

Plain City Elementary Policies and Procedures

Admissions: New students enrolling at Plain City Elementary must provide two proofs of residence, an original certified birth certificate and immunization records. Academic records will be requested from the school of last attendance. New kindergarten students must be 5 years old on or before Sept. 1 of the school year in which they are enrolling.

Currently enrolled students **must register online through the parent portal account each school year.** Registration includes updating student information, emergency contacts, etc. as needed. The parent and each of their students must also read and electronically sign agreements to district and school policies and procedures.

Arrival and Dismissal: Students should not arrive at school before 8:00 a.m. if eating breakfast or 8:10 a.m. if not eating breakfast. Parents who need to drop their students off earlier, do so with the understanding that there is no school supervision provided. Kindergarten students will enter the kindergarten playground and line up at their teacher's door. 1st, 2nd and 3rd grade students may enter through the south gates and proceed to their teacher's outside doors. 4th, 5th and 6th grade students will enter at the north playground and line up at their teacher's outside door. All teachers will open their doors for students to enter the classroom at 8:25 a.m. when the first bell rings.

When school dismisses at 2:25 p.m. (12:25 p.m. on Wednesdays), students are to be picked up or leave for home promptly. Students who are still waiting to be picked up when it's time for teacher's on outside duty to re-enter the school, will be asked to come into the school for their safety.

Attendance: Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Students are responsible to be in class on time each day unless properly excused by their parent or administrator.

- Late arrival or early departure disrupts class and causes loss of instruction time. Any child who arrives at class after 8:30 AM is tardy.
- Parents are required to excuse student absences by contacting the office before 9:00 a.m. on the morning of the absence. Administrators may require appropriate verification of absences.
- For health tips and recommendations on when to keep your child home, [CLICK HERE](#).
- When parents request to have their children excused from school for reasons other than illness or family emergency, arrangements for such absences should be made in advance. School personnel may provide assignments for students at the end of the school day and may also allow examinations to be made up. All such cases shall be handled on an individual basis.
- A student not properly excused will be considered truant. (Truant: absent without a valid excuse)

- Teachers will keep and mark roll each day.
- It is the student's responsibility to work with the teachers in making up work for absences. Individual teachers may set the time to be allowed for make-up work.
- Truancies will be referred to the school administration for appropriate action. Excessive truancies may result in district and/or juvenile court referral.
- Tardies will be handled by individual teachers. Excessive tardies will be referred to an administrator and/or a district official.

Bell Schedule: School start times are listed below. There is a 5-minute tardy bell after the listed start time. Students need to be in their classrooms by the tardy bell.

Grade Level	Daily Bell Schedule	Early Out Schedule
AM Session	8:30 AM - 11:00 AM	8:30 AM - 9:55 AM
PM Session	11:55 PM - 2:25 PM	11:00 AM - 12:25 PM
Grades 1-6	8:30 AM - 2:25 PM	8:30 AM - 12:25 PM

Bicycles, Skateboards, Rollerblades/Skate Shoes, etc.: Students riding a bicycle to school are to **walk their bikes while on school property** to ensure the safety of all children. Bicycles must be parked and **locked** in the bike rack, north of the school, NOT along any fence line. Also, for safety reasons, skateboards, rollerblades/skate shoes, etc. **must be carried while on school property**. Skateboards, rollerblades, etc. must be kept in the student's backpack or coatroom. The school assumes no responsibility for bicycles, scooters, skateboards, or any other transportation device.

Books: Textbooks and workbooks are furnished to your child free of charge, but if a book is lost, misused, or damaged beyond reasonable wear, the student will be billed for the damage or replacement of the book. The same is true for books checked out of the school library.

Breakfast: Breakfast will be served starting at 8:00 am. If a student is planning on eating breakfast, parents are asked to plan their schedules so the student doesn't arrive prior to 8:00 am. Breakfast students are expected to enter the front doors and leave the building through the exterior cafeteria doors.

Cancellation of School: School is canceled only under such extraordinary circumstances as extreme weather, equipment failure, or public crisis, which may cause a significant safety risk to students. TV and Radio stations will make school cancellation announcements beginning at 6:00 A.M. In addition, school cancellation information can be found on the Weber School District website. In the event that school must be canceled during the school day, a parent/guardian will be notified. It is crucial that all parent contact information be up to date. Please notify the school of changes as they occur.

Check In and Check Out: Students must sign in at the office when they arrive late or are returning to school after being checked out. STUDENTS MUST HAVE A CHECK-IN PASS BEFORE GOING TO CLASS.

Students leaving school early must be signed out in the office by a parent or other responsible party. The party picking up the child must be on the emergency contact list in order for the child to be released to that adult. An ID such as a driver's license may be required as verification of identity. Office staff will call students out of class to be checked out.

Conflict Resolution: As educators, we teach our students that if they have a problem with another student, they go to the person first. As adults, we must model this. If parents have a concern, we ask that you use the following hierarchy:

1. Classroom teacher/employee
2. School Administration
3. District Supervisor
4. Elementary Executive Director
5. District Superintendent

Donations: Items on the Suggested Donation list will be used during the regular school day. These items may be brought from home on a voluntary basis, otherwise, they will be furnished by the school. A student may be required to replace supplies provided by the school which are lost, wasted, or damaged by the student through careless or irresponsible behavior.

To provide our students engaging learning experiences beyond the classroom setting, field trips are often planned during the regular school day. All expenses related to student participation in school-sponsored outings during the regular school day are incurred by the school.

We welcome any/all donations (supplies and/or \$) on behalf of our students! All donations we receive will be utilized during the regular school day, during instructional activities. Monetary/cash donations may be used to help us fund field trips and/or other learning activities we feel are important in helping our students grow and develop and to purchase instructional resources for our students. Monetary/cash donations in any amount under \$250 may be mailed/dropped off to the Plain City Elementary main office. Donations over \$250 must run through the Weber School Foundation for tax-related purposes. When donating to the Weber School Foundation, indicate you'd like the donation to benefit Plain City Elementary School.

Weber School Foundation
5320 Adams Avenue Parkway
Ogden, UT 84405
Phone: 801-476-7827

Digital Media Devices/Mobile Phones:

Definition of Digital Media Devices: DMD's include but are not limited to mobile phones, pagers, computers, cameras, audio recorders, CD/DVD players, USB thumb drives, video games, and other electronic or battery powered instruments/toys.

Use of Digital Media Devices: The use of any media device by students during the school day is prohibited. Because of the disruption of the educational process and/or the risk that these devices may be broken, lost, or stolen, students are discouraged from bringing them to school. If an extenuating circumstance requires that the device be brought to school it must be turned off and stored in backpacks or other areas designated by the teacher. They should not be seen or heard.

Exceptions: This policy does not apply to the sanctioned use of digital media devices by students under the direct supervision of their teachers for educational purposes or emergency and special situations as approved by the school administration.

Consequences for Violation of Policy: Violation of this policy shall result in the confiscation of the digital media device.

First Offense: DMD is taken from the student and is kept by the teacher until the end of the school day at which time the student may retrieve the device.

Second Offense: DMD is taken from the student and is kept in the office, the parent is contacted, and the parent may retrieve the DMD from the office.

Third Offense: The DMD is not allowed at school for the remainder of the school year. Insubordination will result in disciplinary action which may include suspension from school.

Note: Misuse of digital media devices is additionally addressed in *Policy 8350 Digital Media Devices* and *Policy 5200 Student Discipline Policy (Including Safe School Policy)*.

Other Provisions:

*Students bring digital media devices on school property or to school activities at their own risk. The school is not responsible for lost, stolen or damaged electronic equipment.

*The office phone is available for students to contact parents in case of a school issue or emergency. Parents need to call the school to get messages to their child.

Refer to *Plain City Elementary Digital Media Device (DMD) Policy*

Dress Code: Plain City students are expected to maintain an appearance that is not detrimental to the educational process of the school or distracting to educational stakeholders. Below you will find a few guidelines that will help you determine if your student is dressed appropriately for school.

1. Clothing not ordinarily worn in the workplace may not be worn at school (i.e., robes, pajamas, house slippers, mutilated clothing, etc.).

2. Shoes (including sandals and flips) must be worn at all times. (More restrictive shoe requirements may be required for safety reasons in some classes.)
3. Shorts and skirts must be at least finger-tip length and not present a distraction in the classroom.
4. Shirts and tops may not have bare midriffs or be revealing at the neck, stomach and/or armholes. The ball of the shoulder must be covered. Tank tops, athletic undershirts, halter tops, spaghetti strap shirts, and bare midriff shirts are not allowed at school.
5. Underwear must be worn underneath clothing and may not be worn outside of or on top of other clothing, or where it is exposed or can be seen. Sagging pants must not reveal underwear.
6. Clothing with designs, printed words, or slogans that are suggestive, obscene, in poor taste, or that refer to a substance or activity which is illegal for a minor will not be allowed – clothing which refers to ale, beer, or other alcoholic beverages, smoked or smokeless tobacco, breweries, or illegal drugs may not be worn. Clothing or accessories with gang symbols, insignia, or other gang identifiers may not be worn.
7. Hats or other types of head covering such as scarves, sweatbands, or bandanas, may not be worn in the building. (Exceptions to this rule must go through the teacher or administration.)
8. Sunglasses may not be worn in the building.
9. Educationally distracting hair, hair color or makeup will not be allowed. Hair or makeup which is so conspicuous, extreme, odd in color or style that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at school will not be allowed.
10. Clothing attachments, jewelry, or accessories which could be considered weapons, which could pose a potential risk of injury to the wearer or others, or which could be considered to be disruptive to the educational process may not be worn. Chains longer than 8 inches may not be worn.
11. Inappropriate and distracting tattoos may not be displayed. (refer to #6 above)

Drop Off and Pick Up Procedures: The safety of our students is very important to us so we would like to call your attention to a few items concerning parking, dropping off and picking up students. There is a circular driveway in front of the building and a driveway that runs east to west to the south of our building. The circular driveway is for buses ONLY so parents need to use the driveway on the south side of the school when dropping off or picking up students.

Below you will find a few guidelines for picking up and dropping off your students:

- When picking up or dropping off students, please stay in your vehicle and pull forward as far as possible.
- If you need to leave your vehicle or delay your departure (send a text, talk on the phone, etc.), please park in the spaces provided in the south parking lot.
- Please park in designated parking spots only. Do not create your own parking spot.
- DO NOT double-park in the driveway on the south side of the building when dropping off or picking up students. REMEMBER...this is a single lane driveway.
- Please use the passenger side of your vehicle to load and unload students.
- The SPEED LIMIT in the circular driveway is 5 MPH. Stop before entering or exiting to check for children.
- When crossing the drop off lane, PLEASE use the crosswalk.
- Please be patient and courteous to volunteers, faculty and staff when dropping off or picking up your student.

For those who have students who will be walking or riding their bikes to school, we would like to remind you of a few safety precautions.

- Please walk your student along his/her route and make sure they follow this route each day. For their safety, students WILL NOT be allowed to cut through private property. If there isn't a sidewalk, it is important that students walk in the walking lane if one is designated.

School supervision starts 10 minutes before the first bell. If students arrive before supervision begins, parents are expected to wait with their students.

Parents please demonstrate the importance of these rules to your children by setting the example yourself. We appreciate your help and support in these matters. If you have any questions or concerns, please contact the school at 801-452-4220.



Emergencies: Weber School District and Plain City Elementary have partnered with local law enforcement in adopting a safety program that will be utilized if an emergency occurs during school hours. It is called Standard Response Protocol (SRP), and includes the following actions: Lockout, Lockdown, Evacuate, and Shelter. Parents should become familiar with each action. [SRP K12 Student Parent Handout v2](#)

Field Trips: Field trips are designed to supplement classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance and will be asked to sign permission slips. All students must ride the school bus to and from the trip destination. Exceptions will need to be approved through the office **prior to the day of the field trip**. Parents may also be invited to come along as chaperones on trips.

Gifts, Balloons, Flowers and Birthday Treats: These items must be left in the office. We will call your student down at the end of the day to pick them up.

Gum: No gum is allowed at school.

Home-prepared Food: As per directive from the Weber-Morgan Health Department, home canned and prepared foods are not to be distributed at school for any reason. Classroom treats for birthdays or special occasions must be purchased from a commercial retailer.

Illness or Injury: Sick or injured students will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the school will: contact a parent/guardian, call 911, contact designated emergency persons, or take the child to the emergency room. Parents, be sure all emergency information is up to date at all times.

Note from the Nurse: Vision screening on all K-6 students takes place in the fall. If you do not want your child screened, please send a written notice to the school. Also, remember that children are not allowed to bring

any medication, prescription or over-the-counter, without the proper paperwork on file. **Paperwork must be renewed annually.** (See *District Medication Policy*) Please contact Mindy Coombs, school nurse, at mecoombs@wsd.net with any questions.

Leaving School Grounds: Students are not allowed to leave school grounds during school hours for any reason without being checked out by a parent/guardian or an approved contact. Parents must come into the school office to sign their student(s) out. Office staff will then call the student(s) out of class to meet parents in the office.

Parents, please avoid checking your student(s) out the last 15 minutes of the day.

Lost and Found: Articles of clothing, lunch boxes, etc. will be located in a bin in the lunchroom. Smaller items, such as money, jewelry, etc., will be held in the office. Please label coats and all other personal items that come to school. Any unclaimed items will be donated to charity after each Parent Teacher Conference and after the last day of school.

Lunch: Students may participate in the school’s hot lunch program or bring a cold lunch from home. Parents can pay for lunches through their MyWeber account or in the office. If a student has unpaid meal charges, school personnel will follow the WSD procedures for collecting funds.

Lunch Schedule					
Grade	M, Tu, Th & F	Wed	Grade	M, Tu, Th & F	Wed
1st	11:30 AM - 12:05 PM	10:25 AM - 10:40 PM	2nd	11:30 AM - 12:05 PM	10:25 AM - 10:40 PM
3rd	12:10 PM-12:25 PM	11:05 AM - 11:40 PM	4th	12:10 PM-12:25 PM	11:05 AM - 11:40 PM
5th	12:50PM-1:25 PM	11:45 PM-12:20 PM	6th	12:50PM-1:25 PM	11:45 PM-12:20 PM

Meal Prices		
	Breakfast	Lunch
Student	\$1.25	\$1.85

Adult	\$2.25	\$3.50
Reduced Student	\$0.30	\$0.40

Medications: When a child needs prescription or over the counter medication, proper paperwork must be filled out with the office. You can find a medication authorization form and health care plans at <http://wsd.net/departments/support/> nursing. Medication will be kept in a locked drawer in the office and administered by the school nurse and/or trained office staff.

Morning Procedure: Students will be expected to wait at their outside doors until the bell rings each morning. Students should not wait inside the school unless extreme weather conditions exist. Please dress your children appropriately for cold weather conditions. Students eating breakfast are allowed in the building at 8:00 A.M. each morning. After eating, students will go to their outside doors and wait for the bell to ring for school entrance.

If a parent wishes to walk their student(s) down the hall to class, they will need to sign in at the office, put on a visitor sticker, and wait in the main kiva until 8:15 a.m. to do so. (An exception would be if a parent has an appointment to talk with a teacher. That parent will still need to sign in at the office and get a visitor sticker.)

Parking Lots: Parents delivering or picking up students at school are welcome to use the south parking area.

Pets: NO PETS ALLOWED ON CAMPUS. This includes all dogs, cats and similar-sized, or larger, animals (with the exception of “helper animals” for those with disabilities); smaller animals outside of secured cages; any animal without prior permission from an administrator.

Recess: Outside recess will be held whenever possible. Decisions to have indoor recess are based on temperature and wind chill factors. **Always dress your child under the assumption they will have outside recess.** For safety reasons, only Plain City personnel are allowed on the playground during recesses. Exceptions to this rule require administration approval.

Recess Times					
Grade	Time	Grade	Time	Grade	Time
1st	9:30-9:45 AM	2nd	10:15-10:30 AM	3rd	10:00-10:15AM
4th	10:30-10:45AM	5th	10:30-10:45 AM	6th	10:45-11:00 AM

AM Kindergarten	10:00-10:15 AM	PM Kindergarten	1:30-1:45 PM

Registration: All students within Weber School District must register each new school year. Registration forms are online again this year and can be found by visiting the My Weber website at <http://myweber.wsd.net>. To access these forms, please log into your parent account after July 6, 2020 and follow the instructions given. It is important to note that in order to view your student's classroom assignment and connect you with Plain City Elementary, BOTH parent and student must sign ALL the required registration documents.

Required for Registration:

- Digital Signatures of Guardian and Student for District Attendance and Truancy Policy, District Student Discipline Policy, District Appropriate Use Policy, WSD Busing Information, District Unpaid Meal Charges Procedure and School Policies and Procedures.
- School lunch may be paid online after digital signatures are complete at <http://myweber.wsd.net>.
- Weber School District Demographic/Emergency Form (Print and update ONLY if there are changes that cannot be made through the MyWeber portal.)
- Printed Optional Forms if applicable to your student.

Rules for General Behavior: Teachers teach accepted behavior in the classroom and expect responsible behavior from all students. The following behaviors are never appropriate: 1) Fighting, 2) Defiance of school staff, 3) Profanity or swearing. 4) Refusal to participate in class, 5) Disruption of classroom, 6) Possession of weapons or other dangerous objects, 7) Possession or use of tobacco, alcohol, or other drugs. For more information, refer to Article 5 of Weber School District Policies and Procedures.

School Fees: Please reference Weber School District Board Policy 4120.

GENERAL INFORMATION
<p>1. All fees listed are the maximum amount charged per student for each class or school-sponsored activity. Actual amount charged may be less.</p> <p>2. The amount specified for uniforms, travel, and clinics in both junior and senior high school is the total which may be spent whether from student contributions, fundraising activities, school subsidy, or donation.</p> <p>3. Any payment for student participation in a class, program, or activity is a fee and is subject to the fee waiver requirement. For information on fee waivers and other details, contact your school administrator.</p> <p>4. All students are responsible to pay for any loss, breakage, or damage they cause to school property. Loss, breakage, or damage is not subject to the waiver requirement. These costs are defined as a "fine". Official transcript may be withheld if breakage or damage costs are not paid in accordance with the Utah Code Ann. §53G-8-212.</p> <p>5. Donations are permissible in both elementary and secondary schools, but all such requests are voluntary. A student may not be excluded from an activity or program because they did not donate.</p> <p>6. All requests for overnight/out of state travel must be approved and comply with all requirements outlined in the District Student Travel Policy (4600).</p> <p>7. The max aggregate amount for fees related to Pre-K, Elementary, and Junior High School courses, activities and other miscellaneous fees per student is \$1800.00 (Per student, per year)</p> <p style="text-align: center;">For additional information see District Policy 4200</p>

DEFINITION
<p>Spend Plan – An explanation of how the district uses the collected fees, including fundraising monies. Spend plans will be noted at the beginning of each section or parenthetically after the fee name/type.</p>

ELEMENTARY EXTRACURRICULAR ACTIVITIES - Activities held outside of the school day	
PAL CAMP (staffing, materials, clothing) - grades 5-8	\$80.00
MATH, SCIENCE, STEM, CODING, SUMMER READING, ORCHESTRA, DRAMA, ART, HOPE SQUAD, PHOTO CLUB, BASKETBALL (materials, clothing, costumes, props, training, supplies, food, recognitions)	up to \$15.00
READING, PEER LEADERS, DUAL IMMERSION (clothing, registrations, training, craft supplies, activities)	up to \$20.00
RUNNING CLUB, CHOIR (clothing, staffing, costumes, props, cd, sheet music, instruments, travel, activities)	up to \$30.00
ROBOTICS (competition fees, clothing, materials, snacks)	up to \$40.00

Suspension: Students will be suspended only by the principal, or acting principal, and only in cases of substantial infractions. We prefer to use in-school consequences such as think time, in-school suspension, etc., with parental backup at home. Parents will be asked to meet with the principal before a suspended student is reinstated.

Telephone: The office telephone is a business phone and is not to be used by students except in an emergency and with their teacher's permission. Students are not allowed to use the phone to make personal arrangements. Calling students to the phone or having the office call into the classroom to deliver a message is disruptive to the class so please conduct as much family business as possible before and after school.

Toys: Much learning time is wasted when toys are brought to school from home so we are asking that no toys, especially all types of trading cards and electronic games, come to school. If these items are brought to school, they will be taken by the teacher and kept until the end of the school day. If the student continues to bring their toy(s), they will be taken by the teacher and kept in the office until a parent can come to school to pick them up.

Valuables: The school administrator and staff cannot be responsible for valuables students bring to school. Please leave such items at home. If special circumstances require a student to bring substantial cash or valuable items to school, they may be left in the office for safe keeping.

Vandalism: Our school and school equipment are public property. Willfully damaging or destroying this property is cause for possible suspension and referral to police. Accidental student damage should be reported to teachers immediately so it is not misconstrued as vandalism.

Visitors/Volunteers: Plain City Elementary is your school and we are proud to share it with you. Parents are welcome and are encouraged to visit the school as a guest or volunteer. For safety reasons, **all school visitors/volunteers must enter through the front doors, check in at the office to sign in and receive a visitor's pass.** This keeps us aware of all individuals in the school at all times. If a visitor is found not wearing a pass indicating they have signed in at the office, they may be approached by school personnel and asked to do so.

Withdrawals from School: A transfer form should be completed by the parent of any student withdrawing from school. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. With proper identification, we will provide you with a copy of

immunization records, if desired. Other records are forwarded at the receipt of the new school's request.