

# West Point Elementary

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

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



## Student-Parent Handbook 2022-23

<https://westpointel.davis.k12.ut.us/parents-students/student-handbook>

# Message to Parents

Dear Parents,

Welcome to the 2022-23 school year! The West Point Elementary faculty and staff are privileged to serve your children. We are committed to excellence in education and want each child to succeed. We know that individuals learn in different ways. We strive to create a learning environment where students are motivated and challenged so they can grow in academic ability and self-confidence. We are also committed to fostering a school culture of kindness and respect for others.

Please review the contents of this handbook together with your child, and feel free to contact the school regarding any questions about our program. In addition to this information, you will receive weekly newsletters and periodic notes from me, as well as updates on our social media pages. You will also receive information from the PTA to keep you informed of important dates and events. There are many opportunities to volunteer at West Point Elementary, and I encourage you all to volunteer as your schedule allows.

Thank you for your support. In this new school year, we look forward to working closely with you. Our theme for the year is “Better Together,” and we know our greatest success comes when everyone works together to create a positive learning experience for our children.

Sincerely,

Marjorie Conrad, Principal



# West Point Elementary Bell Schedule 2022-23



Breakfast (students should use the green south side door by the bus loop)..... 8:20-8:45  
 1<sup>st</sup> Bell.....8:45  
 Tardy Bell.....8:50

### Grades 1-6

### Kindergarten (M-Th)

Monday – Thursday.....8:50 - 3:25      A.M.....8:50 - 11:30    P.M. .... 12:45 - 3:25  
 Friday.....8:50 – 1:25    Fridays A.M.....8:50-10:50    P.M..... 11:25-1:25

### A.M. Recess

1<sup>st</sup> and 4<sup>th</sup> .....10:00-10:15  
 Kinder. & 3<sup>rd</sup> .....10:15-10:30  
 6<sup>th</sup> .....10:30-10:45  
 2<sup>nd</sup> & 5<sup>th</sup> .....10:45–11:00

### Lunch

1<sup>st</sup> ..... 11:00-11:30, 11:10-11:40  
 6<sup>th</sup> .....11:20–11:50, 11:30-12:00  
 2<sup>nd</sup> .....11:40–12:10, 11:50-12:20  
 5<sup>th</sup> .....12:00–12:30, 12:10-12:40  
 3<sup>rd</sup> ..... 12:20–12:50, 12:30-1:00  
 4<sup>th</sup> ..... 12:40–1:10, 12:50-1:20

### P.M. Recess

2<sup>nd</sup> ..... 1:25 – 1:40  
 3<sup>rd</sup> ..... 1:40 - 1:55  
 4<sup>th</sup> ..... 1:55 – 2:10  
 1<sup>st</sup> & Kinder. .... 2:10 – 2:25

**\*Please note that occasionally recess times may change for certain classes due to scheduling conflicts.**



## **PARENTS**

As a parent/guardian, you are an important member of your child's educational team. As such, you are responsible for the welfare of your child and for making decisions which will enhance his/her educational process by:

1. Ensuring that your child attends school regularly.
2. Being informed about school events and activities.
3. Volunteering when possible.
4. Informing the teacher of special needs your child may have.
5. Asking questions, sharing your ideas.
6. Becoming an active partner in the learning process by practicing and reviewing schoolwork at home with your child.

\* \* \* \* \*

### **Arriving at School and School Breakfast**

The first bell rings at 8:45, and the school day begins at 8:50 a.m. No outside supervision is provided before school until the buses arrive, starting at 8:30 a.m. Students should not arrive at school prior to this time unless coming for breakfast, which is served at 8:15 a.m. When arriving at school, students will follow these procedures.

- Students line up in the back of the school in their class's assigned line.
- Teachers bring students inside at the first bell, which is at 8:45 a.m.
- If it is raining or other inclement weather, we will put a sign out front which says "INSIDE." When this happens, students enter the school through the front door and line up in the hall outside their teacher's door.

School breakfast begins at 8:15 a.m. Students enter the building through the green south door by the bus loop of the school. After students eat, they should exit the building using the same door. Then they follow the same procedures outlined above for lining up before school.

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

Regular school attendance is essential for student growth and achievement. Parents play a key role in ensuring their children are at school on time and ready to learn. We ask parents to please keep early checkouts to a minimum. Missing school for reasons other than illness sends the message that school is not very important. In addition, the effects of lost instructional time compound when students are frequently absent, tardy, or checked out of school early

West Point Elementary recognizes that Utah law requires parents to ensure the attendance of their children in school. We also recognize that family emergency, illness and extenuating circumstances could be legitimate reasons of absence. In accordance with Utah State Law (Utah Code §53A-11-103) and Davis School District Policy, it is the responsibility of the parent to ensure that their children are in attendance and punctual each school day. It is imperative, with the assistance of parents, that children learn to be responsible for arriving to school on time. There should be no checking out of students for baby-sitting, shopping, or running errands. Parents are

encouraged to schedule appointments and extracurricular lessons after school hours. While parents have the legal right to take their son or daughter out of school, they do not have the right to violate the state and district mandatory attendance law, which requires 90% attendance for each student. Parents of students that are continually tardy or absent may be referred to the Davis School District Case Management team for further assistance in helping increase attendance and/or punctuality.

### **Animals at School (Not permitted)**

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

### **Background Checks**

In an effort to provide increased security and safety to all our students, Davis School District wants to ensure that everyone supervising children has had a background check. Employees have background checks before beginning work. Volunteers do not always need background checks if they are working under the direct supervision of an employee, such as a parent volunteering at a class activity or reading with students. However, volunteers who work outside of the line of sight of an employee, including field trips, must have a background check ***through Davis School District's HR Department***. Once a volunteer has received the background check, that check is valid indefinitely, according to current state law.

### **Bad Weather Days**

Recess breaks with fresh air, socializing, and exercise are important parts of each day. Students are expected to play outdoors during recess unless it is very wet or cold or the air quality is poor. Please make sure your child is dressed appropriately for the weather. All outer wear clothing should be marked with the student's name. If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from recess or P.E. may require a doctor's statement.

### **Behavior Plan / School Discipline**

West Point Elementary has a school-wide behavior plan and expectations for every area in our school. The basis of our plan is to look for and reward positive behavior, and to provide interventions and support for students who break school rules. The purpose of West Point Elementary's Behavior Plan is to help students achieve their educational goals. Learning is enhanced in a physically and emotionally safe environment where every student is respected, safe, and free from danger. Our plan is based on four overarching expectations:

1. Be Respectful
2. Be Responsible
3. Be Safe
4. Be Caring



You can find the details of our school plan on our website at <https://westpointel.davis.k12.ut.us/school-information/behavior-plan>.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School and classroom rules and expected behavior are explained to the children. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated.

Instruction in appropriate behaviors and positive reinforcements are essential elements to our plan. Corrective measures may also be implemented. Acceptable corrective measures 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, or conference
- Referral to school administration, law enforcement, or other agencies
- In-school or out-of-school suspension
- Exclusion or reassignment of educational placement

### **Safe School Violations**

As per District mandate, we are required to implement the Safe School Policy. The following behaviors will not be tolerated: fighting, obscene language, bullying (physical and verbal), obscene gestures, hazing, retaliation, sexual harassment, destruction of school property, and weapons – pretend or real. We instruct students to tell an adult when they see or are involved in conflicts with other children. Students who violate this policy will receive disciplinary consequences as per Safe School requirements.

### **Bullying / Hazing**

For purposes of this plan, “bullying/hazing” means any behavior of:

- overt aggression that may include physical fighting such as punching, shoving, kicking, and verbal threatening behavior, such as name calling, or both physical and verbal aggression or threatening behavior;
- relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation;
- sexual aggression or acts of a sexual nature or with sexual overtones;
- cyber-bullying, including use of email, web pages, text messaging, instant messaging, social media, three-way calling or messaging or any other electronic means for aggression inside or outside of school;
- civil rights violations, including bullying, cyber-bullying, hazing, and retaliation based upon the students’ or employee’s actual or perceived characteristics, including race, color, national origin, sex, disability, religion, gender identify, sexual orientation, or other physical or mental attributes or conformance or failure to conform with stereotypes.

Bullying, cyber-bullying, hazing, and retaliation of students and employees are against federal law, state law, and District policy, and are not tolerated by the District or its schools. It is the intent of the District and West Point Elementary to respond to school-related incidents by

implementing prevention efforts where victims can be identified and assessed, and perpetrators educated, in order to create safer schools that provide a positive learning environment. In addition to education, students who initiate, participate directly in, solicit, create, or are accomplices to bullying/hazing activities either in or out of school will be subject to appropriate interventions and/or corrective measures as listed in the Behavior Plan above.

### **Bicycle Policy**

West Point Elementary students are permitted to ride bikes and scooters to school. **Students must walk their bicycles/scooters while on school property.** Bicycles/scooters must be locked securely to school-provided bicycle racks while at school, which are located on the east side of the school. They are not to be kept in any other part of the school property. The school is not responsible for lost, stolen, or damaged bicycles and equipment brought by students. All students are encouraged to obey all traffic laws and to wear helmets while riding bicycles or scooters. Motorized bikes, skateboards, skate shoes, and roller blades are not permitted on the school grounds or in the building.

### **Birthdays**

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

### **Book/Equipment Supply Replacement**

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

### **Busing (Transportation 801-402-7500)**

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

[www.davis.k12.ut.us](http://www.davis.k12.ut.us)

myDSD (login)

Tools

Bus/Transportation Info

### **Bus Safety**

To ensure safety, appropriate behavior on and off the bus is required. Students must remain seated, keep hands and feet to themselves, and speak to others in a normal conversational tone. While entering, exiting, or waiting for the bus, students must maintain a safe distance from the bus. Students whose behavior is inconsistent with the expectations may lose bus privileges. **It will then be the responsibility of the parent to transport their student to school.**

### **Check-In, Check-Out Procedures**

Students who arrive late must check in with the office before going to class.

If students are being checked out of school early, they must be signed out in the office by a parent or other designated adult who is listed as an emergency contact on the child's registration card.

**All adults are required to show picture ID.** Please do not go directly to the classroom or playground to remove your child. In an emergency, you may call the office, and we will have your child excused from class and waiting in the office for you. You must still come into the building to sign your child out. We cannot check a student out over the phone.

### **Child Find**

Davis School District is responsible for Child Find identification and evaluation for all students suspected of having a disability residing in Davis County. This includes children (birth through 21 years of age) who are in public schools, are in private schools, are being home schooled, are preschoolers (birth to five years) and are in need of an evaluation for possible special education or early intervention services. Early identification and intervention may be essential to your child's development.

If your child is having significant difficulty with vision, hearing, speech, behavior, is experiencing slow development typical for his/her age, physical development or learning difficulty, he/she may be a child with a disability that requires specialized instruction through special education. If you suspect that your school age child may have a disability, please contact the school principal.

If your child's age is birth to three years or three to five years, contact the Davis Early Learning Center at 801-402-5409.

### **Community Council**

Our School Community Council is comprised of representation from the teachers, parents, and community. Members' terms are for two-year periods at which time vacant seats are filled by election and administrative invitation, depending upon the available position. The Community Council is responsible for the Teacher Student Success Plan (TSSP) and LAND Trust funds, and it is a valuable liaison between our school and the community. For more information, including a calendar of meetings and contact information, please visit the school's website.

### **Dismissal of School**

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

### **Dress Code**

Student dress influences the way students act and their attitudes about learning. Please see that your student comes to school in clothing that is appropriate for school, whether in the classroom, in PE class, or on the playground. Clothing, accessories, piercings, hairstyles, etc. should not be extreme or disruptive to the education process. We rely on parents' good judgment as to what students should wear. However, the school reserves the right to make final determination regarding the appropriateness of student appearance. The following dress code has been established at our school. This policy is in line with Davis School District Policy 11IR-108.

Students are expected to adhere to the appearance standards listed below. Those who violate the standards will be asked to comply prior to attending class.

- Inappropriately short, tight, or revealing clothing is prohibited, including bicycle shorts.
- Shorts and skirts must not be shorter than the middle of the thigh, even when wearing something underneath (i.e., tights, leggings).
- Pants that are frayed or ripped must have something underneath if the rip is above the middle of the thigh.
- Tank tops must have straps that are approximately three fingers' width.
- Clothing cannot expose bare midriffs, buttocks, or undergarments.
- Clothing cannot display obscene or inappropriate words, messages, pictures, alcohol or tobacco products, weapons, or colors or symbols associated with gang activity.
- Proper shoes for PE and recess should be worn. No open toed or flip flops are allowed for the safety of our students. Additionally, cleats, tap shoes, slippers, or shoes with in-line wheels (wheelies) should not be worn.
- Hats or head bandanas are not to be worn to school except on special occasions. Hoodies should not be pulled over students' heads while inside the building. Hats may be worn outside during recess.
- Pajamas should not be worn, except on days approved by the classroom teacher.

Students who practice good personal hygiene and cleanliness feel better about themselves and consequently achieve better in school. Specific guidelines concerning hair, clothing, and accessories can be found in Section 5S-100 of the district's policy manual.

### **Electronic Device Policy (Cell Phones)**

#### **Policy for Possession and Use of Personal Electronic Devices by Students in Schools**

Electronic devices have become a common means of communication and information access on today's society. However, these devices have the potential of disrupting the orderly operation of the school. West Point Elementary has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school-sponsored activities, and on school transportation. This policy governs the possession and use of both District-owned and privately-owned electronic devices **at school and at school-sponsored activities**.

Definitions for this policy include:

- **Electronic Device:** A device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including: (1) a smart phone; (2) a smart or electronic watch; (3) a tablet; or (4) a virtual reality device.
- **District-Owned Electronic Device:** A device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is identified as being owned, provided, issued, or lent by the District to a student or employee.
- **Privately-Owned Electronic Device:** A device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by the District to a student or employee.

### **Possession and Use of Privately-Owned Electronic Devices at School**

Student use of privately-owned electronic devices is strictly prohibited within the school building, on school property, or at school-sponsored activities before or during school hours.

If a student brings a privately-owned electronic device to school, it must be turned off as soon as the student arrives at school. The device must be stored in the student's backpack and must not be removed from the backpack until the school day's end, when the student is outside the building.

### **Acceptable Use of Technology Resources and Electronic Devices**

- The *DSD Technology Resources Acceptable Use Agreement* contains rules and guidelines for the acceptable use of technology resources at school and school-sponsored activities. All students, parents, and employees are required to be familiar with the contents of this agreement and sign an electronic form each year declaring they are aware of the contents of the agreement. Use of district-owned technology resources is not allowed until the agreement is signed by all parties.
- All students and employees are required to comply with the *DSD Technology Resources Acceptable Use Agreement* and the *West Point Elementary Electronic Device Policy*. As outlined in the *DSD Technology Resources Acceptable Use Agreement*, knowledge of a violation of these policies must be reported. Students will report the incident to their teacher, and educators will report the incident to school administration.

### **Restricted Use of All Electronic Devices at School and School-Sponsored Activities**

- Use of electronic devices is prohibited during standardized assessments unless specifically allowed by statute, regulation, student IEP, or assessment directions.
- Use of electronic devices in ways that 1) bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guests or 2) violate local, state or federal laws is prohibited.
- Use of electronic devices in ways that cause invasions of reasonable expectations of student and employee privacy is prohibited. Examples include but are not limited to, taking pictures, recordings, etc. of others in a manner that invades their reasonable expectation of privacy.
- Exceptions to this policy may be made by school administration for special circumstances, health-related reasons, use consistent with a current and valid IEP, and emergencies.

### **Violation of DSD Technology Resources Acceptable Use Agreement or West Point Elementary Electronic Device Policy**

- A student who violates these policies may lose the privilege to use electronic devices at school. Inappropriate use of devices and technology, whether privately-owned or district-provided, may result in disciplinary action (including the possibility of suspension or expulsion) and/or referral to legal authorities.

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

### **Training**

- Students and employees will receive training in the West Point Elementary Electronic Device Policy within the first 45 days of each school year. This training will include contents of the school's electronic device policy, contents of the District's general conduct and discipline policies, the importance of digital citizenship, and conduct and discipline related consequences related to violation of the school's electronic device policy.

### **Emergency Drills**

The safety of your child is one of our greatest concerns. The school holds regular drills each month to teach students to respond calmly in the event of an emergency. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building.

### **Emergency Numbers**

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. Please remember to notify the school of any change of address or telephone number. This information is important.

### **Field Trips**

Field trips provide the opportunity for students to learn, grow and develop outside of the classroom. Permission slips will be sent home by classroom teachers. We are required to have a signed permission slip for each student to go on a field trip. Any parent who would like to chaperone is required to have a background check through the district completed before the field trip. It is expected that parent chaperones will ride on the bus with the students unless there is not enough space available on the bus. When parents are not able to ride the bus, they may drive their own student to and from the field trip. Parents may not transport other students in their private vehicles. **Younger children and siblings are not allowed to accompany students and/or parent chaperones on school-sponsored field trips.**

### **Grievance Procedures**

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

### **Gum**

Chewing gum is not allowed at school.

### **Illness**

Before sending your child to school each day, please be sure that he/she is well enough to be in school. If your child becomes ill while at school, you or the adults you designate on the registration card will be notified immediately and asked to come and pick up your child. Please send a note to school anytime your child is recuperating from an illness requiring that his/her school activities be restricted.

### **Lost and Found**

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

### **Lunch**

Meals may be purchased by the week, month, or term. Payments can be made online through myDSD. Checks and cash are also accepted. Checks should be made payable to *Davis Nutrition Services*. Each check should have the child's and teacher's names on it. Cash should be in an envelope with the child's and teacher's names clearly indicated on the outside. Please keep your student's lunch account current with a positive balance.

Meal prices for the 2022-2023 school year are as follows:

- School lunch is \$1.95. Reduced price is \$.40.
- Breakfast is \$1.45. Reduced price is \$.30.
- Extra milk is \$.50.
- Adults may purchase lunch for \$3.50 and breakfast for \$2.10.

If you were on a free or reduced program last year, you have an automatic extension for ten days to reapply and qualify for this coming year. Visit the following link for more information:

<https://www.davis.k12.ut.us/departments/nutrition-services/free-reduced-price-school-meals>

Good manners in the lunchroom are expected and monitored by a supervisor. Children whose behavior is inconsistent with good manners may lose cafeteria privileges.

### **Medication/First Aid**

Students are allowed to have one dose of a medication in their backpack to use during the school day, such as an Ibuprofen tablet or cold medicine pill. The school is not able to dispense medication. If your child does require medication during the school day, the proper forms must be signed by you and your child's doctor. Forms are available in the office.

If your child is injured at school, it is our policy to try to reach parents as soon as possible. If we cannot reach you, we will continue to try to reach those listed on your child's registration card. Please know that minor bumps and bruises will be treated without a phone call home.

## **PTA**

West Point Elementary School is a great school for your child in large part because of our incredible parental involvement! Becoming involved in PTA provides you an opportunity to provide enrichment to your students' educational experience. Our PTA is active and involved. Throughout the year many educational, fun-filled events will take place. All parents are urged to join the school's PTA and be actively involved in the many worthwhile activities sponsored by this organization. Please contact our PTA leaders to find out ways you can help!

## **Parent Teacher Conferences**

Parent Teacher Conference meetings will formally occur twice a year. This is a time for students to celebrate their growth and successes and to set goals with the help of parent and teacher input. Students should attend with their parent or guardian.

## **Parking Lot/Driveway Procedures**

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

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

An alternate drop off/pick up place is the parking lot on the north side of our playground, by the splash pad.

## **Registration**

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

## **Severe Weather Policy**

In the event of a school closure due to inclement weather, the district will post information on Twitter and Facebook. Parents and guardians will also be notified through a call out and email. Parents who opted in to receive text messages will also receive a text. Additionally, the information will be posted to our school webpage. Area radio and TV stations will be notified to spread the word that schools are closed. They will not be contacted when schools remain open.

## **Snowballs**

Throwing snowballs is against school rules.

## **Telephone Use and Messages**

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

before students leave home in the morning.

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

### **Toys and Games**

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

### **Visiting and Volunteering at the School**

Whether visiting or volunteering, parents are always welcome at West Point Elementary! Please familiarize yourself with our security protocols for visitors at the school. These procedures have been established for the safety of our children.

- Every person visiting West Point Elementary must enter through the secure vestibule at the front of the school. All visitors are required to show picture ID before entering the building. Visitors must then check in and obtain a visitor’s badge in the office before proceeding to other areas of the building. Please wear your badge or sticker so school personnel will know you have checked in at the office. All visitors need to stop in the office to sign out before exiting the school.
- Utah State Law requires all volunteers to sign a volunteer agreement before volunteering in a school. This document can be signed electronically through myDSD. Classroom teachers and office personnel also have a copy of this form.
- Parent volunteers can remain at the school under the direct supervision of a specific teacher and for a pre-determined beginning and end time. Volunteers are asked not to remain at the school outside of these pre-determined times or when they are no longer working with the specified teacher.
- Please read the “Background Check” section for requirements for volunteering at the school and on field trips.
- Parents who are chaperoning a class field trip must check in with the office and obtain a school badge before proceeding to the classroom.
- Tickets will be sent home or emailed in advance for classroom, grade-level, or school programs during the school day. Please bring a ticket for each family member who will be attending the program. If you do not have a ticket, you will be asked to check in at the school office with picture ID. Attendees are asked not to go anywhere else in the school besides the designated program area unless they have formally checked in with the school office.
- Our office staff will help if you need to give your child a message, medication, homework, lunch money, supplies, etc. We strive to minimize disruptions to the learning environment.
- Students from other schools and relatives are not permitted to attend class or otherwise accompany West Point Elementary students.

**DAVIS SCHOOL DISTRICT**  
**NOTICE OF NON-DISCRIMINATION**

Davis School District and West Point Elementary are committed to creating an environment free from harassment and discrimination, including addressing and correcting incidents of harassment and discrimination when they occur, ensuring that discipline is free from discrimination, and ensuring nondiscriminatory access to student groups. Students and employees may not be discriminated against on the basis of race, color, national origin religion, sex (including sexual orientation and gender identity), age, disability, 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. Policy 11IR-100 prohibits harassment and discrimination against students on the basis of race, color, national origin, religion, sex, or disability (“Protected Class”).

*Complaints of harassment or discrimination against students on the basis of a Protected Class should be directed to the Office of Equal Opportunity.*

Ken Auld, Director of the Office of Equal Opportunity  
Davis School District  
45 East State Street, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-8701  
[kauld@dsdmail.net](mailto:kauld@dsdmail.net)

Further information regarding student-on-student or staff-on-student harassment will be provided in a separate Notice of Non-Discrimination.

*Employee requests for accommodations or complaints of harassment or discrimination against an employee should be directed to the Office of Human Resources at:*

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](mailto:sbaker@dsdmail.net)

*Information regarding accommodations for disabilities should be directed to:*

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](mailto:mclough@dsdmail.net)

*Information or complaints about discrimination on the basis of sex in athletic programs may be directed to:*

Tim Best, Healthy Lifestyles Coordinator  
**Title IX Athletic Compliance Coordinator**  
**Sex 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](mailto:tbest@dsdmail.net)

*Information or complaints about discrimination on the basis of a disability in access to facilities may be directed to:*

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](mailto: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 West Point Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator (Michelle Yoho, 402-2750), 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 West Point Elementary to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, or District disciplinary action as determined by the District Case Management Team. Criminal acts that are a class B misdemeanor or above (including but not limited to drug possession or physical assault) may also be referred to law enforcement. 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 – UP TO ONE YEAR EXPULSION (Utah Code 53G-8-205)**

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 consequence 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.

### **SAFE SCHOOL 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, or expelled 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. Conduct that is a class B misdemeanor may also be referred to law enforcement. Conduct which is a class C misdemeanor, an infraction, a status offense on school property, or an offense that is truancy may not be referred to law enforcement or a prosecuting attorney.

### **NONDISCRIMINATION IN DISCIPLINE**

The District will ensure that students are not discriminated against in the administration of discipline, including the duration and type of consequence, and in referrals to law enforcement.

### **DUE PROCESS**

When a student is suspected of violating West Point Elementary or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the

opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent 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](#). West Point Elementary's policy may be found at [URL] or a copy may be obtained in the school office. For incidents of harassment (unwelcome conduct based on a protected class) and discrimination, please refer to [11IR-100](#).

### **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 reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

School Lockers, desks, or other storage areas are the sole property of the Davis School District West Point Elementary. Periodic general inspections of school lockers may be conducted by school authorities randomly without notice, without student consent, and without a search warrant. Searches will be conducted in such a way as to be short in duration and not disrupt educational activities.

### **EXTRACURRICULAR ACTIVITIES**

The District will ensure that students have an equal opportunity to participate in, create, and maintain student groups without regard to their race, sex, disability, or other protected classification.

However, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities, such as interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities, during the period of discipline and will not be afforded separate due process procedures to challenge the denial of participation in an extracurricular activity.

## **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 changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

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 West Point Elementary 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](mailto:FERPA@ED.Gov)

[For additional information please visit the SPPO website at the following address:  
https://studentprivacy.ed.gov/](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. West Point Elementary will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities.

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

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](mailto:PPRA@ED.Gov)

[For additional information please visit the SPPO website at the following address:  
https://studentprivacy.ed.gov/](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 West Point Elementary 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.**