

# Davis School District Policy

## 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 Centennial Junior High School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator Lorrie Barber (402-0100), or you may contact the District ADA Coordinator, Midori Clough (402-5315). (TDD hearing impaired 402-5358).

## CIVIL RIGHTS COMPLAINT PROCEDURE

Complaints of discrimination should be filed with the individual's principal or supervisor and/or with the District Compliance Officer according to the provisions of the Davis School District Civil Rights Grievance Procedure, copies of which are available at each school. If the complaint is against the principal or supervisor, the complaint may be filed directly with the District Compliance Officer. Discrimination complaints should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

The individuals who have been designated to monitor and coordinate the District's compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at the following address and telephone numbers:

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  
ADA (Student Issues) /504 Coordinator  
Davis School District  
45 East State Street  
P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5158

Bernardo Villar, Director of Equity  
Title IX Compliance Coordinator  
Civil Rights/Sexual Harassment  
Davis School District  
45 East State Street  
P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5319

Tim Best, Health Lifestyles Coordinator  
Title IX Compliance Coordinator  
Gender Based Discrimination in Athletic Programming  
Davis School District

45 East State Street  
P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5113

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

Discrimination complaints should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

### **COMPULSORY EDUCATION REQUIREMENTS**

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

### **EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY**

It is the policy of the Davis School District and Centennial Junior High School to provide equal educational and employment opportunity for all individuals. Therefore, the District and Centennial Junior High School prohibit all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status in its programs and activities, and provides equal access to the Boy Scouts and other youth groups. This policy extends to all aspects of the district's and Centennial Junior High School's educational programs, as well as to the use of all district facilities, and participation in all District-sponsored activities.

### **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:

- 1) Parents have the right to inspect and review all of their student's education records maintained by the school within 45 days of a request for access.
- 2) Parents have the right to request that a school correct records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - a. 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.
- 3) Generally, the school must have written permission from the parent before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to some parties. Such exceptions include, but are not limited to: school officials with legitimate educational interests; other schools that have requested the records and in which the student seeks or intends to enroll or where the student is already attending; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; juvenile justice system; etc.

A school official is a person employed by the District as an administrator, supervisor, instructor,

or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). 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) participation in officially recognized activities and sports, 6) weight and height of members of athletic teams, 7) degrees and awards received, 8) photograph, 9) most recent educational institution attended by the student, 10) parent email address.

If you, as a parent, do not want Centennial Junior High 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  
(202) 260-3887

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

#### **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 cafeteria. 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 contacting parents by phone or notes in teacher mailboxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

Parents are responsible to pay all 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.

#### **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:

- 1) *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas:
  - a) Political affiliations or beliefs of the student or student's parent;
  - b) Mental or psychological problems of the student or student's family;
  - c) Sexual behavior, orientation or attitudes;
  - d) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e) Critical appraisals of others with whom respondents have close family relationships;
  - f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - g) Religious practices, affiliations, or beliefs of the student or parents; or
  - h) Income, other than as required by law to determine program eligibility.
- 2) *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.
- 3) *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. Centennial Junior High 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

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

### **RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS**

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

### **SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and Centennial Junior High 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 Department of Student Services Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

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

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

Serious Violations - Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, and vandalism, possession 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.

Harassment/Hazing/Bullying - Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, initiation, or discrimination of any school employee or student at school or school-related activity regardless of location or circumstance, including but not limited to bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment.

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

Students have no right or expectation of privacy in school lockers. School lockers are the sole property of the Davis School District and Centennial Junior High School. Periodic general inspections of lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Extracurricular Activities - Participation in interscholastic athletics, cheerleading, band, student government, student clubs, 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.

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

Due Process - When a student is suspected of violating Centennial Junior High 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 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.