

Sunset Elementary

Phone: 801-402-2550

Fax: 801-402-2551

Principal: Ms. Jodi Rees

Assistant Principal: Mrs. Denice Maedgen

Head Secretary: Mrs. Sheri Tanner

2020-2021

Student-Parent Handbook



Message to Parents

Dear Parents,

Welcome to the 2020-2021 school year! Our school theme for the year is “Hear us ROAR” with ROAR being Respect It, Own It, Accept It, and Responsible for It. “It” can be all kinds of things...attitude, choices, schoolwork, etc. We hope you will give your best efforts to whatever “it” is for you.

We are committed to excellence in education, knowing that all children can learn. Learning looks different for every child and all learning adds to a child’s sense of self-worth and long-term success. We want all children to not only learn the academic skills needed to be successful for their grade level and beyond, but to also learn life skills that will enhance their social and emotional learning as well.

With the school year beginning on a hybrid schedule, we are confident that the smaller number of students at school will not only allow for physical distancing to slow the spread of Covid, but also allow for students to learn in small groups with intentional instruction.

Learning days at the school will consist of rich learning experience that focus on core standards for learning. Remote learning days will consist of independent and self-directed work, most likely practice of things previously learned, through Canvas. Students should not be spending more than 40 minutes per core subject (English, Math, Science) on these remote days, or about 2 hours total.

Please review the information in this document with your child and feel free to reach out with any questions that you may have. In addition to this booklet, you will receive periodic emails, phones calls, etc. from the school. The PTA will also inform you about activities they are hosting. Please follow us of social media.

We are excited for what a new school year will bring for each of us. Together, we can make it a positive experience for all involved.

Sunset Tigers...Hear us ROAR!

Jodi Rees
Principal

2020-2021 School Calendar

Back to school night (virtual)	Thursday, August 20, 2020
School begins (early out day)	Tuesday, August 25, 2020
Labor Day (no school)	Monday, September 7, 2020
Professional Day (no school)	Monday, September 28, 2020
Parent Conferences (early out)	Wed-Thur., October 7-8, 2020
Fall Recess (no school)	Thur.-Fri, October 15-16, 2020
End of 1 st term (early out)	Thursday, October 29, 2020
Professional Day (no school)	Friday, October 30, 2020
Teacher Comp Day (no school)	Wednesday, November 25, 2020
Thanksgiving Break	Thur.-Fri, November 26-27, 2020
Winter Recess	December 21, 2020-January 1, 2021
School Reconvenes	Monday, January 4, 2021
End of 2 nd term	Friday, January 15, 2021
Martin Luther King, Jr. Holiday (no school)	Mon. January 18, 2021
Professional Day (no school)	Tuesday, January 19, 2021
Parent Conferences (early out)	Wed-Thur., January 27-28, 2021
President's Day (no school)	Monday, February 15, 2021
End of 3 rd term (early out)	Thursday, March 25, 2021
Professional Day (no school)	Friday, March 26, 2021
Spring Recess	March 29 – April 2, 2021
Memorial Day (no school)	Monday, May 31, 2021
Last day of school	Friday, June 4, 2021

Sunset Elementary Social Media Links

Just scan these QR codes with your phone's camera

School Website



Facebook



Instagram



PTA Facebook



Bell Schedule—Sunset Elementary 2020-2021

8:45 a.m. First Bell Rings
8:50 a.m. Tardy Bell Rings

Scattergroups:

9:30-10:00 a.m. Scattergroups for 5th and 6th grades
10:05-10:35 p.m. Scattergroups for 1st and 2nd grades
10:45-11:15 a.m. Scattergroups for 3rd and 4th grades
11:15-11:45 a.m. AM Kindergarten
2:15-2:45 p.m. PM Kindergarten

Morning Recess:

10:00 a.m.-10:20 a.m. 5th and 6th grade
10:20-10:40 a.m. 4th and Kinder

Lunch:

11:00 a.m.-11:35 a.m. 1st grade
11:20 a.m.- 11:55 p.m. 2nd grade
11:40 a.m.- 12:15 p.m. 3rd grade
12:00 a.m. – 12:35 p.m. 4th grade/SBC
12:20 p.m – 12:55 p.m. 6th grade/SBC
12:40 p.m.- 1:15 p.m. 5th grade

Afternoon Recess:

1:30 p.m.-1:50 p.m. 2nd and Kinder
1:50 p.m.-2:10 p.m. 1st and 3rd grade

Preps:

12:55-1:45 1st and 6th
1:45-2:35 4th and 5th
2:35-3:25 2nd and 3rd

Kindergarten Schedule

Monday-Thursday

AM 8:45-11:50 a.m.
PM..... 12:20-3:25 p.m.

Fridays and Parent Conference Days

AM 8:45-10:50 a.m.
PM..... 11:25 a.m.-1:25 p.m

ARRIVING AT SCHOOL and SCHOOL BREAKFAST

Children should not arrive at school prior to the beginning of school (see bell schedule). No playground supervision provided before 8:30 a.m. Students remain outside until the bell rings at 8:45 a.m. Students will meet their teachers at their assigned locations. To ensure safety, students are not allowed in the building before school hours as this is considered unsupervised time (unless eating breakfast or in a program held before school).

At the back (east) side of the school, each grade level will have color-coded paw prints to line up on. These prints are physically distanced.

Kindergarten...White

2nd grade...Green

4th grade...Yellow

6th grade...Blue

1st grade...Silver

3rd grade...Red

5th grade...Orange

On good weather days, children line up outside, according to their classes, behind the building. On stormy or very cold days, children will be invited indoors. Students will enter the building through the south office doors and go to the Activity Center.

Students eating breakfast should enter through the lunchroom doors on the East side of the building (dock area) and return outside when finished.

ATTENDANCE

It is the legal responsibility of the parent to ensure that their children are in attendance and punctual each school day (Utah State Law, Utah Code 53A-11-103). Regular and consistent school attendance is essential for student growth and achievement. A student missing only 2 days per month ends up missing 10% of the school year. **Please support your child's education by making sure they are here at school and here on time!**

BAD WEATHER DAYS

Recess breaks with fresh air, socializing, and exercise are important parts of each day. Please be certain that your child is dressed appropriately for current weather conditions. When the air quality or weather are extreme, students will have indoor recess. If at any time a parent wishes to have their child stay in from recess, a note must be sent with the child EACH DAY that a parent wishes them to stay inside.

BEHAVIOR EXPECTATIONS

Good behavior is a focus at Sunset Elementary! School-wide expectations are centered on promoting a safe school environment and respect for self and others. Fighting, swearing, bullying, vandalizing, and stealing have serious consequences as do disrespectful comments or gestures. (Please see more under School Discipline Plan).

BOOK/ EQUIPMENT SUPPLY REPLACEMENT

Each student is responsible for textbooks and library books issued to him/her. A replacement cost will be assessed if the student loses or damages books, supplies, or equipment, owned by the school.

CHECKING IN & CHECKING OUT

Students who arrive late to school must check in at the office before going to class. Students who are leaving during the school day must be checked out at the office. Please allow ample time for checking your child out of school. ***Picture ID will be needed to check children out of school. Please be prepared with your ID.***

The check out process will consist of:

1. Parents/Guardians/Authorized Adults must come to the office and sign their student out. Students will not be excused via a phone call.
2. The student will be called to the office.
3. The students will walk to the office and meet the parent/guardian/authorized adult.
4. Adult and student will leave the building together.
5. Student must be signed back in by the adult when returning to school.

No student is to ever leave the school unless it is through the school office with a parent or guardian. Thank you for your understanding. We cannot be too careful on this matter.

CHILD ABUSE / NEGLECT

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Our school will report suspected child neglect as well.

CLASSROOM/SCHOOL VISITS

Parents are always welcome; however, teachers and administration appreciate appointments being made prior to visiting the classroom. Anyone entering the school with need photo I.D. and needs to check in at the office to obtain a visitor's badge.

For the safety of our staff and students, Sunset Elementary school and school ground are closed to anyone who is not a student or official visitor at the school. We reserve the right to deny access anytime to school property to any individual that we feel is disruptive to school functions.

CLOSING OF SCHOOL

During the school year, the school may have to cancel classes before the scheduled dismissal time because of weather conditions or other unforeseen reasons. If school closure is needed, parents and guardians will be notified via phone and email. In addition, the following number and radio station will carry the announcement: Telephone 801-402-5500/ Radio KSL 1160.

In case of early dismissal, students will only be released to a guardian or person listed as an emergency contact. Photo ID will be required. Parents should arrange a contingency plan for such emergencies prior to school starting each fall so students are prepared, and school phone lines can be used for emergency purposes. Emergency contacts should be updates with the office as needed.

COMMUNITY COUNCIL

Our Community Council is comprised of parents and school staff. The Council meets several times throughout the year for the purpose of helping with school improvement. Anyone is welcome to attend these meetings. Agendas are posted 24 hours before the meeting. Items can be added to the agenda by calling or emailing the council chairperson. If you are interested in serving on the Council, please contact the school office.

CROSSWALKS / PEDESTRIAN / BUS SAFETY

The safety of our students is one of our primary concerns. Students should follow established walking routes. Parents should teach their students these routes and how to safely cross the road in designated crosswalks.

DISTRICT-OWNED ELECTRONIC DEVICES

Students will be responsible for the use and care of District-owned electronic devices used at school. Parents and students will be required to sign an acceptable use agreement online through myDSD or fill out a paper version before students will be allowed to use the devices.

If a student damages any school materials or devices, they are responsible to repair or pay for that item.

DRESS CODE

The Davis County School Board emphasizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately for schoolwork. Students who violate the dress code will be asked to call their parents to bring them appropriate clothing. If we are unable to reach a parent, we will provide alternative clothing for your child to wear for the rest of the day. Hats, spiked belts, chokers, etc., will be kept in the office until the end of the day.

All students shall wear their hair in a clean and well-groomed manner. Extreme hairstyles or colors are prohibited. The school administration shall determine what is considered extreme.

Sunset Elementary prohibits the following types of clothing at school or school activities:

- Baggy or sagging pants or shorts
- Excessively oversized jackets or coats
- Inappropriately short, tight or revealing shorts, skirts, dresses, shirts, etc.
- Clothing, apparel, hair, etc. which causes a distraction to learning
- Bare or stocking feet, slippers or flip flops
- Hats and bandanas for both boys and girls
- Clothing attachments or accessories which could be considered weapons, including but not limited to spikes on boots, bracelets, chokers, chains on wallets or belts, etc.
- Exaggerated cosmetics and/or body paint
- Exaggerated body piercing
- Clothing which displays obscene, vulgar, lewd or sexually explicit words, messages or pictures
- Clothing that exposes bare midriffs, buttocks or undergarments
- Sleeveless shirts or tank tops
- Clothing that advertises a substance a student cannot legally possess or use (i.e., tobacco, alcohol, illegal drugs)
- Belts worn excessively long in the front
- Exaggerated hair styles or unnatural hair color

DRILLS

Emergency drills are conducted monthly according to state and district regulations. Teacher will review emergency procedures with their students. Evacuation procedures and routes are in every classroom. If we must evacuate the school, our alternate location is the LDS church on 1800 N just west of the school. Parents will be informed if students need to be picked up from an alternate location than the school. In an emergency situation, students will only be released to a guardian or person listed as an emergency contact. Photo ID will be required.

DROP OFF/PICK UP & PARKING

Drivers should use extreme caution around the school. Please inform anyone who might be driving students to school of the following:

1. Red zones are for emergency vehicle access and must always be kept clear.

2. We strongly encourage all drop off or pick up to be done from the South parking lot.
3. When using the South parking lot, please keep traffic moving. If you plan to stay longer than the time it takes for your child to exit the vehicle, please park and wait so that the flow of traffic is not slowed.
4. **Bus Zone—Sunset does have one bus and several day care vehicles. The Bus Zone is in the Bus loop on the west side of the school. **NO cars are allowed in the Bus Loop from 8:15-8:40 a.m. and from 3:00-3:30 p.m.**
5. If picking up curbside, please keep a safe distance from crosswalks and stop signs so that students can see and be seen.
6. Students are not allowed to be in the parking lot unattended—an adult must accompany them.
7. Students must use crosswalks at busy streets.

Also, please remind your child about parking lot safety. Be mindful that many children will be in the parking lot before and after school.

ELECTRONIC DEVICE POLICY

Scope:

Sunset Elementary is a one-to-one school. This means that every student at Sunset has access to an electronic device during the school day. This policy is for student and employee use of electronic devices. Electronic devices have become a common means of communication and information access today. However, these devices have the potential of disrupting the daily activities at school. The school has created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school sponsored activities, and on school transportation.

Definition:

For the purposes of this policy, “Electronic Device” means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including: (1) a smart phone; (2) a smart or electronic watch; (3) a tablet; or (4) a virtual reality device.

“District-owned electronic device” means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is identified as being owned, provided, issued, or lent by the District to a student or employee.

“Privately-owned electronic device” means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by the District to a student or employee.

Possession and Use:

Student may possess and use electronic devices at school by adhering to the following:

1. Students adhere to the District Acceptable Use Agreement. This must be signed and turned in to the school before using District-owned electronic devices.
2. Student may possess electronic devices at school and school sponsored activities if the device is powered down and kept in a backpack.
3. Use of electronic devices during the school day, including recess and lunchtime, is prohibited. They must be completely powered down, turned off and kept out of sight.
4. Students may use electronic devices before 8:45 a.m. and after the final bell of the day if it doesn't create a distraction or disruption.
5. Use of electronic devices on school busses is at the discretion of the bus driver. Distracting behavior that creates unsafe conditions will not be tolerated.
6. Use of electronic devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency as defined by the school staff exists.

Prohibitions:

Electronic devices shall not be used in any way that threatens, harasses, bullies, humiliates, invades privacy or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Electronic devices may not be used during any Utah student academic assessments unless specifically allowed by law, student IEP, or assessment directions.

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

Confiscation:

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released/returned to the student's parent/guardian after the student has complied with any other disciplinary consequences.

Security and Devices:

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume any responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Potential Disciplinary Action:

- At the discretion of administration, violation of this policy may result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities.
- A student who violated this policy may be prohibited from possession of an electronic device at school or school-related events.
- Confiscation of devices for increasing periods of time for subsequent violations.
- In-school suspension.
- Out of school suspension.
- Notification of law enforcement, at school's discretion, if circumstances warrant such notification.

Exceptions:

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- The use is specifically required to implement a student's current and valid IEP.
- The use is at the direction of a teacher for educational purposes.
- The use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.

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. It is mandatory that we have a signed permission slip for each student to go on a field trip. Parents may drive their own student to and from the field trip. 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 as a parent during your student's fieldtrip.

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. Sunset Elementary has a Health Clerk onsite to help with medical needs of our students.

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 will be considered 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.

IMMUNIZATIONS

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

LOST AND FOUND

All found items are placed on the Lost and Found tables at school. The school is not responsible for lost or stolen items. Proper identification of property can reduce these losses.

NUISANCE ITEMS

Toys, speakers, electronic games, cell phones, iPods, walkie-talkies, pocket-knives, trading cards, roller blades, shoes with wheels, etc. should not be brought to school. These items are a cause of concern and disrupt school. The teacher, administrator, or staff may take these items from students and return them only to the parent.

PARENT/TEACHER CONFERENCES

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

1st Conference—October 7-8

Monday and Tuesday will be regular schedule days.

Wednesday, Thursday, Friday are early out days.

2nd Conference-January 27-28

Monday and Tuesday will be regular schedule days.

Wednesday, Thursday, Friday are early out days.

PETS

Students may bring pictures of their pets, but no pets can be brought to school.

POP, GUM, CANDY

These items are not allowed in school except for lunch, to be eaten in the lunchroom, and during special

activities under the direction of the classroom teacher. When students leave the classroom, they must discard the items.

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.

RIDING TO SCHOOL

Bicycle/Scooter areas are provided on the North side of the school. We cannot assume responsibility for stolen or damaged bicycles/scooters. Students riding bicycles/scooters to school must follow the procedures stated below:

*Bicycles/scooters are NOT to be ridden on school grounds. Please have them walk their bikes once they come to the cross walk and reach school grounds.

*Bicycles/scooters should be locked in the bicycle racks.

SAFE SCHOOL VIOLATIONS

As per District mandate, we are required to implement the Safe School Policy. Some examples of Safe School Violations would be bullying, fighting, aggressive/obscene language, etc.

We instruct students to go and tell an adult when they see or are involved in conflicts with other children. The administration will discipline students on a case by case basis and parents will be notified as soon as possible.

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

Breakfast	\$1.45
Reduced Breakfast	\$0.30
Adult Breakfast	\$2.10
Lunch	\$1.95
Reduced Lunch	\$0.40
Adult Lunch	\$3.50
Milk	\$0.50

Lunch money is processed by Davis Nutrition Services. Parents are encouraged to pay for lunches in advance by the month, term, or year. Direct deposit is a great way to ensure that your child always has lunch money in their account. You can check your child's lunch balance online at any time.

Notices are sent home with student when lunch account is at a zero balance and student is verbally informed by lunch staff when getting low.

Payments can be made online at www.davis.k12.ut.us/nutrition or by check. Please make checks payable to Davis Nutrition Services. Include student name, school, and student number with the check. Checks can be brought to the office or sent to...

Nutrition Services

Bldg. G4 Freeport
P.O. Box 160485
Clearfield, UT 84015-0485

Breakfast is served daily at 8:20 a.m. Please see above for breakfast prices. Students enter through the East door of the lunchroom for breakfast.

SCHOOL-WIDE BEHAVIOR SUPPORT PLAN

Sunset 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 safety, learning and respect at our school. Students are expected to be builders of safety, respect and learning by following the school rules:

1. Be kind
2. Be safe
3. Be responsible
4. Be respectful

Students who break one of the above-mentioned expectations will be issued a behavior ticket. The classroom teacher will keep a copy of each ticket and a copy may be sent home as well.

Daily, the faculty and staff will be looking for students who are exhibiting school-wide expectations. Students exhibiting positive behaviors will receive a “High Five” ticket and their name will be placed in a container for a drawing. Drawings done weekly.

Additional positive behavior supports and celebrations may be implemented by the school throughout the year.

SMART REPORT

The SMART REPORT is used to report your student’s progress each quarter. This report is based on the child’s mastery of standards and not on a less meaningful “point” or “grade” system. Under this system, students are working toward and graded on whether they have mastered required concepts, not on accumulating points. Students are also assessed quarterly in the important areas of responsibility, timely completion of assignments, and behavior, which are record separately from the academic assessment.

SNOW

When winter arrives, snowballs become an issue at school. Throwing snow of any form is not allowed at any time on school grounds. This includes before and after school.

Also, be cautious of the areas around and on school grounds that may become covered in ice or snow. Use caution when walking on snow packed pathways. Please inform the school office if you notice an area of concern.

TELEPHONE USE

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.

Please help us by reminding your child that if they call home from the school and do not reach you, they should leave a message.

While teachers are always open to communication with parents, phone calls during the school day are disruptive to the teacher process, so please limit calls to before and after school hours, whenever possible. They will return your call in a timely manner.

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 schoolwork 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 time for homework and turn off the television.
6. Understand that teacher expect homework to be returned on time. Help your child learn life-long lessons of managing time wisely by encouraging your child to complete their assignments.
7. Participate in the school and become a volunteer.
8. Attend school programs and activities.
9. Support your child by helping them understand their responsibility in having a successful and productive school year.
10. Make sure your children arrive at school on time each day.
11. Expect your children to be in attendance when they are well.

Family engagement can raise student academic achievement so substantially that schools would have to spend more than \$1000 per pupil to get the same result—National PTA

<p>It is required that the following information be published and made available to our students and patrons.</p>
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DAVIS SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION

Davis School District and Sunset 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

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 Sunset Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator, Hallie Myler (402-2550), 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 Sunset 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 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 Sunset 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. Sunset Elementary's policy may be found at <https://sunsetel.davis.k12.ut.us/> or a copy may be obtained in the school office.

SEARCH AND SEIZURE

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

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School lockers, desks or other storage areas are the sole property of the Davis School District and Sunset 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 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, honors, and awards received, 9) photograph, 10) most recent educational institution attended by the student.

If you, as a parent, do not want Sunset 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, 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. Sunset 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 Sunset 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.