



Home of the Mustangs

**VAE VIEW
ELEMENTARY**



#VIVAVAEVIEW

Student and Parent Handbook

2021 – 2022

*1750 West 1600 North
Layton, Utah 84041
School Phone: 801-402-2800*

Guidelines for Success

Mustangs have a growth mindset

Use problem solving strategies

Strive to be good citizens

Talk to each other (collaborate)

Are engaged in their own learning

Need knowledge

Generate, create, and innovate

Show curiosity

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Vision

All students can learn through high expectations and individualized learning opportunities.

Mission

Every day, every child, in every Vae View classroom learns, grows, and feels respected.

Expectations

Be Safe, Be Kind, Be Accountable, Be Responsible

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Welcome to Vae View Elementary School!

Dear Parents,

Vae View elementary school has chosen “Mustangs are Champions” to be our school theme for the 2021-2022 school year. A champion is someone who has overcome obstacles or challenges to achieve a prize. The prize here is lifelong learning.

The goal is for all our Mustangs to leave our school with the skills they need to be successful. We want our mustangs to value learning, to be curious about the world, and to have the knowledge and skills that will prepare them for junior high school and beyond.

We are going to work even harder this year to personalize student learning, to focus on mastery of essential skills, and to build social and emotional capacities.

Please review the contents of this handbook together with your child. Feel free to contact the school regarding any questions about this handbook. In addition to this information, you will receive periodic notes from the school, class, and PTA to keep you informed of dates and events.

I am really excited about this school year and excited for the future. We have such a great school community and our focus has always been and will continue to be on our students and preparing them for an exciting future.

Sincerely,

Chris Laypath

Principal

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PTA Board

PTA

The Parent Teacher Association holds monthly meetings, All parents and teachers are strongly encouraged to join and participate in the PTA. Educational events, fundraisers, and socials directly benefit the students, parents, teachers, and community.

2021-22 EXECUTIVE COMMITTEE

President, Megan Bunn

Secretary, Allison Michie

Treasurer, Crystalinda Buebe

Administrative VP, Chris Laypath

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School Hours

Monday – Thursday..... 8:50-3:25
 AM Kindergarten 8:50-11:30
 PM Kindergarten 12:45-3:25
Friday (early out) 8:50-1:25
 AM Kindergarten 8:50-10:50
 PM Kindergarten 11:25-1:25

BELL SCHEDULE

Breakfast 8:20
First Bell 8:45
Tardy Bell 8:50



CALENDAR

Back to School Night	Thursday, August 19, 2021
School Begins (First Day is Early Out)	Monday, August 23, 2021
Labor Day (No School)	Monday, September 6, 2021
Fall Break (No School)	Thursday–Friday, October 14-15, 2021
End of First Term (Early Out Schedule)	Thursday, October 28, 2021
Professional Day (No School)	Friday, October 29, 2021
Parent Conferences (Early Out)	Wednesday-Thursday, November 3-4, 2021
Teacher Comp Day (No School)	Wednesday, November 24, 2021
Thanksgiving Recess (No School)	Thursday-Friday, November 25-26, 2021
Winter Break	Monday-Friday Dec 20-31, 2021
School Reconvenes	Monday, January 3, 2022
End of Second Term (Early Out)	Friday, January 14, 2022
Martin Luther King, Jr. Holiday (No School)	Monday, January 17, 2022
Professional Day (No School)	Tuesday, January 18, 2022
President’s Day (No School)	Monday, February 21, 2022
Parent Conferences (Early Out)	Wednesday-Thursday, March 2-3, 2022
End of Third Term (Early Out)	Thursday, March 17, 2022
Professional Day (No School)	Friday, March 18, 2022
Spring Break (No School).....	Monday-Friday, April 4-8, 2022
Last Day of School (Early Out).....	Friday, May 27, 2022

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Section 1 – School Information and Policies

ARRIVING AT SCHOOL

Children should not arrive at school too early since teachers are preparing for the school day. The building opens for students to enter at 8:45 a.m. On good weather days children stay outside until the bell rings. On stormy or cold days, the children will be invited into the multi-purpose room. Outside supervision begins at 8:30.

ATTENDANCE

Regular and consistent school attendance AND punctuality is essential for student growth and achievement. Success in school is dependent upon good attendance! 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, 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. (A student missing only 2 days per month ends up missing 10% of the school year). 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.

BEHAVIOR EXPECTATIONS

Each teacher has a classroom management plan outlining expected student behaviors and consequences. Good behavior is the focus. School-wide expectations are centered on being safe, being kind, being accountable, and being respectful. Fighting, swearing, disrespectful comments or gestures, stealing, and acts of vandalism are violations of the “Safe Schools Policy” and will have serious consequences, which could result in suspension or expulsion. All students receive specific training about the district Safe Schools Policy at the beginning of the school year. A more detailed school-wide discipline plan is listed below. Vae View faculty and staff will begin implementing restorative practices whenever possible but appropriate consequences could include structured recess, behavior plan and/or tracker, suspensions, and other measures in accordance with DSD policy and procedures

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BICYCLES/SCOOTERS/SKATEBOARDS

Students are allowed to ride their bicycles, skateboards, and scooters to school when:

1. All safety rules are followed, including obeying the crossing guard
2. They are walked on school grounds.
3. They are locked in the bicycle rack
4. All bikes, scooters, and skateboards should be labeled with the owners' name.

BIRTHDAYS

Please be considerate of all children when considering how to celebrate your child's birthday at school. Please celebrate your child's birthday at home rather than bringing balloons, flowers, or gifts to the school. **In lieu of treats, we encourage students to bring a copy of a book they enjoy to donate to their classroom library with an inscription written by them.** If you bring a treat for your child's class, please remember that we can accept **only commercially produced and packaged items.** **No home-baked goods may be distributed. Please be aware we have students who have serious food allergies.**

BUSING

At Vae View, most students walk to and from school rather than being transported by bus. If your student does qualify for bussing you can find information about bus number, route, and schedule through your MyDSD account.

All students may ride school buses occasionally for fieldtrips. Therefore, all students must know and follow the bus rules.

Bus rules for the students include:

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

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

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BULLYING/HAZING

For purposes of this plan, “bullying/hazing” means any behavior of overt and or pervasive aggression that may include:

- Physical aggression such as fighting, punching, shoving, or kicking.
- Verbally threatening actions
- Relational aggression such as rumor spreading, intimidation, enlisting a friend to engage in bullying, social isolation.
- Cyber-bullying, including use of email, web pages, text messages, social media.

Students who initiate, participate directly in, solicit, create, or are accomplice to bullying/hazing activities either in or out of school will be subject to appropriate interventions, education, and/or corrective measures which may include, but are not limited to the following:

- Teacher/Student Conferences
- Reduction or elimination of privileges or preferred activities
- Communication with parent via note, telephone

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Vae View Elementary School-wide Behavior Management Plan*

Examples

- Cheating
- Disruptive classroom behaviors
- Inappropriate language
- Inappropriate use of equipment
- Pushing, hitting, kicking
- Play fighting
- Throwing objects
- Running in the hall
- Refusal to work
- Being in the wrong place
- Lying

Examples

- Destroying property
- Disrespecting/disobeying adult
- Obscene gestures
- Offensive language
- Provoking violence
- Biting
- Stealing
- Intimidation

Habitual level 1 behavior

Examples

- Racial Slurs
- Bullying/Harassment
- Fighting/physical assault
- Gang activity
- Hazing
- Pornography
- Illegal substances
- Sexual harassment/assault
- Vandalism
- Weapons

Level 1

Classroom behavior management system

Local Case Management Team support as needed.



Level 2

Referral to the office

1st Offense

1. Meet with administrator
2. Possible Parent Contact
3. Appropriate consequence

2nd Offense

1. Meet with administrator
2. Parent Contact
3. Run With the Herd note
4. Appropriate consequence

3rd Offense

1. Meet with administrator
2. Meeting with parents
3. Behavior contract (if not in place)
4. Appropriate consequences, including in-school suspension

4th Offense

1. Meet with administrator
2. Parent meeting
3. Appropriate consequences, including out-of-school suspension

Level 3

Immediate referral to the office

1st Offense

1. Meet with administrator
2. Parent meeting
3. Appropriate consequences, including in-school suspension

2nd Offense

1. Parent meeting
2. Appropriate consequences, including out-of-school suspension

3rd Offense

1. Meet with administrator
2. Referral to District Case Management or law enforcement
3. Possible change of placement

*Individual circumstances may warrant an individual response.

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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 abuse and neglect.

CHIP (UTAH'S CHILDREN'S HEALTH INSURANCE PROGRAM)

CHIP is a state health insurance plan for children who qualify. Apply for CHIP during Open Enrollment. To find when Open Enrollment will be held, watch and listen for TV, radio, and other announcements. You may also call 1-877-KIDS-NOW (1-877-543-7699) or visit the CHIP website at <https://chip.health.utah.gov/>

CLASSROOM VISITS

Parents are welcome to visit classrooms, but classroom disruptions must be minimized. Please make appointments with the classroom teacher to arrange classroom visits. **Please check-in with the office for a visitor badge.** Visiting school-age relatives and friends may not attend class with your child. We reserve the right to deny access anytime to school property to any individual 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 (M-Th @ 3:25 and Friday @ 1:25) because of weather conditions or other unforeseen reasons. If weather conditions or other factors force the closing of school, parents and guardians will be notified via phone call and email. In addition, the following number and radio station will carry the announcement: Telephone - 801-402-5500 / Radio - KSL 1160. The district webpage at <http://www.davis.k12.ut.us> can also be accessed for current up to date information on potential school closures. In case of an early dismissal students will only be released to a guardian or persons listed as an emergency contact. ID will be required. Experience has shown, that many parents fail to inform their child(ren) where they should go, in case of an emergency school closure. Phone lines become overloaded, parents cannot call in, and students cannot call out. Parents should arrange a contingency plan for such emergencies prior to school starting each fall to allow our phone lines to remain clear for emergency calls. Emergency contacts should be updated with the office as needed.

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COMMUNITY COUNCIL

School Community Councils were established to implement a collaborative site-based decision-making model. The council consists of parents and staff. They provide input and recommendations regarding:

- Budget Allocation of Land Trust Funds
- Input on School Improvement Plan
- Build Community Support

If you are interested in serving on the Council, please contact the school office at 801-402-2800.

CROSSWALKS / PEDESTRIAN / BUS SAFETY

Our students' safety is our primary concern. Students should follow the established walking routes. Depending on where you live, your child may have to cross busy streets and must do so at the designated crosswalks. It is very important that parents teach their children how to be safe pedestrians - looking both directions before crossing, staying on sidewalks, crossing at crosswalks, etc. Students may ride bikes and scooters to school **if they wear a safety helmet and walk these items on all school grounds**. Bikes must be locked up in the bike rack during school hours. Roller blades, skateboards, scooters, rip sticks, etc. should not be used on school grounds at any time. Failure to follow these rules may result in loss of privilege to have these items at school.

CURRICULUM

Davis School District follows the Davis Essential Skills and Knowledge (DESK) standards. The purpose of these standards are to focus and prioritize the content students are expected to learn. By using the DESK website, you will be able to access documents outlining the essential skills for each grade level.

<https://www.davis.k12.ut.us/academics/teaching-and-learning-homepage>

SCHOOL BEHAVIOR PLAN

Vae View students are expected to show respect for themselves, for others, and for the school. Reasonable standards of behavior, which include an emphasis on safety, are required of students at all times.

Teachers will choose a student each month to have "Lunch With the Principal". These are students who have exceeded behavioral expectations.

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In addition, students may receive a ticket for being observed following the rules and doing what is expected of them, like walking their bikes on the school grounds, cleaning up their area in the lunchroom, or walking in the halls. These are called “High Five” tickets and they part of our Principal’s 200 club when there is ten in a row those students win a prize.

DRESS STANDARDS

One of the goals of Vae View Elementary is to ensure that all students are provided with a safe and positive learning environment. Research suggests that the way a student dresses can influence academic achievement. In an effort to promote and protect the educational environment from disruption, the Davis School District and Vae View Elementary Community Council have set the following standards for school dress and appearance:

- Any attire, hair style or color, piercing, or makeup which significantly disrupts the educational process or is a safety concern is not permitted.
- Flip-flops or other footwear which make it difficult for students to participate in PE or recess activities are not allowed.
- Shirts and blouses must be long enough to cover the midriff when arms are raised and need to have sleeves.
- Low-riding or sagging pants that hang below the waistline are not allowed. Pants should be worn high enough that underwear is not exposed.
- Heelies and any shoes with wheels or that can be used with wheels are not allowed on school grounds.
- Skirts, dresses, and shorts must be mid-thigh or longer.
- No hats or other head coverings are allowed inside the school building
- No obscene or suggestive words or pictures may be worn on clothing. Clothing may not promote illegal activities or display alcohol or drugs.

EARLY DISMISSAL FROM SCHOOL

For the safety of our students, children who leave school at a time other than regular dismissal times are to be dismissed to parents, guardians, or authorized adults through the Vae View Elementary School office only. This dismissal process will consist of:

1. Parents/Guardians/Authorized Adults must come to the office and sign their student out. It is not safe for us to release students over the phone, so we ask your compliance with this request.
2. The student will be called to the office.

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3. The student will walk to the office to meet the parent/guardian/authorized adult.
4. The parent /guardian/authorized adult and student will leave the building together.
5. The parent/guardian/authorized adult must sign the dismissed student(s) back into the classroom, in the school office.

NO STUDENT IS TO EVER OR 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.

Teachers will never keep students after school unless parents are notified. Students are to go home immediately after school and not loiter in the building or on school grounds.

ELECTRONIC DEVICES POSSESSION AND USE

This policy applies to all electronic devices used at school. An 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.

Students may carry, possess and use electronic devices at school and school-sponsored activities subject to the following:

- Parents/Guardians and student must sign Technology Resources Acceptable Use Agreement which includes clear information about permissible uses of an electronic device. Students are required to comply with Acceptable Use policy.
- Acceptable use Policy directs students to report the misuse of electronic devices to a teacher or other responsible adult at the school.
- Electronic devices must be turned off and kept out of sight during class time. Electronic devices may **not** be left on in vibrating mode.
- Use of electronic devices during the school day, including between classes, recess, and during lunchtime is prohibited. Devices must be completely powered down, turned off and kept out sight.
- At no time may electronic devices be used in restrooms.

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- Students may use electronic devices before school and after school so long as they do not create a distraction or disruption.
- Use of electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

Prohibitions

- Electronic devices shall not be used in a way that threatens, humiliates, or intimidates individuals, including students, employees, and visitors, or violates local, state, or federal law.
- Electronic devices may not be used during standardized student assessments unless specifically allowed by statute, regulations, student IEP, or assessment directions.
- Electronic devices may not be used in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guest; or violates local, state, or federal laws.
- Electronic devices may not be used in ways that would cause invasions of reasonable expectations of student and employee privacy.

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 to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed.

Violation of this policy can result in discipline up to and including:

- Being prohibited from possession of an electronic device at school or school-related events.
- Confiscation of device
- In-school suspension
- Out of school suspension
- Expulsion
- Disciplinary consequences consistent with the school-wide discipline program.

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 or borrowed and misused by non-owners, they are jointly responsible for the policy violation.

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Camera of audio recording functions of electronic devices may pose threats to the personal privacy of individuals or be used to exploit personal information or compromise the integrity of educational programs. Therefore, the use of audio recordings or camera functions are strictly prohibited on school premises with the following exceptions:

- The use is specifically required to implement a student’s current 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.

ENROLLMENT REQUIREMENTS

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

ENTERING AND EXITING BUILDING

1. Students will remain outside the building before school unless involved in program like orchestra or choir and line up in their designated areas.
2. Breakfast runs from 8:20-8:45
3. Students should not arrive to school prior to 8:30, as there is not adequate supervision prior to this time.

FEES

No fees or supply requirements of any kind can be requested of elementary students or their parents. Donations can be solicited, but not required. In asking for donations for a field trip, the following verbiage may be used: “We are asking for a \$___ donation from each student to cover the cost of the entrance fee. Please note your child will not be excluded from the activity if they are unable to provide the donation.”

FIRST AID MEDICATION

It is our policy to try to contact parents when children become ill or injured. The school is limited to first-aid only. Please be sure to inform the school of any changes in telephone numbers or persons to contact in case of emergency. If your student must

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take medication during the school day, please contact the school office for special arrangements. Details of the medication policy can be found here.

<https://resources.finalsite.net/images/v1527282344/davisk12utus/gfecs2yjovnjmw2spbl/5S-300AdministrationofMedicationinSchools.pdf>

FOOD EXPERIENCE AND TREATS

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

HOMEWORK

Homework is considered to be an important part of the educational program. It provides students the opportunity to develop self-responsibility, good study habits and mastery of skills taught. Homework is encouraged and will be used to extend and expand the activities presented during the instructional day. In determining the amount of homework assigned, consideration will be given to allowing time for students to participate in “out-of-school home-centered” activities and responsibilities. Specific assignments will vary and depend upon individual grade levels and teachers. If the amount or level of homework seems inappropriate for your child, please discuss the matter with your child’s teacher. District homework guidelines are available here:

<https://resources.finalsite.net/images/v1525455000/davisk12utus/aoymyzhfifdanz0dhxxm/HomeworkGuidelinesSept2017.pdf>

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 a time for homework and turn off the TV.
6. Understand that teachers expect homework to be returned on time.
7. Participate in the school. Be a volunteer. Visit the school. Attend school programs.

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8. Support your children by helping them understand their school responsibility.
9. Make sure your children are on time to school.
10. Expect your children to be in attendance when they are well.
11. Attend school programs and activities.

According to the National PTA, family engagement can raise student academic achievement so substantially that schools would have to spend more than \$1000 per pupil to get the same results.

INVITATIONS

If your child is going to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited or make other arrangements to distribute invitations other than at school.

LEAVING SCHOOL

If your child must leave school during the school day, please send a note with him/her. Your child should be picked up at the main office. You must come into the office and sign him/her out. Please know that anyone checking a child out of school may be asked to show photo ID when picking up a child. We appreciate your cooperation with this safety measure.

LIBRARY / MEDIA INFORMATION

Parents are welcome to visit our media center. Students will be in the media center once a week to check out books, learn library skills, listen to stories, etc. Any materials checked out are expected to be returned to the library in good condition the following week. Replacement fees are charged for lost or damaged materials.

LOST AND FOUND

The school will make a reasonable effort to return found items to their owners, but unclaimed items will be placed in the multi-purpose room for a short period of time before being donated to a charitable organization.

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NUISANCE ITEMS

Toys, radios, electronic games, walkie talkies, game or trading cards, tablets, iPods, cell phones (see the electronics policy), ball bats, etc. should not be brought to school. These items are a cause of concern and disrupt school. The teacher or administrator may take these items and hold them until a parent retrieves the item.

NUTRITION SERVICES

Menus, ingredients, and carb counts are available at a link from the school web page.

Prices:

- Student Lunch: \$1.85
- Adult Lunch: \$3.40
- Student Breakfast: \$1.35
- Adult Breakfast: \$2.00

Free and reduced cost applications are available online through a my.DSD guardian account.

Breakfast will be served daily starting at 8:20 a.m.

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

PERSONAL POSSESSIONS

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

PETS IN SCHOOL

The Health Code prohibits dogs and cats on school property. The code allows for animals in the classroom if the animal is associated with an approved curriculum event and pre-approval has been given from the classroom teacher and administration. When the event is concluded, the animal should be removed from the school. Rodents, (mice, rats, gerbils) rabbits, reptiles (snakes, geckos, lizards) should not remain in classrooms for an extended period of time. There is both personal and district liability with animals in school.

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PICK-UP AND DROP-OFF

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

POP, GUM, CANDY

These items are not allowed in school except at 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.

SCHOOL INFORMATION

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

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SCHOOLWIDE BEHAVIOR PROCEDURE

<p><u>Restroom</u></p> <ol style="list-style-type: none"> 1. Voices low 2. Stay in personal space 3. Keep eyes, hands, and feet to self 4. Flush after use 5. wash hands 6. keep water and trash off floors 7. Quickly return to class 	<p><u>Office</u></p> <ol style="list-style-type: none"> 1. Voices low 2. Stay in personal space 3. Say please and thank you 4. Know what you need 5. Have a phone pass if you need to use the phone. 	<p><u>Specialty Classes</u></p> <ol style="list-style-type: none"> 1. Follow adult directions 2. Use kind words 3. Stay in personal space 4. Keep hands and feet to self 5. Use materials as directed by adult 6. Clean up 7. Walk and line up for class when dismissed.
<p><u>Hallway</u></p> <ol style="list-style-type: none"> 1. Walk 2. Voices low 3. Keep hands and feet to self 4. Stay to the right 5. Follow teacher directions 6. Help friends 	<p><u>Before/After School</u></p> <ol style="list-style-type: none"> 1. Voices low in hallway 2. Backpacks in correct place 3. Follow recess procedures 1. Follow hall procedures 	<p><u>Drinking Fountain</u></p> <ol style="list-style-type: none"> 1. Quietly wait in line for your turn 2. Take short drinks (count to 5) 3. Keep water in the drinking fountain 1. Immediately return to class
<p><u>Fire Drill</u></p> <ol style="list-style-type: none"> 1. Voices off 2. Stay in personal space 3. Last student out turns off light and shuts door 4. Line up as directed by teacher in the field. 5. Walk behind the teacher 6. Stay with class 7. Follow adult directions 8. Help friends 	<p><u>Lunchroom</u></p> <ol style="list-style-type: none"> 1. Voices low 2. Stay in personal space/seat 3. Use kind words 4. Clean up area and throw away garbage 5. Follow adult directions 6. Food stays in lunchroom 7. Walk 	<p><u>Recess</u></p> <ol style="list-style-type: none"> 1. Only use kind words 2. Follow directions of ground duty or other adults. 3. Leave food inside the building 4. Keep hands and feet to self 5. Share playground equipment 6. Include everyone 7. Use big toys and playground equipment as directed/intended 8. Put playground equipment away. 9. Stay in school boundaries 10. Line up when bell rings
	<p><u>Assemblies</u></p> <ol style="list-style-type: none"> 1. Stay in personal space 2. Follow adult directions 3. Keep hands and feet to self 4. Voices off unless directed otherwise 5. Applaud politely. 	

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PARENT CONFERENCES

Students are asked to attend the conference with parent and teacher. During conference Weeks, Wednesday and Thursday will be an early-out day for students. The school will use the same start and end times for Friday schedules.

An appointment time will be sent home prior to the conference on the following schedule:

1st SEP Conferences..... November 3-4, 2021
2nd SEP Conference..... March 2-3 , 2022

SPECIAL HELP

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

STAYING AFTER SCHOOL

Teachers or staff members do not ask or require your child to stay after school for any reason unless you are contacted and permission is given. We ask students to leave the school grounds promptly after school.

STUDENT INSURANCE

Parents may purchase student accident insurance at the beginning of the school year. Payment of medical bills for students injured on school property, or when engaged in school-sponsored activities, shall be the responsibility of the parent or the student’s insurance company.

TELEPHONE USE

The telephone is for official and emergency use only. After school play arrangements should be made from home. The phone is answered from 8:00 until 4:00 daily. Our school phone number is 801-402-1500, and our fax number is 801-402-1501.

TEXTBOOKS/TECHNOLOGY/EQUIPMENT

Each student is responsible for devices and textbooks issued to him/her. A fine will be charged for lost devices or books. Fines will also be charged for repair of damaged devices or books.

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Section 2 – District Information and Policies

The following information is provided to all parents, guardians, and students of Vae View Elementary and Davis School District.

NOTICE OF NON-DISCRIMINATION

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

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

Caray Long, Educational Equity Department

Compliance Coordinator

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

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5357

clong@dsdmail.net

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Bianca Mittendorf, Educational Equity Department

Title IX Coordinator

Gender in other than Athletic Programs

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5447

bmittendorf@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@dsdmail.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 Vae View Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Kathryn Hansen, 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.

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SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and Vae View Elementary to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the 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

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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 **Vae View Elementary** or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent 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.

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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](#). Vae View Elementary policy may be found at [Vae View 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 **Vae View Elementary**. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without 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

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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:

Inspect and review all 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 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.

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:

1. school officials with legitimate educational interests;
2. other schools to which a student is transferring;
3. individuals who have obtained court orders or subpoenas;
4. individuals who need to know in cases of health and safety emergencies;
5. official in the juvenile justice system to improve education outcomes;
6. 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;
7. specified officials for audit or evaluation purposes; or 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

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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) grade level and enrollment status; 4) student's District email address; 5) student's ID number that is displayed on a student ID badge; 6)parent email address; 7)participation in officially recognized activities and sports; 8) weight and height of members of athletic teams; 9) dates of attendance; 10) degrees, honors, and awards received; 11)most recent educational institution attended by the student; 12)student's digital image.

The following should be considered limited use directory information that may be disclosed only to other students enrolled in the same course (regardless of whether such students are enrolled in the same class section) that has been audio or video recorded by the District, for instructional and educational purposes only: 1) name to the extent it is referenced or captured during the audio or video recordings; 2) any photograph or image of the student captured during the audio or video recording; 3) any audio or video recording of the student participating in the course; and 4) any online chats or other recorded communications among participants in the course captured during the audio or video recording.

If you, as a parent, do not want Vae View Elementary to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually.

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

Student Privacy Policy Office (SPPO)

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U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(202) 260-3887

Informal inquiries may be sent to FPCO via the following email address:

FERPA@ED.Gov

For additional information, please visit the SPPO website at the following address:

<https://studentprivacy.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:

1. political affiliations or beliefs;
2. mental or psychological problems;
3. sexual behavior, orientation, or attitudes
4. illegal, anti-social, self-incriminating, ore demeaning behavior;
5. critical appraisals of others with whom the student or family have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs; or 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:

1. protected information surveys designed to be administered to students;

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

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

Student Privacy Policy Office (SPPO)

*U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
202-260-3887*

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

For additional information, please visit the SPPO website at the following address:
<https://studentprivacy.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 Vae View Elementary shall reasonably accommodate ** a parent's:

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- 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 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 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.

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- 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 mail boxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

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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.

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Section 3 - Special Services Information

AMERICANS WITH DISABILITIES ACT (ADA)

Commonly referred to as section 504, this law forbids discrimination against any individual because of a disability. A common manifestation of such a disability in school is attention deficit disorder (ADD) or attention deficit disorder with hyperactivity (ADHD). ADD or ADHD can interfere with a student's ability to access and benefit from educational opportunities. When this is found to be the case, as determined by a medical doctor or psychologist, a 504 plan may be written to provide "reasonable accommodations" for the affected individual. The school's 504 coordinator can assist teachers in identifying ways to accommodate students. Services may range from no accommodation to the presence of a teacher's aide in the classroom. Section 504 does not call for specialized instruction as is the case with special education and resource. In some cases, a student may be served by both special education or resource (IDEA) and Section 504.

SPECIAL EDUCATION

The individuals with Disabilities Education Act (IDEA) requires that individuals who meet very specific and measurable criteria be provided specialized instruction that is commonly referred to as Special Ed or Resource. The school's Local Case Management Team, resource teacher or special education teacher can assist classroom teachers in developing a plan to assist students with special needs. Teachers do not solicit special education referrals from parents. If there is a concern about a student, the teacher should set up an appointment with the school's LCMT to determine how to proceed.

Testing for a learning disability is a major responsibility of the resource and special education teachers, and legal standards apply to the testing and subsequent preparation and implementation of an Individualized Education Plan (IEP). Once written and signed, the IEP is a legal document that must be honored.

Special Education services include Resource, Speech and Language Therapy, School Psychologist, etc. Resource teachers are responsible for helping students with documented learning disabilities. Our speech and language therapist works with students who have language and /or communication deficits. With parental approval, the school psychologist is responsible to provide specialized support for identified students, to assess student abilities and needs, and provide data supportive of appropriate services. The Special Education Team is responsible for ensuring that

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students with special needs are properly instructed according to the IEP (Individualized Education Plan), which is a legally binding document

LOCAL CASE MANAGEMENT TEAM

Based on the Response to Intervention (RTI) model, the primary purpose of the Hill Field LCMT is to support classroom teachers with Tier 2 support (in classroom) for individual students with behavior and/or academic concerns. If further interventions are not successful, LCMT will serve as the body that recommends additional support, including referrals to the 504 team and Special Education.

QUALIFICATION FOR SPECIAL EDUCATION SERVICES

When recommended by LCMT and approved for testing by parents and the principal the student is given a battery of tests by the resource teachers, speech pathologist, and school psychologist. To qualify for academic help, it must be determined that there is a pattern of weakness in the student's performance. This is called a learning disability. For speech and language help, the speech pathologist must be able to prove deficiency in speech or language patterns.

Students who qualify for services receive them according to an IEP (Individual Education Plan). Specific goals outlined in these IEP's are legally binding. When educators sign an IEP, they are legally committed to making a good faith effort to help that student achieve the specified goals. Students who do not qualify for special services may continue to benefit from instructional support from the LCMT.

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Section 4 - School Fees Notice

FOR FAMILIES OF CHILDREN IN KINDERGARTEN THROUGH SIXTH GRADES

IF YOU NEED HELP IN UNDERSTANDING THIS LETTER, CALL (801) 402-2350

The Utah Constitution prohibits the charging of fees in elementary schools. That means that if your child is in kindergarten through grade six (unless your child is in grade six and attends a school that includes one or more 7-12 grades), you cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If you cannot afford to pay, you may be eligible for free or reduced price meals or milk. Your school will give you information about applying for free or reduced price meals and milk. **All information which you provide in your application will be kept confidential.**

State law and State Board of Education rules **do not permit schools to charge fees for anything that takes place during the regular school day** unless your child is in grade six and attends a school that includes one or more 7-12 grades! Fees may only be charged for programs offered before or after school, or during school vacations. *If your child is eligible based on income verification or receives SSI payments (QUALIFIED CHILD WITH DISABILITIES), or if you are receiving TANF (currently qualified for financial assistance or food stamps) or if the child was placed in your home by the government as a foster child, the school must waive the fees.* If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, you **might** be eligible for a waiver even if other eligibility criteria are not met. **If your local school board/charter school allows your school to charge fees, a Fee Waiver Application (Grades K-6) is enclosed.** Your school will give you additional information about fee waivers if you ask.

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School funds are limited, and your school may need help. As a result, **the school may ask you for tax- deductible donations of school supplies, equipment, or money**, but the school **cannot require donations** or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). **No child may be penalized for not making a donation.** For example, if donations are used to pay for a field trip, every child must be allowed to go on the trip even though some may not have made a donation.

State law requires schools or school districts to require DOCUMENTATION of fee waiver eligibility if parent must “apply for fee waivers.” Local/charter boards will have policies and/or guidelines for determining eligibility for fee waivers.

School district/school administrators shall request documentation of fee waiver eligibility from those who apply for fee waivers if fees or charges are required for non-regular school day activities, such as after-school music or foreign language programs or Friday ski programs.

Fee waiver eligibility documentation is NOT required annually. Also, documentation shall NOT be maintained for privacy reasons. Schools may transfer fee waiver eligibility information to other schools to which students advance or transfer.

NOTE: If your district/school does not require parents in the entire district area or parents and students in specific schools or sections of the district to “apply for fee waivers,” district administrators NEED NOT require verification of eligibility under this section.

If you have questions, first talk to your school or school district representative listed below. If you still need help, contact one of the other agencies listed:

Vae View Elementary School: (801) 402-2350
Ask for Chris Laypath

Davis School District: (801) 402-5258
Ask for: Kayleen Carter

Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200 801-538-7830

USOE 4/15/13

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FEE WAIVER APPLICATION PROCESS

The principal in each school shall designate at least one person at the appropriate administrative level to review and grant waiver requests.

- The school shall use the standardized state board fee waiver applications.
- The school shall provide written notice of its decision to grant or deny a fee waiver request to parents using the standardized state board fee waiver decision and appeal form.
- Once granted, a fee waiver lasts for the duration of the school year in which it was granted or circumstances of the family change.

The process for obtaining a fee waiver or pursuing an alternative shall be administered fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

APPEAL PROCESS

A parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial to the school principal within ten (10) school days of receiving notice of denial.

- The school shall contact the parent within two weeks after receiving the appeal and schedule a meeting with the school principal to discuss the parent's concerns.
- If after meeting with the school principal the waiver is still denied, the parent may appeal, in writing, within 10 school days of receiving notice of denial, to the school director at the District level.

STUDENT ELIGIBILITY

A student is eligible for a fee waiver if the school receives verification of any of the following:

- The student's family's income meets the levels set by the Superintendent (*all income received by the household is considered, including salary, public assistance benefits, social security payments, pensions, unemployment compensation, and child support payments*);
- The student to whom the fee applies receives Supplemental Security Income (SSI);
- The student's family receives Temporary Assistance for Needy Families (TANF);
- The student is in foster care or state custody.

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- The student to whom the fee applies is a homeless child or youth.
- The student to whom the fee applies is in foster care or is in state custody.

A school may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances is not reasonably capable of paying the fee. An opportunity will be provided for those requesting a fee waiver under this process.

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