

# School Handbook

Orchard Elementary  
205 E. Center St.  
North Salt Lake, UT 84054  
(801) 402-1700

[www.davis.k12.ut.us/147](http://www.davis.k12.ut.us/147)

Dear Orchard Parents and Students,

On behalf of the faculty and administration we welcome you to a new school year. We are pleased that you are part of the Orchard School Community, and look forward to your involvement and support in making this a very successful school year.

This school handbook has been prepared to help answer many of the questions that parents and students often have concerning school activities, procedures and rules. We believe that the observance of the guidelines found in this document will help us have a safe, orderly, and fun school that is conducive to learning and student success.

There is no intent to develop a set of rules that are overly confining or restrictive, rather to offer a common ground of clearly understood expectations and procedures that will enable us to provide the best educational experience for every student.

In the event that problems or concerns arise, we are available to discuss and help resolve difficulties. Please feel free to contact us at (801) 402-1700 during business hours to make an appointment.

Again, welcome to a new school year. We look forward to working with you.

Sincerely,

***Mr. Volmar and the Orchard Elementary Faculty and Staff***

**Office Hours**

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

- Principal . . . . . Mike Volmar
- Assistant Principal . . . . . Linda Greenwood
- Secretary . . . . . Mica Welch
- Assistant Secretary . . . . . Lisa Hughes
- Assistant Secretary . . . . . Tori Thorne
- Assistant Secretary . . . . . Nikki Beckstrand

**Schedule**

- Monday through Thursday . . . . . 8:50 AM – 3:25 PM
- AM Kindergarten . . . . . 8:50 AM – 11:30 AM
- PM Kindergarten . . . . . 12:45 PM – 3:25 PM
- Friday and Early Out Days . . . . . 8:50 AM – 1:25 PM
- AM Kindergarten . . . . . 8:50 AM – 10:50 AM
- PM Kindergarten . . . . . 11:25 AM – 1:25 PM

**Key Information:**

- Phone . . . . . (801) 402-1700
- Attendance . . . . . (801) 402-1706
- Fax . . . . . (801) 402-1701
- Lunch Manager . . . . . (801) 402-1714
- Nutrition Services . . . . . (801) 402-7640

**Facts about our School**

Colors: Blue & Yellow  
2018-2019 Theme: “Soaring with Character”

Orchard Elementary was built in 1964 with additions in 1978 and 2003. The name comes from the orchard that was owned by Charles Krough that used to be here before the school was built.

## **Communicating With the School**

Email is the preferred method of communication with your child's teacher. If you need to speak personally to a teacher, administrator, or staff member, please call or email for an appointment, so that we can give you the time that is needed. You can easily email administrators and teachers through the school web page.

## **Attendance**

Regular attendance is important to academic success. Children who are well belong at school. Children who are sick belong at home. Keeping students home for reasons other than illness tells them that school is not important. Parents, please notify the school when you know your student is going to be absent. The attendance phone number is (801) 402-1706. For safety reasons, each day we will call the parents of students with uncleared absences through and automated calling system.

**WE ASK YOU NOT TO SCHEDULE MUSIC AND OTHER LESSONS DURING THE SCHOOL DAY.**

We also kindly request that doctor and dentist appointments be scheduled before or after school whenever possible.

## **Tardiness**

School begins at 8:50 AM. It is imperative that every student arrives on time. Try to have them here by 8:45 so they are not late. This helps to get a routine of responsibility that can only benefit student success in school. Tardiness not only interrupts the individual student's education but the education of everyone in the class. All students arriving late must sign in on the computer at the office before going to class.

## **Early Check-Out**

If your student must leave before the school day ends, please send a note to the teacher so they are aware. **It is required that the parent or person responsible for checking the student(s) out come to the office and check out through the office staff. Please do not go directly to the child's classroom.** We will page the student when you come to the office. A parent or a guardian must call the office to let the office know who the student(s) are going to be checked out by if it is not going to be the parent or guardian; even if they are on your emergency contact list.

## **Friday Early Out**

Orchard Elementary follows the district's Friday early out schedule. Fridays are often used for assessment days and are important for your student to be there for the entire day.

## **Staying After**

Teachers will not keep students after school unless parents have been notified or prior arrangements have been made.

## **Student Telephone Use**

Students are allowed to use the telephone only in emergency situations. Telephone calls for assignments, books, and lunches left at home are strongly discouraged. Students may not use the telephone to make after school play arrangements. Your support in this directive will help us keep the phone lines available for school related issues and emergencies. There are telephones located in every classroom as well as in the office. Student may use school telephones with school personnel permission only.

## **Orchard Elementary Electronic Device Student 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, at school sponsored activities, and on school transportation.

### Definition:

For purposes of this policy electronic device means a 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, smartwatches, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, iPads, etc.), Personal Digital Assistants (PDAs) handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. Electronic Devices 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 of Electronic Devices

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

- Once arriving at school, students must turn off all cell phones and electronic devices and secure them in an out of site and safe place.
- Use of electronic devices during the school day, including recesses and lunch-time is prohibited. They must be completely powered down, turned off and kept out of sight.

- If parents have an urgent need to contact their students, they may call (801) 402-1700 and school staff will make sure the students get the information. Likewise, if students have an urgent need to contact parents during the school day, they can get a phone pass from their teachers and call from a school phone. Cell phones are unnecessary for this type of communication.
- 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.

### 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.

Electronic devices may not be used during Utah Performance Assessment System for Students assessments unless specifically allowed by law, student IEP, or assessment directions.

### Confiscation

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electron 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 other disciplinary consequence that is imposed.

Policy may include but is not limited to, any or all of the following:

## Potential Disciplinary Actions

Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities. Policy may include, but is not limited to, any or all of the following:

- 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.
- Failing citizenship grades.
- In-school suspension.
- Out of school suspension.
- Suspension
- Removal of privileges from extracurricular activities.
- Disciplinary consequences consistent with a school-wide discipline program.
- Loss of extracurricular or honor privileges or recognition.
- 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 brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized call made with an electronic device or investigate such incidences. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse of policy violation(s).

## Reporting

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

## Prohibition 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 time.

## 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.

## **Toys, Games, Candy**

Candy, gum, balls and other sports equipment, skateboards, trading cards, roller blades, electronic games, iPods and all other toys should be left at home to be enjoyed after school. These rules apply to all school related activities including field trips. The school is not responsible for loss or damage to personal property. School personnel may confiscate items which have the potential of becoming a disruption.

## **Personal Property**

Clothes, backpacks, and other personal belongings should be clearly labeled with the student's name.

## **Lost and Found**

Our lost and found is located in the hall by room 210 or for small items, in the office. Several times throughout the year, usually during SEPs and the end of terms, Lost and Found items are displayed in the main hall for students or parent to reclaim. Items that are not retrieved in a reasonable amount of time are donated to local charities.

## **School Property**

Students are expected to appropriately use school books, materials, and supplies. Supplies include calculators, scissors, and rulers. Children will be expected to pay for damages that are beyond normal wear and tear, as well as for lost materials. Writing in books is not permitted.

## **Student Appearance/Dress Code**

Students are encouraged to dress in a neat and attractive manner that reflects pride in self and school. School Dress Standards should be followed whenever attending any school activity. Students should wear clothes which are safe, appropriate for weather conditions, do not disturb or distract other students, and are modest.

Please note:

- Students must wear shoes. Footwear should be appropriate for active play at recess and P.E. Please do not send your student to school wearing flip-flops!
- Clothing which displays inappropriate material such as alcohol or tobacco products or those which carry colors or symbols associated with gang activity will not be allowed.

- Blouses, shirts, and tops must have sleeves. Clothing that exposes bare midriff, buttocks, or undergarments, are not allowed.
- Cleats, taps, flip-flops, or Heelys® should not be worn.
- Hats, bandannas and other headgear are not to be worn in the school.
- Tank tops or shirts with spaghetti straps are not allowed unless a t-shirt is worn underneath.
- Inappropriate short, tight or revealing shorts, skirts, dress, etc. are not allowed.
- Bicycle shorts are not allowed.
- Open-toed sandals pose a serious injury risk and should not be worn.
- Clothing that is torn, ripped, frayed or sagging in not allowed.
- Clothing attachments which could be considered as weapons (i.e., spikes, chains) will not be allowed.
- Students who practice good personal hygiene and cleanliness generally possess good personal feelings and consequently achieve better in school.

## **Birthday Celebrations**

Our school has adopted the policy of celebrating student birthdays without having parents provide treats at school. You will be able to celebrate your child at home, while teachers will be able to recognize him or her at school. Teachers will recognize each birthday student in an appropriate manner based his or her grade level. Our PTA also celebrates student birthdays once a month.

## **Classroom Treats**

If you are helping with a school celebration, only commercially prepared food items are allowed, and no drinks containing red dye.

# School Lunch

Student school meal prices are \$1.85 per day for lunch and \$1.35 for breakfast. Milk may be purchased for \$.40 per carton. Adults may purchase school lunch for \$3.40 and breakfast for \$2.00.

Free/Reduced meals are also available for students who qualify.

Applications are available online under your myDSD guardian account. It is very important to keep accounts current. There are payment options available to pay for school meals.

- 1. You may send money with your child to the school office in an envelope marked with his or her name, grade, and teacher.**
- 2. Credit Card at [www.davisk12.ut.us](http://www.davisk12.ut.us) under myDSD (top right corner of website)**
- 3. Automated Monthly Check Debits: Complete the Auto Pay Authorization Form, available on Nutrition Services website.**

For safety reasons, students who go home for lunch must check out and in at the office before leaving the building and check in upon returning to school. We require a parental permission note before allowing a student to leave. Also, if you are planning to eat school lunch with your child, please let the kitchen personnel know the morning you are planning to eat.

## Lunch Schedule

The lunch period includes a 15-20 minute recess after coming into the cafeteria for lunch.

<b>1<sup>st</sup> Grade</b>	11:35 – 12:10	<b>4<sup>th</sup> Grade</b>	11:45 – 12:20
<b>2<sup>nd</sup> Grade</b>	12:05 – 12:40	<b>5<sup>th</sup> Grade</b>	11:55 – 12:30
<b>3<sup>rd</sup> Grade</b>	11:25 – 12:00	<b>6<sup>th</sup> Grade</b>	12:15 – 12:50

## School Breakfast

Breakfast is served from 8:20 a.m. until 8:35 a.m. the cost for student to eat breakfast is \$1.35

## Visitors

Parents are always welcome to visit the school. Planned visits are best. If you wish to conference with a teacher, please make an appointment. **Unscheduled conferences are strongly discouraged because they disrupt the instructional day of all students in the class.** Visitors need to use the check-in/check-out computer at the office and receive a **visitor identification badge** before proceeding to classrooms.

## Volunteers

Parent volunteers are welcome and appreciated. Please sign in at the office using the check-in/check-out computer and pick up a name badge to wear while you are in the building. When you leave, please sign out on the computer and return the name badge. **Every volunteer is required to have a signed School Volunteer Information Sheet on file and must protect the confidentiality of all student information.** For the safety of all children and to maximize volunteer effectiveness, please arrange babysitting at home for preschool children.

## Notes Home

In an attempt to avoid wasteful duplication, **the youngest student in each family will be a member of our school's delivery team.** If you would like to designate another child, please let office know.

## Homework

Davis School District supports the use of homework in the elementary school. There is a large body of research that encourages this practice. Students at Orchard Elementary can be expected to be assigned approximately ten minutes of homework each night per grade level in school, in addition to time spent reading. Thus, a first grader would spend about ten minutes on

homework, while a sixth grade would be assigned approximately an hour of homework and an additional period of time reading.

### **Make-Up Work for Sickness**

When students are sick, you may request that teachers gather assignments to be picked-up after school or sent home with another student. Please call the school and leave a message for the teacher if you would like this to occur, otherwise missed assignments will be distributed when the student returns. Make-up work should be completed as soon as possible. **Please do not drop-in during the school day to pick-up assignments for students who are sick.** When classes are interrupted, it disrupts valuable instructional time for other students.

### **Make-Up for Vacation**

Please do not ask teachers to prepare assignments for your students before leaving on vacations or outings. Make-up work will be available upon their return to school. Parents will be responsible for assisting their children in completing work missed due to vacations or other outings. Please remember that there is a wealth of learning at school that does not involve paper and pencil. Class activities and discussions cannot be reproduced or re-staged for students who are absent.

### **Medicine**

If your student 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 medication 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.

## 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. The school is limited to first aid only, i.e., band-aides, ice, etc. We notify parents of any trauma so they may follow-up with treatment and observation if needed.

## Telephone Use

The telephones in the office and in classrooms are available to 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.

## School Neighbors

We would like to remind both students and parents to be respectful, considerate, and conscientious of our school neighbors. Please remember to use sidewalks whenever possible and be mindful not to climb in the trees or cut across the yards of our neighbors.

## Closed Campus

During school hours, the school grounds are off limits to anyone but Orchard students that are attending at that time and school personnel. All visitors must check in at the office with a legitimate purpose for being on the school grounds before being allowed on school property.

## Walking to School

We urge parents to walk the school route with their student before school begins. Please instruct your children to observe safety rules along the route. **Skateboards and roller blades are not allowed on school grounds for safety and security reasons. Please do not permit students to bring or ride these to school.** Bicycles and scooters brought to school are the sole responsibility of the student.

Bicycles and scooters should be securely locked in the bike racks. Students must walk their bikes on school property.

## **Driving to School**

**Drivers should exercise extreme caution near and at the school.**

Please inform all persons who will be driving your students (siblings, grandparents, babysitters, etc.) of the following safety precautions:

- Our entrance provides separate lanes for dropping off and driving through. Please use the lane closest to the curb for drop-off and pick-up and the outside lane for pulling through.
- Drop-off/pick-up must be at the curb, never in the pull through lane.
- When using the drop-off and pick-up lane, pull as far forward as possible so more vehicles can be accommodated.
- **OUR EAST DRIVEWAY IS FOR BUSES. DO NOT ENTER THE EAST DRIVEWAY FROM 8:30 - 8:55, 11:20 – 11:40, AND AGAIN FROM 3:10 – 3:40 OR WHEN BUSES ARE PRESENT.** Please be aware of these closures and plan accordingly.
- When leaving the parking lot during drop-off/pick-up times, please turn right.
- Please pick-up students from school promptly at 3:25 p.m. Monday through Thursday and 1:25 p.m. on Fridays. It becomes a safety concern when students are unsupervised after school.
- Students should comply with the crossing guard at all times and use sidewalks to enter and exit the school. Please no walking, running, or darting between cars, buses or cutting through the parking lot.
- The area in front of the school is randomly patrolled by the North Salt Lake Police Department. **Citations may be issued to individuals violating school traffic laws.**

## Bus Transportation

Students being transported are under the authority of the bus driver.

**Students who ride the bus are expected to conform to all bus regulations.** Students who refuse to promptly obey the directions of the driver or refuse to obey bus rules may forfeit their privilege to ride the bus. Buses are equipped with video cameras and students may be subjected to video monitoring. **Due to liability issues, students are expected to ride to and from school on their assigned bus. This means they may not “jump buses” or allow friends who are not assigned to their bus to ride with them. There are no exceptions to this rule.**

- Students must be on time for the bus both morning and afternoon. In the morning, students should be at their assigned stop five minutes before scheduled pickup time. Buses will leave the school in the afternoon no sooner than 7 minutes after the last bell has run.
- If there are no sidewalks available, students should walk on the left side of the road facing oncoming traffic when coming to meet the bus.
- Students must remain seated while the bus is in motion
- Students are not to extend their hands, arms or heads through bus windows.
- Students must have written permission from a parent, guardian or school principal to leave the bus at a stop other than his/her home stop.
- Loud, vulgar or abusive language or behavior is prohibited.
- Students must not open or close windows without permission of the driver.
- The emergency door or window should be opened or exited only in case of emergency. Any other such action may result in automatic bus suspension.
- Students must keep the bus clean and should refrain from damaging it.

- For everyone’s safety, no item shall be carried on the bus which could create a hazard to any passenger, including but not limited to: live animals, skateboards, skis, glass objects, etc. The transportation of school projects, musical instruments, etc. will be left to the discretion of the driver.
- Harassment, including sexual harassment is unwelcome behavior and is not tolerated on the bus. This includes, but is not limited to: sexual statements, unwelcome gestures, physical acts or contacts that are objectionable, unwelcome jokes, and pictures, threats or comments directed toward an individual that are derogatory, victims should remember these behaviors are illegal, not permitted and do not have to be tolerated. Problems should be reported immediately to the bus driver or school official if seen or experienced.

**NON-BUS ELIGIBLE STUDENTS WILL NOT BE ALLOWED TO RIDE THE BUS.**

### **Before and After School Supervision**

There is no supervision for students after school, so children will not be allowed to loiter after the dismissal bell has rung. Students will need to be picked up, walk or ride their bus home promptly. Additionally, there is no supervision before school, so students should not arrive too early. We expect students to line up in their grade-level areas before school, and wait for the 8:45 bell to ring. On cold, wet days students will be allowed to come inside and wait quietly.

### **Emergency Drills**

In the event an emergency situation should arise during the school day, emergency and school wide evacuation drills are held regularly. These drills instruct students in proper emergency procedures. In the unlikely event that the school needs to be evacuated, the call-out system will be used to notify parents. At such a time, children will only be released to people listed on their emergency cards.

**Please keep phone numbers and emergency information updated.**

## **PTA**

The Orchard Elementary Parent Teacher Association is a vital part of our school and serves students in a variety of ways. Please support this active, energetic organization by becoming a member as well as by volunteering time in one or more of the worthwhile projects sponsored by the PTA. For more information, please contact our PTA Presidents, Megan Dimick or Stacey Cahoon.

## **Community Council**

Our Community Council, composed of teachers, parents, business partners, and school administration, meets once a month for the purpose of school improvement. Agendas will be posted on the school's web site one week before each meeting. The minutes can also be found on the site a few days following the meeting. Anyone is welcome to visit these meetings which are held at 4:30 p.m. in the school's conference room or a larger room if necessary. Matters for discussion may be added to the agenda by calling or e-mailing the principal, Mike Volmar. Phone: 402-1700, e-mail [mvolmar@dsdmail.net](mailto:mvolmar@dsdmail.net).

By Utah State law, elections for Community Council will be held in the fall. Results will be posted following the election on the schools website. If you would like to be considered for a community council position please submit your name to the office by September 6, 2018. The elections will be held the week of September 10-14. The first scheduled meeting will be September 24<sup>th</sup> at 4:30 pm in the conference room. The meeting schedule for the 2018-2019 year will be posted after September 25<sup>th</sup> on the school's website.

## **Enrichment**

Students are placed in the enrichment program (SEM) at Orchard Elementary based on meeting certain criteria. Type II Classes (grade-level groups) meet at least weekly. Type III (individual) opportunities are arranged case by case, and meet at least weekly. Criteria for identification of giftedness used in the Davis School District are:

1. Above Average Ability
2. Task Commitment
3. Creativity
4. Leadership

Students eligible for SEM demonstrate these attributes on a regular basis:

- Advanced vocabulary for age or grade level
- Ability to make generalizations about events, people and things
- Ability to grasp underlying principles
- Understanding of abstract ideas
- Ability to concentrate intently on a topic for a long period of time
- Quick mastery of basic concepts
- Preference for situations in which he or she can take personal responsibility for the outcomes of his or her efforts
- Follow through behavior when interested in a topic or problem
- Ability to establish priorities when organizing activities
- Ability to use time wisely in completing tasks

Orchard Elementary teachers diversify curriculum as a matter of practice. In a typical classroom, the ability range of students can vary by several years. Please be assured that whether or not your child qualifies for SEM, we strive to appreciate and improve upon his or her special talents and abilities.

## Special Needs

The school provides services in speech and hearing, social and psychological intervention, and remediation for students who qualify. A school nurse visits the school each week. A guidance counselor works with students in the classroom, giving lessons in developing life skills in areas such as anger management, conflict resolution, and self-esteem. The counselor will also conduct small group and individual sessions for students in need who have a signed parental permission form. If you have questions regarding any of these services, please call school personnel.

## Parent Conferences

Parent conferences will be held October 3rd, 4th and January 30th, 31st.

Conference appointments are scheduled online. You will be able to access the Conference Scheduler from the school's web page several weeks before the conferences begin. A note will come home with your student containing information regarding how this is to be done. Students are an important part of these conferences and should attend with their parents.

## Grading Using the SMARTS System

Davis District teachers have created the Standards Mastery Assessment Reporting Tool System (SMARTS). This system creates consistency in reporting student mastery of standards throughout the district.

The SMART report provides clear communication to parents through online access and provides a more precise picture of what is taught in their child's classroom.

The program uses a three point rubric:

- 3 = **Meets or Exceeds the Standard:** Demonstrates mastery of information and/or processes taught or demonstrates in-depth inferences and applications beyond what was taught.
- 2 = **Below Standard:** Demonstrates an understanding of some details and processes with help.
- 1 = **Far Below:** Does not meet grade-level expectation of what students should know and be able to do with help.

## Positive Discipline Plan

At Orchard Elementary, we teach and live by the following principles:

I am responsible for my own learning.

I will respect the learning environment of others.

I will respect the physical environment.

Disciplinary matters will normally be handled by the teacher in the classroom following our philosophy of supporting positive behavior. Behavior management will be done respectfully. Parents will be contacted for extraordinary successes as well as for continuing or severe behavior problems.

## Yearbooks

School yearbooks will be available to purchase for \$15 from the beginning of the school year up to and including April 19, 2019. After April 19<sup>th</sup>, the price will be \$20. Yearbooks may be purchased in the office using a credit card, check, or cash. Parents can purchase yearbooks through myDSD up to April 19, 2019. All purchases after April 19<sup>th</sup> need to be done in the office.

## School Fees

**SCHOOL FEES ARE NOT PERMITTED DURING THE REGULAR SCHOOL DAY IN GRADES K-6.** You **may not** be charged for classroom snacks, newspapers, textbooks, field trips, art supplies, assemblies, musical instruments, or anything else that is part of the regular school day. YOUR CHILD MAY BE ASKED to bring common household articles to school, but your child cannot be penalized for failure to bring the articles. **SCHOOL FEES MAY ONLY BE CHARGED FOR ACTIVITIES WHICH TAKE PLACE BEFORE OR AFTER SCHOOL OR DURING SCHOOL VACATIONS.** If those types of fees are charged, your family assets do not exceed the Statewide Fee Waiver Assets Limit for School Fee Waivers, and you receive AFDC (Aid to Families with Dependent Children), or if your child is eligible for free school lunch, receives SSI (Supplemental Security Income), or is in the custody of a

Utah State or local governmental agency or foster care, your child is eligible for **fee waivers** (meaning that you will not be required to pay the fee). Regardless of whether you meet income eligibility requirements or not, school administrator may require you to complete a *Fee Waiver Assets Questionnaire* if you apply for fee waivers.

If you are required to apply for fee waivers by your school district, you may be asked, consistent with local board policies and/or guidelines and school district timelines, to provide documentation of your fee waiver eligibility.

Your child may also be eligible for fee waivers if your family is having serious financial difficulties due to circumstances beyond your control, even though other eligibility requirements are not met. **If your child is eligible for fee waivers, ALL fees must be waived.**

**DONATIONS ARE PERMITTED**, but no child or family may be required to make a donation, and the names of those who do or do not make a donation must be kept confidential (except that special recognition may be given to those who make major donations).

**No school may raise, lower, or withhold grades, report cards, or school records to enforce payment of school fees. However, if fines or other charges for damaged or lost school property have not been resolved, official copies of report cards and transcripts may be withheld.**

To find out more, contact the school at: 402-1700, district at: 402-5252 or one of the following:

**Utah Legal Services, Inc.**  
254 West 400 South, 2<sup>nd</sup> Floor  
Salt Lake City, Utah 84101  
328-8891 or 1-800-662-4245

**Utah Issues Information Program, Inc.**  
330 West 500 South  
Salt Lake City, Utah 84101  
521-2035 or 1-800-331-5627

**Utah State Office of Education**  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, Utah 84114-4200  
801-538-7830

**NOTICE OF NON-DISCRIMINATION**

Davis School District and Orchard 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.

Inquires 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

Midori Clough, District 504 Coordinator  
**504 (Student Issues) Coordinator**  
Davis School District  
P.O. Box 588  
70 East 100 North  
Farmington, Utah 84025  
tel: (801) 402-5180

Bernardo Villar, Director of Equity

**Title IX Compliance Coordinator**

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

Davis School District

P.O. Box 588

70 East 100 North

Farmington, Utah 84025

tel: (801) 402-5319

Tim Best, Health Lifestyles Coordinator

**Title IX Compliance Coordinator**

**Gender Based Discrimination in Athletic Programing**

Davis School District

P.O. Box 588

20 North Main Street

Farmington, Utah 84025

tel: (801) 402-7850

Scott Zigich, Director of Risk Management

**Physical Facilities Compliance Coordinator**

P.O. Box 588

20 North Main Street

Farmington, UT 84025

(801) 402-5307

TDD (hearing impaired): (801) 402-5358

**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 Morgan Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator, Linda Greenwood (402-1700), their principal or supervisor. Or you may contact the District ADA Coordinator,

Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Midori Clough (402-5180) for student accommodations. (TDD hearing impaired 801-402-5358)

**Child Find**

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

If a child is having **significant or unusual** difficulty with vision, hearing, speech, behavior, is experiencing slow development typical for his/her age, physical impairments, or learning difficulty, the child may be a child with a disability. If there is child attending Orchard Elementary whom you suspect may have a disability please contact one of the following so we can initiate the process for referral and assessment.

Children Birth to Preschool  
School Age, K-12 .....801-402-5413

Principal at local school or  
Special Education Department .....801-402-5169

Post High School – 21 Years of Age  
Vista Education Campus .....801-402-5975

**Safe & Orderly Schools**

It is the policy of the Davis School District and Orchard 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 and Family Resources 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.

### **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 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, 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**

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 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 Orchard 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.

## **Bullying/Cyber-Bullying/Harassment/Hazing**

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, 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, cyber-bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment. Orchard Elementary policy may be found at <http://www.davis.k12.ut.us/147> 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 Orchard 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 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 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 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. 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 to which a student is transferring;
- [c] individuals who have obtained court orders or subpoenas;
- [d] persons who need to know in cases of health and safety emergencies;
- [e] juvenile justice system;
- [f] a State agency or organization that is legally responsible for the care and protection of the student;
- [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 listings of their students.

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 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 Orchard Elementary to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
1-800-872-5327

Informal inquires 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 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. Orchard Elementary will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
1-800-872-5327

Informal inquiries may be sent to FPCO via the following email address: [PPRA@ED.Gov](mailto:PPRA@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 Orchard 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 advanced 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 schedule parent teacher conference.

*Each accommodation shall be considered on an individual basis and no student shall be considered to 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 or guardian 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 or guardians; the educational needs of other students, the academic and behavioral 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.

**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.
- School lunch manager contact parents by phone or notes in teacher mail boxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

**Parents are responsible to pay all of 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.**