

## Mountain View Elementary Parent/Student Handbook 2019-20

Principal	Chris Mudrow
Administrative Intern	Joanel Whinham
Head Secretary	Kellie Stucki
Main Office Phone	402-3700

FAX	402-3701
Attendance Line (to report an absence)	402-3706
Davis District Nutrition Services:	402-7640

**School Website:** <http://mountainview.davis.k12.ut.us/>  
Davis School District Website: <http://www.davis.k12.ut.us/>

*To contact schoolteachers and administrators by email, go to the school website and access "Faculty and Staff."*

### **School Schedule:**

<b>Monday through Thursday</b>	8:50 - 3:25
A.M. Kindergarten	8:50 - 11:30
P.M. Kindergarten	12:45 - 3:25
<b>Friday and Early-out Days</b>	8:50 - 1:25
A.M. Kindergarten	8:50 - 10:50
P.M. Kindergarten	11:25-1:25

Mountain View Elementary **school hours** are consistent with all other elementary schools on a traditional calendar throughout the District. The office is open on school attendance days from 8:00 a.m. until 4:00 p.m. School administration and office staff will be happy to help you with any questions or concerns you may have. Please call to schedule an appointment, if necessary.

### ARRIVING AT SCHOOL

The building opens for students to enter at 8:40 a.m. School begins at 8:50 a.m. To ensure safety, students are not allowed in the building before school hours as this is considered unsupervised time. On good weather days, children wait at the doors and enter when the first bell rings. On stormy or very cold days, children will be invited indoors.



arrive at school on time. Students arriving late must check in at the office prior to going to class.

### LEAVING SCHOOL

Leaving early is likewise disruptive. Often teachers give valuable review, time for reflection, and clarification of concepts and assignments at the end of the day. Missing this critical time often leads to confusion and frustration for the student. When students do leave during the school day, they must check out through the office.

Children must be signed out at the office by a parent or other designated adult if they are checking out of school early. In an emergency, you may call the office and we will have your child excused from class and waiting in the office for you. You must still come into the building to sign your child out and show picture I.D. We cannot check a student out with a telephone call.

### MAKE-UP WORK

Make-up Work for when your child is absent will be available when the child returns to school. In the case of an extended illness, please contact the school to see if your child might qualify for home tutoring services. Teachers may also gather homework to be sent home with another student when requested. Please call at the beginning of the day. Please do not ask teachers to prepare assignments in advance of a planned absence. Make-up work will be available upon the student's return, and parents are responsible for assisting students in completing work missed due to vacations or outings. Bear in mind that there is a wealth of learning at

### ATTENDANCE

Regular attendance is important to academic success. Children who are well should be in school. Those who are sick belong at home. A doctor's statement should be provided to the school for extended illnesses. Any health-related illness that requires a student's absence from school and for which a student receives medical attention must have a doctor's note. If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from recess or P.E. may require a doctor's statement. Please do not schedule outings, vacations, or lessons during school time. *By district definition, 4 or more days missed per term is considered chronic absenteeism.*

### TARDINESS

Tardiness disrupts the learning of the student who is late as well as the rest of the class. Morning hours are prime learning time. Please set a routine that allows your child to

### MAKE-UP WORK Cont.

school that does not involve paper and pencil. Class activities and discussion cannot be reproduced or re-staged for students who are absent.

### VOLUNTEERS AND/OR CLASSROOM VISITS

Children love having a parent at school, and parent volunteers are welcome and appreciated. Please make prior arrangements with the classroom teacher and check in at the office first where you will receive a name badge to wear while you are in the building. Volunteers are required to protect the confidentiality of all student information. In order to maximize volunteer effectiveness and for the safety of all children, please arrange babysitting at home for preschool children. Visiting school-age relatives and friends may not attend class with your child(ren).

### PTA

The Mountain View **Parent Teacher Association (PTA)** is a vital part of our school and serves students in a variety of ways. Please support this worthwhile and much appreciated organization by becoming a member, as well as volunteering time in one or more of the projects sponsored by the P.T.A. For more information, contact Co-Presidents Julie Baer or Sarah Hayward.

### COMMUNITY COUNCIL

Our **Community Council** is composed of elected parent and school staff representatives. Meetings are held six times per year on Wednesdays at 5:30 P.M. in the Conference Room for the purpose of school improvement. The first meeting will be held in September. Anyone is welcome to attend these meetings, and agendas are posted on the front doors.

Matters for discussion may be added to the agenda by calling or e-mailing the council chair, or the principal.

### BIRTH CERTIFICATES

Federal law requires a certified copy of the full-sized birth certificate for all children in the school to be kept on file. This requirement is due in part to the missing children problem which is nationwide. Your child will be excluded from school if we do not have a copy of a certified birth certificate on file.

### IMMUNIZATIONS

The Davis County Health Department requires that children have all immunizations up-to-date in order to attend school. If your child does not have current immunizations, they will be excluded from school until immunizations are made current.

### DAVIS DISTRICTS SMART REPORT

(Standards, Mastery, Assessment Reporting Tool)

Davis District's SMART Report is used to report on your student's progress each quarter. This report is based on the child's mastery of standards using a 3,2,1 rubric.

3= Meets or exceeds grade-level standards

2= Below grade level standards

1= Far below grade level standards

The SMART Report is available on-line through the District website. Teachers will update your child's progress at different intervals, depending on a number of factors, including grade level. If you do not have internet access, just let us know, and we will be happy to print out reports for you.

### DAVIS DISTRICTS SMART REPORT Cont.

Please do not expect student progress to look like high-school grades. Teachers are constantly assessing, but putting a summative score in the computer happens less frequently.

### PARENT CONFERENCE

Parent Conferences are a time for students to reflect on their work and set goals for their own education as well as to collaborate with parents to ensure that your child is receiving the best education possible. Students should attend Parent Conferences with their parent/guardians.

### FIRST AID

It is our policy to try to reach parents when children are ill or injured. If we cannot reach you, we then follow the instructions you have written on your child's information card. The school is limited to giving first aid only. We cannot dispense medication to children without the completed "Permission to Dispense Medication" form filled out and signed by a doctor.

### RECESS

When weather is too severe for children to go out, an indoor recess will be held. Otherwise, children will be outdoors. Please dress your student appropriately for the weather with jackets or coats, hats, gloves, boots, etc.

### HOMEWORK

Homework is an important part of the educational program. It enhances classroom learning and increases mastery of skills taught in the classroom. In addition, it helps students develop self-responsibility and good study habits. We understand that many children participate in out-of-school

and family-centered activities; this is taken into account when determining the amount of homework assigned. For more information, district homework policy can be found on the district website. Please work as partners with your child's teacher by supporting your students learning at home. *Please encourage your student to read every day!*

### TELEPHONE USE

In order to minimize interruptions in learning for all students, we ask that phone calls and messages for students must be limited to emergencies only. After school play arrangements should be made at home prior to coming to school.

### POSSESSION AND USE OF ELECTRONIC DEVICES

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

- \* Privately-owned or district-owned electronic devices may only be used with express teacher permission.
- \* All electronic devices must be stored in a secure place during the school day, unless otherwise specified for use by teacher.
- \* Electronic devices may not be used during standardized assessments unless authorized by district, state, or federal mandates.
- \* Electronic devices may not be used to bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guests.
- \* Electronic devices should not be used to cause an invasion of student or employee privacy.
- \* Students shall be personally and solely responsible for the security of their privately-owned electronic devices. The

### POSSESSION AND USE OF ELECTRONIC DEVICES Cont.

school shall not assume responsibility for theft, loss, damage, or unauthorized audio/video calls made with privately-owned electronic devices.

\*Students who violate electronic device use policy, will have their electronic devices taken by the teacher. They may retrieve their privately-owned electronic devices at the end of the school day. Second time offenders will have their privately-owned electronic devices taken and not returned until a parent comes to the school to claim the device. Continued violations of the policy may result in a referral to the District Case Management Team (DCMT).

In addition: any items that continually disrupt learning should not be brought to school. Toys and other personal items may disrupt learning, create conflict between students and can be lost or stolen. Teachers or staff members may take these items. On the first incident, the item will be returned to the student at the end of the school day. On the second incident, the items will be returned when a parent comes to retrieve them.

### COMMUNICATING WITH THE SCHOOL

Communicating with the school can be done in a number of ways. E-mail is the preferred method. If you would like to speak personally with a teacher, please e-mail or phone for an appointment, so that we can give you undivided attention. You can easily e-mail teachers and administrators from the school's web-page. Some teachers may use communication folders to send flyers, homework, completed work, memos and other information home. Typically, teachers will send folders home on the same day each week. Please take the

time to read these papers, and, when appropriate, discuss the information with your child. Send the folder back to school each day with anything you need to return, or any written communication you wish to send to the teacher. Monthly informative newsletters from the PTA will be e-mailed home at the beginning of each month. (Those without email addresses, a hard copy will be sent home with your student). This newsletter contains valuable information such as the upcoming activities, etc.

### BIRTHDAYS

Birthdays will be recognized and celebrated in various ways at school, depending on the grade level of the child and their teacher. Please do not bring balloons or flowers to the school as this interrupts student learning. We ask that birthday party invitations not be handed out at school.

### DRESS CODE

**Student dress** influences the way students act. Please see that your child comes to school in clothing that is modest



(short shirts, low cut tank tops, strapless shirts, and spaghetti straps are not allowed unless a T-shirt is underneath) and that carries no disrespectful slogans or messages about things that are illegal for children. Students may not wear hats except on special school day occasions. Please no disruptive hairstyles or dyed crazy hair colors. No excessive piercings or other accessories that are disruptive to the education process.

## SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PLAN

Mountain View Elementary has implemented a school-wide positive behavioral support plan that utilizes common language to ensure consistency throughout the school. The purpose of the plan is to increase responsibility, respect, safety, and kindness at our school. The Mountain View Behavior Plan is based on four simple expectations:

- Be Respectful, Be Responsible, Be Safe, Be Kind

On a daily basis, the faculty and staff will be looking for students who are exhibiting these expected behaviors. Students exhibiting positive behaviors will receive a "Paw"itive Reward Ticket and their name will be placed in a weekly drawing. Students will also have the opportunity to be selected for Mountain Lion of the Month and have a chance to eat lunch with the principal.

### Discipline Procedures when Expectations are not followed:

Our goal is to redirect inappropriate behavior. When dealing with a discipline situation, we do our best to address it in such a way that the needs of the individual student are considered. We believe in involving parents in the discipline process and feel that we cannot be effective in teaching your children appropriate school and social behaviors without your support. Most discipline will be handled by the classroom teacher.

Consequences for inappropriate behavior may include:

1. Behavior Alerts followed up by a phone call from the teacher and to be signed by the parent and sent back to the

teacher.

2. Conferences with the student and/or parent.
3. Loss of privileges such as recess or assigned recess area
4. Phone calls home.
5. Exclusion from school
6. In or out-of-school suspension

### SAFE SCHOOL VIOLATIONS

As per District mandate, we are required to implement the Safe School Policy. The following behaviors will not be tolerated:

fighting	obscene language
bullying (physical and verbal)	obscene gestures
hazing	sexual harassment
destruction of school property	weapons - pretend or real
disrespect	

We instruct students to go and tell an adult when they see or are involved in conflicts with other children. Students who are involved in a fight, whether they started it or not, will receive disciplinary consequences as per Safe School requirements. We live in a world where it is not safe to physically defend yourself. It is important that we teach our children that walking away and telling an adult is a sign of inner strength, courage and self-control.

If a child's behavior continues to be serious in nature, they may be referred to the District's Case Management Team (DCMT). The DCMT will review the case and make recommendations. The DCMT will likely require an evaluation by district personnel. A student who is referred to the Case Management team will be excluded from school until the DCMT requirements have been met.

## SCHOOL LUNCH

Research has shown that students perform better when they have eaten a nutritious meal.

- School lunch is priced at \$1.85
- Breakfast at \$1.35
- Adults may purchase lunch for \$3.40, and breakfast for \$2.00.
- Milk is \$.40
- Reduced lunch is priced at \$.40
- Reduced breakfast at \$.30

There are a number of payment options available:

## SCHOOL LUNCH Cont.

1. Send a check, cash, or money order to the school in an envelope marked with your child's name, grade and teacher.
2. Go to the District web page, then Departments, Nutrition Services. From there, you can set up payment by credit card or automatic check debits.
3. Send a check or money order to the District at:

Nutrition Services  
Bldg. G-4 Freeport  
P.O. Box 160485  
Clearfield, UT 84015  
Phone: 402-7640

We are unable to provide meals for students without money in their accounts, so please be sure to keep accounts current.

## CROSSWALKS / PEDESTRIAN SAFETY

Our students' safety is of primary concern. Students should follow established walking routes. It is important for parents to review safe pedestrian practices with their children. Please refer to our SNAP Plan located on our school website.

RIDING TO SCHOOL Due to several hazardous traffic routes that exist within school boundaries, Mountain View Elementary Students are not permitted to ride bicycles to school. This applies to scooters, rollerblades, and skateboards.



## BUSSING

The District Transportation Department provides busses for students living more than 1.5 miles from the school. If you would like to know if you are eligible for busing, where the bus stop is, and what time the bus will come, you can log on to the District Web site:

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

Departments

Transportation

Bus Stop Information

Transportation information

Then just fill in the blanks as directed. If you need further help, call the Transportation Call Center for route information at **402-7500**.

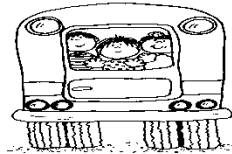
## BUS SAFETY

To ensure safety, appropriate behavior on and off the bus is required. Students must remain seated, keep hands and feet

to themselves, and speak to others in a normal conversational tone. Students are monitored by the bus driver and bus duty supervisor.

While entering, exiting or waiting for the bus, students must maintain a safe distance from the bus.

Students whose behavior is inconsistent with good manners may lose bus privileges. **It will then be the responsibility of the parent to transport their student to school.**



### DROP OFF/PICK UP & PARKING

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

Please inform anyone who might be driving students to school (grandparents, siblings, babysitters) of the following safety precautions:

### DROP OFF/PICK UP & PARKING Cont.

- *Red zones are for emergency vehicle access and must be kept clear at all times.*
- *Follow signage regarding drop-off, bus-zones, and parking areas.*
- *Drop-off/Pick-up area is on the West side of the school.*

### EMERGENCY PROCEDURES

The safety of your child is one of our greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. Emergency drills are conducted several times per school year and earthquake drills, emergency evacuations or other simulated emergencies are conducted throughout the year. Detailed escape plans are

posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building.

### SEVERE WEATHER POLICY

School will be in session unless the weather makes it hazardous for students and teachers. On questionable mornings, the local radio stations will announce any changes in school schedules. School closure information may also be obtained by dialing (801)-402-5500 or by accessing the district web-page. If, during the day, weather conditions become severe enough to require students to be dismissed before the regularly-scheduled time, local radio and television stations will be notified and parents will receive an automated phone call with instructions. Parents should take the time to develop a plan and discuss it with their children of what to do in the event of early dismissal. Concerns such as who will pick them up, where they should go, and who they should call are important concerns in an early dismissal situation.

### FIELD TRIPS

Parent donations to the PTA at the beginning of the year are largely responsible in funding class field trips. Field trips provide the opportunity for students to learn, grow and develop outside of the classroom. Permission slips will be sent home by classroom teachers. In order to participate in a fieldtrip, it is mandatory that we have a signed permission slip for each student. Parents may drive their own student to and from the field trip. However; parents may not transport other students in their private vehicles.



We also ask that you arrange for a sitter for younger siblings if you plan on volunteering during your student's fieldtrip.



### PETS

Pets are not allowed at school under any circumstances. If Students wish to "show and tell" their pet, they may do so with a picture.

### HOW PARENTS CAN HELP CHILDREN SUCCEED

Parents can help make the educational experience productive and meaningful for students through mutual support with the school.

- ❖ Help children come to school feeling good about themselves.
- ❖ Make sure your children are on time.
- ❖ Expect your child to be in attendance if they are not ill.
- ❖ Help develop study skills by reserving a time and place for homework.
- ❖ Show interest in what your children are doing and celebrate their success.
- ❖ Be a volunteer, visit the school, attend school programs.
- ❖ Support your child's teacher by contacting them when your child is having a problem.
- ❖ Speak positively to your child about their teacher, school, and schoolwork.

### NOTICE OF NON-DISCRIMINATION

Davis School District and Mountain View 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

Dr. 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

Jay Welk, 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) 402-5113

Scott Zigich, Director of Risk Management  
**Physical Facilities Compliance Coordinator**  
P.O. Box 588  
20 North Main Street  
Farmington, Utah 84025  
tel: (801) 402-5307

TDD (hearing impaired): (801) 492-5358

### **ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Mountain View Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator Erika Stewart, their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Adam King (402-5180) for student accommodations. (TDD hearing impaired ((801) 402-5358)

### **SAFE & ORDERLY SCHOOLS**

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

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

### **SERIOUS VIOLATIONS**

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

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 Mountain View 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 a designated school official to review the suspension.

### **AUTHORITY TO SUSPEND OR EXPEL**

The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student the school administrator shall

make a referral to the District's Case Management Team.

### **BULLYING/CYBER-BULLYING/HARASSMENT/HAZING**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, or discrimination of any school employee or student at school or 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. Mountain View Elementary policy may be found at [www.davis.k12.ut.us/154](http://www.davis.k12.ut.us/154) 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 Mountain View Elementary. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

### **EXTRACURRICULAR ACTIVITIES**

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

### **COMPULSORY EDUCATION REQUIREMENT**

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

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

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

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

#### **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. Mountain View 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 inquires may be sent to FPCO via the following email address:

[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

#### **PLEDGE OF ALLEGIANCE**

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

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

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

#### **PARENTAL RIGHTS IN PUBLIC EDUCATION**

The Davis School District and Mountain View Elementary shall reasonably accommodate\*\* a parent's or guardian's:

- written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to

a health care provider. *(Student agrees to make up course work for school days missed for the scheduled absence).*

- written request to place a student in a specialized class, a specialized program, or an advanced course. *(In determining whether placement is reasonable, the District shall consider multiple academic data points).*
- request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- initial selection of a teacher or request for a change of teacher.
- request to visit and observe any class the student attends.
- request to meet with a teacher at a mutually agreeable time if unable to attend a regularly 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.

### **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.**

