

Lucile C. Reading Elementary

Handbook for Families

360 West 2025 North

Centerville, UT 84014

Phone: (801)402-1750



The purpose of Reading Elementary is to promote the mission of learning first for all.

To accomplish our purpose, we are committed to:

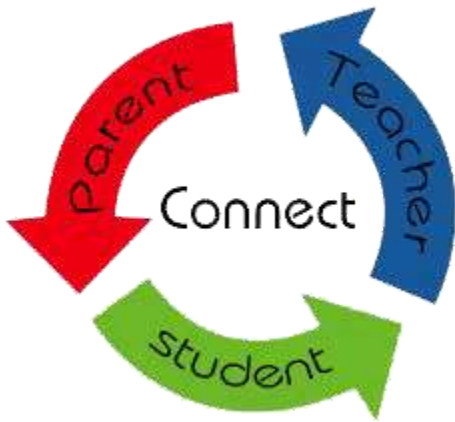
- working collaboratively in bi-weekly Davis Collaborative Team meetings.
- teaching to mastery of DESK standards through ongoing data analysis and development of common formative assessments.
- holding high expectations of teachers and students.
- providing a safe learning environment for all students and stakeholders.
- partnering with our community to provide excellent educational opportunities for all students.

We hope this handbook will be a valuable resource whenever you have questions about our school.

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Reading Elementary School



Administration, faculty, staff and parents of Reading Elementary recognize the importance of a strong partnership between home and school. This partnership is built on a shared responsibility to improve student academic achievement. Through clear and constant communication, we can work together to help children achieve the state's high standards.

School Responsibilities:

The Utah State Board of Education's adopted core curriculum is taught by the highly qualified teachers of Reading Elementary School. A school-wide discipline program has been developed through the collaboration of faculty, staff, students, parents and administration. This discipline plan is discussed by classroom teachers each school year. Details are shared with parents in the newsletter, this handbook, teacher disclosure statements and the school website. The plan is reinforced by the administration, classroom teachers, and our school guidance counselor.

Teachers will meet with parents during two scheduled Individual Learning Plan (ILP) conference weeks. The first conference will be held the week of October 7-11, 2019. The second conference will be scheduled the week of February 3-7, 2020. These conferences are an important time to discuss each student's progress and academic/social goals. Please do everything you can to attend ILP conferences.

Outside of conference weeks, teachers can be available to meet with parents before school, after school or during the school day at scheduled preparation times. While these meetings are important and encouraged, they should pre-arranged with teachers with advance notice.

School-to-home communication is vital. Please notify the office if your e-mail address has changed. School events will also be publicized on the school marquee, through the district's automated call-out system and on the school's website.

Parent Responsibilities:

As a parent/guardian of a Reading Elementary student, we ask you to support learning by:

- Monitoring attendance and tardiness, helping your child arrive on time and ready to learn.
- Overseeing your student's completion of daily homework.
- Participating in educational decisions concerning your child.
- Attending ILP Conferences throughout the year.
- Volunteering at the school, serving on committees and joining PTA whenever possible.
- Supporting school programs, including the school wide-discipline plan.

FOUR REMINDERS FOR THE NEW SCHOOL YEAR

**DOGS ARE NOT
ALLOWED ON
SCHOOL PROPERTY!**



**ALL VISITORS NEED
IDENTIFICATION TO
ENTER THE BUILDING
DURING SCHOOL
HOURS.**



**ALL VISITORS
NEED TO CHECK
IN AT THE
SCHOOL OFFICE.**



**PLEASE KNOW YOUR
MYDSD LOGIN! YOU NEED
IT TO CHECK CHILDREN
OUT OF SCHOOL, SET AN
ILP CONFERENCE, CHECK
YOUR CHILD'S GRADES,
ACCESS RESOURCES FOR
PARENTS, ETC.**

DAILY SCHEDULE 2019-2020

Daily Schedule Morning Kindergarten

- 8:50am to 11:30am Monday-Thursday
- 8:50am to 10:50am Friday/Early-out

Daily Afternoon Kindergarten

- 12:45pm to 3:25pm Monday-Thursday
- 11:25am to 1:25pm Friday/Early-out



Daily Schedule First-Sixth Grades

- 8:50am to 3:25pm Monday-Thursday
- 8:50am to 1:25pm Friday/Early-out

Morning Recess Schedule

- 10:30am to 10:45am Kindergarten, 1st grade and 4th grade classes
- 10:45am to 11am 2nd and 5th grade classes
- 11am to 11:15am 3rd and 6th grade classes

Lunch and Recess Schedule

- 11:20am to 11:55am 4th grade classes
- 11:35am to 12:10pm 1st grade classes
- 11:45am to 12:20pm 2nd grade classes
- 11:55am to 12:30pm 5th grade classes
- 12:05pm to 12:40pm 6th grade classes
- 12:15pm to 12:50pm 3rd grade classes

Afternoon Recess Schedule

- 1:30pm to 1:45pm Kindergarten and 2nd grade classes
- 1:45pm to 2pm 4th and 5th grade classes
- 2pm to 2:15pm 1st, 3rd and 6th grade classes



L.C. READING ELEMENTARY – Specialist Class Rotations

DAY 1 – no music classes

DAY 2- no engineering classes

DAY 3 – no coding classes

DAY 4 – no P.E. classes

August '19						
Su	M	Tu	W	Th	F	S
18		X	X	X	X	24
25	X	1	2	3	X	31

September '19						
Su	M	Tu	W	Th	F	S
1	X	4	1	2	X	7
8	3	4	1	2	X	14
15	3	4	1	2	X	21
22	X	3	4	1	X	28
29	2					

October '19						
Su	M	Tu	W	Th	F	S
		3	4	1	X	5
6	2	3	4	1	X	12
13	2	3	4	X	X	19
20	1	2	3	4	X	26
27	1	2	3			

November '19						
Su	M	Tu	W	Th	F	S
			4	1	X	2
3	2	3	4	1	X	9
10	2	3	4	1	X	16
17	2	3	4	1	X	23
24	2	3	X	X	X	30

December '19						
Su	M	Tu	W	Th	F	S
1	4	1	2	3	X	7
8	4	1	2	3	X	14
15	4	1	2	3	X	21
22	X	X	X	X	X	28
29	X	X	X			

January '20						
Su	M	Tu	W	Th	F	S
		X	X	X	X	4
5	4	1	2	3	X	11
12	4	1	2	3	X	18
19	X	4	1	2	X	25
26	3	4	1	2		

February '20						
Su	M	Tu	W	Th	F	S
						1
2	3	4	1	2	X	8
9	3	4	1	2	X	15
16	X	3	4	1	X	22
23	2	3	4	1	X	29

March '20						
Su	M	Tu	W	Th	F	S
1	2	3	4	1	X	7
8	2	3	4	1	X	14
15	2	3	4	1	X	21
22	X	2	3	4	X	28
29	X	X				

April '20						
Su	M	Tu	W	Th	F	S
			X	X	X	4
5	1	2	3	4	X	11
12	1	2	3	4	X	18
19	1	2	3	4	X	25
26	1	2	3	4		

May '20						
Su	M	Tu	W	Th	F	S
					X	2
3	1	2	3	4	X	9
10	1	2	3	4	X	16
17	1	2	3	4	X	23
24	X	X	X	X	X	30
31						

June '19						
Su	M	Tu	W	Th	F	S

July '19						
Su	M	Tu	W	Th	F	S

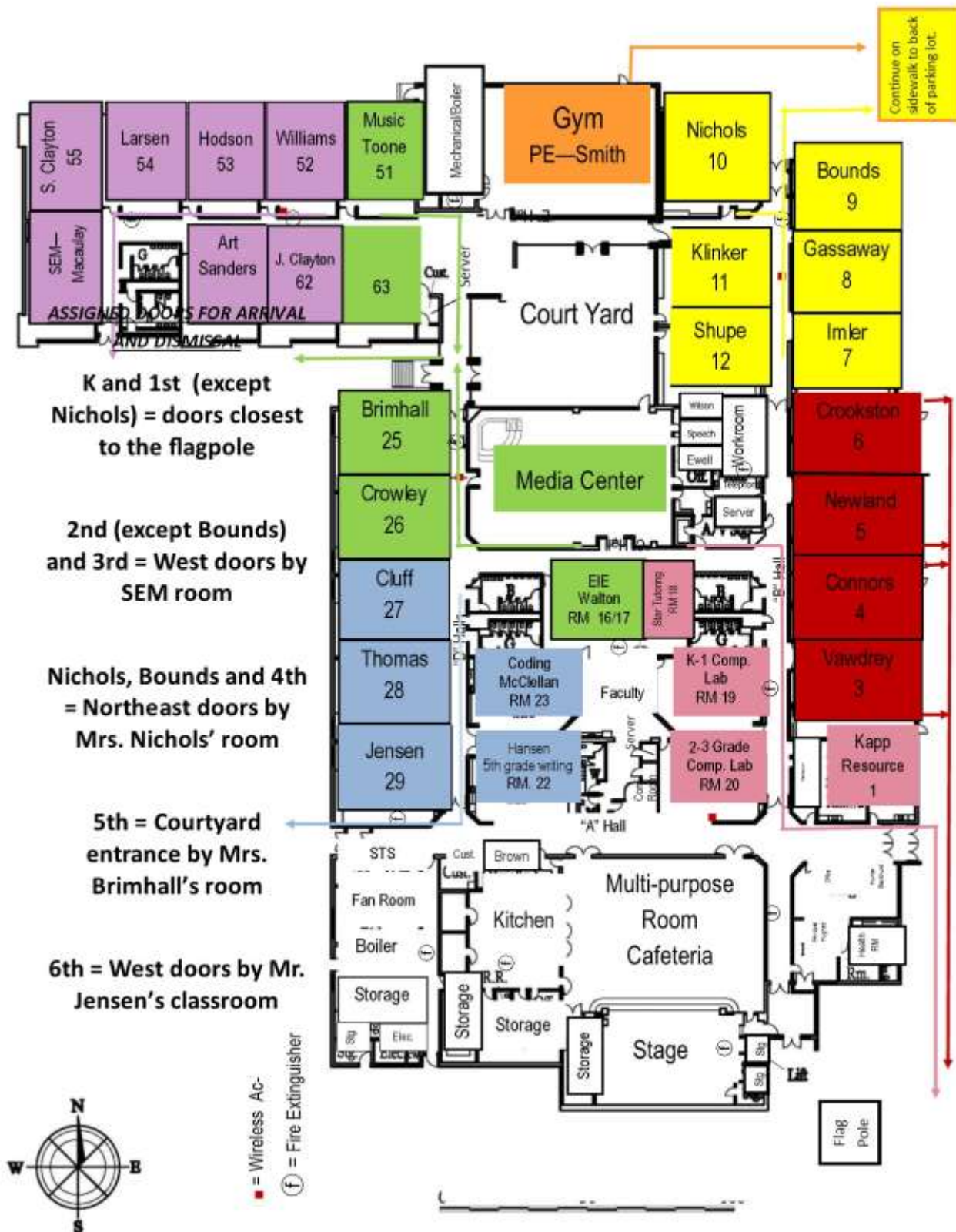
Note: see next page for each teacher's day 1-4 schedule

SCHEDULE FOR SPECIAL CLASSES 2019-2020

UPDATED JUNE 2019

P.E. - Smith	DAY ONE	DAY TWO	DAY THREE	DAY FOUR
10:50-11:15am		K – Connors AM (25 min)	K – Vawdrey AM (25 min)	
11:20am-12pm	6 - Jensen	6 - Thomas	6 - Cluff	
12-12:40pm	4 – Gassaway	4 – Shupe	4 – Klinker	
12:40-1:20pm	5 – Brimhall	K – Connors PM (25 min)	5 - Crowley	
1:20-2pm	1 – Nichols	1 – Imler	1 – Newland	
2-2:40pm	2 – Williams	2 – Bounds	2 – J. Clayton	
2:40-3:20pm	3 – Hodson	3 – Larsen	3 – S. Clayton	
MUSIC - Toone	DAY ONE	DAY TWO	DAY THREE	DAY FOUR
10:50-11:15am			K – Connors AM (25 min)	K – Vawdrey AM (25 min)
11:20am-noon		6 - Jensen	6 - Thomas	6 - Cluff
12-12:40pm		4 – Gassaway	4 – Shupe	4 – Klinker
12:40-1:20pm		5 – Brimhall	K – Connors PM (25 min)	5 - Crowley
1:20-2pm		1 – Nichols	1 – Imler	1 – Newland
2-2:40pm		2 – Williams	2 – Bounds	2 – J. Clayton
2:40-3:20pm		3 – Hodson	3 – Larsen	3 – S. Clayton
ENGINEERING - Walton	DAY ONE	DAY TWO	DAY THREE	DAY FOUR
10:50-11:15am	K – Vawdrey AM (25 min)			K – Connors AM (25 min)
11:20am-noon	6 - Cluff		6 - Jensen	6 - Thomas
12-12:40pm	4 – Klinker		4 – Gassaway	4 – Shupe
12:40-1:20pm	5 - Crowley		5 – Brimhall	K – Connors PM (25 min)
1:20-2pm	1 – Newland		1 – Nichols	1 – Imler
2-2:40pm	2 – J. Clayton		2 – Williams	2 – Bounds
2:40-3:20pm	3 – S. Clayton		3 – Hodson	3 – Larsen
CODING - McClellan	DAY ONE	DAY TWO	DAY THREE	DAY FOUR
10:50-11:15am	K – Connors AM (25 min)	K – Vawdrey AM (25 min)		
11:20am – noon	6 - Thomas	6 - Cluff		6 - Jensen
12-12:40pm	4 – Shupe	4 – Klinker		4 – Gassaway
12:40-1:20pm	K – Connors PM (25 min)	5 - Crowley		5 – Brimhall
1:20-2pm	1 – Imler	1 – Newland		1 – Nichols
2-2:40pm	2 – Bounds	2 – J. Clayton		2 – Williams
2:40-3:20pm	3 – Larsen	3 – S. Clayton		3 – Hodson
LIBRARY - Ewell	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
	OPEN LIBRARY 8:50-9:20am	OPEN LIBRARY 8:50-9:20am	OPEN LIBRARY 8:50-9:20am	OPEN LIBRARY 8:50-9:20am
	3 – Larsen 9:30-10am		K AM – Connors 9:55-10:10am	2 – Williams 9:30-10am
	3 – S. Clayton 10-10:30am	4 – Klinker 10-10:30am	K AM – Vawdrey 10:10-10:25am	2 – J. Clayton 10-10:30am
	3 – Hodson 10:30-11am	4 – Shupe 10:45-11:15am	1 – Newland 11-11:30am	6 – Cluff 10:30-11am
		4 – Gassaway 12:50-1:20pm	K PM – Connors 1:50-2:05pm	6 – Jensen 1-1:30pm
	5 - Crowley 1:20-150pm	5 - Brimhall 1:20-1:50pm	1 – Imler 2:15-2:45pm	6 – Thomas 1:30-2pm
			1 – Nichols 2:45-3:15pm	2 – Bounds 2:45-3:15pm
ART A Week - Sanders	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
12:20-1:20pm		1 – Nichols	1 – Imler	1 – Newland
1:20-2:20pm		3 – Hodson	3 – Larsen	3 – S. Clayton
2:20-3:20pm			5 - Brimhall	5 - Crowley
ART B Week - Sanders	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
12:20-1:20pm		2 – Williams	2 – Bounds	2 – J. Clayton
1:20-2:20pm		4 – Gassaway	4 – Shupe	4 – Klinker
2:20-3:20pm		6 - Jensen	6 - Thomas	6 - Cluff

ASSIGNED DOORS FOR ARRIVAL AND DISMISSAL



READING ELEMENTARY POLICIES

ATTENDANCE:

Good school attendance 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 May is vital due to Criterion Referenced Testing (CRTs) in lower grades and RISE testing in upper grades.*** If your child is going to be absent from school, please notify your child's teacher by 9:20am. Federal and state accountability reports show students are expected to be in attendance 93% of the 180 day school year. Any student absent more than 10% of the school year (18 days) is considered chronically absent. Tardiness and early checkouts from school are discouraged due to the disruption to the learning of all children in the class.

ARRIVAL AND DISMISSAL:

Students should not arrive at school before 8:30am. Children participating in the school breakfast program should arrive by 8:20am so they can finish eating and be ready to start class on time at 8:45am. There is limited supervision on the playground before school. Because teachers are busy preparing for the school day each morning, students are expected to line up at their assigned doors rather than enter the building. On stormy days a sign will be posted on the school doors to alert students they may enter the school and wait quietly in the gym until the first bell rings. KSL 1160 AM radio will broadcast school closure information. Students should go home immediately after school and not loiter in the halls or on the playground.

DRESS CODE:

School Dress Standards should be followed whenever attending any school activity. Attire 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 send students to school dressed appropriately for weather conditions.*

- ✓ Students must wear shoes. Footwear should be appropriate for active play during recess and P.E.
- ✓ Flip-flops are discouraged.
- ✓ All shirts and tops must have sleeves. Clothing that exposes bare midriffs, buttocks, or undergarments is not allowed. Tank tops, strapped blouses and clothing that is low cut or revealing should not be worn to school.
- ✓ Clothing containing obscene or suggestive words or pictures, including references to tobacco, drugs, or alcohol may not be worn at school.
- ✓ Inappropriately 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 weapons (spikes, chains, wristbands, etc.) 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). Shorts should be the longer "walking type" – no short-shorts can be allowed.
- ✓ Hair should be kept clean and neat. Hair should not be painted, sprayed or dyed unnatural colors. Hairstyles such as spikes or Mohawks are prohibited.
- ✓ Hats, bandannas and other headgear may not be worn inside the building. Visible body piercing is not allowed except on the ear.

STAYING AFTER SCHOOL:

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.

LEAVING 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 and sign the student out.
- Please bring your ID to the school when you're planning to volunteer or check your student out of school.
- **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 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.

SCHOOL-WIDE DISCIPLINE PLAN:

We adhere to the District Safe Schools Policy. Fighting, disrespect, bullying, obscene language and gestures, sexual harassment, weapons, 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.

NUISANCE ITEMS:

Toys, radios, electronic games, squirt guns and other pretend weapons, rollerblades, skateboards, skate shoes and any other item that disrupts learning should not be brought to school. The teacher may take these items and return them only to a parent.

ANIMALS IN SCHOOL:

The Health Code prohibits dogs and cats on school property. The code allows for other animals in the classroom as long as there is a corresponding approved curriculum event. When the event is concluded the animal should be removed from the school. Animals may not remain in classrooms for an extended period of time. Rather than bring the animal to school, students are encouraged to share pictures or videos of pets for show-and-tell.

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.

CLASSROOM VISITS:

For student safety, all non-staff members must check-in through the office before going to a classroom.

Student instruction should not be interrupted for impromptu conferences. School-age relatives and friends who do not attend our school or are off-track may not attend class at Reading Elementary. Volunteers should also 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.**

MEDICINE/ILLNESS:

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. Asthma inhalers are allowed at school. 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, constipation, tiredness without apparent reason, or stomachache.

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 inclement weather days as they will be expected to play outside.

EMERGENCY DRILLS:

We are required to conduct five fire drills during the school year in addition to four drills such as earthquake, evacuation or lockdown drills. Parents are asked to write down the names of individuals who are authorized to check students out 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.**

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 special occasion gifts.

TELEPHONE USE:

The telephone in the office is available to all students for emergency use only. 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 – it is incredibly disruptive to the other students' learning. The office staff will be happy to take a message for non-emergency items.

STUDENT SERVICES:

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

HOW PARENTS CAN HELP:

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 and their teachers.
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. and other electronics.
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.

SCHOOL BREAKFAST AND LUNCH:

Breakfast is served from 8:20am until 8:40am. The cost for students to eat breakfast is \$1.35 and the cost for lunch is \$1.85. Lunch payments can be made through the district's myDSD online system, by sending cash or checks to our school lunch manager, 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 and student number. If your check is for more than one student, please indicate the specific deposit amount per child. **Good manners in the lunchroom are expected.** Please encourage your children to visit quietly and show proper manners while eating. Lunch menus are available at: <http://davis.nutrislice.com>

BIRTH CERTIFICATES AND IMMUNIZATION RECORDS:

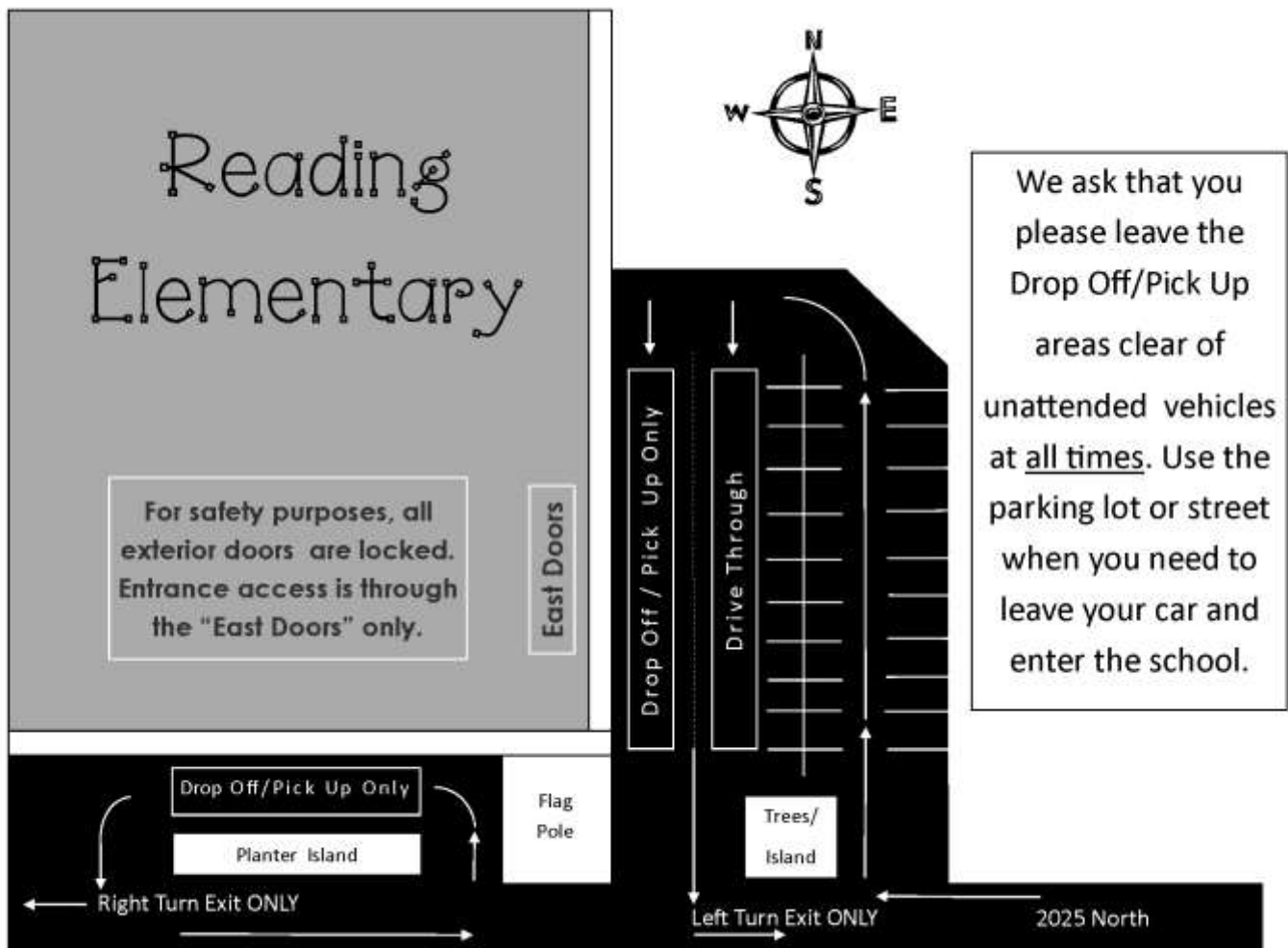
Federal law requires all students to provide the school with a copy of the birth certificate and proof of completed immunizations. These items are to be kept on file at the school.

CROSSWALKS AND WRANGLER WALKWAY:

Children are expected to use the crosswalks when available. A crossing guard is on duty before and after school when crossing Main Street. Students living east of the school are expected to use the Wrangler Walkway to bypass the busy drop-off and pick-up areas. It may seem a little longer, but it is much safer! Students walking to school from the west should be aware of the crosswalks at the four-way stop.

DROP-OFF ZONE:

Parents living west of the school are asked to use the bus loop for drop-off and pick-up, while parents living east of the school are asked to use the east parking lot. Entrances provide separate lanes for dropping off and driving through. When dropping off your student, please pull as far forward as possible. Do not sit and wait for students to enter the building or double park to drop students off. If you need to come into the building, please pull into a marked parking stall. Only buses are allowed to park in the bus zone. Any vehicle speeding through the crosswalk or exiting through the entrance will be reported to the Centerville City Police Department. It is a State Law violation to pass a bus when its lights are flashing and any individual cited is subject to a fine.



For the safety of our students, Children will NOT be able to cross the street for "Drop Off or Pick Up", unless accompanied by parent.

FIRST AID:

It is our policy to reach parents when students are ill or injured. If we cannot reach a parent or guardian, we will try emergency contacts written on your child's information card. School personnel are limited to simple first aid only (BandAids, ice, etc.). We notify parents of any allergic reactions, trauma, bumps to the head or bee stings so they may follow-up with treatment and observation if needed.

LOST AND FOUND:

The school has two places for lost and found items. Larger items (coats, hats, gloves, balls, etc.) are placed on the Lost and Found rack in the commons area by the little gym. 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 school year. Items left after the close of the school year will be donated to charitable organizations.

SCHOOL-WIDE RULES:

Students are expected to follow five school-wide rules.

- I can show respect for every student and every adult at school.
- I can help others feel safe by choosing positive words and actions.
- I can keep my hands, feet, mouth and other objects to myself.
- I can be in the right place at the right time doing the right thing.
- I can always work hard and improve on my personal best.

Students who make a poor choice may receive a white slip as a reminder of the rule violation along with additional consequences, depending on the situation and whether this is first time offense or there is a pattern of misbehavior. Students who make good choices may receive a blue slip as recognition of good behavior. Examples of the White Slip and Blue Slip are included here:

Student Name: _____

Grade: K 1 2 3 4 5 6

Teacher/Staff Member Initials: _____

WRANGLER AWARD (blue slip)

☐ I can show respect for every student and every adult at school.

☐ I can help others feel safe by choosing positive words and actions.

☐ I can keep my hands, feet, mouth and other objects to myself.

☐ I can be in the right place at the right time doing the right thing.

☐ I can always work hard and improve on my personal best.



☐ _____



Student Name: _____

Grade: K 1 2 3 4 5 6

Teacher/Staff Member Initials: _____

WRANGLER RULE REMINDER (white slip)

☐ I can show respect for every student and every adult at school.

☐ I can help others feel safe by choosing positive words and actions.

☐ I can keep my hands, feet, mouth and other objects to myself.

☐ I can be in the right place at the right time doing the right thing.

☐ I can always work hard and improve on my personal best.

☐ _____

CONSEQUENCES: _____

PARENT CONTACTED BY: Phone In Person E-mail Other

CLASSROOM-MANAGED BEHAVIORS (MINOR) AND OFFICE-MANAGED BEHAVIORS (MAJOR)

The following behaviors are considered minor infractions that are typically handled by the classroom teacher or specialist: Preparedness, calling out, classroom disruption, refusal to follow a reasonable request, put-downs, refusing to work, inappropriate tone or attitude, using electronic devices in class, food or drink, dress code violations, cheating, minor vandalism, having toys in class, pretend weapons, etc. The following behaviors are considered major infractions that are typically handled by an administrator: chronic pattern of minor behaviors as listed above, aggressive language or harassment of any student or adult, truancy or leaving school grounds, alcohol or drugs, severe vandalism, stealing, any Safe School violation, etc.



BUS TRANSPORTATION:

Questions and concerns regarding busing, including permission for non bus-eligible students to ride home, must be directed through the transportation department at 801- 402-7500. The following memo is from district transportation:

REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES

1. Pupils being transported are under the authority of the bus driver. NOTE: BUSES ARE EQUIPPED WITH VIDEO CAMERAS. STUDENTS MAY BE SUBJECT TO VIDEO MONITORING.
2. Pupils 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 rung.
3. 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.
4. Pupils must remain seated while the bus is in motion.
5. Pupils may be assigned seats by the bus driver.
6. If necessary to cross, students shall cross the street 10 feet in front of the bus.
7. Pupils are not to extend their hands, arms or heads through bus windows.
8. Pupils must have written permission from a parent, guardian or school principal to leave the bus at a stop other than his/her home stop.
9. Loud, vulgar or abusive language or behavior is prohibited.
10. Pupils must not open or close windows without permission of the driver.
11. The emergency door or window should be opened or exited only in case of an emergency. Any other such action may result in automatic bus suspension.
12. Pupils must keep the bus clean and should refrain from damaging it.
13. 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, band instruments, etc., will be left to the discretion of the driver.
14. 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 principal official if seen or experienced.

HOMework GUIDELINES



Homework defined: Homework is any school work completed outside the classroom.

Effective Use of Homework Teachers should:

- design and assign homework which facilitates student understanding and success.
- clearly communicate the purpose, directions, and expectations for homework to students.
- provide choice when possible to meet individual student interests, abilities, and needs
- consider how many problems or how much practice is actually needed for students to reach proficiency
- provide timely, effective feedback on homework to ensure student understanding and allow time for re-teaching if necessary
- ensure that homework does not comprise a significant portion of a student's grade
- seek input from parents and students concerning homework, and work closely with them when concerns are raised
- contact parents when a student begins to develop a pattern of late or incomplete work

Teachers should not:

- assign homework as a punishment or remove it as a reward
- assign homework over holiday breaks, during summer recess, or off-track sessions in year-round schools.

Homework and Learning

Davis School District believes homework is a valuable learning tool when it is purposeful, meaningful, and supports the goals of education. We recognize and value the roles of parents and families in supporting student learning, and encourage teachers, administrators, and families to work together. At the beginning of each year, teachers and administrators should work collaboratively with students and families to review homework practices, revise when needed, and ensure alignment with current research and adherence to district guidelines

Purposes of Homework

Effective homework has a clear educational purpose, is connected to classroom learning, and may be classified as one of the following:

Pre-learning gives students the opportunity to prepare for classroom instruction. Checking for Understanding provides the teacher with information about each student's knowledge in order to plan for re-teaching as well as for further instruction.

Practice provides students with an opportunity to practice skills and concepts learned in class.

Extension and Integration asks students to transfer previously learned skills and concepts into new or more complex situations, including real world applications.

Encouraging Homework Completion

Homework that is not completed cannot support student learning, therefore, teachers should employ multiple strategies to encourage homework completion. Some strategies are listed below:

- Before assigning homework, provide students with time to practice skills and concepts during class time and use informal and formative assessments to ensure students have the ability to successfully complete homework.
- Give homework assignments early enough in the school day or class period for students to begin homework in class, thus providing them with an opportunity to clarify expectations and ask questions.
- Monitor the actual time it takes struggling students to complete homework and adjust assignments appropriately; provide students with additional school support (i.e., useful websites, online homework help from the teacher).
- Establish a routine for assigning homework.
- Provide students and parents with project information (i.e., assignment criteria, due dates, materials needed, etc.) in a timely manner and post assignments and project information in the classroom and on the teacher's website.
- For larger projects/assignments, divide the homework into manageable segments with intermittent due dates and ongoing feedback.
- Give parents specific guidelines about how they can help their students with homework.

MAXIMUM HOMEWORK TIME PER DAY

Elementary		Secondary	
Grade	Minutes	Grade	Minutes
Kindergarten/1st	5-10	7th	70
2nd	20	8th	80
3rd	30	9th	90
4th	40	10th	100
5th	50	11th	110
6th	60	12th	120

Suggestions for Teachers:

- Homework need not be assigned every day.
- Homework includes assigned reading and should be considered when assigning homework (i.e., if a fifth grade student is assigned 20 minutes of reading, the teacher may assign an additional 30 minutes of homework for a total of 50 minutes).
- Teachers of students in grades 7-12 should be aware that the time recommendation is per day, not per class period. On larger projects, teachers should coordinate to avoid homework overload.
- Parents and students should be aware that advanced academic programs such as Spectrum, Honors, Advanced Placement (AP), Concurrent Enrollment (CE), and International Baccalaureate (IB) may require additional hours from time to time.

Suggestions for Parents:

- Ask your child what they learned in school and engage them in conversation about it. Schedule a regular time for your child to do homework. Provide a suitable area and necessary tools for the completion of homework. Encourage your child to work on homework independently; give support as needed. Look for ways to give positive feedback and support for learning. Share any concerns regarding homework with your child's teacher(s).

Tips for Students:

- Know the expectations for the class.
- Create a place where you can concentrate on learning.
- Have everything you need to study close by. Move things you don't need away from your study area.
- Outline and rewrite your notes. Notes rewritten in your own words will help you understand the content more fully.
- Use mnemonic devices (methods for remembering pieces of information using a simple association of common words; for example, HOMES: the great lakes, Huron, Ontario, Michigan, Erie, and Superior).
- Practice by yourself or with friends. Quiz yourself or quiz each other about the content you are studying.
- Take breaks. Divide study time into segments that make sense and work for you; for example, study for 20 minutes and take a 5 minute break. Approach studying with a positive attitude. Keep healthy and balanced—exercise regularly and eat right



L.C. Reading Elementary Electronic Devices Policy

SCOPE

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential to disrupt 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 any privately owned wireless or portable electronic handheld equipment including but not limited to existing and emerging mobile communication systems. These include watch phones, cell phones, smartphones, iPads, walkie-talkies, portable internet devices, handheld music or gaming systems, and any other communication technologies that do any of these functions. The term “Electronic Device” also includes systems that can be used for word processing, wireless Internet access, image capture or 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. The phones may not be used during school hours without express teacher permission. They must be powered off and out of sight.
- * We prefer e-readers and tablets such as Kindles or iPads be left at home as we cannot assume responsibility for devices that are lost or damaged. Use of e-readers may be allowed during silent reading periods **with permission** of the classroom teacher.
- * Use of all electronic devices during the school day, including pass-time between classes and lunchtime, is prohibited.
- * 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 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.
- * Parents needing to contact a student during school hours should not call the cell phone or watch phone directly. Please call the school office at 801-402-1750 and your child will be notified they need to get ahold of you at an appropriate time.

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 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 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, expulsion or 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.
- Suspension, either in-school or away from school.
- 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 out to non-owners then misused, 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 AUDIORECORDING

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

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.



Administrative Memorandum

Date: May 8, 2019
To: All Principals and Head Secretaries
From: Reid Newey, Superintendent of Schools
Ben Onofrio, Legal Counsel
RE: Administrative Memo #28/05:08:19
Statement of Nondiscrimination and Notice of Policies to be Published in Student and Employee Handbooks, Folders, and Registration Materials for the 2019-2020 School Year.

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 its schools need to publish notice of important policies that affect the rights of students and parents. **Please review this information and make the necessary updates to your school's student and employee handbooks, folders, and registration materials for the 2019-2020 school year.**

NOTICE OF NON-DISCRIMINATION

Davis School District and LC Reading Elementary do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, veteran status, or

any other characteristic protected by law, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries or complaints regarding the non-discrimination policies may be directed to an individual's principal or supervisor and/or the District Compliance Officer:

Steven Baker, Associate Director Human Resources

ADA (Employment Issues) Coordinator

Davis School District

45 East State Street, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5315

sbaker@dsdmail.net

Midori Clough, **District 504** Coordinator

Section 504 (Student Issues) Coordinator

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5180

mclough@dsdmail.net

Bernardo Villar, Director of Equity

Title IX Compliance Coordinator

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

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5319

bvillar@dsdmail.net

Tim Best, Healthy Lifestyles Coordinator

Title IX Compliance Coordinator

Gender Based Discrimination in Athletic Programs

Davis School District

20 North Main Street, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-7850

tbest@dsdmail.net

Scott Zigich, Director of Risk Management

Physical Facilities Compliance Coordinator

Davis School District

20 North Main Street, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5307

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 LC Reading Elementary School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Catherine Pomeroy (402-1750), their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and LC Reading Elementary School to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the District Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary records.

WEAPONS AND EXPLOSIVES – AUTOMATIC ONE YEAR EXPULSION

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the District Case Management Team determines, on a case-by-case basis, that a lesser penalty would be more appropriate. The terms "weapon," "explosive," and "noxious or flammable material" includes but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

DRUGS/CONTROLLED SUBSTANCES

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on District property, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

SERIOUS VIOLATIONS

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

graffiti, wearing or displaying gang related clothing or apparel, or soliciting others for membership in a gang.

DISRUPTION OF SCHOOL OPERATIONS

Any student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language.

DUE PROCESS

When a student is suspected of violating LC Reading Elementary School or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent that 1) this student has been suspended; 2) grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent to meet a designated school official to review the suspension.

AUTHORITY TO SUSPEND OR EXPEL

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

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

A student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical, or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or a school-related activities regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation. District policy may be found at [5S-100 Conduct and Discipline](#). LC Reading Elementary School's policy may be found at <https://reading.davis.k12.ut.us/> 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 LC Reading Elementary School. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without notice, without student consent, and without a search warrant.

EXTRACURRICULAR ACTIVITIES

Participation in interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities during the period of discipline and will not be afforded due process procedures to challenge the denial of participation.

COMPULSORY EDUCATION REQUIREMENT

A parent having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Parents are encouraged to work with the school in promoting regular attendance of all students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

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

1. ***Inspect and review*** all their student's education records maintained by the school within 45 days of a request for access.
2. ***Request*** that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changes. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. ***Provide consent*** before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:
 - [a] school officials with legitimate educational interests;
 - [b] other schools to which a student is transferring;
 - [c] individuals who have obtained court orders or subpoenas;
 - [d] individuals who need to know in cases of health and safety emergencies;
 - [e] official in the juvenile justice system to improve education outcomes;
 - [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;
 - [g] specified officials for audit or evaluation purposes; or
 - [h] organizations conducting studies for or on behalf of the District.

A **school official** is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Student Directory Information

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

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

1) student's name, address, and telephone number; 2) student's date and place of birth; 3) major field of study; 4) student's District email address; 5) parent email address; 6) participation in officially recognized activities and sports; 7) weight and height of members of athletic teams; 8) degrees, honors, and awards received; 9) photograph; 10) most recent educational institution attended by the student.

If you, as a parent, do not want LC Reading Elementary School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually. Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

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

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

Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information. These include the right to:

Consent before students are required to participate in any survey, analysis, or evaluation that reveals information, whether personally identifiable or not, concerning the student's or any family member's:

- [a] political affiliations or beliefs;
- [b] mental or psychological problems;
- [c] sexual behavior, orientation, or attitudes
- [d] illegal, anti-social, self-incriminating, or demeaning behavior;
- [e] critical appraisals of others with whom the student or family have close family relationships;
- [f] legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- [g] religious practices, affiliations, or beliefs; or
- [h] income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.

Inspect, upon request and before administration or use of:

- [a] protected information surveys designed to be administered to students; and
- [b] instructional material used as part of the educational curriculum.

Davis School District has policies in place to protect student privacy as required by both State and Federal law. LC Reading Elementary School will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities.

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

Family Policy Compliance Office, U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

1-(800) 872-5327

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

PLEDGE OF ALLEGIANCE

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

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and LC Reading Elementary School shall reasonably accommodate a parent's or guardian's:

- Written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- Written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. *(Student agrees to make up course work for school days missed for the scheduled absence).*
- Written request to place a student in a specialized class, a specialized program, or an advance course. *(In determining whether placement is reasonable, the District shall consider multiple academic data points).*
- Request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- Initial selection of a teacher or request for a change of teacher.
- Request to visit and observe any class the student attends.
- Request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

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

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

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

MEAL CHARGES IN SCHOOLS

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

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

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

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

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

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

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher 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 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.