

# Clinton Elementary



## Student Handbook

2021-2022

Mrs. Julie Lundell-Principal  
Mrs. Lori James-Assistant Principal  
Mrs. Heidi Basinger-Head Secretary  
Mrs. Tami Lee- Head Custodian

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## School Calendar

Professional Days ..... Mon., August 16 to Thur., August 19, 2021  
Contract Day ..... Friday, August 20, 2021  
School Begins (**early out day**) ..... Monday, August 23, 2021  
Labor Day (**No School**) ..... Monday, September 6, 2021  
\*S.E.P. Week (**Early Out WEDNESDAY AND THURSDAY**) ..... Oct 6-7, 2021  
Fall Recess (**No School**) ..... Thursday - Friday, October 14-15, 2021  
End of First Term ..... Thursday, October 28, 2021  
Professional Day (**No School**) ..... Friday, October 29, 2021  
Thanksgiving Recess ..... Wednesday - Friday., November 24 – 26, 2021  
Winter Recess ..... December 20, 2021 – January 2, 2022  
School Reconvenes ..... Monday, January 3, 2022  
End of Second Term ..... Friday, January 14, 2022  
Human Rights Day (**No School**) ..... Monday, January 17, 2022  
Professional Day (**No School**) ..... Tuesday, January 18, 2022  
\*S.E.P. Week (**Early Out Wednesday and Thursday**) ..... January 26-27, 2022  
President's Day ..... Monday, February 21, 2022  
End of Third Term (**early out day**) ..... Thursday, March 17, 2022  
Teacher Professional Day (**No School**) ..... Friday, March 18, 2022  
Spring Recess (**No School**) ..... Monday – Friday, April 4 – April 8, 2022  
Last Day of School/School Closes (2 hours early) ..... Friday, May 27, 2022

## Clinton Elementary Daily Schedule

Bell Schedule	
Breakfast served	8:25
School Starts	8:45
Tardy Bell Rings	8:50
School Ends Mon-Thurs	3:25
School Ends Friday & Early Out	1:25

### Kindergarten Schedule:

Monday – Thursday  
Friday

AM Class: 8:50-11:30  
AM Class: 8:50-10:50

PM Class: 12:45-3:25  
PM Class: 11:25-1:25

# CLINTON ELEMENTARY SCHOOL

**Principal:** Mrs. Julie Lundell

**Assistant Principal:** Mrs. Lori James

**Secretary:** Mrs. Heidi Basinger

**Head Custodian:** Mrs. Tami Lee

## **My.DSD Guardian Account**

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

1. Go to the school website [www.davis.k12.ut.us/120](http://www.davis.k12.ut.us/120)
2. Select the small my.DSD icon (little leaf in the top right corner of any district web page).
3. Login or Set up a guardian account.
4. To set up a guardian account, you will need to know your child's **student ID** (ask your child or call the office) and **pin number**. If you do not know your child's student pin number, follow the online steps to determine that pin number.
5. Choose the "Student Information System" tab then: Tools (for appointment scheduler), Reports (for grades & test scores, attendance, Make Payment (for lunch options, lunch applications, fines) and more!

## **School Lunch/Breakfast**

Davis Nutrition Services offers healthy breakfast and lunch meals every school day. Menus, ingredients, and carb counts are available at [www.davis.k12.ut.us/nutrition](http://www.davis.k12.ut.us/nutrition).

### **Lunch:**

- Student \$1.95
- Reduced \$.40
- Adult \$3.10
- Extra Milk \$.40

### **Breakfast:**

- Student \$1.45
- Reduced \$.30
- Adult \$2.00

Lunch options now consist of five components of which your child will pick a minimum of 3. One of their choices **MUST** be a fruit or vegetable. The other choices are a milk, grain or meat/meat alternative. Please emphasize with your child the importance of fruits and vegetables in a healthy diet. Parents are invited to eat with their child on an occasional basis.

### **Lunch Payment options**

**PLEASE SEND ADVANCE PAYMENT FOR MEALS!**

1. Online payments
2. Cash, Checks, or Money Orders are only accepted at the school. Please clearly mark the payment with your students' name and teacher. Payments may be turned into the lunchroom or the office.
3. Free/Reduced Lunch Applications are available to fill out and submit online through your my.DSD guardian account. The office can help with online access to the forms if needed.

## **POLICIES AND PROCEDURES**

### **Health Policies and Procedures for 2021**

Students should not come to school when sick, which may include a fever, cold/flu like symptoms, a cough, or digestive upset. Students exhibiting symptoms of illness will be sent home until they fully recover.

### **Attendance**

**WE EXPECT YOUR CHILD TO BE ON TIME- EVERY DAY.** Success in school is dependent upon good attendance. Clinton Elementary School's attendance procedure is to help parents and students with their responsibility for regular school attendance. The process of education requires continuity of instruction, class participation and study. Frequent absences and tardiness from classes disrupt the instructional process. Punctuality is critical for your child and for others in the classroom. Students who arrive late miss important instruction and disrupt the learning for fellow classmates. **Late check-in begins at 8:55 in the office.** We recognize that: illness; medical appointments; family emergencies; death of a family member or close friend; family activity or travel; approved school activity; or other instances identified by the school as reasonable are legitimate reasons for absence. **If your child is absent, please notify the office or your child's teacher as soon as possible.** You will be alerted by the automated call-out system that your child was absent that day.

### **Checking Out**

If your child must go home during the day, please come to the office to check him or her out. We will call your child to the office. For your student's safety, your identification will be required at the time of check out. You will need your myDSD account information to use the electronic check out system in the office.

### **Student Conduct and Discipline policy**

### **Visiting Classrooms**

Parents are always welcome! Please check-in at the office, provide your ID, and get a visitor badge. Be aware that teachers appreciate appointments being made prior to such visits. Visiting school-age relatives and friends may not attend class with your children.

### **District Dress Code**

Clean and appropriate clothing must be worn. "Grubbies", bare feet, clothing which displays obscene or suggestive words or pictures, clothing or hair which is so extreme or odd that it may disrupt or interfere with school functions, will not be allowed. Shorts, if worn, must be the dress or walking type. Short shorts or miniskirts will not be allowed. No sleeveless shirts, bare midriffs, sagging pants, hats or gang attire. Flip-flops or shoes that make it difficult or unsafe for students at recess or in PE are not appropriate for school.

### **Managing Medication**

If your child requires long term medication during the day, a form must be signed by you and your doctor. Medication is kept locked in the office and dispensed accordingly. Any short-term medications can be dispensed by parents bringing the medication to their child when needed.

## Safe Schools Expectations

For the safety of everyone in our school, the following expectations will be enforced:

- No real or pretend weapons
- No drugs, tobacco or alcohol
- No fighting, harassment, discrimination, or bullying
- No disruptive behavior in a classroom or school activity. If your child chooses to go against any of these safe school expectations, he/she could be:
  - Suspended from school
  - Moved to another school
  - Expelled from school
  - Referred to the police

## Bicycles & Scooters

A student can ride a bicycle, skateboard, or scooter to school when a parent has given permission and safety rules are followed. **Bicycles, scooters, and skateboards are walked or carried (not ridden) on school property.** If a student is found riding one of these vehicles on school property, the item will be confiscated and either released to parents any time or to students after three days. Bikes and scooters must be parked and **locked** in the bike rack during the day. We **cannot** assume responsibility for stolen or damaged equipment.

## Electronic Devices/Toys

All electronic devices except for cell phones are to be left at home. All toys should be left at home. A toy is anything which interferes with learning (cars, stuffed animals, spinners, action figures, pretend weapons, etc.) Cell phone use is permitted only before and after school. Cell phones are to be turned off and left in backpacks during the day. Phones and other electronic devices used during school hours will be confiscated. Confiscated devices will only be released to parents. We **cannot** assume responsibility for lost, stolen or damaged electronic devices.

## Student Use of School Telephones

Students should use the phone only in case of emergency and with special permission from their teacher. After school friend arrangements should be made at home. We discourage telephone messages from home except in an emergency.

## Related Services

There are related services available at the school, these include: Counselor, Family-School Liaison, Speech, Hearing, Psychological Testing, School Nurse, and Resource Teachers. If you feel your child needs any of these services, please contact the school.

## Weather

Cold weather can be a challenge. Please make sure that your children are dressed appropriately. Label all outerwear and help us eliminate the lost and found problem.

## **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. Students are expected to go home immediately after school and/or wait for a parent or day care as directed by the guardian.

## **Animal Policy**

The Health Code prohibits animals on school property except for approved school activities.

## **PTA Executive Board**

**Follow us on Facebook: Clinton Elementary PTA or visit our website at [www.clintonutpta.com](http://www.clintonutpta.com)**

President: Jen Martinez

Secretary: Staci Cahoon

## **District Policies**

### **NOTICE OF NON-DISCRIMINATION**

Davis School District and [name of your school] 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

Bianca Mittendorf, Educational Equity Department Title IX Coordinator Gender in other than Athletic Programs Davis School District 70 East 100 North, PO. Bo 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 [name of your school] will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator [name and school phone number], their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

## SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and [name of your school] 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, or electronic cigarette substance or product), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on District property, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

## SERIOUS VIOLATIONS



Any student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or person associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property; 3) engaging in any gang activity, including but not limited to flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang related clothing or apparel, or soliciting others for membership in a gang.

## DISRUPTION OF SCHOOL OPERATIONS

Any student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (I.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language.

## DUE PROCESS

When a student is suspected of violating [name of your school] or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent that 1) this student has been suspended; 2) grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent to meet a designated school official to review the suspension.

## AUTHORITY TO SUSPEND OR EXPEL

The school administration has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student, the school administrator shall make a referral to the District's Case Management Team.

## BULLYING/CYBER-BULLYING/HAZING/RETALIATION/ABUSIVE CONDUCT

A student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical, or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or a school-related activities regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation. District policy may be found at 5S-100 Conduct and Discipline. [Your school's name] policy may be found at [URL] 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 [name of your school]. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

## EXTRACURRICULAR ACTIVITIES

Participation in interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of

participation in all extracurricular activities during the period of discipline and will not be afforded due process procedures to challenge the denial of participation.

## COMPULSORY EDUCATION REQUIREMENT

A parent having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Parents are encouraged to work with the school in promoting regular attendance of all students.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

**Student Education Records** The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their student's education records. These rights are:

1. Inspect and review all their student's education records maintained by the school within 45 days of a request for access.
2. Request that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changes. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. Provide consent before the school discloses personally identifiable information (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 to improve education outcomes; [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect; [g] specified officials for audit or evaluation purposes; or [h] organizations conducting studies for or on behalf of the District. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the

District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Student Directory Information Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate

reasons such as, school publications, newspaper articles, and to outside education related organizations. In addition, two federal laws require secondary schools to provide military recruiters, upon request, the names, addresses, and telephone numbers of their students. The Davis School District has designated the following information as directory information: 1) student's name, address, and telephone number; 2) student's date and place of birth; 3) 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 shall 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.

To protect the privacy of other students, parents/students are not permitted to make their own recordings of class sessions or to share or distribute District recordings of class sessions.

If you, as a parent do not want [name of your school] to disclose limited directory information of your child 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) 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: [a] political affiliations or beliefs;

[b] mental or psychological problems; [c] sexual behavior, orientation, or attitudes [d] illegal, anti-social, self-incriminating, or demeaning behavior; [e] critical appraisals of others with whom the student or family have close family relationships; [f] legally recognized privileged relationships, such as with lawyers, doctors, or ministers; [g] religious practices, affiliations, or beliefs; or [h] income, other than as required by law to determine program eligibility. Receive notice and an opportunity to opt a student out of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas. Inspect, upon request and before administration or use of: [a] protected information surveys designed to be administered to students; and [b] instructional material used as part of the educational curriculum.

Davis School District has policies in place to protect student privacy as required by both State and Federal law. [name of your school] will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities.

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

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 [name of your school] shall reasonably accommodate \*\* a parent's:

- Written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.

- Written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. (Student agrees to make up course work for school days missed for the scheduled absence).
- Written request to place a student in a specialized class, a specialized program, or an advance course. (In determining whether placement is reasonable, the District shall consider multiple academic data points).
- Request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- Initial selection of a teacher or request for a change of teacher.
- Request to visit and observe any class the student attends.
- Request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or a greater or lesser degree than any other student.

**\*\*Reasonably accommodate for purposes of this section means the District or school shall make its best effort to enable a parent to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents; the educational needs of other students; the academic and behaviorally impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school.**

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

## MEAL CHARGES IN SCHOOLS

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

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

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

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

a student attending a secondary school that his account is in the negative. The cost of the unpaid meal will be charged to the student's account.

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

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

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

Parents are responsible to pay all their student's meal charges. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt.