



Student & Parent Handbook

2019-2020

West Bountiful Elementary

West Bountiful Bear Cubs

Let the adventure begin!

Message to Students and Parents

Dear West Bountiful Bear Cub Parents,

Welcome to the 2019 - 2020 school year! The theme at West Bountiful Elementary is "Let the Adventure Begin." At West Bountiful, we are proud to be bear cubs and it shows. Our West Bountiful community, including students, parents, faculty, staff, and administration are dedicated to the academic success, social and emotional well-being, and safety of every student at our school. CUBS are: Caring, United, Brave, and Successful!

We want each student to succeed, be motivated, challenged, and grow in academic ability using a personalized approach. We know that success in school can add to a child's feeling of self-worth and long-term success. Every teacher and staff member at our school is committed to the motto: "Every child is one caring adult from being a success story." We pledge to



In the coming year, we look forward to having close working relationships and cooperation between educators, parents, and students. We are one phone call or email away and we love it when you visit, as our door is always open. Thank you for your ongoing support.

Sincerely,

Regina Oechsle, Principal
Libby Jacobsen, Assistant Principal
West Bountiful Elementary



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Information and Policies

ATTENDANCE

Regular and consistent attendance is essential for student growth and achievement. Under Utah law, it is the responsibility of parents or guardians to ensure that their children are punctual in attending school each school day. Please call 402-2006 if your child is or will be absent. Parents will be notified of unexcused absences by an automated calling system which is activated each school day at 10 a.m. Beginning in first grade, a student who misses 11 days or 10 consecutive days during a school year may receive a certified letter and be referred to DCFS.

ARRIVING TO SCHOOL

Students should not arrive at school before 8:15 a.m. because limited supervision is available. Parents are welcome to wait with their children on the playground. At 8:45 a.m. students will line up at their grade level doors and wait for teachers to invite their entry into the building. Classroom instruction begins promptly at 8:50 a.m. Breakfast service starts at 8:20 each school morning, and students intending to eat breakfast should enter the building through the south-east door, which is the one nearest the cafeteria.

STAYING AFTER SCHOOL

All students are encouraged to go home directly after school. Teachers or staff members do not ask or require children to stay after school for any reason without specific approval from parents.

LEAVING SCHOOL EARLY

The office does not dismiss unattended children, but children may come to the office and wait for a parent or other designated adult to sign them out. We **cannot** check students out with a telephone call. Parents and designated adults will be asked to show proof of identification before taking a student from school.

CLASS ASSIGNMENT

Each student is assigned to an appropriate grade-level class. Additional supports are available for both advanced and struggling students. Parents and guardians are strongly encouraged to work closely with their student's classroom teacher to resolve any concerns. The principal, assistant principal, school counselor, school psychologist, and other education specialists are also available for consultation and additional support.

VISITORS and VOLUNTEERS

For the safety of our students, parents, and members of the school staff, all visitors and volunteers are required to check in at the office and wear their volunteer badge while in the building.

CLASSROOM VISITS

Parents are welcome at West Bountiful Elementary, but teachers expect advance notice of classroom visits. Please check in with the office and obtain a visitor or volunteer badge before proceeding to any other part of the school. District policy prohibits school-age relatives and friends from attending class with enrolled students.

HOMEWORK

Teachers follow the Davis School District Homework Guidelines. Students in the Spectrum program follow the Full-Time Spectrum Homework Guidelines. Homework is an important part of the educational program and provides students the opportunity to develop responsibility, good study habits and mastery of developing skills. Homework is encouraged and will be used to extend and expand the activities presented during the instructional day. Specific assignments will vary and depend upon individual grade levels, but in general students should be expected to do daily homework as indicated here:

<u>Grade</u>	<u>Cumulative Minutes per School Day</u>	<u>Purpose(s)</u>
Kindergarten	0- 10	Study Skills and habits
1 – 2	10 -20	Study Skills and habits
3 – 4	30 – 40	Basic skill building Study skills and habits
5 – 6	50 - 60	Basic skill building Preparation Skill integration

Estimated homework time is in addition to daily reading practice. Homework assignments for sixth graders are particularly important as they begin to assume responsibilities critical for their success in junior high school.

DRESS CODE

West Bountiful recognizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately. School officials may prohibit the following types of dress or grooming at school or school activities:

- Clothing, hair, and body should be neat and clean.
- Extreme or slovenly clothing or excessive, distracting grooming, including but not limited to,
- Extreme hairstyles that become distracting in the classroom are not allowed.
- Footwear must be worn at all times. Slippers are not allowed.
- Hats (including bandanas) may not be worn in the school building. Other head accessories may not be wider than 2 inches.
- Extreme low-rider, sagging or baggy pants or shorts may not be worn.
- Underwear should never be seen.
- Clothing must be school appropriate. Muscle tanks, halter-tops, spaghetti straps, and midriff tops are not allowed. Shorts may be worn, but must have at least a 2"

inseam. Boxers, briefs, or bicycle/spandex shorts are not allowed. Underwear should never be seen.

- Clothing which displays obscene, vulgar, lewd, disrespectful, or sexually explicit words, messages, or pictures, clothing that can be identified as “gang related”, and clothing which shows an illegal substance are not allowed.
- Clothing attachments or accessories that could be considered weapons or a danger are prohibited.
- Exaggerated cosmetics, body paint, or body piercing are prohibited.

Administration will make final determination about the appropriateness of students' appearance. Parents of students in violation of the dress code may be contacted and asked to bring replacement clothing to school or students may be asked to return home to change and *return to school*.

SCHOOL CALENDAR

Copies of the school and district calendars are available on the district or school websites.

SCHOOL LUNCH

Elementary Lunch	\$1.85
Adult Lunch	\$3.40
Elementary Breakfast	\$1.35
Reduced Lunch	\$.40
Reduced Breakfast	\$.30
Milk	\$.40

While daily cash payments are accepted, parents are encouraged to pay for meals in advance by week, month, term or year. Complete information on paying by mail, online electronic check payment, or auto-pay is available at <http://www.davis.k12.ut.us> (At the District web site, click on Departments, and then Nutrition).

Guidelines and applications for Free and Reduced lunch are available at <http://www.davis.k12.ut.us> (At the District web site, click on Departments, and then Nutrition).

An electronic copy of the monthly lunch menu is available at <http://www.schoolmenu.com>

Good manners in the lunchroom are expected and are monitored by a supervisor and administration. The very few children whose behavior is inconsistent with good manners may lose lunchroom privileges.

Davis School District – Farmington, Utah

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 my.DSD 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 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.

NUISANCE ITEMS

Toys, including, but not limited to, fidgets, spinners, Pokeman or other trading cards, Legos, Barbies or other dolls, and Kadas, radios, electronic games, walkie-talkies, cameras, iPods, fingernail adhesive or super glue, etc., **should not be brought to school or taken out to recess**. These items are a cause of concern because they can disrupt school and/or contribute to the injury of students. The one exception is for regular classroom “show and tell.” Adult staff members may take these items and return them only to a parent or guardian. However, **bicycles may be ridden to and from school--but not on district property**. During the school day they must remain locked in the bike rack. The school is not responsible for any lost or stolen property.

BEHAVIOR EXPECTATIONS

It is important for children to develop self-discipline, and know right from wrong. Parents or guardians can help the school by encouraging good behavior and setting a natural consequence when notified of unacceptable behavior by the school. The school will not tolerate fighting, disrespect, obscene language or gestures, sexual harassment, or destruction of school property. A copy of the [West Bountiful Elementary School-wide Behavior Management Plan](#) is available below.

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 a 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.

RECESS

Recess is part of the school curriculum, and children are expected to participate in supervised recess activities unless there is a health care plan on file in the office or a doctor's note is provided to the teacher.

Students should not bring toys from home. However, sports equipment may be brought from home. It must be labeled with the student's name and is brought to school at the student's risk. The school is not responsible for any lost, stolen, or damaged sports equipment brought from home. The school provides all play equipment that is approved for recess use.

Students should come to school dressed appropriately for the weather, with jackets or coats, hats, gloves, boots, etc. When weather is too severe for children to be outside, an indoor or classroom recess may be held.

DISCIPLINE

Recognizing and encouraging good behavior and taking corrective action when necessary maintains good discipline. We expect children to conduct themselves in a

manner that will promote a safe and orderly environment. Guidelines of expected behavior are posted at school and are taught to the children.

LIBRARY

Each class has a weekly scheduled library time. Students in grades 1-2 may check out one book at a time. Students in grades 3-6 may check out two books. Students are encouraged to bring books back each week on their library day and are responsible for the books they check out. Fines may be assessed for damaged or lost books.

SCHOOL-WIDE POSITIVE REINFORCEMENT PLAN

Positive reinforcement, student recognition and healthy self-esteem are important parts of our school-wide discipline plan. Exemplary students are recognized daily as Bear Cub 100 Club Members.

STUDENT BIRTHDAYS

The PTA recognizes students at the Birthday Table and provides a treat at lunch once a month. With the approval of the classroom teacher, each student is welcome to bring a **purchased** birthday treat to share with their classmates on their birthday. We acknowledge that this is a special day for children, but we ask that all other forms of celebration and recognition be done at home.

WEST BOUNTIFUL ELEMENTARY WEB SITE

Please visit our West Bountiful Elementary web site for updated information and announcements at <http://www.davis.k12.ut.us/184/site/default.asp?>

PARENT NEWSLETTERS

Our wonderful PTA sends the school emails periodically, to send to parents. Please read them as they contain important information.

COMMUNITY COUNCIL

The purpose of the Community Council is to involve parents in decision making at the school level. Elected parents represent the parents of the school and participate in developing plans for improving the school, make decisions on how to best expend School LAND Trust Program monies, and increase public awareness of school trust lands and related policies. We will meet the 1st Tuesday of every month at 4:00.

BIRTH CERTIFICATES

Federal law requires a certified copy of the birth certificate for all children in the school to be kept on file.

STUDENT EDUCATION PLAN (SEP) CONFERENCES

Students are asked to attend the SEP Conference with their parent(s)/guardian(s).

1 st SEP Conference.....	Nov. 13 - 14, 2019
2 nd SEP Conference.....	Feb. 4 - 5, 2020

On SEP weeks, early out days are only Wednesday-Friday.

FIRST AID

When students are injured or become ill during the school day, the office will attempt to consult with parents to ensure that proper action is taken. When unable to speak with parents, the school will follow the instructions provided by parents on each child's information card. (Please be sure to inform the school of any changes to your contact information.) The school is limited to first aid only. Please review the [Davis School District Illness Protocol](#) on pages 11 and 12 of this document for additional information.

TELEPHONE USE

Telephones are available in each classroom and the office for school use and for emergencies. Students must have teacher permission to use telephones. Cellular phones, pagers, walking talkies and other electronic communication devices are not to be used during the school day without teacher permission. These items will be confiscated if they are misused (please see the [West Bountiful Elementary Electronic Device Policy](#) below).

It is best to contact teachers by phone either before or after school. During the school day teachers are asked to send all calls directly to voicemail in order to focus on classroom teaching. Please help us keep the school day uninterrupted. If an emergency arises, contact the office personnel at 801-402-2000, and a message will be relayed to your children.

Please note all calls originating from West Bountiful Elementary show up as coming from one number on the receiver's caller ID. Our office staff regularly receives calls from concerned parents who have seen the school's number on caller ID without a corresponding message. It is impossible for office staff to know from where in the building a call originated--or who placed it--unless the call came from the office. Student access to classroom phones is limited. Please help us encourage your children to leave messages on those rare occasions when they need to reach you during the school day. You can also help us by ensuring that contact information stays up-to-date.

BICYCLES

A bicycle area is provided at the school. Students use this area at their own risk. We cannot assume responsibility for stolen or damaged bicycles. Students riding bicycles to school must follow the procedures stated below.

1. Bicycles are not to be ridden on school grounds.
2. Bicycles must be locked in the bicycle racks.
3. Report any thefts immediately to the West Bountiful Police Department.

FIELD TRIPS

Field trips provide the opportunity for students to learn, grow, and develop outside of the classroom. Classroom teachers will send permission slips home. Students may not participate in field trips without signed permission slips.

CROSSWALKS/PEDESTRIAN SAFETY

Our students' safety is our primary concern. Students should follow routes established by the school's SNAP plan which can be accessed through the school's website. Depending on where you live, your student may have to cross busy streets at the designated crosswalks. It is very important that parents teach their children how to be safe pedestrians—looking both directions before crossing, staying on sidewalks, crossing at cross walks, etc.

Please do not drive into the bus loading area to drop off or pick up students. The loading/drop off area is for buses only. **The safest place to drop off or pick up students is on 400 North**, but please note this area is a no-parking zone. Cars left unattended may be ticketed. Parents who drop off or pick up students in both parking lots must exercise extreme caution: the combination of pedestrians, private automobiles, and buses is potentially hazardous.

The District Transportation Department provides buses for students living more than 1.5 miles from the school. If you would like to know if your residence is eligible for busing or where the bus stop is located, or what time the bus will come, you can log on to the District web site at www.davis.k12.ut.us.

Click on Departments
Click on Transportation
Click on Bus Stop Information
Fill in the blanks

You can also access the most current bus information on your student's myDSD account.

Good manners on the bus are expected and monitored by the bus driver and bus duty supervisor. The few students whose behavior is not consistent with good manners may lose bus privileges.

Davis School District Illness Protocol

Temporary exclusion is recommended when:

1. The illness prevents the student from participating comfortably in activities
2. The illness results in a greater need for care than the staff can provide
3. The student has any of the following conditions, unless a health professional determines the student's condition does not require exclusion:

Appears to be severely ill

Fever - temperature 100 F or above and *behavior change or other signs and symptoms* (sore throat, rash, earache, vomiting, diarrhea)

Marked drowsiness or malaise (a vague feeling of physical discomfort or uneasiness) as seen early in an illness

Diarrhea - defined as an unusual number of stools or unusually liquid stools compared to the child's normal pattern

Blood in stools - not explained by dietary change, medication, or constipation

Vomiting / nausea

Severe abdominal pain

Less severe abdominal pain - that continues for more than 2 hours

Mouth sores with drooling

Rash with fever

Sore Throat, cold and persistent cough – a student with a “heavy” cold and hacking cough should be in bed even if there is no fever. A student complaining of sore throat with no other symptoms may attend school. If white spots can be seen in the back of the throat or if fever is present, the student should be home

Any break in the skin in the weeping /oozing stage – unless protected (covered) and/or diagnosed as noninfectious

Infected eyes - with discharge - until 24 hours after treatment started by a licensed medical provider. A clear, watery discharge (viral) may not require exclusion.

Impetigo - until 24 hours after treatment has started

Streptococcal infection - (strep throat or other streptococcal infection), until 24 hours after treatment has been started

Head lice - until after the first treatment (Refer to DSD Head Lice Protocol)

Scabies - until after treatment has been given

Chicken pox - until all lesions have dried or crusted (about one week after onset of rash)

Pertussis (Whooping cough) - until 5 days of appropriate antibiotic treatment

Hepatitis A - until 1 week after onset of illness or jaundice or as directed by licensed medical provider

Measles – Until 4 days after the onset of rash then the student may return to school

Mumps- Until 9 days after the onset of parotid gland swelling then student may return to school

Any condition determined by the local health department to be contributing to the transmission of illness during an outbreak

Communicable Disease Bureau, Davis County Health Department and the American Academy of Pediatrics

Reviewed and approved by Davis School District Health and Nursing Services and Special Education Nursing Services

Conditions That May Not Require Exclusion:

Common colds, runny noses (regardless of color or consistency of nasal discharge), and coughs

Watery eye discharge without fever, eye pain, or eyelid redness

Yellow or white eye drainage that is not associated with pink or red conjunctiva (whites of the eye)

Rash without fever

MRSA (methicillin-resistant staphylococcus aureus) – if wound is covered and dry

Shingles (herpes zoster caused by varicella) – if covered and dry

Ringworm (may delay treatment until the end of the day)
(white spots or patches in the mouth)

Fifth disease (slapped cheek disease, parvovirus B 19) in a child without immune problems

HIV (Human immunodeficiency virus infection), with consideration of risk to the HIV infected student or others - decided on a case-by-case basis by health professionals

Measles – 4 days after onset of rash student may return to school

Mumps – 9 days after onset of parotid gland swelling student may return to school

Communicable Disease Bureau, Davis County Health Department and the American Academy of Pediatrics
Reviewed and approved by Davis School District Health and Nursing Services and
Special Education Nursing Services

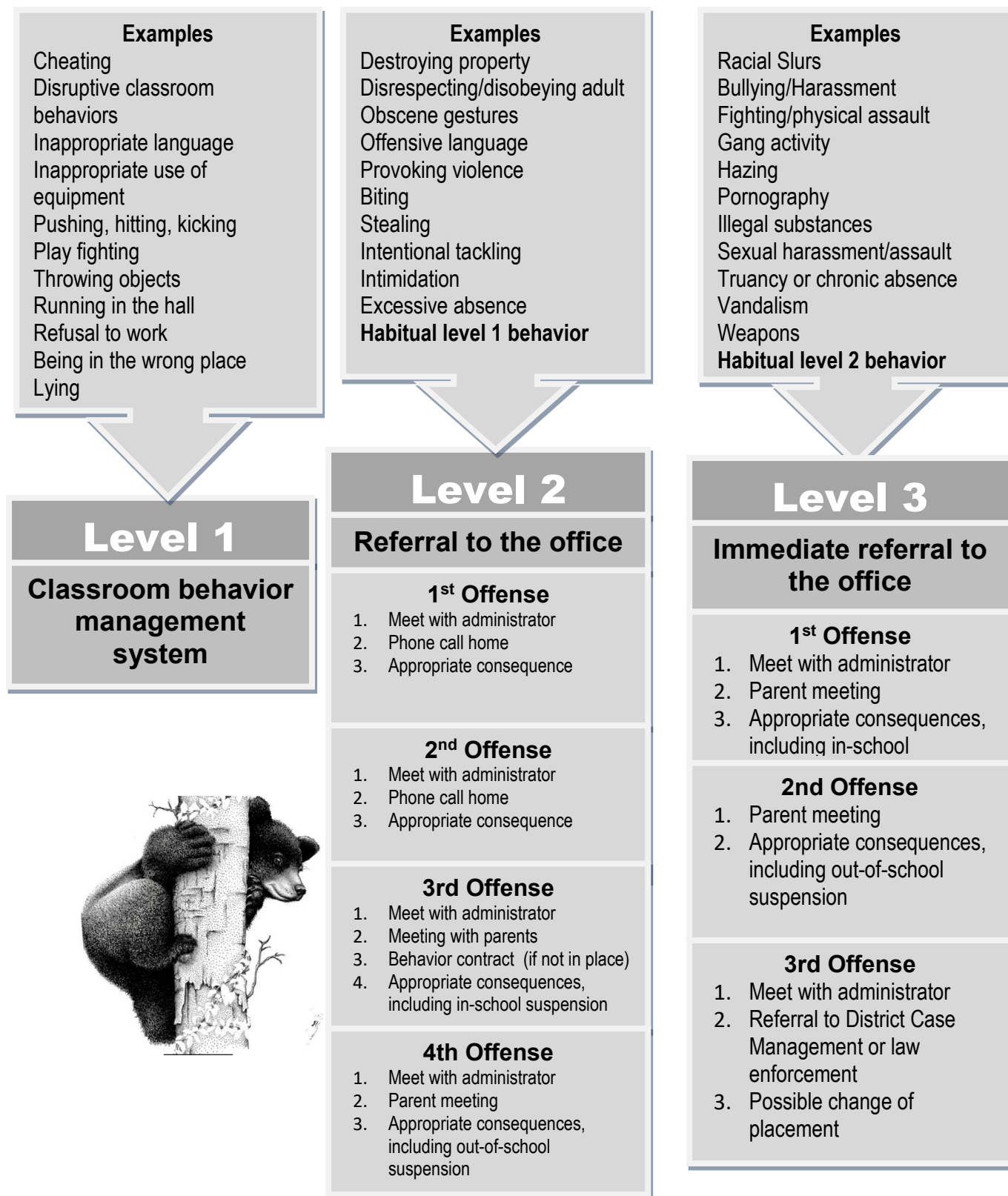
Ways To Help Your Child Succeed at School

1. Ensure that students arrive on time to school each day well rested, well nourished, and ready to work.
2. Emphasize the importance of doing well in school.
3. Provide a suitable place to study.
4. Reserve a time for homework free from distraction.
5. Show interest in what your children are doing (but do not do their work for them).
6. Ensure that students complete and return homework on time.
7. Participate in the school: Be a volunteer. Visit the school. Attend school programs. Join the PTA and the Community Council.

West Bountiful Common Area Student Procedures

<p>RESTROOM</p> <ul style="list-style-type: none"> • Do your business and leave • Use level 1 voice • Give others and yourself privacy • Hush, Flush, Wash, Trash 	<p>OFFICE</p> <ul style="list-style-type: none"> • Bring a pass from your teacher. • Patiently wait for your turn. • Stay in front of the counter. • Politely ask for help. • Sit quietly on chairs when asked.
<p>HALLWAY</p> <ul style="list-style-type: none"> • Keep hands, feet, body to self • Line Basics <ul style="list-style-type: none"> ○ Face forward, single file ○ Level 0 voice ○ Hands are by your side ○ Use quiet walking feet ○ Stay to the right • Respect learning environments • Keep hallways clean 	<p>RECESS</p> <ul style="list-style-type: none"> • Play safely • Follow recess rules • Take turns • Include everyone • Be a good friend • Dress for the weather • Report incidents to supervisors • Line up quickly when bell rings • Return equipment
<p>BEFORE & AFTER SCHOOL</p> <ul style="list-style-type: none"> • Walk your bikes and scooters on school property • Use crosswalks and sidewalks • Stay in supervised areas • Use kind words • Keep hands, feet, body to self • Be on time • Line up quickly when bell rings • Leave promptly at the end of the day 	<p>ASSEMBLIES & FIELD TRIPS</p> <ul style="list-style-type: none"> • Follow site rules • Listen, learn, and participate with respect • Show appreciation • Be responsible for yourself and materials
<p>Prep Rooms/Computer Lab</p> <ul style="list-style-type: none"> • Use level 1 voice • Respect property • Allow others to listen and learn • Return materials on time • Leave all equipment in proper order 	<p>LUNCHROOM</p> <ul style="list-style-type: none"> • Keep hands, feet, body to self • Line Basics* • Use level 1-2 voice • Clean up table and floor area around you • Follow supervisors' instructions • Use polite table manners • Eat your lunch

West Bountiful Elementary School-wide Behavior Management Plan



West Bountiful Elementary School

Electronic Devices Policy

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

For purposes of this policy "Electronic Device" means any privately owned wireless and/or

portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry™ handset, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, Blue Tooth devices, iPods ©, Walkman™ devices, toys such as "Giga Pets," 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.

Students that choose to bring phones to school must keep them turned off and in their backpacks. Phones remain turned off (not on silent mode) in packs from the time students enter the building to the time of exit. If a student possesses a cell phone during the school day, it will be confiscated and the cell phone will only be released to an adult. All personal items, including cell phones, are not covered by school insurance and school personnel cannot guarantee their safe-keeping.

- At no time may electronic devices be used in restrooms, at lunchtime or at recess.
- At no time may electronic devices be used in a school bus or in other school-provided vehicles of transportation in any way that might interfere with or distract the driver.

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. **This includes phone calls or text messages made or sent from the device. As a school partner, we strongly encourage parents to monitor their students' usage at home.** This includes use in school buses or other district-provided transportation. Electronic devices may not be used during SAGE (Student Assessment for Growth and Excellence) assessments or other testing situations unless specifically allowed by law, student IEP, or assessment directions.

If a student violates this policy, his or her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, that employee shall take reasonable measures to label and secure the device and deliver it 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 imposed.

Violation of this policy can result in discipline up to and including:

- Suspension or expulsion from school and notification of law enforcement authorities.
- Prohibition from possession of an electronic device at school or school-related events.
- Confiscation of misused devices for increasing periods of time for subsequent violations.
- Loss of privileges of participation in extra-curricular activities.
- Disciplinary consequences consistent with a school-wide discipline program.
- Loss of honor privileges or recognition.
- Notification of law enforcement officials, at school's discretion, if circumstances warrant.

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 calls or other use made with an electronic device. If devices are loaned or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

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

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, may be used to exploit personal information, 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.**

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 or 504 plan.
- The use is at the direction and under the supervision of a teacher for educational purposes.

- The use is determined by the principal to be necessary for other special circumstances such as health-related reasons or emergencies.

DAVIS SCHOOL DISTRICT
MEMORANDUM

DATE: April 30, 2018

TO: ALL PRINCIPALS AND HEAD SECRETARIES

FROM: REID NEWHEY, SUPERINTENDENT OF SCHOOLS
BEN ONOFRIO, LEGAL COUNSEL

RE: ADMINISTRATIVE MEMO #28/04:30:18 STATEMENT OF
NONDISCRIMINATION AND NOTICE OF POLICIES TO BE PUBLISHED IN
STUDENT AND EMPLOYEE HANDBOOKS, FOLDERS, AND
REGISTRATION MATERIALS FOR THE 2018-2019 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 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 2018-2019 school year.**

NOTICE OF NON-DISCRIMINATION

Davis School District and **West Bountiful 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

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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 **West Bountiful Elementary** will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator **Libby Jacobsen 801-402-2000** 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)

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and **West Bountiful 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 Aweapon,@ Aexplosive,@ and Anoxious 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 substances, including 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 **West Bountiful 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/HAZING/RETALIATION/ABUSIVE CONDUCT

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 or abusive conduct 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 retaliation.

District policy may be found at:

<https://www.davis.k12.ut.us/district/administration/policy-manual>

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 **West Bountiful Elementary**. Periodic general inspections of lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

EXTRACURRICULAR ACTIVITIES

Participation in interscholastic athletics, 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] individuals who need to know in cases of health and safety emergencies;
- [e] official in the 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 and awards received, 9) photograph, 10) most recent educational institution attended by the student.

If you, as a parent, do not want **West Bountiful 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 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 rather personal, 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 respondents 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. **West Bountiful 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.

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 West Bountiful Elementary shall reasonably accommodate **

A parent's or guardians:

- 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 scheduled 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.

Davis School District – Farmington, Utah 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 my.DSD 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 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.