

SYRACUSE ELEMENTARY

FAMILY HANDBOOK

2022-2023



Principal—Doug Hammerschmidt
Assistant Principal—Kevin Hemphill
Office Manager —Monica Kirkman

1503 South 2000 West
Syracuse, Utah 84075

801-402-2600
Fax: 801-402-2601
Attendance Line: 801-402-2606

Web Page: davis.k12.ut.us/168
Facebook: Syracuse Elementary

Table of Contents

Animals in School.....	3
Attendance	3
Behavior Management	4
Birthday Celebrations	4
Check Out Procedures	4
Daily Schedule.....	5
Dress Standards.....	6
Electronic Devices.....	6
Homework	8
Lunch and Breakfast	9
Medication.....	9
Recess.....	9
Safety.....	10
Telephone Use.....	10
Transportation to School	10
Tuesday Folders.....	12
Toys and Other Personal Items.....	12
Volunteers and Visitors.....	12
Davis School District Notice of Non-Discrimination and District Policies.....	14

Animals in School

The health code prohibits dogs and cats on school property. Please do not bring these animals with you to school. Service animals are an exception to this policy.

Attendance

We strive to create engaging and meaningful learning experiences for our students. Unfortunately, it is almost impossible to recreate these experiences at home. Therefore, we ask that students do all they can to be here and on time each day. Parental help with this is key. Helping students with these small things can make a huge difference. Below are possible suggestions:

- Arrange schedules for bed times that allow 10-11 hours of sleep and have them set an alarm.
- Set out items needed for school the night before.
- Encourage them to eat a healthy breakfast.
- Leave home with enough time to arrive at school by 8:40 AM

The first bell rings at 8:45 AM and the late bell at 8:50 AM. Students should be in their classroom by 8:50 AM. Anyone arriving after this time needs to check in through the office. Supervision is provided on the playground beginning at 8:30 a.m. (or indoors, if there is inclement weather). Students that are eating breakfast may arrive at 8:15 AM and proceed to the lunchroom.

If a student is having difficulty with absences or tardies, their teacher will visit with them and contact parents to discuss ways to help. **Please do not hesitate to contact your child's teacher if you begin to notice a problem attendance pattern.** Attendance that becomes a chronic problem (six or more absences or tardies in a six week period) may require administrative assistance.

For a planned absence, please contact your student's teacher before the absence. Please call the attendance line to report unexpected absences, such as illness.

Attendance Line: 801-402-2606

Behavior Management

We strive to keep students engaged and learning at school, but occasionally other forms of management are needed. Individual teachers have classroom management plans (please see your teachers disclosure statement) and we have a school wide behavior management plan. We also follow the [District Safe and Orderly Schools Policy](#).

Birthday Celebrations

Most teachers outline their policy for celebrating students' birthdays in their disclosure statement. Treats should be store bought, not homemade. If you have questions about treats, please contact your child's teacher. Birthday invitations may not be handed out at school. If you have concerns, please see administration.

Check Out Procedures

Occasionally the need arises to check a student out during the school day. Please come to the office and our secretarial staff will call your student down to the office. They will also help you check out the student. **For the safety of our students, please have photo ID ready.**

Only those people listed on the student's emergency card as a parent/guardian or an emergency contact will be allowed to check them out. If you need to add or delete this type of information from their card, just let the secretary know.

Daily Schedule

Office Hours: 8:00 a.m. to 4:00 p.m.

First Bell 8:45
Tardy Bell 8:50

School Hours

Monday-Thursday 8:50-3:25
Friday 8:50-1:25

Kindergarten

Monday-Thursday
AM Session 8:50-11:30
PM Session 12:45-3:25
Friday
AM Session 8:50-10:50
PM Session 11:25-1:25

AM Recess

1st and 6th 9:45-10:00
3rd and 5th 10:00-10:15
4th 10:15-10:30
K and 2nd 10:30-10:45

PM Recess

5th 1:15-1:30
1st and 4th 1:30-1:45
K and 6th 1:45-2:00
2nd, 3rd, Rushton 2:00-2:15

Lunch

1st grade 11:05-11:45
3rd grade 11:25-12:00
5th grade 11:40-12:15
4th grade 12:00-12:35
2nd grade 12:15-12:50
6th grade 12:30-1:05

Dress Standards

At Syracuse Elementary, our focus is the education of our students. We have a minimal dress standard so that the appearance of our students adds to and does not detract from the learning process. Please help students:

- Come to school fully clothed, including appropriate footwear.
- Wear clothing that covers the entire torso, midribs, buttocks, shoulder straps, and under garments.
- Wear shorts/skirts/dresses that have a length that is closer to the knee than to the top of the leg while sitting down. Leggings should be covered to mid-thigh all the way around.
- Wear proper footwear for activities (e.g. tennis shoes for PE).
- Wear proper clothing for outdoor play (e.g. coat, hat, gloves, and boots for winter weather or sunglasses and hat for summer weather).
- Clothing must not display obscene, vulgar, lewd, sexually explicit messages or advertise illegal substances.
- Wear hair styles/colors that do not interfere or cause disruption to the educational process.
- Be respectful about head wear. Hats, bandanas, etc. are not allowed to be worn inside the building.

Electronic Devices

Electronic devices have become a common means of communication and information access today. However, these devices have the potential of disrupting the orderly operation of the school. The school 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.

DEFINITION

For purposes of this policy “Electronic Device” means a privately owned or school provided wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, handheld entertainment systems, and any other convergent communication technologies that do any number of the previously mentioned functions.

POSSESSION AND USE

Students may possess and use electronic devices at school subject to the following:

- Phone and other personal communication device (including smartwatches) usage is allowed before and after school. Phones are to be powered off and stored in their backpack during the school day. Phones are not allowed in the lunchroom or on the playground. A smartwatch’s communication capabilities cannot be used during school hours. Abuse of this policy may result in the smartwatch not being permitted to be worn during the school day.
- Use of electronic devices, other than school issued devices, during the school day, including recess and lunchtime, is prohibited. They must be completely powered down, turned off and kept out of sight.
- Tablets, e-readers, etc. may be brought to school and used in class for educational purposes under the direction of the teacher. These devices can assist with reading and other learning.
- Gaming devices are not allowed at school. These items can be damaged or stolen at school, so please leave them safely at home.
- The school cannot be, and is not, responsible for electronic devices brought to school.

PROHIBITIONS

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Electronic devices may not be used during any Utah student academic assessments unless specifically allowed by law, student IEP, or assessment directions.

SECURITY OF DEVICES

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume any responsibility for theft, loss, damage, or unauthorized calls made with an electronic device.

PROHIBITIONS ON AUDIO RECORDING

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, and or compromise the integrity of educational programs. Accordingly, the use of the audio recording or camera functions of electronic devices is always strictly prohibited on school premises.

ELECTRONIC DEVICE EXCEPTIONS

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- The use is specifically required to implement a student's current and valid IEP.
- The use is at the direction of a teacher for educational purposes.
- The use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.

Homework

We follow the homework guidelines given by Davis County School District. Homework may be given for pre-learning, to check for understanding, as practice for concepts taught in class, or extension and integration. The recommended amount of time a student could spend on homework each night varies by grade level. K/1st —5-10 minutes, 2nd —20 minutes, 3rd —30 minutes, 4th —40 minutes, 5th —50 minutes, 6th —60 minutes (immersion classes may have an additional 10-15 minutes).

These times include nightly reading along with anything else the teacher assigns. If homework is taking your child longer than these times, please have a conversation with their teacher; modifications can be made. For additional information, [click here](#).

Lunch and Breakfast

Lunch and breakfast are served Monday through Friday. The lunch room begins serving breakfast at 8:15 a.m. each morning. Parents are welcome to come and eat lunch with their student. If you will be having a school lunch, please alert our lunch manager for lunch planning purposes. You may do this by simply calling the school office number.

Please pay for lunches in advance rather than waiting until a balance builds.

Students with an outstanding balance will bring a note home. Parents will receive a phone call or email for severely delinquent accounts. You may pay weekly, monthly, by the term, or by the year. You may pay online through [myDSD](#), by credit card (call 801-402-7643), or send a check to: Nutrition Services, Bldg. G4 Freeport, PO Box 160485 Clearfield, Utah 84015-0485.

Medication

Occasionally students have a need to take medication during the school day on a long-term basis. We are allowed to administer this medication with signed documentation from their physician. This includes things such as inhalers, insulin, ADHD medication, etc. If this need arises, please contact the office for specific information.

Students that are suffering from a small ailment may carry one dose of medication with them, if parents feel they are responsible enough to self-administer. Teachers cannot be responsible to help children administer medication.

Recess

We recognize the need for students to have breaks from rigorous classwork during the day. Most students have a morning and afternoon recess, as well as after lunch. Please help your student come prepared for the weather that may occur during the day. Students go outside as long as there is not heavy precipitation, the temperature is above 20 degrees and below 110 degrees, and it is a green or yellow air day.

Students that need to stay in from recess due to illness or injury simply need to have a note from a parent. As part of the school-wide discipline program, a student may need to miss a whole or part of a recess due to behavior concerns. Playground items (e.g. basketball) may be brought from home at your own risk. The school is not responsible for lost, stolen, or damaged items brought from home. These items should be clearly labeled with student name. All playground rules apply to items brought from home.

Safety

Safety for all our students, faculty, and staff is a high priority for us. Once school begins all doors, except those by the office, are locked. Anyone coming to visit or volunteer must come through the office. We participate in [Standard Response Protocol](#) and have a school Emergency Plan in place. We have a school wide behavior plan and classroom teachers have individual classroom management plans in place (please see their disclosure statements for specifics).

Telephone Use

Students are allowed to use the phone in the office in case of illness, emergency, or other reasons that require them to speak with their parents. Unfortunately, with the volume of students we have, we do not allow students to use the phone to call home for things such as going home with another student after school. Students are asked to arrange these things ahead of time.

Transportation to School

There are many different ways our students arrive at school: bus, walking, cars, bikes, scooters, skateboards, roller blades, etc. We have a [SNAP plan](#) to help students get to and from school along the safest routes possible. Please take a moment to review this plan and discuss the safe transportation guidelines below with your student(s).

Bus

We have a few students who ride a bus, and many students who may ride a bus for field trips. The transportation department asks that students follow these simple rules on the bus:

- Please stay seated while the bus is moving
- Do not use abusive language
- Please keep hands, feet and other objects to yourself
- Always follow directions of the driver
- For safety reasons, skateboards and scooters are not allowed

Students that have an issue arise with the bus rules may be assigned a seat, have a conversation with the principal, or lose bus privileges for one or more days.

Bikes and Other Wheeled Transportation Items

If you like to ride a bike or other item with wheels (scooter, skateboard, roller blades, roller skates, wheelies, etc.) to school, please follow all traffic laws as well as these rules:

- Always wear a helmet
- Walk bikes, scooters, skateboards, etc. on school grounds*
- Walk bikes, scooters, and skateboards in crosswalks
- Bikes should be locked up in the racks located on the northeast side of the bus loop
- Scooters and skateboards have a 'parking lot' located in the bins by the library
- All other items will be stored in a backpack or students classroom.
- All items need to remain stored during the day

*Students that have forgotten this rule will be given a reminder. If the reminder does not produce compliance to the rule, for safety, items will be taken away and returned at the end of the day. Students that have a chronic problem with forgetting this rule may lose the privilege of riding wheeled items to school.

Walking

Those students that walk to school need to make sure they follow all the traffic laws. This includes paying attention to the crossing guard at all crosswalks. Please stay on the sidewalk and be respectful of the lawn and yards of the people along your walking path.

Car

If students arrive by car, please take a moment to look at the map outlining appropriate drop off and pick up lanes and suggestions for alternate drop off/pick up locations.

Tuesday Folders

An envelope will be sent home every Tuesday with each child. It will contain any letters, flyers, notices, etc. from the school or teacher. Please check this envelope every Tuesday and return any required paperwork. This is also a tool to use for sending information back to the teacher. We try and include any communication in this folder, but there are rare occasions something may come home a different day.

Toys and Other Personal Items

Playground items (e.g. basketball) may be brought from home at your own risk. The school is not responsible for lost, stolen, or damaged items brought from home. These items should be clearly labeled with student name. All playground rules apply to items brought from home. Toys (including trading cards) and other personal items (including nail polish and perfume) are not allowed at school. These items can get lost, stolen, or broken and can disrupt learning.

Volunteers and Visitors

We love our volunteers! They help with reading, math, and general tutoring of individual students and small groups as well as assisting teachers. If you wish to volunteer, please contact your child's teacher or the PTA. For the safety of our students, volunteers need to enter through the front door, check in at the office computer, fill out a volunteer form (only once a year), and obtain a

volunteer/visitor badge. Please return to the office and sign out before leaving the school.

By district policy, some volunteer tasks, such as field-trip supervision, require a background check prior to participation.

Davis School District Policies and Notice of Non-Discrimination

NOTICE OF NON-DISCRIMINATION

Davis School District and Syracuse 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 111R-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

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

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

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

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

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 **Syracuse Elementary** will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator **Kevin Hemphill (801) 402-2600**, 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 **Syracuse 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 **Davis School District** 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](#). **Syracuse Elementary** policy may be found at [[Policies - Syracuse Elementary School \(davis.k12.ut.us\)](#)] 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 and **Syracuse 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 want **Syracuse 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

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

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

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

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

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