

West Point Elementary

Phone: 801-402-2750 Fax: 801-402-2751

Attendance Line (call to report student absences): 801-402-2756



Student-Parent Handbook 2020-21

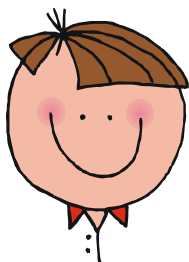
Message to Parents

Dear Parents,

Welcome to the 2020-21 school year! We know this is a different and challenging time because of the COVID19 virus, but the West Point Elementary faculty and staff are committed to do their best to serve your children. We are committed to excellence in education, knowing that all children can learn, that individuals learn in different ways, and that success in school can add to a child's feeling of self-worth. We want each child to succeed, to be motivated, challenged, and grow in academic ability, self-confidence, and respect for others.

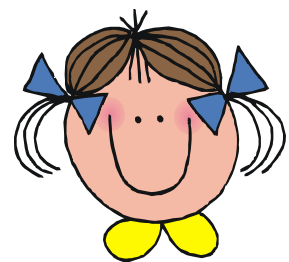
Please review the contents of this handbook together with your child, and feel free to contact the school regarding any questions about our program. In addition to this information, you will receive periodic notes and emails from me and newsletters and other information from the PTA to keep you informed of important dates and events.

Thank you for your support. We look forward to a great year!



Sincerely,

Debbie Marshall, Principal




West Point Elementary 2020-21

Bell Schedule



Grades 1-6
Monday-Thursday
8:45 AM bell
8:50 - 3:25
Friday
No students in the building--Distance Learning



Kindergarten
Monday-Thursday
8:45 AM bell
AM 8:50-11:30
PM 12:45-3:25
Friday
No students in the building--Distance Learning

Recess/Lunch

A.M. Recess	
Kinder/4 th	10:15 - 10:25
6 th	10:30 - 10:40
3 rd & 5 th	10:40 - 10:50
2 nd	10:50 - 11:00
Lunch	
EE (FS)	10:40 - 11:15
1 st	11:00 - 11:35
6 th	11:20 - 11:55
3 rd & Olson/Denning	11:40 - 12:15
5 th	12:00 - 12:35
2 nd	12:15 - 12:50
4 th	12:40 - 1:15
P.M. Recess	
2 nd & 6 th	1:35 - 1:45
3 rd & 5 th	1:45 - 1:55
4 th	1:55 - 2:05
Kinder/1 st	2:05 - 2:15



Updated Aug. 24, 2020

Arriving at School and School Breakfast

Children should not arrive at school prior to the beginning of school (see bell schedule). No playground supervision is provided before school until the buses arrive. The building opens for students to enter at 8:45 a.m. (unless eating breakfast). Students should not enter the school building prior to the first bell. Students eating breakfast should enter the building through the green south door by the bus loop of the school. After students eat, they should exit the building using the same door to wait for the first bell to ring at 8:45 a.m. On good weather days children are expected to stay outside until the first bell rings at 8:45 a.m. On stormy or cold days, the children will be invited into the front hall and/or gym to wait quietly for the first bell to ring.

Attendance Policy (Attendance Line: (801) 402-2756)

It is the belief of the West Point Elementary teachers and administration that students need to attend school on a consistent basis to gain the most out of their learning experience. The entire process of education requires regularity of instruction. Maximum educational benefit requires continuity of instruction, class participation, and independent study all of which cannot happen if students do not attend school on a regular basis or are not punctual.

West Point Elementary recognizes that Utah law requires parents to ensure the attendance of their children in school. We also recognize that family emergency, illness and extenuating circumstances could be legitimate reasons of absence. In accordance with Utah State Law (Utah Code §53A-11-103) and Davis School District Policy, it is the responsibility of the parent to ensure that their children are in attendance and punctual each school day. It is imperative, with the assistance of parents, that children learn to be responsible in arriving to school on time. There should be no checking out of students for baby-sitting, shopping, or running errands. While parents have the legal right to take their son or daughter out of school, they do not have the right to violate the state and district mandatory attendance law, which requires 90% attendance for each student. Parents of students that are continually tardy or absent may be referred to the Davis School District Case Management team for further assistance in helping increase attendance and/or punctuality.

Animals at School (Not permitted)

In order for us to comply with health codes and district policy, there will be no animals permitted at school or on school grounds. This includes things such as show and tell, walking dogs to school, or having animals as 'pets' in the classroom.

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. If we have severe weather such as high winds, bitter cold, heavy rain, or poor air quality days (we follow the "Recess Guidance for Schools" from the "Utah Department of Environmental Quality- Air Quality Division," which designates when indoor recess should occur due to high levels of particulate matter in the air), students will have an 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 to have their child stay in from recess. Students that stay in from recess may be asked to spend their recess in another classroom or the office.

Beginning of school

School begins at **8:50**. The first bell to come into the building rings at 8:45. Students should come no earlier than 8:30 due to lack of supervision on the playground.

Bicycle Policy

Bicycle areas are provided on the East side of the school. The school cannot accept responsibility for the safety of the bicycles. Helmets and locks are recommended. Students must walk their bikes to the bicycle rack as soon as they get to the school grounds and park them for the duration of the day. Motorized bikes, skateboards, skate shoes, and roller blades are not permitted on the school grounds or in the building.

Birthdays

We want to recognize each student's birthday at West Point Elementary. The PTA recognizes each student with a small prize each month. If you would like to bring a treat for the class to celebrate, please make sure they are store bought as treats prepared at home are not permitted. Please also be aware of the students in the classroom as many suffer from nut and wheat allergies. All other forms of celebration such as balloon bouquets, flowers, birthday party invitations, banners, and other types of recognition should be done at home. Please do not make any deliveries of this type to the classroom or school office.

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.

Bussing (Transportation 801-402-7500)

The district transportation department provides busses for students living more than 1.5 miles from the school. If you would like to know if you are eligible for bussing, where the stop is, and what time the bus will come, you can log into the District Website and follow the path listed below:

www.davis.k12.ut.us

myDSD (login)

Tools

Bus/Transportation Info

Bus Safety

To ensure safety, appropriate behavior on and off the bus is required. Students must remain seated, keep hands and feet to themselves, and speak to others in a normal conversational tone. While entering, exiting, or waiting for the bus, students must maintain a safe distance from the bus. Students are monitored by the bus driver and bus duty supervisor.

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

Checking Students in, Checking out

Students who arrive late must check in with the office before going to class. Students who are leaving the school during the school day must be checked out at the office by a parent or person listed on registration card and **must show picture ID**. In an emergency, you may call the office

and we will have your child excused from class and waiting in the office for you. You must still come into the building to sign your child out. We cannot check a student out over the phone.

Classroom Volunteers/Visitors

We encourage volunteering in the classrooms, but this year opportunities will be limited because of the pandemic. If you do volunteer, we will need to complete a COVID screening survey in the front office and will have a temperature check. After you check in, you will be given a printed label to wear on your shirt, to identify yourself as a visitor/volunteer. When done, please check out in the office. Visiting school-age friends/relatives may not attend class with your child, please reserve their time together outside of school hours.

Dismissal of school

Teachers will not keep students after school unless parents are notified. Students are to immediately go home after school and not loiter in the building or on school grounds.

Dress Code

The Davis School Board emphasizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed ready to learn. West Point Elementary recognizes that dress and grooming affect the behavior and safety of students. In an effort to maintain an orderly and safe environment which allow students to focus on their learning, the following specific dress code has been established at our school. This policy is in line with Davis School District Policy, and students are expected to adhere to the appearance standards listed below. Those who violate the standards will be asked to comply prior to attending class.

12.5.1. Hair

All students shall wear their hair in a clean and well-groomed manner. Extreme hairstyles or colors are prohibited.

12.5.2. Clothing

The Board emphasizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately for schoolwork. School officials may prohibit the following types or styles of clothing at school or school activities:

[a] extreme or slovenly clothing, including but not limited to, baggy or “sagging” pants or shorts, excessively oversized jackets, or coats, inappropriately short, tight, or revealing shorts, skirts, dresses, shirts, etc., clothing that is torn, ripped or frayed;

[b] bare or stocking feet;

[c] clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, or pictures;

[d] hats and bandannas;

[e] clothing attachments or accessories which could be considered weapons, including but not limited to spikes on boots, bracelets or chokers, chains on wallets or belts, etc.;

[f] exaggerated cosmetics and body paint;

[g] exaggerated body piercing;

[h] clothing that exposes bare midriffs, buttocks, or undergarments;

[i] clothing that advertises a substance a student cannot legally possess or use (i.e., tobacco, alcohol, illegal drugs); and

[j] any clothing or apparel that conveys a specific, particularized message (e.g., political buttons, religious jewelry or apparel, etc.) that school officials can prove has caused or imminently will cause material disruption of classwork, or substantial interference with the work of the school or invasion of the rights of others may be prohibited.

Electronic Device Policy (Cell Phones)

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

Definition: For purposes of this policy "***Electronic Device***" means a privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry™ handset, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods ©, Walkman™ devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. Electronic Device also include any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc

Possession and Use: Students at West Point Elementary may possess electronic devices at school subject to the following:

- **Students may carry and possess electronic devices to and from school.**
- **Electronic devices must be turned off and kept in backpacks during school hours except under the supervision of the teacher in the classroom.**
- **At no time may electronic devices be used on the playground.**

Prohibitions: Electronic devices may not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state or federal law. Electronic devices may not be used during Utah Performance Assessment System for Students assessments unless specifically allowed by law, student Individual Education Plan, or assessment directions.

Confiscations: 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 on the first confiscation. On subsequent confiscations, the electronic devices will be released or returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed.

Potential Disciplinary Actions: Violation of the policy can result in discipline action consistent with West Point Elementary school-wide discipline plan

Security of Device: Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls 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).

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.

Grievance Procedures

The proper channel to address a problem at school is first with the classroom teacher, second with the school principal, and then at the district level. It is the belief of the school administration that each problem can have a positive solution. Through appropriate communication, solutions with a win-win for everyone involved can almost always be found.

School-wide Behavior Plan

West Point Elementary has established a school-wide plan for promoting positive behavior and addressing inappropriate behavior. Please see our school website for the outlined plan for this school year: <https://westpointel.davis.k12.ut.us/school-information/handbook>

Safe School Policy: For the safety of everyone in our school, the following rules will be enforced: No real or pretend weapons, no drugs, tobacco, or alcohol, no fighting, harassment, or discrimination, no disruptive behavior in a classroom or school activity, and no use of obscene gestures or language.

We instruct students to go and tell an adult when they see or are involved in conflicts with other children. Students who are involved in a fight, whether they start it or not, will receive disciplinary consequences as per the Safe School requirements.

If students break any of these rules, they could be: suspended from school, moved to another school, expelled from school, referral to District Case Management, or referred to the police. For students that violate the Safe School Policy, immediate action will be taken, and parents will be contacted by the school's administration.

Parent Teacher Conferences

Parent teacher conferences will formally occur twice a year. This is a time for students to show the growth and success they have made throughout the year. They will also set goals with the help of parents and teacher input in order for them to continue to progress in their education. Students should attend all conferences with their parents or guardians if possible.

Inclement weather/Recess

Students are expected to play outdoors during recess unless it is very wet or cold. Please see that your child is dressed appropriately. All outer wear clothing should be marked with the student's name.

Lost and Found

Due to the enormous number of unclaimed items left at the school by students during the year, West Point Elementary will announce and layout items during high traffic times (ILP's) and then gather lost and never claimed items twice a year and take them to a donation facility. Items will be taken during at the end of the school year.

Lunch

Every student has a lunch account set up for them upon registering for school. Lunch money is processed by Nutrition Services. Parents are encouraged to pay for lunches in advance by the month, term, or year. You can check your child's account balance, make a payment, or apply for free/reduced lunch on your myDSD Guardian account. Please follow the link below to the Nutrition Services homepage. (<https://www.davis.k12.ut.us/departments/nutrition-services>)

Medication/First Aid

The school is not prepared to dispense medication. If your child does require medication during the school day, the proper forms must be signed by you and your child's doctor with proper instructions. We will not dispense medications without these. Forms are available in the office. If your child is injured at school, it is our policy to try to reach parents as soon as possible. If we cannot reach you, we will continue to try to reach those listed on your child's registration card. Please know that minor bumps and bruises may be treated without a phone call home.

Parking lot/Driveway Procedures

West Point Elementary encourages all patrons to follow the procedures below in regard to morning drop off, afternoon pick up, and parking. Procedures have been put into place to ensure safe conditions as students come and go from school each day.

As you arrive at the school, please drop off/pick up students in either the west or south parking lots (avoid using the bus loop in the south parking lot). Please pull as far forward in the lane as you can, let students load/unload, then carefully pull out to exit the parking lot. PLEASE DO NOT LEAVE YOUR CAR WHILE PARKED IN THE DROP OFF/PICK UP AREA AT ANYTIME. If you need to park, please use the designated stalls on the west side of the building and check in at the office when entering the building.

An alternate drop-off/pick-up place is the parking lot on the north side of our playground.

Registration

Please follow the link to see all registration requirements and forms. (<https://westpointel.davis.k12.ut.us/parents-students/registration>)

Snowballs

Throwing snowballs is against school rules.

Telephone use and messages

Students should use the phone in emergency situations only. We have a large student body. Priorities for phone use must go to student safety and emergencies, school business, parent-teacher conferences, etc. After school friend and transportation arrangements should be made before students leave home in the morning.

We try to be as cooperative as possible when you need to leave a message for your child. In order to minimize interruptions in learning for all students, we ask that phone calls and messages for students be limited to emergencies only.

Toys and Games

Please do not allow students to bring iPods, MP3 Players, electronic games, trading cards, dolls, trucks, or any other toys to school other than for regular “show and tell”. Personal items are a distraction to learning and are not covered by our insurance. Teachers cannot guarantee their safe keeping.

DAVIS SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION

Davis School District and West Point 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

~~Jackie Thompson~~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 West Point Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator Kelly Staten (801-402-2750), their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Midori Clough (402-5180) for student accommodations. (TDD hearing impaired ((801) 402-5358)

SAFE & ORDERLY SCHOOLS

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

WEAPONS AND EXPLOSIVES-AUTOMATIC ONE YEAR EXPULSION

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. The terms Aweapon,@ Aexplosive,@ and Anoxious or flammable material@ include but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

DRUGS/CONTROLLED SUBSTANCES

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled 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 West Point 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/RETALIATION/ABUSIVE CONDUCT

Students 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, ~~or~~ discrimination, or abusive conduct 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/retaliation.~~

District policy may be found at 5S-100 Conduct and Discipline. West Point Elementary policy may be found at <https://westpointel.davis.k12.ut.us/school-information/handbook> 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 West Point 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~~ student'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 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 changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Provide consent before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:

- [a] school officials with legitimate educational interests;
- [b] other schools to which a student is transferring;
- [c] individuals who have obtained court orders or subpoenas;
- [d] individuals who need to know in cases of health and safety emergencies;
- [e] official in the juvenile justice system;
- [f] a State agency or organization that is legally responsible for the care and protection of the student;
- [g] specified officials for audit or evaluation purposes; or
- [h] organizations conducting studies for or on behalf of the District.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Student Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as, school publications, newspaper articles, and to outside education related organizations. In addition, two federal laws require secondary schools to provide military recruiters, upon request, the names, addresses and telephone listings of their students.

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

1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 5) parent email address, 6) participation in officially recognized activities and sports, 7) weight and height of members of athletic teams, 8) degrees, honors, and awards received, 9) photograph, 10) most recent educational institution attended by the student.

If you, as a parent, do not want West Point Elementary to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually. Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

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

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

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. West Point Elementary will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities.

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

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

Informal inquiries may be sent to FPCO via the following email address: PPRA@ED.Gov.

PLEDGE OF ALLEGIANCE

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

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

In compliance with existing federal and State law regarding religion and religious expression in public schools, the District or school may neither advance nor inhibit religion. It is the District's policy to: 1) allow

students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain the schools' official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and West Point 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.