



Layton Elementary Parent/Student Handbook 2020-2021

Principal: Melissa Pendergast
Assistant Principal: Heather Schulz
Head Secretary: Susan England

369 West Gentile Street, Layton, UT 84041

Phone: 801-402-3500

Fax: 801-402-3501

Web address: www.davis.k12.ut.us/144

The schedule for the first four weeks is given below. Because of the Tuesday start, we will alter the schedule for the first week so that all students see their teachers in person during the first week of school. The tables below show the group schedule for the first four weeks of school. We are looking forward to a great year!

ELEMENTARY STUDENTS

		Mon. 8/24	Tue. 8/25	Wed. 8/26	Thu. 8/27	Fri. 8/28
Week 1	Group 1 (A-K)	No School	Remote	In Person <i>early dismissal</i>	Remote	In Person <i>early dismissal</i>
	Group 2 (L-Z)	No School	In Person <i>early dismissal</i>	Remote	In Person <i>early dismissal</i>	Remote

		Mon. 8/31	Tue. 9/1	Wed. 9/2	Thu. 9/3	Fri. 9/4
Week 2	Group 1 (A-K)	In Person	Remote	In Person	Remote	Remote
	Group 2 (L-Z)	Remote	In Person	Remote	In Person	Remote

		Mon. 9/7	Tue. 9/8	Wed. 9/9	Thu. 9/10	Fri. 9/11
Week 3	Group 1 (A-K)	No School	Remote	In Person	Remote	Remote
	Group 2 (L-Z)	No School	In Person	Remote	In Person	Remote

		Mon. 9/14	Tue. 9/15	Wed. 9/16	Thu. 9/17	Fri. 9/18
Week 4	Group 1 (A-K)	In Person	Remote	In Person	Remote	Remote
	Group 2 (L-Z)	Remote	In Person	Remote	In Person	Remote

2020-2021 Layton Elementary Bell Schedule

Breakfast in Lunchroom.....8:20 – 8:40 am
 First Bell8:45 am
 School Begins (Tardy Bell).....8:50 am

Monday – Thursday8:45 am – 3:25 pm
 Friday (Early Out).....8:45 am – 1:25 pm

AM Recess

3rd, 4th, 5th10:15 am – 10:30 am
 1st, 2nd, 6th10:30 am – 10:45 am

Lunch

1st Grade11:05 am – 11:35 am
 3rd Grade11:25 am – 11:55 pm
 2nd Grade11:45 am – 12:15 pm
 4th Grade12:05 am – 12:35 pm
 5th Grade12:25 pm – 12:55 pm
 6th Grade12:40 pm – 1:10 pm

PM Recess

2nd, 4th, 6th2:00 pm – 2:15 pm
 1st, 3rd, 5th2:15 pm – 2:30 pm

Kindergarten Schedule

AM Session, Monday thru Thursday.....8:45 am – 11:30 am
 AM Session, Friday.....8:45 am – 10:50 am
 PM Session, Monday thru Thursday12:45 pm – 3:25 pm
 PM Session, Friday11:25 am – 1:25 am
 Extended Day, Monday thru Thursday11:25 am – 12:45 pm

Lunch Bell Schedule

Grade	Start	Green	Bad Weather	End Of Recess
1 st	11:05	11:20	11:25	11:35
3 rd	11:25	11:40	11:45	11:55
2 nd	11:45	12:00	12:05	12:15
4 th	12:05	12:20	12:25	12:35
5 th	12:25	12:40	12:45	12:55
6 th	12:40	12:55	1:00	1:10

My.DSD Guardian Account

It is very important that you set up an online guardian account in order to access lunch payment options, schedule SEP conferences, view your child's school progress, etc. Here's how:

1. Go to the school website www.davis.k12.ut.us/144
2. Select the small my.DSD icon at the top right of the screen
3. Login or Set Up a guardian account.
4. To set up a guardian account, you will need to know your child's **student ID** (ask your child or call the office).
5. Click on the down arrow next to the headings and new menus will appear (Academics, Payments, and Tools).

School Lunch/Breakfast

All menus and nutrition information are on Nutrislice: <http://davis.nutrislice.com/>
Students without lunch money in their accounts **may not** charge their lunch to pay later.

Free/Reduced Meals

Go to your my.DSD Guardian Account to apply for free or reduced meals. *A new application must be filled out every school year.* Only one application is needed per household per school year. **Parents/guardians are responsible to pay for all school meals until your application has been approved.**

Lunch

- Student \$1.95
- Reduced \$0.40
- Adult \$3.50

Breakfast

- Student \$1.45
- Reduced \$0.30
- Lunch \$2.10

Milk \$0.50

Policies & Procedures

Registration Procedures:

Utah law states that children must be born on or before September 1st to enter Kindergarten.

In order to register your child, you will need:

- Child's immunization record
- Child's official birth certificate
- Two proofs of residency or proof of lot purchased

Students must live within the school boundaries in order to attend. Layton Elementary is a "closed" school to any boundary variances.

Registration Card

Please update the registration card yearly and throughout the year as changes are made. Please advise us when phone numbers or addresses change. Emergency contacts should be on the card. **Students can only be released to a guardian or those listed as emergency contacts.**

Weather

Based on weather conditions, students may need to come in before the morning bell rings. If this is the case, they will go directly to their classrooms.

Arriving at School

Students should arrive at school no earlier than 8:30 (unless eating breakfast). Please drop off your student(s) at the east side of the building; avoid the bus loop at the front of the building. Our doors open for students at 8:45 a.m. If weather conditions require students to come in the building, students will go directly to their classroom to wait for the morning bell.

Leaving School During the Day

- If your child is to be checked out, a parent or guardian must be the one to check the child out by coming into the school office.
- If you must have someone else pick them up, please remember that we cannot release your child to anyone whose name does not appear on your registration card.
- Please know that we will ask for ID from anyone, even the parent, checking a student out of school.
- The office will call your child down to be released. Please do not go to the classroom.
- Students need to check back in through the office if they return to school during the day.

Drop Off/Pick Up

For the safety of our students, we ask that you pick up/drop off your child in the designated loop on the east end of the school only. The bus loop in the front is reserved for buses during the half hours before and after school. Buses have priority during those hours; using the loop may cause you long delays.

Attendance Policy

Attendance at school is critical for your child's success. Students who attend school regularly have greater achievement and learn important life skills. **We expect all students to be at school and on time.**

We would ask that you follow this procedure if your child needs to be absent:

1. Please call the school (801-402-3500) if your child is going to be absent. If your child is ill, he/she belongs at home.
2. If students come to school ill, we will call to ask you to pick them up.
3. Follow-up with the teacher to make sure that the child has access to materials and learning he may have missed.

Personal Items Brought to School

Students may bring personal items to school **only** if instructed by their teacher. Some items can be a nuisance when they distract from learning. No personal playground equipment is allowed. The school is not responsible for any lost or stolen items.

Skateboards, Roller Skates/Blades, Scooters

Students may bring bicycles, skateboards, roller skates/blades, or scooters to school. However, these are not to be ridden on school property. Bikes must be stored on designated bike racks only. Shoes with rollers should not be worn to school.

Telephone

Students must have a phone pass to use phones in the office. Students will not be allowed to call home for permission to go home with a friend. Those arrangements should be made in advance at home. Cell phones may not be used during the school day.

Safety

Visiting the School

Layton Elementary can only be accessed through a secure vestibule. When visiting the school, you will need to enter through the main doors and then access the doorbell and show ID. All ID will be checked in the office, even if you are just eating breakfast with your child. Volunteers and other visitors will need to wear their check-in badge in the school, as well as wear a mask and have their temperature checked.

Hours of secure vestibule:

8:00 a.m. - 4:00 p.m. - Exterior doors will be unlocked (please ring the office when you arrive)

Behavior

Positive Behavior Intervention Plan

Research indicates that schools are effective when they have well-established structures and procedures. At Layton, we strive to have a safe and orderly environment that promotes (1) self-respect, (2) respect for others, and (3) respect for property, through character education and positive behavior.

Growth Mindset

We teach students that their amazing brain is capable of learning and growing. Failure is an important part of learning and we can be proud when we learn from our failures.

Layton's Essential Dozen

Students and teachers have worked together to provide our student conduct code, called the Layton Essential Dozen. We believe these behaviors will help your child be successful in school and life:

1. Be nice to everyone.
2. Be honest.
3. Be respectful & polite.
4. Be inclusive.
5. Congratulate others who do well, and don't brag when you do well.
6. Behave appropriately.
7. Speak with good purpose.
8. No food in hallways or outside.
9. Look people in the eye when they are talking to you.
10. Listen first and don't interrupt.
11. Learn from your mistakes.
12. Be an upstander, not a bystander.

Safe-School Expectations

Continued harassment, cyber-bullying, hazing, retaliation, and abusive conduct 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.

Students may be suspended, transferred to an alternative placement, expelled, referred for investigation, and/or prosecuted for engaging in any written, 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, retaliation, or abusive conduct.

District employees who become aware of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, shall report such incidents immediately to school administrators so that prompt and appropriate action can be taken.

Layton Elementary House System

We are excited to tell you about our House System at Layton Elementary. The House System is a unique and creative cross-age group approach to building a community that will strengthen the social and academic lives of students. Traditionally, schools are split up into grades and students never interact with older or younger peers. In a House, students interact with peers from other grade levels. With this, the older students become support systems to younger ones who are struggling or need advice — and they, in turn, grow as leaders themselves.

Our Houses include: Altruismo, the House of the Givers; Amistad, the House of Friendship; Isibindi, the House of Courage; and Rêveur, the House of the Dreamers. Students will spin a wheel to be sorted into their House and receive a shirt and wristband.

The House System builds character with a reward system that goes beyond something like earning a piece of candy from a candy jar for doing something good. Instead, each student's achievements add to a collective group, making the reward communal and social. We have seen this change the way that a student perceives points over time: what may start as extrinsic motivation in the beginning turns into intrinsic motivation as the student realizes the behavioral and academic traits and ethics that are valued by their peers.

Dress Code

Grooming and Appearance

The School Board recognizes that standards of proper dress and grooming affect the behavior of students and the successful operation of the educational system. Therefore, the Board sets the following standards for school dress and appearance:

Due to COVID-19, masks must be worn at school and are considered part of our dress code.

1. Hair
 - a. Clean and well-groomed
2. Clothing – all students are required to wear clean clothing with no inappropriate form or manner of dress allowed.
 - a. Neat, clean, and must cover the body appropriately
 - b. Shorts – shorts or skirts must be finger-tip length; no extremely tight short clothing.
 - c. No obscene language or graphics on any clothing.
 - d. No tank tops, bare midriffs, sheer or off-the-shoulder tops
 - e. No spandex shorts or thin leggings worn alone.
 - f. Underclothing may not be visible.
 - g. Shoes must be worn at all times. Flip-flops are highly discouraged (for safety reasons). Wear appropriate shoes for PE participation.
 - h. No hats, headgear, or caps may be worn in the school building.
3. Piercings
 - a. No piercings are allowed, other than in the ears.

Electronics

Definitions:

Electronic Device: 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: 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: 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.

Electronic Device Policy:

- All students and staff must comply with the Davis Acceptable Use policy agreement.
- Privately-owned electronic devices may not be used or worn during standardized assessments unless specifically allowed per student IEP or assessment directions.
- Students must keep all privately-owned electronic devices in their backpack and powered off at all times during the school day. Exception: Smart watches may be worn and accessed only for checking the time.
- Electronic devices may not be used to bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guests; or violate local, state, or federal laws.
- Problems caused by social media off campus may be addressed at the school level if learning is disrupted.
- No unauthorized use of devices may be used that would cause invasion of student and employee privacy (i.e., capturing voices or images)
- Students are encouraged to report any misuse of electronic devices by other students or staff to their teacher or administration. When reported to the teacher, administration will be informed, and parents will be notified.
- Parents are encouraged to report incidences of cyberbullying or other issues of misuse involving electronic devices.
- If a student violates this policy, the privately-owned electronic device may be confiscated.
 - First Offense – the student may pick up the device after school
 - Second Offense – the device will be given to the parent or guardian only
- Violation of this policy may also result in disciplinary action up to suspension or expulsion and notification of law enforcement depending on the nature of the offense.
- Exceptions to the policy will be made for special circumstances, health-related reasons, or use consistent with a current and valid IEP or 504.

Learning

Remote Learning

Each core subject will be 40 minutes. Your student should expect to participate each remote learning day.

Curriculum

The school follows the Utah State Office of Education “standards” guide and Davis School District’s adopted courses of study, DESK – Davis Essential Skills & Knowledge. Please see our webpage for more information.

Books and Materials

The school will provide textbooks and materials free of charge. All items suggested by teachers are purely voluntary. Students are responsible for any school items they bring home. Parents and students will be expected to pay for damaged or lost items.

Homework

You can expect that your child could have about 10 minutes of homework per grade level: K-1st, 5-10 minutes; 2nd – 20 minutes; 3rd – 30 minutes; 4th – 40 minutes; 5th – 50 minutes; 6th – 60 minutes. Homework need not be assigned every day.

School Fees

No school fees may be charged in connection with any class, program, or activity that occurs during the school day. However, parents may voluntarily contribute.

Resource, Speech, and Special Needs

Resource classes are provided for students with documented learning or other disabilities that adversely affect that student’s learning. Parents or teachers may make a resource or speech referral. However, before testing occurs, we are required to complete a number of interventions to see if students respond and the appropriate learning takes place. *Resource is not tutoring but specialized instruction to help students who are unable to succeed in the regular classroom because of documented disabilities.* It is our goal to be sure that students receive instruction in the least-restrictive environment possible. If you have concerns about your child’s learning or communication needs, please feel free to discuss your concerns with the Principal or Assistant Principal. You have the right to ask for evaluations and a team will review your request. We are eager to help your child succeed.

School-wide Enrichment Model

SEM is a school program to provide a wide variety of enrichment activities available to all classes, as well as for a small group of students who qualify. It is not a reward for good behavior in the classroom.

After-School Program

We have an excellent Before and After School Care program at Layton Elementary.

Before-School Program: M-TH 7:30 a.m. – 8:40 a.m.

After-School Program: M-TH 3:25 p.m. – 5:30 p.m. (extended hours until 6:00 p.m. at \$10/child)

Monthly fees are:

\$60/child + \$10/child for extended hours (5:30 pm – 6:00 pm)

\$30/child if your child qualifies for free or reduced lunch + \$10/child for extended hours (5:30 – 6:00)

Before-School Program Only:

\$25/child

\$15/child if your child qualifies for free or reduced lunch

See the office for enrollment details and applications.

There is a \$10 registration fee

ILP Conferences






Parents and teachers will meet for an ILP Conference twice during the school year.

- October 7 & 8, 2020 – early out on Wed. and Thurs. only; regular Friday early-out
- January 27 & 18, 2020 - early out on Wed. and Thurs. only; regular Friday early-out.

Health

We will be adhering to **The Big Five** as presented by the district:

Davis Learns Together
Reopening Plan for Davis School District - Fall 2020

<p>Hygiene Etiquette</p> <p>Handwashing Reinforce handwashing with soap and water for at least 20 seconds.</p> <p>Hand Sanitizing Stations will be available as students enter and exit building and classrooms, and before and after meals in the cafeteria.</p> <p>Respiratory Reinforce covering coughs and sneezes with a tissue or into your elbow. Discard tissue after one use.</p> <p>Physical Contact Reinforce physical distancing, including no handshakes, high fives, or hugs.</p> 	<p> Stay Home When Sick</p> <p>Stay Home When Appropriate If you feel sick, stay home.</p> <p>Monitor Symptoms Students who present with COVID-19 symptoms during the school day will be isolated in a sick room until a parent can pick them up.</p> <p>Accommodate High-Risk Students and Staff A plan is in place to support alternative learning for self-identified high-risk students and to mitigate risk for self-identified high-risk staff.</p>	<p>Cloth Face Mask</p> <p>Face Mask Etiquette A cloth face mask will be provided to all employees and students.</p> <p>Employees will be required to wear face masks when physical distancing of 6 feet is not possible.</p> <p>Students must wear face masks during the school day and on school buses, as mandated by Utah Gov. Gary Herbert.</p> <p>Visitors, non-regular staff, and volunteers will be required to wear face masks, have a temperature check, and complete a symptom checklist.</p> 	<p> Physical Distancing</p> <p>Layouts Modification Classroom, cafeteria, and hallway setting will be modified to mitigate risk.</p> <p>Playgrounds Safety principles and physical distancing will be reinforced on playgrounds during recess.</p> <p>Large Gatherings There will be no group gatherings during the school day unless physical distancing can be maintained.</p>	<p>Clean and Disinfect</p> <p>Cleaning Schedule Custodial services will schedule increased routine cleaning and disinfection.</p> <p>There will be regular cleaning and disinfecting of frequently touched surfaces within the school, on playground equipment, and on school buses.</p> <p>Shared Objects Sharing of items that are difficult to clean or disinfect will be minimized.</p> <p>Backpacks in classrooms will be allowed to keep student's belongings separated from others.</p> <p>Air Handling & Filters Increase airflow throughout building and implement high efficiency filtration levels.</p> 
--	--	--	---	--

Designated COVID-19 Point of Contact - Each school will designate an administrator to be responsible for responding to COVID-19 concerns.

Medication

Prescription or non-prescription medications should be administered by the student or the student's parents. However, when students require medication during the school day, authorized school personnel may administer the medication to the student if: (1) the student's parents have submitted a completed "Authorization of School Personnel to Administer Medication" form signed by the student's doctor; (2) the medication has been delivered to the school in the original container, labeled with the child's name and dose, as per the doctor's order; (3) student may carry the inhaler or one day's dosage of the medication on their person.

Parent Involvement

Title I Parent Notification

As the parent of a student in a Title I school, you have the right to request and receive information about the qualifications of your child's teacher and the teacher assistants who may work with your child. You may request information about: (1) whether your child's teacher has met Utah qualifying and licensure requirements for each grade level; (2) Whether your child's teacher is under emergency or other provisional status through which Utah qualification or licensing requirements have been waived; (3) The bachelor's degree major of your child's teacher and any other graduate certificates or degrees held by the teacher, including the area of the certification or degree; (4) Whether your child is served by paraprofessionals/teacher assistants and what their qualifications are.

In order to request this information, please call Principal Melissa Pendergast at 801-402-3500, email her at mpendergast@dmail.net, or send a letter requesting the information.

Please visit our website for Title I Compact and Parents' Rights.

PTA

PTA is an organization to help parents and school become a great partnership. Please watch for information from PTA about membership and benefits.

Community Council

The Utah State Legislature has provided an opportunity for parent involvement at the school level. Each year, we have a Trustlands Grant given to the schools. Parents help decide where and how this money is spent. Please contact the principal if you're interested in serving on this council.

Davis School District

MEMORANDUM

NOTICE OF NON-DISCRIMINATION

Davis School District and **Layton 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.

Inquiries 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

sbaker@dsdmail.net

Midori Clough, **District 504** Coordinator

Section 504 (Student Issues) Coordinator

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5180

mclough@dsdmail.net

Bernardo Villar, Director of Equity

Title IX Compliance Coordinator

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

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5319

bvillar@dsdmail.net

Tim Best, Healthy Lifestyles Coordinator

Title IX Compliance Coordinator

Gender Based Discrimination in Athletic Programs

Davis School District

20 North Main Street, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-7850

tbest@dsdmail.net

Scott Zigich, Director of Risk Management
Physical Facilities Compliance Coordinator
Davis School District
20 North Main Street, P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-5307
szigich@dmail.net

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 Layton Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator, Heather Schulz (801-402-3500), their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and Layton 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 District 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 records.

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 District 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" includes 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

Any student 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 person 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, 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

Any student 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 Layton 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 that 1) this student has been suspended; 2) grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent to meet a designated school official to review the suspension.

AUTHORITY TO SUSPEND OR EXPEL

The school administration 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

A student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical, or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or a school-related activities regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation.

District policy may be found at [5S-100 Conduct and Discipline](#). Layton Elementary's policy may be found at www.davis.k12.ut.us/144 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 Layton 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 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. Parents 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 student's education records. These rights are:

1. **Inspect and review** all their student's education records maintained by the school within 45 days of a request for access.
2. **Request** that a school correct education 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 changes. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. **Provide consent** before the school discloses personally identifiable information (PII) 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 to improve education outcomes;
 - [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;
 - [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 numbers of their students.

The Davis School District has designated the following information as directory information:

- 1) student's name, address, and telephone number;
- 2) student's date and place of birth;
- 3) major field of study;
- 4) student's District email address;
- 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 Layton 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. **[name of your school]** will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities.

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

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

Informal inquiries may be sent to FPCO via the following email address: FERPA@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 **[name of your school]** 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 advance 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 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 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; the educational needs of other students; the academic and behaviorally impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school.

The parental rights specified here do not include all the rights or accommodations available to parents or guardians from the public education system.

MEAL CHARGES IN SCHOOLS

The purpose of these procedures is to establish consistent meal charging and collection procedures districtwide. The District's goals are:

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish practices which are age appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payment and self-responsibility of the student.

Meal Accounts: Payment in advance for meals enables the District to achieve these goals. Personal checks and cash deposits are accepted daily at the schools. For convenience, deposits may also be made by credit/debit card through a parent's myDSD account.

Emergency Meal Service: The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the student's statement of need shall be accepted, and a meal will be made available. School lunch employees shall not, withhold a meal, provide an alternate meal, pull a student from the line, ask the student to call his parent or friend, stamp the student's hand, or otherwise call attention to the student who has forgotten or lost meal money. A school lunch employee may remind a student ***attending a secondary school*** that his account is in the negative. **The cost of the unpaid meal will be charged to the student's account.**

Evaluate Individual Circumstances: When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free- or reduced-price meals. School administrators may work with the family to apply for school meal benefits. **All meals eaten before a free- or reduced-price meal application is processed and approved are the responsibility of the parent and must be paid for.**

Repayment for Meal Charges and Bad Checks: Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals. Unpaid meal charges may result in the following:

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mailboxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

Parents are responsible to pay all 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.