



Student & Parent Handbook

2019 - 2020

Odyssey Elementary

***Odyssey Elementary
Olympians
All Beelong!***

Welcome to Odyssey Elementary School!

Bodies in Motion: The Animal Kingdom

Odyssey has been built with a specific and exciting vision that impact the educational experience of the students who attend our school. The theme of “Bodies in Motion: The Animal Kingdom” will be implemented as teacher provide an activity based educational experience instr4ucting students using the DESK standards (Davis Essential Skills and Knowledge) curriculum. The physical structure, furniture, and equipment are designed to accommodate activity-centered instruction, collaboration between teachers and classes, while using current technology.

MISSION

Our purpose at Odyssey Elementary is to promote “Learning First” by integrating:

High Expectations

Originality

Networking

Environment

Yearly Progress

We will actively engage students in learning through data-driven instruction. Highly qualified teachers work together using common planning and assessments to support continuous academic and citizenship growth for each student. The physical facility supports these efforts and is used as a teaching tool. Odyssey Elementary invites and encourages community and parental involvement and support for all students.

We believe that students should leave Odyssey Elementary with essential skills including reading, writing, speaking, listening, thinking, and problem solving. Students should understand mathematics conceptually and be able to communicate in a variety of formats, cooperate with others, be good citizens, and use technology to access, process, and apply information. In addition, we believe that students should be challenged to think about their position in the world as the next generation of leaders, and be ready to take their place as upstanding citizens of the community.

French Immersion

Many people have asked questions about the dual Language Immersion program in the Davis School District. To help ensure that correct information is being shared in the community, please refer to the answers to our most Frequently Asked Questions.

•How are the kindergarten students selected for the immersion class?

Parents of incoming kindergarten students are invited to attend an informational meeting held in the early spring where the program is introduced. Applications are available that evening, and at each school, for a one to two week enrollment period. If more students apply than the program can accommodate, a lottery is held for the spots in the class.

•Is this a gifted program? Are students prescreened or can anyone apply?

The immersion program is NOT a gifted program, although it certainly serves the needs of a gifted learner. The immersion program is open to any interested incoming kindergarten student and prescreening is not part of the application process.

•Do you need to live within the school boundaries to be able to participate?

While living within the boundaries is not mandatory, preference is given to those students who would normally be assigned to attend that particular school. Occasionally, space is available for those living outside the school boundaries. Principals will be able to let patrons know if there will be room for out of boundary students in their school.

•Can older students join the immersion program?

As openings occur, students can join existing immersion classes up through the 2nd grade. Students are hand-selected for these openings based on factors that help ensure student success. Because the new student will be at a significant disadvantage coming into an existing immersion classroom, the student identified as the one most likely to succeed in this setting will be selected. If more than one applicant has met the guidelines for placement, a lottery will be held for the opening.

•What if my child isn't selected for immersion? Will he be at a disadvantage?

The immersion programs in Davis District are very limited in number and unfortunately, there are more interested students than there are openings. While this is a wonderful opportunity for students to acquire a second language, it is neither the mission nor the primary focus of the Davis School District. The district's mission statement is "Learning First" and is centered on the academic success of all students. The district prides itself on the quality education it provides to ALL students living in Davis County. The teachers in all the schools are well-trained and provide an outstanding education for all students.

•Are the immersion teachers all certified to teach?

All of our immersion teachers hold a Utah teaching license, however they come from a variety of backgrounds. Most have been educated in our local universities and have graduated with an Elementary Education or language degree. Others are International Guest Teachers from foreign countries. These teachers have been hand-selected by their respective governments to come to Utah to teach in our schools. They represent the "best and brightest" these countries have to offer. Other foreign teachers have spent a year as an intern in one of the immersion schools and then moves to a full-time teaching position the following year. A small number of teachers have a college degree in an area other than education; however, all are screened through a rigorous process by the Utah State Office of Education in order to ascertain their aptness to teach in our schools. If necessary, they take university and state-sponsored classes to complete their course work in Elementary Education.

**•What happens when the immersion students reach junior high and high school?
Won't the language classes offered be too easy for them?**

7th and 8th grade students will be offering one or two courses per year of advanced language classes. The 9th grade the immersion students will take an A.P. (Advanced Placement) course and will be tested to receive college credit. Upon passing the AP exam with a 3 or higher students may take level 3000 university courses in grades 10-12. If students take all three courses throughout high school, they will graduate 6 credit hours (2 classes) short of a minor in the language.

Information and Policies

ATTENDANCE

While occasional absences for school may be unavoidable, it is important that students attend school regularly and arrive on time. Students are expected to be in school except when illness, emergency or pre-planned family activities require absence. When children must be absent from school we ask parents to:

1. Call the school attendance office at 801.402.0206
2. Provide a medical doctor's statement for extended illness.
3. Inform the classroom teacher when outside recess is not permitted.
4. Follow up with the classroom teacher on any missed work.

ARRIVING TO SCHOOL

Students should not arrive at school too early since teachers are preparing for the school day. 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. On good weather days children stay outside until the bell rings. On stormy or cold days, the children will be invited into the multi-purpose room. Outside supervision begins at 8:20 when breakfast service begins.

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 may 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.

Lunch 2019-2020

Bell Schedule

11:15-11:55	1 st (Pirouznia, Auvray, Buhler)		8:20	Breakfast
11:25-12:05	3 rd (Wardel, Berez, Kossin)		8:45	First Bell
11:35-12:15	2 nd (Wilson, Wilkes, Voisin)		8:50	Tardy Bell
11:45-12:25	4 th (Ortiz, Allred, Wright, Tonge)		8:50-3:25	<u>Monday – Thursday Schedule</u> 8:50-11:30 AM Kindergarten 12:45-3:25 PM Kindergarten
11:55-12:35	5 th (Towner, Norman, Colas & Abadillo)		AM RECESS	PM RECESS
12:05- 12:45	6 (Hamilton, Mun, Romano)		10:00-10:15 4 th & 6 th	1:45-2:00 2 nd , 3 rd & 4 th
			10:15 1 st & 3 rd	2:00-2:15 5 th & 6 th
			10:30-10:45 K, 2 nd & 5 th	2:15-2:30 K & 1 st

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 Odyssey 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. 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

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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.

HOW PARENTS CAN HELP

Parents can do their part to help make the educational setting more productive and meaningful for students by joining in a partnership with the school.

1. Help children come to school feeling good about themselves.
2. Cooperate with the teacher to make school work important and effective.
3. Provide children with suitable study conditions.
4. Show interest in what your children are doing, but do not do the work for them.
5. Reserve a time for homework.
6. Understand that teachers expect homework to be returned on time.
7. Participate in the school. Be a volunteer Visit the school. Attend school programs.
8. Support your children by helping them understand their school responsibility.
9. Make sure your children are on time to school.
10. Expect your children to be in attendance when they are well.

DRESS CODE

The Board of Education of the Davis School District acknowledges student behavior can be affected by dress and appearance. In an effort to promote and protect the educational environment from disruption, the board has asked that dress code standards be clearly identified and enforced consistently throughout our school district. While schools can determine specifics, basic parameters include but are not limited to:

- Clothing, hair, and body should be neat, clean, and modest.
- Extreme or slovenly clothing or excessive, distracting grooming, including but not limited to:
 - Extreme, baggy or slovenly clothing.
 - Excessively oversized clothes.
 - Immodest, revealing clothing such as tight pants, low-cut shirts, tank tops, short dresses, short skirts and/or shorts, etc.
 - Clothing that is torn and frayed.
 - Clothing commonly accepted as being appropriate for the opposite sex.
 - Clothing that displays offensive, vulgar or lewd pictures or words.
 - Clothing that promotes illegal activities or displays alcohol or drugs.
 - Clothing that could be consider a weapon, including chains.
 - Exaggerated haircuts, (including spiked mohawks and designs carved into the hair), cosmetics, tattoos, body paint, or piercing (other than earlobes).'
 - Clothing that conveys a specific, particularized message that could cause a disruption of class or the work of the school.

- No hats or bandanas in the building.

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
Adult Breakfast	\$2.00
Reduced Lunch	\$.40
Reduced Breakfast	\$.30
Milk	\$.40

Yearly Payment: \$329.30 Reduced: \$71.20

Term 1:	\$85.10	Reduced:	\$18.40
Term 2:	\$81.40	Reduced:	\$17.60
Term 3:	\$85.10	Reduced:	\$18.40
Term 4:	\$77.70	Reduced:	\$16.80

Guidelines and applications for Free and Reduced lunch are available at <https://davisk12utus-2500.preview.finalsite.com/> (At the District web site, click on Departments, and then Nutrition).

An electronic copy of the monthly lunch menu is available at <https://davis.nutrislice.com/menu/odyssey>

Respectful behavior is required in the lunchroom. Students who are unable to manage themselves appropriately in the lunchroom may lose the privilege of eating in the cafeteria and may be required to use their recess time cleaning the cafeteria or school campus.

NUISANCE ITEMS

Toys, including, but not limited to, Pokeman or other trading cards, Legos, Barbies or other dolls, and Kadamass, Rubik's cubes, radios, electronic games, walkie-talkies, cameras, iPods, fingernail adhesive or super glue, etc., **should not be brought to school**. These items are a cause of concern because they can disrupt school and/or contribute to the injury of students. The teacher or administrator may take these items and hold them until a parent retrieves the item.

BEHAVIOR EXPECTATIONS

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Our goal is to prevent bullying at Odyssey Elementary and have all students agree to:

1. NOT bully other students.
2. Help students who are being bullied.
3. Include students who are being left out.

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 [Odyssey 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.

Odyssey Elementary students are expected to show respect for themselves, for others and for the school. Reasonable standards of behavior, which include an emphasis on safety and respect are required of students at all times. Our school uses instruction in and positive acknowledgement of appropriate behavior in all areas of the school. We will work with students to teach the skills they need to do what is expected in all areas.

**BE KIND
BE RESPONSIBLE
BE RESPECTFUL
BE SAFE**

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.

Yellow Card/Red Card Behavior Intervention will be used throughout the school to help students make good choices.

Inappropriate behavior may result in an office referral. If consequences are needed to remediate behavior, parents will be contacted via email or by phone.

LIBRARY

Each class has a weekly scheduled library time. Students will learn library skills, listen to stories, etc. 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.

STUDENT BIRTHDAYS

Please be considerate of all children when considering how to celebrate your child's birthday at school. Please celebrate your child's birthday at home rather than bringing balloons, flowers or gifts to the school. In lieu of treats, we would encourage students to bring a copy of a book they enjoy to donate to their classroom library with an inscription written by them. If you bring a treat for your child's class, please remember we can accept only commercially produced and packaged items.

FOOD EXPERIENCE AND TREATS

The Health Department requires that all food provided to students at school be commercially produced. No home-baked goods may be provided. In addition, we have a number of students at our school with severe food allergies, some requiring food prepared by commercial establishments who do not produce any product with nuts. Please be aware of these concerns when providing treats or food experiences at school.

SCHOOL INFORMATION

News of current activities or important information for parents will be sent home with students or mailed to students' homes. Folders will be sent home with students on a weekly basis with information from the school. Please check student backpacks regularly for your child's work. We invite you to visit our homepage on the internet which has time schedules, faculty and staff, school and class calendars, technology information, etc. Our homepage is found at: <https://odyssey.davis.k12.ut.us/>

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 found at: <https://www.davis.k12.ut.us/departments/nursing-services>

TELEPHONE USE

Telephones are used for official and emergency use only. After school play arrangements should be made from home. The phone is answered from 8:00 until 4:00 daily. Our school phone number is 801.402.0200 and our fax number is 801.402.0201.

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 801-402-0200, and a message will be relayed to your children.

LOST AND FOUND

Please label your child's possessions so that lost items may be returned. Do not write the phone number or name where it is visible on the personal possessions for safety reasons. The school is not responsible for lost or damaged items.

The school will make a reasonable effort to return found items to their owners, but unclaimed items will be placed in a lost and found bin located on the south side of the main hallway for a short period of time before being donated to a charitable organization.

BICYCLES

Students may ride bikes and scooters to school if they wear a safety helmet and walk these items on all school grounds. 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.

Failure to follow these rules may result in loss of privilege to have these items at school.

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.

Parents who drive students to and from school are asked to abide by all traffic and parking regulations at and around the school. Please use the drop-off lane closest to the school to pick up and drop off students. The “drive through lane” should be respected and not used to pick up or drop off students; this creates a dangerous situation for the students. Please follow all directional signs to avoid congestion. Please do not park on the road to pick up your student.

BUSING

Some students will ride a school bus to school every day. All students may ride school buses occasionally for fieldtrips. Therefore, all students must know and follow the bus rules.

Bus rules for the students include:

1. Students must be seated at all times when the bus is in motion.
2. Hands, feet, and other objects must be kept to oneself and remain inside the bus at all times.
3. Abusive language and/or inappropriate behavior is not permitted.
4. Directions of the driver must be obeyed.

Students who fail to follow these guidelines may, upon first warning have a seat assigned. A second warning will result in contact with the principal, who may also speak with parents. A third warning may result in suspended bus privileges.

ENROLLMENT REQUIREMENTS

Birth certificates, current immunization records, and proof of residency are required for students to attend Odyssey Elementary. Residency is defined as where the student lives for the majority of their time. The address of relatives or property that is owned, but not the student’s primary residence may not be used to claim a student lives in the school boundaries. Students who do not live in the school boundaries and have not been accepted on an official variance, will be asked to attend the school where they reside.

SERVICES FOR ENGLISH LANGUAGE LEARNERS (ELL) STUDENTS

In compliance with the Equal Educational Opportunity Act and Title VI, Davis County School District and Odyssey Elementary School provide alternative language services to ELL students. Parents or guardians of students who feel that their students would qualify for and benefit from these services are asked to speak with the principal or the District Director of Alternative Language Services, Dr. Bernardo Villar, at 801.402.5319

SPECIAL HELP

The school provides services in speech and hearing, social and psychological intervention and remediation through a resource program. A “special services team” meets weekly at Odyssey Elementary to address student’s needs. If you have questions regarding these services, please call the school.

ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the Davis School District and Odyssey Elementary will provide reasonable

accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator, Assistant Principal Libby Jacobsen or Principal Julie Peters at 801.402.0200. Or you may contact the District ADA Coordinator, Midori Clough at 801.402.5180.

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 suspends for longer than ten school days or is expelling the student, the school administrator shall make a referral to the District's Case Management Team.

BULLYING/HARASSMENT/HAZING/FIGHTING

Bullying, cyber-bullying, hazing, and retaliation of students and employees are against federal law, state law, and District policy, and are not tolerated by the District or its schools. It is the intent of the District to respond to school-related incidents by implementing prevention efforts where victims can be identified and assessed, and perpetrators educated, in order to create safer schools that provide a positive learning environment. School officials have the authority to discipline students and employees for off-campus speech that causes or threatens a substantial disruption on campus, at school activities, or causes or threatens a significant interference with a student's educational performance or involvement in school activities

STATEMENT OF NONDISCRIMINATION

The Davis School District AND Odyssey Elementary does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, or veteran status in its programs and activities. Additionally, the District provides equal access of District facilities to the Boy Scouts and other youth groups. This policy extends to all aspects of the District's education programs, as well as to the use of all District facilities, and participation in all District-sponsored activities. The District Compliance Officers will be responsible for implementing the complaint procedures of this policy.

Disability. Complaints alleging general claims of discrimination toward a student based on the student's disability may be directed to the following Compliance Officer:

Midori Clough, District 504 Coordinator
Educational Equity Department
P.O. Box 588
70 East 100 North
Farmington, UT 84025
(801) 402-5180

Gender in Athletic Programs. Complaints alleging discriminatory conduct in athletic programs in violation of Title IX may be directed to the following Compliance Officer:

Tim Best, Healthy Lifestyles Coordinator
Curriculum & Instruction Department
P.O. Box 588
70 East 100 North

Farmington, UT 84025
(801) 402-7850

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

Complaints alleging discriminatory conduct against students, parents of students, and visitors relative to race, color, national origin, religion, or gender in other than athletic programs may be directed to the following Compliance Officer:

Bernardo Villar, Director of Educational Equity
Kendell Building
P.O. Box 588
70 East 100 North
Farmington, UT 84025
(801) 402-5319

Employment. Complaints alleging discriminatory conduct in employment practices on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or veteran status may be directed to the following Compliance Officer:

Suzi Jensen, Director
Human Resources Department
P.O. Box 588
45 East State Street
Farmington, UT 84025
(801) 402-5132

Facilities. Complaints alleging failure to maintain applicable accessibility standards of school facilities resulting in discrimination against students, parents of students, visitors, or Boy Scouts or other youth groups may be directed to the following Compliance Officer:

Scott Zigich,
Director of Risk Management
P.O. Box 558
20 North Main Street
Farmington, UT 84025
(801) 402-5307

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 of 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 or guardians are encouraged to work with the school in promoting regular attendance of all students.

DISRUPTION OF SCHOOL OPERATIONS

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any of the following school-related conduct that

creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including, but not limited to: frequent, flagrant, or willful disobedience, defiance of school authority, criminal activity, fighting, noncompliance with school dress code, possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs), and the use of foul, profane vulgar, harassing or abusive language.

DRUGS/CONTROLLED SUBSTANCES

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

DUE PROCESS

When a student is suspected of violating Odyssey Elementary or District policy the school administrator must meet with and inform him or her of the allegations and provide the student the opportunity to give his or 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 suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent to meet with a designated school official to review the suspension.

FAMILY EDUCATION AND PRIVACY ACT

To encourage positive parental involvement in the education of children attending Davis Schools and to comply with State and Federal laws concerning family educational rights and privacy, this policy provides standards and procedures for the protection of private information within the curriculum and other school activities; and in the administration of psychological or psychiatric examinations, tests, or treatments, or any survey, analysis or evaluation of students.

The District or school may disclose certain directory information for appropriate reasons if it has given parents annual notice of their right to request that their student's directory information not be released by the District or school. The actual means of notification; special letter, inclusion in a bulletin or newspaper article, student handbook; is left to the discretion of each school.

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

Family Policy Compliance Office (FPCO)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920 (800) 872-5327 Informal inquiries may be sent to FPCO via the following email address: FERPA@ED.Gov

SAFE AND ORDERLY SCHOOLS

The Davis School District (District) shall furnish employment and a place of employment free from recognized hazards that are causing or are likely to cause death or physical harm to employees and comply with the standards promulgated under the Utah Occupational Safety and Health Act (OSHA).

SEARCH AND SEIZURE

School officials have 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 reasonable suspicion 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. School lockers are the sole property of the Davis School District and Odyssey 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.

SERIOUS VIOLATIONS

Students may be suspended, transferred to an alternative placement, expelled, referred to police for 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, regardless of where the conduct occurs.
2. Committing any criminal act, including by not limited to: assault, harassment, hazing, rape, trespass, arson, theft and vandalism, possession and use of pornographic material on school property.
3. Engaging in any gang activity, including by 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.

SEXUAL HARASSMENT

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, exposure to pornographic materials, other physical or verbal conduct or communications, including electronic communications of a sexual nature, and any other gender-based harassment, whether initiated by students, school employees, or visitors.

EXAMPLES: School-related conduct that the District considers unacceptable and often a part of sexual harassment includes, but is not limited to, the following:

- 5.2.1. rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the Utah Criminal Code;
- 5.2.2. unwelcome sexual invitations or requests for sexual activity in exchange for grades, preferences, favors, selection for extracurricular activities, homework, etc.;
- 5.2.3. unwelcome and offensive public sexual display of affection, including kissing, making out, groping, fondling, petting, inappropriate touching of oneself or others, sexually suggestive dancing, and massages;

5.2.4. any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "ratings lists;" howling, catcalls, and whistles; sexually graphic electronic messages or games, etc.;

5.2.5. unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or actual or perceived sexual orientation;

5.2.6. unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching of another's body parts, cornering or blocking an individual, standing too close, spanking, pinching, following, stalking, frontal-body hugs, etc.;

5.2.7. unwelcome and offensive physical pranks or touching of an individual's clothing, such as hazing and initiation, "streaking," "mooning," "snuggies" or "wedgies" (pulling underwear up at the waist so it goes in between the buttocks), bra-snapping, skirt "flip-ups," "spiking" (pulling down someone's pants or swimming suit); pinching; placing hands inside an individual's pants, shirt, blouse, or dress, etc.;

5.2.8. unwelcome leers, stares, gestures, or slang that are sexually suggestive, sexually degrading or imply sexual motives or intentions;

5.2.9. unwelcome and offensive skits, assemblies, and productions that are sexually suggestive, sexually degrading, or implies sexual motives or intentions or are based on sexual stereotypes;

5.2.10. unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, email, text, web pages, etc.;

5.2.11. any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes.

It is Davis School District policy to provide an educational environment free from sexual harassment and discrimination on the basis of sex. Under both Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, the District considers sexual harassment to be unlawful discrimination on the basis of sex. In addition, discrimination on the basis of sex is prohibited by the Utah Constitution. Finally, sexual harassment/assault by any individual may constitute a sexual crime under Chapter 76 of the Utah Criminal Code. It shall be a violation of this policy for any student or employee to sexually harass any other student or employee.

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, (a) possesses, controls, sales, arranges for the sale of, uses, or threatens use of a real weapon, explosive, noxious or flammable material; or (b) 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 year, subject to the following:

2.3.1. Within forty-five (45) days after the expulsion the student shall appear before a member of the District Case Management Team, accompanied by a parent or legal guardian; and the Case Management Team shall determine:

[a] what conditions must be met by the student and the student's parent for the student to return to school;

[b] if the student should be placed on probation in a regular or alternative school setting consistent with Utah Code Ann. §53G-8-208, and what conditions must be met by the student in order to ensure the safety of students and faculty at the school the student is placed in; and

[c] if it would be in the best interest of both the District and the student to modify the expulsion term to less than a year giving highest priority to providing a safe school environment for all students.

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

It is Davis School District's and Odyssey Elementary policy to comply with existing state and federal law regarding religion and religious expression in public schools. Specifically, it is District 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, the District will neither advance nor inhibit religion.

PARENTAL RIGHTS IN PUBLIC EDUCATION

To encourage positive parental involvement in the education of children attending Davis Schools and to comply with State and Federal laws concerning family educational rights and privacy, this policy provides standards and procedures for the protection of private information within the curriculum and other school activities; and in the administration of psychological or psychiatric examinations, tests, or treatments, or any survey, analysis or evaluation of students.

Parents/guardians have the right to inspect and review all of their student's education records maintained by the District or school. If the education records of a student contain information on more than one student, the parent/guardian may inspect and review or be informed of only the specific information about their student.

A parent, teacher, administrator, or other certificated school employee who believes a student may need specialized education, related services, or reasonable accommodations in order to have his or her individual educational needs met as adequately as the needs of nondisabled students may refer the student to the principal or school's designated 504 coordinator for evaluation and identification of the student's individual education needs.

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

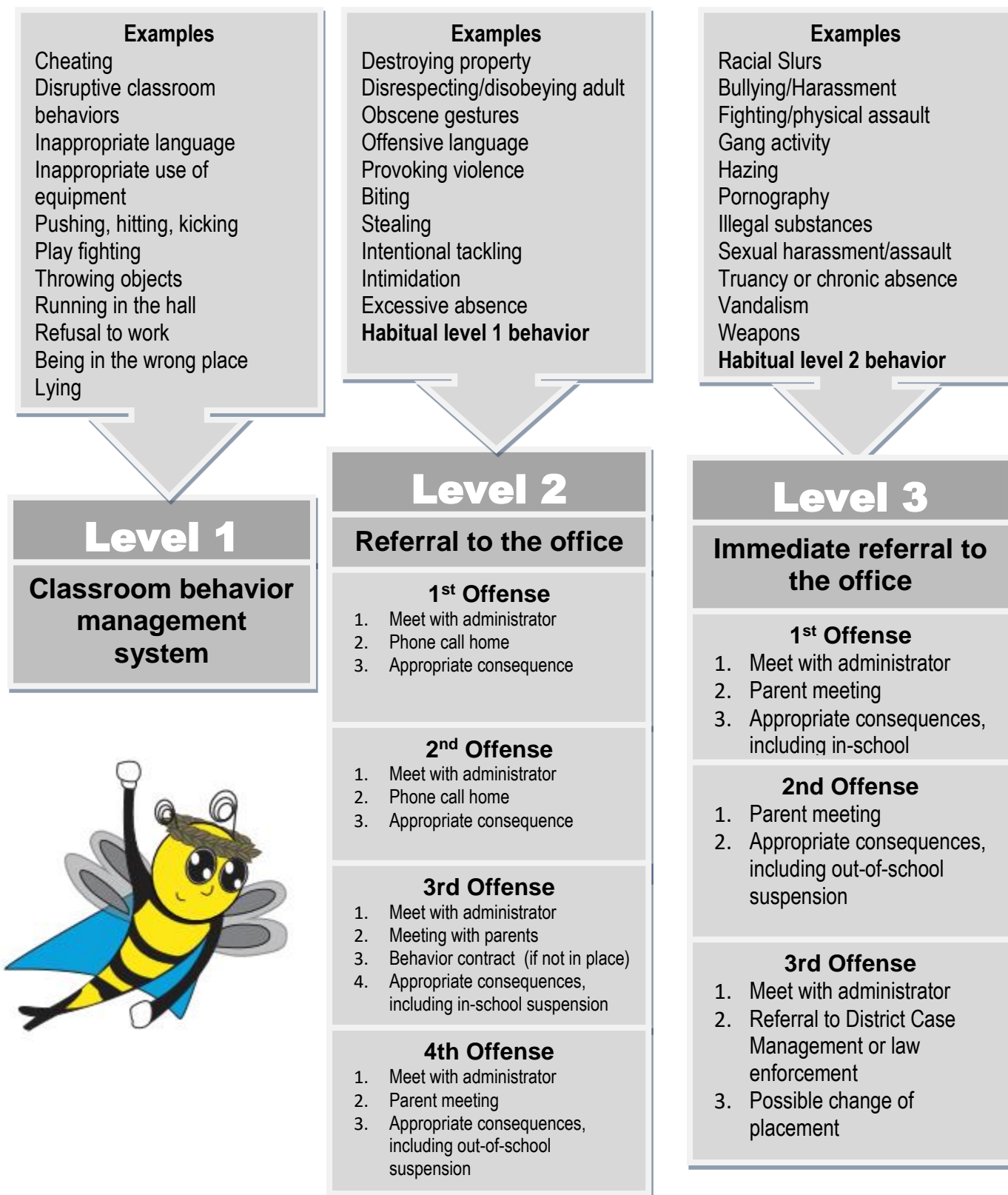
Ways To Help Your Child Succeed at School

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.

Common Area Student Procedures

<p style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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

Odyssey Elementary School-wide Behavior Management Plan



Odyssey 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 ~~2017-2018~~ 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 **Odyssey Elementary** do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by law, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

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

Steven Baker, Associate Director Human Resources
ADA (Employment Issues) Coordinator
Davis School District
45 East State Street
P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-5315

Midori Clough, District 504 Coordinator
504 (Student Issues) Coordinator
Davis School District
P.O. Box 588

70 East 100 North
Farmington, Utah 84025
tel: (801) 402-5180

Bernardo Villar, Director of Equity
Title IX Compliance Coordinator
Race, Color, National Origin, Religion, or Gender in other than Athletic Programs
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
tel: (801) 402-5319

Tim Best, Health Lifestyles Coordinator
Title IX Compliance Coordinator
Gender Based Discrimination in Athletic Programing
Davis School District
P.O. Box 588
20 North Main Street
Farmington, Utah 84025
tel: (801) 402-7850

Scott Zigich, Director of Risk Management
Physical Facilities Compliance Coordinator
P.O. Box 588
20 North Main Street
Farmington, 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 **Odyssey 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 801-402-0200** 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 **Odyssey 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 **Odyssey 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 **Odyssey 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 **Odyssey 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. **Odyssey 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 Odyssey 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.