

Buffalo Point Elementary



Parent Handbook 2018-2019

Catch the wave of learning!

Buffalo Point Elementary School

1924 Doral Drive
Syracuse, UT 84075
Phone: (801) 402-8400
Fax: (801) 402-8401

Welcome, Buffalo Point Parents! This handbook has been created to provide you with information that will help you be a resource to your student. Please read through the school policies and feel free to contact the school if you have any questions. Your support is essential to your child's educational success. We are looking forward to a fabulous year!

MISSION Learning First!

VISION

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

SCHOOL PURPOSE

The purpose of Buffalo Point Elementary is to promote the mission of learning first for all. To accomplish our purpose, we advance student growth and proficiency in Davis School District DESK standards. At Buffalo Point, we provide data driven instruction, increase math, language arts, and science proficiency and growth, support and nurture the whole child, and promote civic responsibility within a safe structured learning environment.

Buffalo Point Elementary School
Daily Schedule 2018-2019

First Bell	8:30 A.M.
School Day Begins.....	8:35 A.M.
Dismissal (Monday-Thursday)	3:30 P.M.
Early Out Dismissal (Friday/scheduled Early out days)	1:30 P.M.
Breakfast.....	8:15-8:30 A.M

LUNCH SCHEDULE

3rd grade	11:20 - 12:00 P.M.
1st grade	11:30 - 12:10 P.M.
2nd grade	11:45 - 12:25 P.M.
4th grade	12:00 - 12:40 P.M.
5th grade	12:10 - 12:50 P.M.
6th grade & F.S.	12:20-1:00 P.M.

P.M. RECESS

1 st and 5 th grade	1:45 - 2:00 PM
2 nd and 6 th grade	2:00 - 2:15 PM
3 rd and 4 th grade	2:15-2:30 PM
Functional Skills	3:00-3:15 PM

KINDERGARTEN SCHEDULE

A.M. Classes	8:30 - 11:30 AM
P.M. Classes	12:30 - 3:30 PM
Friday and other scheduled Early out days.....	All A.M. 8:30 - 10:50 AM
Friday and other scheduled Early out days.....	All P.M. 11:15 - 1:30 PM

2018-2019 Buffalo Point Elementary School Calendar

Important dates:

<u>Event</u>	<u>Track A</u>	<u>Track B</u>	<u>Track C</u>	<u>Track D</u>
Back to School Night	July 26 th	July 26 th	July 26 th	August 13 th
Box Tops Store #1	August 22 nd	August 22 nd	_____	August 22 nd
Fun Run Team Days	September 13-14, 17-20	August 24, 27-31 st	September 13-14, 17-20	September 13-14, 17-20
Fun Run Fundraiser	September 21 st	September 21 st	September 21 st	September 21 st
Fall ILP Conferences & Book Fair	September 12 th -13 th	October 3 rd & 4 th	October 3 rd & 4 th	October 3 rd & 4 th
End of 1 st Term	September 21 st	October 12 th	October 12 th	October 12 th
Reflections Due	October 15 th	October 15 th	October 15 th	October 15 th
End of 2 nd Term	December 20 th	January 18 th	January 18 th	January 11 th
Box Tops Store #2	January 17 th	January 10 th	January 10 th	January 10 th
Spring ILP Conferences	March 6 th - 7 th	March 27 th - 28 th	March 27 th - 28 th	March 6 th - 7 th
End of 3 rd Term	March 15 th	April 19 th	April 3 rd	April 2 nd
Grand Week & Book Fair	April 24 th - 25 th	April 24 th - 25 th	April 24 th - 25 th	April 29 th - 30 th
Field Day	May 29 th	June 26 th	June 26 th	June 26 th
Kindergarten Graduation	TBD	TBD	TBD	TBD
6 th Grade Graduation	TBD	TBD	TBD	TBD
End of 4 th Term AND Last Day of School	May 31 st	June 28 th	June 28 th	June 28 th

Holidays for ALL tracks (no school):

Labor Day: September 3rd, 2018

Fall Recess: October 18th & 19th, 2018

Thanksgiving Break: November 21st - 23rd, 2018

Winter Break: December 21st - January 1st, 2018

Martin Luther King Day : January 21st, 2018

Presidents' Day : February 18th, 2018

Memorial Day : May 27th, 2018

School hours: Monday -Thursday 8:30 – 3:30

Friday – Early Out @ 1:30

Office hours: Monday-Friday 8:00- 4:00

Buffalo Point Elementary Faculty and Staff

Office

Principal Kristy Nelson
 Administrative Intern T.J. Naylor
 Head Secretary Andrea Scanlon
 Head Custodian Sherie Fenn
 Guidance Counselor Gerilyn Jensen

Kindergarten

Jennifer Payne – A track
 Sophia Fleming*- B track
 Malini Shires – D track

First Grade

Viola Tomisin – A track
 Melissa Olsen/Valerie Mora* - B track
 Chelsea Bailey – C track
 Deborah Golde – D track

Second Grade

Hailey Futialo – A track
 Brooke Parker/Estephania Maiava* - B track
 Chris Fisher – C track
 Kynda Farrell – D track
 Sara Yuen/Ester Gomez* - D track

Third Grade

Debbie Venable – A track
 Kristene Clark/Gisella Woods* - B track
 Pam Randall – C track
 Ashley Head/Ashley Brown – D track
 Marissa Nelson/Ester Gomez* - D track

Fourth Grade

Carla Medina – A track
 Monica Bennion/Susana Gomez* - B track
 Jayne Barton – C track
 Nancy Glauser – D track
 Ellen Larson/Borja Garcia* – D track

Fifth Grade

Stacy Warner – A track
 Jennifer Hansen/Paulo Tapia* – B track
 Heather Lawrence – C track
 Jeff Martinez – D track
 Ellen Larson/Borja Garcia* - D track

Sixth Grade

Brandi Nickerson – A track
 Martha Stone/Fernando Alcantara* - B track
 Laura Perry – C track
 Emily Manscill/Yvonne Speckman – D track

Special Education Team

Eileen Gwynn, Resource Teacher
 Sara Harrison, Resource Teacher
 Emily Maughan, Speech and Language
 Heather Thatcher, School Psychologist
 Anna Gudgell, Functional Skills

BUFFALO POINT ELEMENTARY POLICIES

ANIMALS IN SCHOOL

The Health Code prohibits animals on school property. The code allows for animals in the classroom as long as the animal is associated with an approved curriculum event. 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.

ATTENDANCE

Regular and consistent attendance and punctuality is essential for student growth and achievement. ***It is the responsibility of parents to ensure their children are in attendance and punctual each school day. Attendance during the end of year is vital due to End of Level testing.*** If your child is absent, please call the **school attendance hotline (801-402-8409)** by 9:00 am and leave a message. Students are expected to be in attendance 93% of the 172-day school year. Tardiness/early checkouts are disruptive to the class and the child's education. Repeated tardiness/early checkouts are considered an interrupted school day. After 4 absences the school will send a letter informing parents of attendance concern. At 7 absences a second letter is sent requesting a parent's immediate attention to ensuring consistent attendance. When a 10th absence occurs (along with continued inconsistent attendance) The principal will be send a third notice to the parent requesting a meeting to help resolve attendance issues.

ARRIVAL AND DISMISSAL

Students should not arrive at school before **8:15** a.m. If they are participating in the breakfast program, they should arrive between 8:20-8:40 a.m. and be ready to start class on time at 8:45 am. There is no supervision on the playground before school. Because teachers are busy preparing for the school day each morning, students are expected to line up at designated places on playground rather than enter the building. On very stormy or cold days, a sign will be posted on the school's front doors and an announcement will be made to alert students they may enter the school wait quietly in their area, until the first bell rings. KSL 1160 AM radio will broadcast school closure information. Students are expected to go home immediately after school and not loiter in the halls or on the playground.

BICYCLES AND SCOOTERS

Students may ride bicycles and/or scooters to school, however, the school does not assume responsibility for lost, stolen, or damaged bicycles or scooters. Bicycle and scooters racks are available outside of the school. Should a student choose to bring a bicycle or scooter it is recommended that they be locked up during the school day. For safety reasons, we ask that students "walk" their bicycle or scooter while on school property. Likewise, we ask that roller blades, skateboards and shoes with wheels not be used on school grounds at any time.

BIRTH CERTIFICATES/IMMUNIZATION

Federal law requires all new students to provide the school with a copy of their birth certificate and proof of completed immunization to be kept on file at the school.

CLASSROOM VISITS

For student safety, all non-staff members must check in at the office before going to a classroom. Teacher/student instruction should not be interrupted for impromptu conversations/conferences. School-age relatives and friends who do not attend our school or are off-track may not attend class at Buffalo Point Elementary. Volunteers should always check in at the office. Teachers prefer prearranged times for volunteers. All adults in the building must follow school protocol for procedures such as fire drills.

COMMUNITY COUNCIL

All schools have a community council which consists of a group of members from the community and school staff. We meet on a monthly basis, with the intent to discuss matters that impact the school. Meetings are open to the public, and you can view agendas on our school webpage. If you would like to serve on the council, please contact the school office. If you would like to add items for discussion, please contact the council chair (see school website for info).

DRESS CODE

School Dress Standards should be followed whenever attending any school activity. Anything that is disruptive to the normal operation of school or any dress or grooming that may be considered extreme is not permitted. These dress standards also apply at all school sponsored activities. ***Please make sure students are dressed appropriately for weather conditions.***

- Students must wear shoes. Footwear should be appropriate for active play at recess and P.E. **Please do not send your child to school wearing flip-flops!**

- Blouses, shirts, and tops must have sleeves. Clothing that exposes bare midriffs, buttocks, or undergarments, tank tops, strapped blouses and clothing that is low cut or revealing is not allowed.
- Clothing containing obscene or suggestive words or pictures, including references to tobacco, drugs, or alcohol may not be worn at school.
- Inappropriate short, tight, or revealing shorts, skirts, dresses, etc. are not allowed.
- Clothing that is torn, ripped, frayed or sagging is not allowed.
- Clothing attachments which could be considered as weapons (i.e., spikes, chains) will not be allowed.
- Pants, shorts and skirts must be worn at the waist. The length of the skirt, dress or shorts must be near the top of the knee (within 1-2 inches of the top of the knee).
- Hair should be kept clean and neat.
- Hats, bandannas and other headgear may not be worn inside the building.
- Visible body piercing is not allowed except on the ear.

DROP OFF AND PICK UP

ENTER from the NORTH side of the school. There is only one entrance to the drop-off / pick-up area and the parking lot. DO NOT ENTER FROM THE SOUTH SIDE. EXIT to the SOUTH side of the parking lot. There is only one exit. Use the appropriate lanes to exit the parking lot. (i.e. If you are turning left, use the left-hand lane.) This year Buffalo Point will have the cars picking up and dropping off go through the parking area before entering the drop-off / pickup zone. This will allow most of the waiting in line to occur in the parking area and not the road. Pull all the way forward, to the end of the line of cars. Do not stop in the middle of the drop-off area or before the crosswalk. Parents with kids in the younger grades, you still need to pull all the way forward to the end of the line. Once your kids are out of the car, please exit the drop-off area. If you need to watch your kids walk into the school, please find a parking place and watch from there. Do not keep the drop-off area blocked.

EMERGENCY DRILLS

The law requires our school to conduct one emergency drill per month, as well as a school-wide evacuation drill and/or an earthquake drill once a year. Parents are asked to write down the names of individuals who are authorized to check out students in the event of an emergency. These drills are necessary for everyone in the building. When drills

are held, all students, staff, and visitors in the building are expected to participate.

FAMILY NEWSLETTERS

A monthly informative newsletter will be sent home with the oldest child in the family, via e-mail, and posted on the school website. This newsletter contains valuable information and a calendar of the month's activities. School notes to families will typically be sent home with the **youngest child** from each family.

FIRST AID

It is our policy to try to reach parents when students are ill or injured. If we cannot reach a parent or guardian, we then try emergency contacts written on your child's information card. The school is limited to first aid only, i.e., bandages, ice, etc. We notify parents of any trauma so they may follow-up with treatment and observation if needed.

ILLNESS

Parents/guardians often have to make decisions regarding the daily health status of students. It is your responsibility to keep your student at home when any illness starts. Communicable diseases are most infectious at the onset. Below is a list of reasons for keeping your student home from school:

- Temperature of 99.4 or higher
- Nausea, vomiting or severe abdominal pains
- Diarrhea
- Marked drowsiness
- Sore throat, acute cold or persistent cough
- Red, inflamed or draining eyes
- Thick, runny yellow/green mucus from mouth, nose or ears
- Earache
- Severe skin rashes or eruptions (non-acne related)
- Swollen glands around jaw, neck or ears
- Suspected scabies, any skin lesion in the weeping stage, impetigo, ringworm
- Lice (MUST HAVE TREATMENT i.e., shampoo with Nix, Rid or another lice shampoo and be nit-free prior to reentry at school). Lice is not an illness but can be easily transmitted from student to student.
- Any other symptoms suggesting acute illness.

Please keep your student home until the above-mentioned symptoms have not been present for at least a 24-hour period. Anyone who requires an antibiotic for acute illness must be taking it for at least a 24-hour period BEFORE returning to school. If a student comes to school with any of the above-

mentioned symptoms or develops any of these symptoms during the course of the school day, the following procedure will be followed:

- The ill student will be isolated from others.
- The parent/guardian will be called at home or work and informed of the student's condition. They will be asked to come and pick the student up from school as soon as possible.
- If the school is unable to reach the parent/guardian, staff will call the designated emergency contact person(s) on student's registration card to come pick up the ill student.
- If the school is unable to contact a responsible individual, the staff will continue to isolate the ill student and continue attempts to contact the parent/guardian until the ill student is picked up.
- Should the parent/guardian be notified and then fail to pick up the student from school and if this is a repeated occurrence, a formal report may be made to the Davis County Division of Protective Services.

LEAVING AND STAYING AFTER SCHOOL

No student should leave school grounds during the school day without permission. Please follow these procedures if your child needs to check out early:

- Parents, guardians or other authorized adults identified on student registration cards must come to the office, show photo ID, and sign the student out. Please DO NOT call to ask that we have your child waiting in the office for you. Your child cannot be released from the classroom until you arrive to sign him/her out.
- The student will be called to the office.
- The student will walk to the office to meet the parent, guardian or other authorized adult.
- The parent, guardian or authorized adult and student should leave the building together.
- Students dismissed from the classroom should be signed back in at the office by the parent, guardian or authorized adult upon their return to school. An admit slip will be issued to allow them to return to class.

Teachers or staff members will not ask or require your child to stay after school for any reason unless a parent or guardian is contacted and grants prior permission.

LOST AND FOUND

We have two places for lost and found items. Large items (coats, hats, gloves, balls, etc.) are placed in a box in the main hall. Smaller items (jewelry, glasses, toys, money, etc.) are kept in the office. All lost and found articles should be turned in immediately. Please claim any lost items by the end of the term. Items left after the end of the term will be donated to charitable organizations.

MEDICINE

If your child requires medication during school hours, you may pick up the proper paperwork in the office. ***A doctor's written and signed statement, current photo of the student, and parental signature is required before any prescription medication may be given to a student by school staff.*** A single dose of aspirin, Tylenol, allergy meds, cough drops, etc. can be sent from home IF the child can reasonably administer the medicine on his or her own. Well children belong at school; sick children do not. Help us contain the spread of illness by keeping your child home when he/she is ill. Symptoms of illness include cough, runny nose, sore throat, earache, headache, fever, nausea/vomiting, reddened or pale face, diarrhea or constipation, tiredness without apparent reason, or stomachache.

my.DSD

Both students and guardians will be provided with a myDSD account. Please be sure to activate your account at <https://mysd.davis.k12.ut.us>. From this account you will be able to view grades, school notices and documents needing signature, as well as track lunch accounts and sign up for conferences.

NUISANCE ITEMS

Toys, radios, electronic games, walkie-talkies, squirt guns, rollerblades, scooters, skateboards, skate shoes, etc., should not be brought to school. These items are a cause of concern and disrupt the real purpose of school. The teacher may take these items and return them only to a parent.

OUTDOOR PLAY

Students are expected to remain outside the school building before school and during recess. An indoor recess may be called in cases of heavy rain, blizzard conditions, extreme wind, lightning in the area, or temperatures below 20 degrees. Please encourage your children to dress accordingly on bad-weather days as they will be expected to play outside.

SAFE TRAVEL TO AND FROM SCHOOL

Please see the SNAP plan on our web page for detailed information about best routes to school. We ask all students and parents to follow all laws and pedestrian safety when en-route to school. It is expected that students follow our safe school guidelines and school rules while traveling to and from school. Problems should be reported immediately to the school office or school principal, if seen or experienced.

SCHOOL BREAKFAST

Breakfast is served at 8:15am. The cost for students to each breakfast is \$1.35/reduced \$.30

SCHOOL LUNCH

As of July 16th 2018, the cost for students to eat lunch is \$1.85. Lunch payments can be made through the district's my.DSD online system, by sending cash or checks or through automatic monthly check debits set up through Nutrition Services at 801-402-7675. If you choose to send money to the school, please be sure to include your child's name, school and student number. If your check is for more than one student, please indicate the specific deposit amount per child. We ask for your cooperation to insure your children can eat school lunch. **Good manners in the lunchroom are expected.** Please encourage your children to visit quietly and show proper manners while they are eating. Free and Reduced lunch applications are to be completed online. Call the number above if help is needed, or our Kitchen Manager, Brooke McCafferty.

SCHOOL-WIDE DISCIPLINE PLAN

We adhere to the District Safe Schools Policy. Fighting, disrespect, obscene language and gestures, sexual harassment, weapons (i.e., knives, etc.) public displays of affection, selling merchandise on school property or destruction of school property will not be tolerated. Students who violate this policy will be removed from their classroom with possible suspension. Please see Buffalo Point Elementary school-wide discipline plan for more information.

SCHOOL FEES

At the elementary level, no fees can be assessed for any reason in the state of Utah. However, it is allowed to ask for a contribution, such as a Kindergarten snack fund, field trip donations, and supply donations.

SPANISH IMMERSION INTERNS

Each year we have the privilege of hosting Amity interns from Spanish-speaking countries to provide academic support for ALL students. We are continually seeking help from the community to make these interns interact with the community, as well as seek host families to provide housing for them. If you can consider helping in any way, please contact the office staff.

STUDENT SERVICES

We have services available through the school for speech, psychological testing, and special education assistance. If you feel your student(s) need any of these services, or have other special needs, please contact your student's teacher.

TELEPHONE USE

The telephone in the office is available to all students **with teacher permission**. After school play arrangements **must** be made at home before or after school hours. Unless it is a true emergency, please do not ask to have your student called out of class for messages. The office staff will be happy to take a message for non-emergency items.

TEXT BOOKS/LIBRARY BOOKS

The school board accepts responsibility for providing students with library and text books. Care of these books is the responsibility of the student. Parents are responsible for the cost of lost or damaged books.

VOLUNTEERING AND SCHOOL SUPPORT

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

1. Help students come to school feeling good about themselves.
2. Cooperate with the teacher to make schoolwork important and effective.
3. Provide students with suitable study conditions.
4. Reserve a time for homework and turn off T.V.
5. Show interest in what your children are doing, but do not do the work for them.
6. Understand that teachers expect homework to be returned on time.
7. Participate in the school. Be a volunteer. Visit the school. Attend school programs.
8. Support your children by helping them understand their school responsibility.
9. Make sure your children arrive at school on time.
10. **Expect your child to be in attendance when they are well.**

Other ways you can help:

- Teachers and students love volunteers! If you are volunteering in your child's class, please be sure to check-in with our office staff who will give you a visitor badge to wear while on school grounds.
- Join the PTA and get involved with the school!

- Family engagement can raise student academic achievement so substantially that schools would have to spend more than \$1000 per pupil to get the same results.
 - National PTA
- Donate Box Tops! Box Tops contribute 10¢ to Buffalo Point Elementary for each Box Top that we collect. Visit www.boxtops4education.com for more information.
- Shop at Smiths! Go to www.smithsfoodanddrug.com or call 1-800-764-8897 and attach your “Fresh Rewards” card to Buffalo Point Elementary and a portion of your purchases will come back to our school.
- Shop at Target with a RED Card and designate Buffalo Point Elementary as your school of choice. Target will donate up to 1% of your RED card purchases to our school!
- We have Recycle bins located on the south side of our school. Please consider using the schools recycle bins for newspapers, phone books, etc.

Electronic Devices Policy

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

DEFINITION

For purposes of this policy “Electronic Device” means privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to: existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, iPads, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, “BlackBerry” handset, etc.), Personal Digital Assistants (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods ©, Walkman ™ devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned

functions. Electronic Device also include any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

POSSESSION AND USE

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

- * Students may bring cell phones in their backpacks to be used to contact parents before or after school. They may not be used during school hours and must be powered-off and out of sight.
- * Use of all other electronic devices during the school day, including time between classes, during recess and lunch-time, is prohibited
- * Students may bring cell phones to use before 8:30a.m. and after the final bell of the school day. They may be used outside of the school buildings, on school sidewalks, parking lots, and fields so long as they do not create a distraction or disruption.
- * Use of electronic devices on school buses is not allowed.
- * Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including at school-sponsored activities, unless an emergency situation as defined by school staff exists or permission has been granted by the administration for a specific curricular purpose.

PROHIBITIONS

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law.

CONFISCATION

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

POTENTIAL DISCIPLINARY ACTIONS

Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities.

- * A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.

- * Confiscation of device for increasing periods of time for subsequent violations.
- * In-school suspension.
- * Out of school suspension.
- * Removal of privileges for extra-curricular activities.
- * Disciplinary consequences consistent with a school wide discipline program.
- * Notification of law enforcement, at school's discretion, if circumstances warrant such notification.

SECURITY OF DEVICES

Students shall be personally and solely responsible for the security of electronic devices and any unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

REPORTING

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

PROHIBITIONS ON AUDIO RECORDING

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, 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 unless permission is granted by the teacher or administrator.

EXCEPTIONS

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

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



Federal Notices

As a recipient of Federal financial assistance, the District is required to notify students, staff, and the public on a regular basis of its commitment to prohibit discrimination and ensure equal educational and employment opportunity. In addition, to satisfy due process requirements, the District and schools need to publish notice of important policies that affect the rights of students.

NOTICE OF NON-DISCRIMINATION

Davis School District and Holt Elementary do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or veteran status 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: See attachment after pg. 15 that gives more detailed information

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 Orchard Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents or employees needing accommodations should contact their school ADA/504 Coordinator TJ Naylor @ 801-402-8400. For parent or employee accommodations; or 504 Coordinator, Adam King (801-402-5180) for student accommodations. (TDD hearing impaired 801-402-5358).

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and Buffalo Point 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 Department of Student Services 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 record.

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.

A written request to excuse your student from reciting the Pledge shall be submitted annually to the school office.

The Administrative Code requires public school to, at least once a year, instruct students that: 1) participation in the Pledge is voluntary and not compulsory; 2) it is acceptable for an individual to choose not to participate in the Pledge for religious or other reasons; and 3) students should show respect for individuals who participate and individuals who choose not to participate.

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, 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 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 include 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, sells, or arranges the sale of real, look-alike, or pretend illegal drugs or controlled substances, including alcohol, tobacco in any form, and electronic cigarettes may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

SERIOUS VIOLATIONS

Students 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 persons 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, harassment, hazing, rape, trespass, arson, theft, and vandalism, possession or use of pornographic material 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

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any school-related 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 Buffalo Point 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 or guardian that 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet with a designated school official to review the suspension.

AUTHORITY TO SUSPEND OR EXPEL

The school administrator 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.

HARASSMENT/HAZING/BULLYING

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, initiation, or discrimination of any school employee or student at school or school-related activity regardless of

location or circumstance, including but not limited to bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment. Buffalo Point Elementary policy may be found at <https://www.davis.k12.ut.us/Domain/1346>. 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. School lockers are the sole property of the Davis School District and Buffalo Point Elementary. Periodic general inspections of lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

EXTRACURRICULAR ACTIVITIES

Participation in interscholastic athletics, choir, theater, student government, student clubs- before and after school activities, 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 REQUIREMENTS

A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor in 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. Frequent absences from classes disrupt the instructional process. Parents/guardians 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 children's education records. These rights are:

Inspect and review all of their student's education records maintained by the school within 45 days of a request for access.
Request that a school correct 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 changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Provide consent before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:

- a. school officials with legitimate educational interests;
- b. other schools that have requested the records and in which the student seeks or intends to enroll or where student is already attending;
- c. individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; juvenile justice system; etc.

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. The Davis School District has designated the following information as directory information: 1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 5) parent e-mail address, 6) participation in officially recognized activities and sports, 7) weight and height of members of athletic teams, 8) degrees and awards received, 9) photograph, 10) most recent educational institution attended by the student.

If you, as a parent, do not want Buffalo Point Elementary to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(202) 260-3887

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 submit to a survey that concerns one or more of the following protected areas:

- [a] Political affiliations or beliefs of the student or student's parent;
- [b] Mental or psychological problems of the student or student's family;
- [c] Sexual behavior, orientation or attitudes;
- [d] Illegal, anti-social, self-incriminating, or demeaning behavior;

- [e] Critical appraisals of others with whom respondents have close family relationships;
- [f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- [g] Religious practices, affiliations, or beliefs of the student or parents; 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. Buffalo Point Elementary will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities. Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(202) 260-3887

Informal inquiries may be sent to FPCO via the following email address: PPRA@ED.Gov

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.