the LDS Church located at 1039 East Crestwood Road



Drivers and Student Safety

Drivers should exercise caution around the school. Please inform anyone who might be driving students to school (grandparents, siblings, babysitters) of the following safety precautions:

1. *Red zones are for emergency vehicle access and must be kept clear at all times.*
2. *Drop-off curbs are only for student drop-off and pick up. **Do not leave cars unattended in these areas.***
3. *Bus Zones are for school buses only — private vehicles should not be parked in the bus zone.*
4. *The bus loop can be used by drivers if there are no busses present.*
5. *Speed limit in the school parking lot should not exceed 10 MPH.*
6. *Students must use school and street crosswalks.*



Educational Excursions

Morgan Elementary teachers plan field trips away from school, which support curricular objectives. A parent or guardian must sign a permission slip before a student is allowed to

go on a school trip. In rare cases, verbal permission over the phone may be used to allow a student to attend a planned field trip. A limited number of parent chaperones may be asked to accompany the class on the trip. In some cases, not all parents who are willing to attend will be able to do so.

Chaperones should follow school rules and accept the responsibility of following the procedures set forth by the teachers. Younger children may not attend field trips, as this interferes with a parent's ability to help monitor the students of the class. Students are expected to exhibit excellent behavior as they represent Morgan Elementary away from school.



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

SCOPE

Electronic devices are a regular part of our lives. However, these devices have the potential of disrupting the orderly operation of the school. The school 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.

DEFINITION

For purposes of this policy “**Electronic device**” means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including: (1) a smart phone; (2) a smart or electronic watch; (3) a tablet; or (4) a virtual reality device.

“**District-owned electronic device**” means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is identified as being owned, provided, issued or lent by the District to a student or employee.

“**Privately-owned electronic device**” means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by the District to a student or employee.

POSSESSION AND USE

Students may possess and use electronic devices at school subject to the following:

1. Students may possess electronic devices at school and school-sponsored activities as long as the device is powered down and kept in a backpack.
2. Use of electronic devices during the school day, including recess and lunchtime, is prohibited. They must be completely powered down, turned off and kept out of sight.
3. Students may use electronic devices before 8:45 a.m. and after the final bell of the school day so long as they do not create a distraction or disruption.
4. Use of electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.
5. Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency situation as defined by school staff exists.

PROHIBITIONS

Electronic devices shall not be used in a way that bully 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 504, or assessment directions. They shall also not be used in a way that would cause an invasion of reasonable expectations of student and employee privacy.

CONFISCATION

If a student violates this policy and/or exhibits misuse, his/her electronic device may be confiscated, after due process has taken place. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed.

SECURITY OF DEVICES

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

PROHIBITIONS ON AUDIO RECORDING

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

POTENTIAL DISCIPLINARY ACTION

- At the discretion of administration, violation of this policy may result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities.
- A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.
- Confiscation of device for increasing periods of time for subsequent violations.
- In-school suspension.
- Out of school suspension.
- Notification of law enforcement, at school's discretion, if circumstances warrant such notification.

EXCEPTIONS

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

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



Emergency Contacts / Release of Students

It is vitally important that parents and guardians keep the school informed as to current emergency contacts (including when parents leave on vacation and leave their children in the care of another adult). When filling out the registration card, please include home and cell number for parents, and phone number for several relatives or friends. These secondary contacts should be people you would be comfortable releasing your child to in case of an emergency. If any of these names or number should change, please notify the school office immediately. **We will not release your child to anyone not designated by you as listed on the emergency contact list.**



Food Brought to School

Please refer to individual teacher's school disclosures for food use in your child's classroom and how birthdays will be celebrated. If you are bringing your child lunch on a special occasion, please be cognizant of what and the amount you are bringing and provide lunch for your child **only**. Excessive food can cause disruption in the lunchroom. Any food brought to share with other students should be packaged so labels can be checked by students who have special dietary needs, and the teacher should be communicated with about these items. **The first Friday of each month we will have birthday tables set up on the stage, so family members/friends can come eat lunch with their student that day to celebrate birthdays during that month. PTA will provide a treat for students on that date as well. This would be the optimal time to bring lunch to your child, if you choose to do so.**



Homework

Homework can be an important part of the educational process. It provides students of all ages the opportunity to develop personal responsibility, good study habits, and mastery of skills taught. Homework is a teacher-planned learning activity which takes place outside of the student's regular school hours and should provide an extension to in-class learning. Parents are encouraged to set aside a regular time each evening for students to do homework or to discuss any papers their child may have brought home from school. Time spent together talking about the day's events can reinforce the lessons learned each day.

Teachers will follow the district guidelines for the amount of homework assigned each day. Also know if homework is assigned, it is because the teacher feels it will add value to your child's education.

The homework guidelines for Davis School District, and parent and student tips can be found through the following path – www.davis.k12.ut.us, click on "Curriculum and Instruction," "Content Areas & Programs," and then click on "Homework Guidelines."

Whenever students are absent, parents may request that homework be sent with a sibling, relative, or neighbor. Requests for homework assignments should be made in the morning. Parents are asked to make requests early in the school day to allow time for materials to be organized to send home. If students will be absent for an extended period of time, then

homework will be collected on a daily basis and given to the student upon their return to school. This homework should be completed in a timely manner and within a time frame determined by the teacher and parent.

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



How Parents Can Help

Parents can do their part to help make the educational setting more productive and meaningful for students by joining in a partnership with the school.

1. Help children come to school feeling good about themselves.
2. Cooperate with the teacher to make schoolwork important and effective.
3. Provide children with suitable study conditions.
4. Show interest in what your children are doing, but do not do the work for them.
5. Reserve a time for homework and turn off the television.
6. Understand that teachers expect homework to be returned on time. Help your child learn the life-long lesson of managing time wisely by encouraging your child to complete their assignments.
7. Help students adhere to the cell phone/smart watch policy and guidelines.
8. Participate in the school and become a volunteer.
9. Attend school programs and activities.
10. Support your children by helping them understand their responsibility in having a successful and productive school year.
11. Make sure your children arrive at school on time each day.
12. Expect your children to be in attendance when they are well.
13. Communicate alternate pick ups or after school plans with children before they come to school, avoiding last minute calls through the office when possible.



Library Use

Please visit our school webpage at <https://morgan.davis.k12.ut.us/school-information/library-media-template> to review library guidelines and book usage.



Lost and Found

All found items, are placed in the lost and found containers, located at the school. The school cannot assume responsibility for student losses. Proper marking of personal property can reduce these losses.



Medication

The school is not allowed to dispense any non-prescription medication to students. However, if you feel your student has sufficient maturity, he/she may carry one day's

dosage of medication with them to be self-administered. If your student must take medication during the school day, please contact the school for special arrangements, as the school is not allowed to dispense prescribed medication without proper documentation through the school nurse.



Nuisance Items

Toys, radios, electronic games, iPods, walkie-talkies, pocketknives, trading cards, kendamas, fidget spinners, shoes with wheels, etc. should not be brought to school. These items are a cause of concern and can disrupt school. Smart watches and cell phones can also be considered nuisance items if not used or stored properly during the school day. Cell phones should be turned off and in backpacks during the school day. Smart watches should be used as a watch only during school hours. The teacher, administrator, or staff may take these items from students and return them only to the parent.



Office Hours

The office is open on school days from 8:15 a.m. to 4:00 p.m. School administration and office staff will be happy to help you with any questions or concerns you may have. Parents must make every effort to pick up their child(ren) promptly after school if they will be transported by vehicle.



Parent Information

Weekly reminders and monthly newsletters will be sent home via email on a frequent basis. These emails contain valuable information, such as upcoming activities. Please refer to these emails for upcoming events and important information. We will also use Peachjar and the Davis District Callout System to disseminate information as needed. *Also, follow us on Twitter @Morgan_Elem #WeAreMorganEL for school highlights.*



Pets in School

The Health Code prohibits dogs and cats on school property. The code allows for animals in the classroom as long as the animal is associated with an approved curriculum event and pre-approval has been given from the classroom teacher and administration. When the event is concluded, the animal should be removed from the school. Rodents, (mice, rats, gerbils) rabbits, reptiles (snakes, geckos, lizards) should not remain in classrooms for an extended period of time. There is both personal and district liability with animals in school.



Pledge of Allegiance

Utah State Code 53A-13-101.6 and Administrative Code R277-475 state the following:

“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.”

Administrative Code allows a school to require an annual written request from the student's parent to excuse the student from reciting the Pledge. If you do not wish to have your child repeat the Pledge of Allegiance, then **a written request to excuse your student from reciting the Pledge shall be submitted annually to the school office.**



Safety

Student and staff safety are of utmost importance to us. We currently have a monitored school crossing before and after school, a secure vestibule-which requires the public to be buzzed in from 8:50am-3:30pm, and schoolwide use of cameras. Watch for possible updates on these items, and please make note of these important updates.



School Discipline Plan

Morgan's Discipline Plan

School Rules:

- 1. Be Safe**
- 2. Be Responsible**
- 3. Be Respectful**
- 4. Follow the We Are MORGAN! guidelines**

We ARE MORGAN Expectations:

In our school, We Are...

Moving with a purpose
On our best behavior
Respecting others
Giving Kindness
Always giving effort
Nice to ALL!

During recess, We Are...

Making new friends
Outside exercising
Ready to help others
Getting recharged
Accepting of others
Nice & KIND!

In the lunchroom, We Are...

Meeting friends
On our best behavior
Regaining energy
Getting nutrition
Acting calm
Neat, we clean up!

At assemblies, We Are...

Mannered
Organized
Respectful
Grateful

Attitude +
Nice

Discipline Procedures:

A. Classroom

1. A classroom disclosure document will be given to parents and students. This document will outline specific expectations, procedures, and the teacher's classroom discipline plan.
2. The teacher will employ interventions and/or strategies to deal with behavior. Parent contact will be made for repeated negative behaviors.
3. When necessary, documentation and data may be used to determine appropriate support.
4. Behaviors which are dangerous or *cause* excessive disruption will warrant an office referral. An explanation of the problem and the interventions applied will be given to the administration at the time of the referral. In some circumstances, teachers may make the judgment to refer a student directly to the office.

B. School Administration

Behaviors which are dangerous or excessively disruptive are referred to administration via an Office Referral: *

1. Students will be brought directly to the office for any of the situations listed below.
2. An administrator will contact the parent(s) of those involved and make a record of the event. Based on the circumstances, appropriate action will be taken.
3. The school has the option to refer students to District Case Management or to law enforcement agencies.

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

C. Specialty Classes

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

D. Approach to Discipline:

1. Every effort will be made to maintain the dignity and self-respect of both the student and the teacher. Confidentiality will be protected. Sarcasm and/or humiliation are not acceptable forms of discipline.
2. Students will be guided and expected to solve their own problems, or ones they create.
3. Students will be given the opportunity to make decisions and will be expected to abide by the consequences of those decisions.
4. When warranted, students may be referred to the office via an ODR-Office Daily Referral, which may just warrant a discussion, a consequence, and/or contact with home.

5. Whenever possible, misbehavior will be handled with natural, logical, and supportive consequences that will help the student make positive change
6. Misbehavior will be viewed as an opportunity for problem solving, *personal growth, and individual improvement*.
7. Students will always be given an opportunity to share their “side of the story.”
8. School personnel will handle school related problems. Criminal behavior will result in referral to district or other civil authorities.
9. The following details of all challenging situations will be considered:
 - a. The precipitating events.
 - b. The child's intentions.
 - c. The personality, age, and temperament of the child.
 - d. Specific facts of what happened.
 - e. The damage or hurt caused by the misbehavior or rule violation.

Positive Behavior Consequences that may be implemented

Mustang 100 Club

Students who display positive behaviors may receive a positive ticket from an employee of the school. The tickets can be turned in at the office and then students will sign the “Mustang Book,” and will be allowed to make a call home to report their positive behavior. The student will also draw a number between 1 and 100, and the ticket will be placed on the board on the number that is drawn. When the board fills up, ten random students will be drawn to receive a mystery prize or special privilege with the principal.

*Random rewards will also be given to students who exemplify We Are Morgan! expectations.

Consequences for Inappropriate Behaviors

The following discipline plan will be used for inappropriate behavior taking place in the common areas of the school, i.e. library, halls, playground, lunchroom, assemblies, etc. or for any Safe Schools violation or repeated inappropriate behavior in the classroom.

Stumbling Blocks

Stumbling Blocks are given to students who break school rules in common areas of the school, such as a hallway, playground, restroom, etc. Stumbling Blocks may also be issued for inappropriate classroom behavior that is disruptive to the educational process, disrespectful, or otherwise negative in nature. The issuing employee gives the Stumbling Block to the classroom teacher who will keep a copy and send the student to the office to record the Stumbling Block. At that time, office personnel will attach the top copy of the Stumbling Block to a form entitled “Turning My Stumbling Block into a Stepping-Stone.”

The form will be dated and sent home with the student with the expectation that the child will review the misbehavior with a parent and come up with a plan for “righting the wrong.” The completed form should be returned to the school office the following day. In an effort to help students learn responsibility, they will be given the opportunity to take the Stumbling Block form home and share it with their parent(s). Follow-through with the plan will be completed by the administration with a copy going to the teacher.

Within a month's time:

1st Stumbling Block

- Restricted recess 15 minutes (by teacher)
- “Turning my Stumbling Block into a Stepping Stone” form sent home, signed by parent, and returned to school
- Conference with teacher
- Parent is contacted (teacher responsibility)

2nd Stumbling Block

- Restricted recess or prep time for 30 minutes (by teacher)
- “Turning my Stumbling Block into a Stepping Stone” form sent home, signed by parent, and returned to school
- Parent is contacted (teacher responsibility)
- Conference with administrator (turn into Alisha’s box with #2 on it, so I know I need to conference with the student.)

3rd Stumbling Block

- Restricted recess or prep time for 60 minutes (by teacher)
- “Turning my Stumbling Block into a Stepping Stone” form sent home, signed by parent, and returned to school
- Parent/Teacher/Administrator Conference (to be arranged by the teacher) - contract written & signed

4th Stumbling Block

- Possible suspension 1-3 days depending on severity of behavior

In the case of a “Safe School” violation, or repeated inappropriate actions, suspension may be automatic and immediate. Determination of possible suspensions will be made by administration

Safe School Violations

Safe school violations include but are not limited to:

- Possessing or threatening with real or pretend weapons
- Possessing, sharing, or selling drugs. This includes alcohol, tobacco, illegal substances, and prescription medications.
- Physical fighting (hitting, kicking, pushing, play fighting)
- Verbal and non-verbal aggression (rumors, threats, teasing, gestures, notes)
- Bullying (physical, verbal, and cyber)
- Sexual Harassment (physical contact, jokes, names, swearing, inappropriate pictures, music or gestures)

Bullying and Hazing

Classroom lessons taught by administration, teachers, and our school counselor will help train students on the definition of the following: *Overt aggression* such as physical fighting, punching, shoving, or kicking; *Verbal aggression* such as name calling or verbal threats; *Relational aggression* such as rumor spreading, intimidation, enlisting friends to hurt another child, or engaging in social isolation of other students; *Cyber bullying* which includes the use of e-mail, web pages, text messaging, instant messaging, or other electronic means of aggression against peers whether during school or outside of school; *Other bullying or hazing* based upon students’ real or perceived identities and

conformance or non-conformance with stereotypes.

Morgan Elementary engages in ongoing assessment of specific locations where bullying may be prevalent, where students may feel unsafe, or where additional supervision may be required.

Consequences of Bullying or Hazing

Teachers will work with students on an individual basis to help students who are victims of bullying and harassment. Teachers will communicate with parents when these issues arise, and continued problems of bullying and harassment will be referred to the administration.

Additional Information on Bullying – How parents can help

Please ensure that your child knows and understands these simple-to-follow steps to help curb bullying. They will be instructed in the “**Stop, Walk, and Talk**” empowerment strategy to help ensure this happens at school.

1) Don’t Bully – This starts with each and every student. If you are bullying, you are showing others that bullying is okay. The example set by you, through your actions, needs to demonstrate that bullying is unacceptable, and will not be tolerated.

2) Help Others “STOP” - This is the right thing to do and it will put a stop to bullying if one or more people stand up to the bully. Standing up to a bully can start with you. As a bystander who sees bullying, you have the opportunity to help another person, and stop bullying.

3) Stand Up “STOP” –Victim and Bystander(s) - If you tell a bully to stop, you need to believe that he/she is going to stop, and the tone of your voice and your words need to reflect this. Don’t be looking down or away. Look the bully right in the eye, and say in a firm voice, “I don’t like what you are doing, you need to stop.” For the bystander – You need to be smart when you approach a bully. If it could be dangerous or you feel you could be hurt, do not walk into the situation alone. If you feel safe enough to walk up alone, you need to walk up, and stand by the person being bullied, not the bully. You can state to the bully, to knock it off, leave him/her alone, whatever it might be – then WALK AWAY. It is very important to NOT approach this situation aggressively because if you do, the bully will more than likely fight back. If you feel that maybe you need a group to do this with you, ask a few people around you to come with you and help. Simply walk up behind the victim, tell the bully to stop, and ask the victim to come with the group.

4) Walk Away “WALK” – Bullies want a reaction from the victim. If you don’t give it to them, they will often find someone else who will react. Tell the bully to Stop, then Walk Away. If the bully leaves you alone at this point, and did not physically hurt you, you handled this yourself, and it’s over. Remember to let your parents know what happened, and that you handled it, so that they know in case it happens again. If you were physically bullied, find an adult immediately after going through these steps. If the bully bullies again after you have told them to stop, even if it’s been a week or more, you need to go directly to an adult and report what has happened.

5) Get Adult Help “TALK” –If you have asked a bully to stop, and walked away from the bully, but it hasn’t stopped, you are not “telling” on the bully. You are “reporting” based on you trying to stop it first, and now the bullying has forced you to take it to the next step.

Getting an adult has to happen to let the bully know that you are not playing around, and you seriously want this to stop.

If at any point you feel that you are threatened or in danger, please contact an adult immediately.



School Lunch

Our school lunches are a great bargain! All money for school meals will be processed at Davis Nutrition Services in Clearfield at the address below. They will require advance payment (check, money order, Visa, MasterCard, Automated monthly check debits, or cash) which may be paid weekly, monthly by the term, or by the year. **It is the parent's responsibility to keep accounts current since lunches cannot be provided to students without money in their account.**

All Free or Reduced Lunch forms will need to be accessed by parents through *my.DSD* using a guardian account. Please refer to the single page handout in the "First Day Packet" for information regarding the process that needs to be followed in order to apply for Free or Reduced lunch. **It is important to note that parents are responsible for payment of school breakfast and/or lunch during the approval process for Free or Reduced lunch.**

Lunch payments can be made online through the use of a *my.DSD* guardian account. For more information visit the district's webpage at www.davis.k12.ut.us, click on the "Departments" tab, and then on "Nutrition Services."

Prices:

Student Breakfast.....	\$1.35
Adult Breakfast.....	\$2.00
Student Lunch	\$1.85
Adult Lunch	\$3.40
Milk only.....	\$0.40

Breakfast will be served daily between 8:25 and 8:45 a.m.

Students coming for breakfast should enter and exit to the cafeteria using the front doors of the school.



SEM – School Wide Enrichment Model

Services for students needing academic enrichment are available through the School-wide Enrichment Model (S.E.M.). Students are placed in this pull-program on recommendation of their teachers, based on the following criteria:

1. Above average ability
2. Task commitment
3. Creativity
4. Leadership



Parent Conferences

Parent conferences are held two times during the school year. During conference times, student successes are celebrated, and individual goals are set. *Students are asked to attend the Conference with their parents and teacher.* Parents will schedule Conferences online. In

addition to conference times, please feel welcome to contact your child's teacher any time you may have a concern.

Conferences for the 2019-2020 school year are scheduled as follows:

1st Conference – Wednesday & Thursday, **October 9-10, 2019** (Early out Wed., Thurs. & Friday ONLY)

2nd Conference – Wednesday & Thursday, **February 5-6, 2020** (Early out Wed., Thurs. & Friday ONLY)



Sick Room

The sick room is available on a **temporary** basis for those students who are sick until a parent is contacted.



SMART REPORT

The SMART REPORT is used to report on your student's progress each quarter. This report is based on the child's mastery of standards, and not on a less meaningful "point" or "grade" system. Under this system, students are working toward and graded on whether or not they have mastered the required concepts, not on accumulating points. Students are also assessed quarterly in the important areas of responsibility, timely completion of assignments, and behavior, which are recorded separately from the academic assessment.

For many assignments and assessments, teachers use a rubric similar to the following:

- 3** - The student addresses all-important aspects of the construct or topic; the student exhibits no major errors or omissions; the student works on the task independently.
- 2** - The student attempts to address the important aspects of the construct or topic; the student is only partially successful due to some major errors or omissions; the student works on the task independently.
- 1** - The student is unable to address the important aspects of the construct or topic; even when prompted and provided with help, the student cannot perform a rough approximation of the task.
- 0** - The student makes no attempt; no judgment can be made.



Special Help

The school provides services in speech and hearing, social and psychological intervention, and academic remediation through a resource program, "Local Case Management Team" meets frequently at Morgan Elementary to address student needs. If you have questions regarding these services, please call the school.



Staying after School

Students must ride the bus (if bus eligible), be picked up, or walk home promptly at the end of school and may not stay on school grounds unless they are under the direct supervision of a teacher or their parent. Teachers or staff members do not ask or require your child to stay after school for any reason unless you are contacted, and permission is given.



Technology Use

Technology is an integral part of today's learning environment and is used K-6 to support student learning outcomes. Students are trained about Internet safety at the beginning of the school year and receive safety reminders throughout the school year from teachers and our Computer Lab Manager. Students are expected to adhere to the District Technology Resources Acceptable Use Agreement that they are required to agree to and sign at the beginning of each school year. Should the User Agreement be broken, the privilege of using technology may be suspended or revoked. The possibility of suspension or expulsion, and/or referral to legal authorities may be imposed as well.



Telephone Use

The telephone is for emergency use only. **After school play arrangements should be made at home and NOT at school.** In an effort to decrease interruptions to your child's education, incoming messages will be communicated to your child by the office staff at Morgan Elementary. Please refrain from calling your student out of class to receive phone calls as this disrupts the educational school day. Also, calls or text messages sent to your child via their cell phone during the school day encourages misuse of phones, which should be housed off and in their backpacks during school hours.



Transportation

Students riding on buses must be on the bus within seven minutes from the dismissal bell. Parents, to eliminate safety hazards, use the east side of the school (along the street curb) for drop off and pick up. **No vehicles should be located in the bus loop until all buses have left.** Please adhere to the No U Turn signs in front of the school and drop students off curbside. Please also be considerate of our neighbors, their yards, and driveways, and use extreme caution when driving a vehicle around or near the school.



Volunteers

Parent involvement is welcomed and encouraged. This can be done by joining PTA or volunteering in the classroom. Please contact your child's teacher if you wish to help at school. **Those that agree to volunteer are required to sign a volunteer agreement at the beginning of each school year.**

PLEASE NOTE: All individuals, including parents, visitors, and volunteers are required to show respect in word and action while at Morgan Elementary. Disrespectful adults will be asked to leave the building. Those adults showing patterns of disrespect, or single acts of disrespect that rise to the level of verbal threats or profanity, will not be allowed access to Morgan Elementary or its school grounds.



my.DSD Guardian Account & Setup

There is a new my.DSD system. Several changes and enhancements have been made to make your experience better. The system has a cleaner, more modern mobile friendly look and feel enabling you to use your smart phone or other mobile type devices. It is accessible in both English and Spanish at the click of a button and works with the same username and password you used to access the old my.DSD system. In addition to the many features in the previous version, the new my.DSD system allows parents/guardians to apply for free reduced lunch, boundary variances and the ability to clear their students' absences. It also provides for easier communication with the support team.

To access the my.DSD system:

1. Go to the District home page at www.davis.k12.ut.us
2. Click on the my.DSD icon or click on Tools -> my.DSD

Note: You may also access the new my.DSD system by going to the home page of your students' school and following step 2.

Login with Your Username and Password. *Your Username is your email address.* If you can't remember click on Forgot username or password. If this is your first time using my.DSD you will need to click on Create an account now and follow the step as directed.

NOTICE OF NON-DISCRIMINATION

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

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) Coordinator

Davis School District

45 East State Street, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5315

sbaker@dsdmail.net

Midori Clough, **District 504** Coordinator

Section 504 (Student Issues) Coordinator

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5180

mclough@dsdmail.net

Bernardo Villar, Director of Equity

Title IX Compliance Coordinator

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

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5319

bvillar@dsdmail.net

Tim Best, Healthy Lifestyles Coordinator

Title IX Compliance Coordinator

Gender Based Discrimination in Athletic Programs

Davis School District

20 North Main Street, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-7850

tbest@dsdmail.net

Scott Zigich, Director of Risk Management

Physical Facilities Compliance Coordinator

Davis School District

20 North Main Street, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5307

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 **Samuel Morgan Elementary** will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator **Janie Stubbs (801) 402-3450**, 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 **Samuel Morgan 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 **Samuel Morgan 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](https://morgan.davis.k12.ut.us/school-information/handbook). Samuel Morgan Elementary policy may be found at <https://morgan.davis.k12.ut.us/school-information/handbook> or a copy may be obtained in the school office.

SEARCH AND SEIZURE

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

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School Lockers, desks or other storage areas are the sole property of the Davis School District and **Samuel Morgan 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.
2. **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.
3. **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 **[name of your school]** 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

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. **[name of your school]** 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

PLEDGE OF ALLEGIANCE

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

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

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

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and **Samuel Morgan 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.

MEAL CHARGES IN SCHOOLS

The purpose of these procedures is to establish consistent meal charging and collection procedures districtwide. The District's goals are:

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish practices which are age appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payment and self-responsibility of the student.

Meal Accounts: Payment in advance for meals enables the District to achieve these goals. Personal checks and cash deposits are accepted daily at the schools. For convenience, deposits may also be made by credit/debit card through a parent's myDSD account.

Emergency Meal Service: The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the student's statement of need shall be accepted, and a meal will be made available. School lunch employees shall not, withhold a meal, provide an alternate meal, pull a student from the line, ask the student to call his parent or friend, stamp the student's hand, or otherwise call attention to the student who has forgotten or lost meal money. A school lunch employee may remind a student *attending a secondary school* that his account is in the negative. **The cost of the unpaid meal will be charged to the student's account.**

Evaluate Individual Circumstances: When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free- or reduced-price meals. School administrators may work with the family to apply for school meal benefits. **All meals eaten before a free- or reduced-price meal application is processed and approved are the responsibility of the parent and must be paid for.**

Repayment for Meal Charges and Bad Checks: Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals. Unpaid meal charges may result in the following:

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mailboxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

Parents are responsible to pay all their student's meal charges. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt.

Morgan Elementary School Calendar

**Check our website calendar for school event details. <http://www.davis.k12.ut.us/141>

School Begins (early out day)	Tuesday, August 20, 2019
School Start (early out days)	Tues. & Fri. ONLY, August 20 & 23, 2019
Labor Day (No School)	Monday, September 2, 2019
Professional Day (No School)	Monday, September 23, 2019
Parent Conference (Early Dismissal)	Wed. & Thurs., October 9 –10, 2019
Fall Recess (No School)	Thursday - Friday, October 17 – 18, 2019
End of First Term	Thursday, October 31, 2019
Professional Day (No School)	Friday, November 1, 2019
Teacher Comp Day (No School)	Wednesday, November 27, 2019
Thanksgiving Recess	Thurs. & Fri., November 28 – 29, 2019
Winter Recess	December 23, 2019 – January 3, 2020
School Reconvenes	Monday, January 6, 2020
End of Second Term (Early Out)	Thursday, January 16, 2020
Professional Day (No School)	Friday, January 17, 2020
Martin Luther King, Jr. Holiday	Monday, January 20, 2020
Parent Conference (Early Dismissal)	Wed. & Thurs., February 5 - 6, 2020
Presidents' Day	Monday, February 17, 2020
End of Third Term	Friday, March 20, 2020
Professional Day (No School)	Monday, March 23, 2020
Spring Recess (No School)	Mon. – Fri., March 30 - April 3, 2020
Memorial Day	Monday, May 24, 2020
Last Day of School/School Closes (early out day)	Friday, May 29, 2020

** Please review monthly newsletters from Principal Johnson for calendared events specific for each month of the schoolyear.

