

Hannah Holbrook Elementary

Parent-Student Handbook 2022-2023



Vision: With collective efficacy we will increase student achievement through the belief, support, and trust of each other.

Hannah Holbrook Elementary

1018 East 250 North

Bountiful, UT 84014

School Phone: 801-402-1450

Attendance : 801-402-1456

<https://holbrook.davis.k12.ut.us/>

Bell Schedule:

Breakfast8:25 - 8:45

1st bell8:45

Tardy bell8:50

Monday - Thursday8:45 - 3:25

Friday (Early Out)8:45 - 1:25

Kindergarten Schedule

Monday - Thursday

A.M.8:45 - 11:30

P.M.12:45 - 3:25

Friday

A.M.8:45 - 10:50

P.M.11:25 - 1:25

HOUSE SYSTEM:

The Holbrook House System will be implemented this year. The House System consists of placing each student and staff member into a house or group with a common message or theme. Each house will have adults as well as Kindergarten through 6th grade students. Students will have the opportunity to mentor others, find a mentor, collaborate to look for and implement ways to help Holbrook become a safe, caring, and kind school that breeds academic success.

The four houses and descriptions are below:

ALTRUISMO:

Traces its origins to the rainforests of the Amazon, where a group of powerful Brazilians were given the name because of the Portuguese meaning behind it: "THE GIVERS".

HERITAGE: BRAZIL

LANGUAGE: PORTUGUESE

SYMBOLIC ANIMAL: THE SNAKE

AMISTAD:

Is the house that originates from Spain. A group of individuals that are quiet but powerful, they are known most for their kindness of heart. This is why in the language of their ancestry, their name means "FRIENDSHIP".

HERITAGE: SPAIN

LANGUAGE: SPANISH

SYMBOLIC ANIMAL: THE IMMORTAL PEACOCK

ISIBINDI:

Is a tight knit group of individuals, like a pride of African Lions, where family means everything the house symbolic animals the mute swan and the lion, serve to empower incoming members. While new students might be quiet or shy at first, the longer that they are in the house, the more they begin to display the characteristics of strength and bravery. In Zulu, Isibindi means "COURAGE".

HERITAGE: SOUTH AFRICA

LANGUAGE: ZULU

SYMBOLIC ANIMAL: THE MUTE SWAN AND THE LION

REVEUR:

Is a royal house whose name in French means "DREAMERS" or "IDEALISTS" - because the members who fill this group are students filled with freedom and wild abandon who recognize their dreams and will let nothing stand in the way of achieving them. This can be seen in the unicorn, which is on the center of the house crest, a powerful creature who is almost impossible to tame, similarly, the house of Reveur is a house of passion.

HERITAGE: FRANCE

LANGUAGE: FRENCH

SYMBOLIC ANIMAL: THE WOLF

HOLBROOK STAFF 2022-2023

OFFICE	
Principal	Tara Best
Intern	Jen Malan
Office Manager	Cindy King
Office Assist.	Mille Grover
Health Clerk	Shannon Moffit
Playground	Jeannee Elder
Playground	Kayla Banks

Kindergarten	
Alison Adams	AM / PM

First Grade	
Karie Brand	Job share
Sasha Buttars	
Paige Crandall	
Katherine Fowles	Job share

Second Grade	
Sarah Fluhman	
Marilee Hullinger	
Tracy Leavitt	

Third Grade	
Chandee Chidester	
Catherine Manning	
Jeny Petersen	

Fourth Grade	
Jan Davis	
Kaylee Neilson	
Danica Puente	

Fifth Grade	
Tara Costa	
Kirsten Facer	
Marcia Thompson	

Sixth Grade	
Tamara Bell	
Samantha Child	
Kelly Shorts	

Related Services	
Linda Flynn	Coun.
Wendy Leinburger	Psyc.
Madison Tingley	Speech
Jared	Speech

Sped	
Lara Richards	Teacher
Tracie Neeley	Resource TA
Katey Evans	Resource TA
Nita Morrell	Resource TA

ASC	
Alyson Gilson	Teacher
Carrie Bradshaw	TA
Darcy Adamson	TA
Lindsay Eakin	TA

Pre-School	
Amy Rayl	
Melanie Brown	
Morgan Ortega	

Specialist	
Karen Waters	STS
Holly Olson	Computer
Charity Cooper	Music
Katrina McPheters	PE
Allison Bjerke	Media
Tibi Maw	Sem
Emily Coombs	ELAC
Suzie Pope	Behavior

Reading Intervention	
Julie Fleming	
Amy Smoot	

Math Intervention	
Nathan Clifford	
Jen Gibson	

Social Skills	
Stacie Trevino	
Cherol Rogers	

Aides	
Shellyce Keyes	
Autumn Roberts	

Americorp	
Teresa Hartvigsen	

Custodial	
Corby Hatch	Manager
Skinny Hartvigsen	

Cafeteria	
Robin Erickson	
Michael Chamberlin	
Lolita Smith	

School Nurse	
Lisa Wait	
School officer	
Ryan Sanborn	

TOGETHER WE CAN



2022-2023 Traditional Elementary School Calendar

School Begins (Early Out)	Monday, August 22, 2022
Labor Day (No School)	Monday, September 6, 2022
Fall Recess (No School)	Thursday - Friday, October 13-14 2022
End of First Term.....	Thursday, October 31, 2022
Parent Teacher Conferences.....	Wednesday – Thursday, November 9-10, 2022
Professional Day (No School)	Tuesday November 1, 2022
Thanksgiving Recess.....	Wednesday - Friday, November 23– 25, 2022
Winter Recess.....	December 21, 2022 January 3, 2023
End of Second Term.....	Friday, January 13, 2023
Martin Luther King, Jr. Holiday (No School)	Monday, January 16, 2023
Professional Day (No School)	Tuesday, January 17, 2023
Parent Teacher Conferences.....	Wednesday – Thursday, January 25-26, 2023
Presidents' Day (No School)	Monday, February 20, 2023
End of Third Term (Early Out)	Thursday, March 16, 2023
Professional Day (No School)	Friday, March 17, 2023
Spring Recess	Monday – Friday, April 3– 7, 2023
Last Day of School (Early Out -1:25 PM)	Friday, May 26, 2023

District Calendar

Principal's Message

Welcome to Hannah Holbrook Elementary, home of the Huskies! We are honored to have you join us for your education!

Our theme for the 2022-2023 school year is: ***Together We Can...***

The pages of this handbook are filled with important information regarding school policy and procedures. Please review the contents together with your child. If you have any questions after reading the handbook, please call the school office (801- 402-1450). We want to have open and clear communication between our school and homes to maintain a successful educational program for your children. Our school welcomes your participation and support during the school year and encourages your membership in the PTA - <https://holbrook.davis.k12.ut.us/parentsstudents/information/pta> and/or serving on the Community Council. Working together, we will create a school environment where all students can feel safe and feel success.

Sincerely,

Principal Tara Best

DROP-OFF AND PICK-UP LOCATION

The student drop-off and pick-up is located in the parking lot north of the school. The bus loop can be used for drop off and pick up but is primarily for our bus. If cones are present in the bus loop, we need to keep the loop clear for the bus. The loop is one-way. Enter from the west and exit to the east.

BUILDING ENTRANCE

With student safety being our primary concern, all entrances to the building are locked. During school hours, everyone will need to use the main entrance. Parents and visitors will need to buzz into the front office, present picture ID, and sign in by visiting our office.

ATTENDANCE

Regular and consistent school attendance is essential for student growth and achievement. It is the responsibility of the parent to ensure that their student is in attendance and punctual each day. Holbrook Elementary follows state and district policy regarding attendance. Please notify the school by phone when your student is absent by calling **801-402-1456**

TARDINESS

School begins promptly at 8:50 a.m. Teachers will meet students at their assigned spot and escort them to class at 8:45 a.m. It is imperative that every student arrives on time. Tardiness not only interrupts the individual student's education but the education of everyone in class.

ABSENTEE LETTERS

Absentee letters will be sent home for students with chronic absenteeism. Chronic is described as 10% of the school year which equates to 18 days. Holbrook follows district guidelines for absenteeism. Letters will be sent at the following intervals.

1st letter: 5 days of absenteeism

2nd letter: 10 days of absenteeism

3rd letter: 15 days of absenteeism

Beyond 18 days student will be listed as chronically absent.

BEFORE SCHOOL

Students should not arrive at school too early because teachers are preparing for the school day and there is no adult supervision. It is recommended that students arrive by 8:40 a.m. Children will be invited into the building early on stormy or cold days.

STAYING AFTER SCHOOL

Teachers or staff members do not ask or require your student to stay after school for any reason unless you are contacted, and permission is given. Students are expected to leave campus at the end of the day unless they are participating in an after-school program.

CHECKING IN/OUT

If your child arrives at school late, please check them in at the office so we have record of your child being here. If you need to check your child out early, please check them out at the office. Parent/guardian must show a photo ID and be listed on the child's information sheet. The office will call your child out of class.

CLASSROOM VISITS

Parents are always welcome, but teachers appreciate appointments being made prior to a visit. Please check in with the office and obtain a visitor badge. Teachers also appreciate volunteers in the class. Please contact your child's teacher to see how you can help in their classroom. If you would like to volunteer at the school, a background check is required from Davis School District.

Please contact the office for more information.

ANIMALS

Pets are NOT allowed at school unless approved by administration. ADA accommodations can be approved through Risk Management. Please contact the office for more information.

DRESS CODE GUIDELINES

School officials may prohibit the following types of clothing, including but not limited to:

- Inappropriately short, tight, or revealing shorts, skirts, dresses, shirts, etc. ie: Finger-tip length regarding shorts and skirts. Four finger width regarding sleeveless shirts. Clothing that is ripped, torn, or frayed that reveals too much skin.
- Clothing displaying obscene, vulgar, lewd or sexually explicit words, messages, or pictures
- Hats or visors
- Clothing that exposes bare midriffs, buttocks, revealing necklines, or undergarments
- Clothing that advertises a substance that a student cannot legally possess or use (i.e. tobacco, alcohol, illegal drugs)
- Clothing attachments or accessories that could be considered weapons, including but not limited to spikes on boots, bracelets, chokers, chains on wallets or belts, etc.

Students may be asked to call home for a change of clothing if warranted.

NUTRITION SERVICES

Breakfast will be served daily in the cafeteria from 8:25-8:40 a.m. daily.

Applications for free & reduced lunch are available through your MyDSD guardian account. Applications must be done online. Login to your MyDSD account, click on tools, then apply for lunch assistance.

If you have any questions concerning your MyDSD account and/or applications please contact the office at 801-402-1450.

Parents are encouraged to pay for lunch in advance by week, month, term, or year. Please make payments through the [MyDSD Parent Portal](#).

Good manners are expected in the lunchroom. The children whose behavior is consistently inappropriate may lose lunch privileges in the lunchroom.

Parents are responsible to pay all of 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 in the same way as other school debt.

TOYS AND DEVICES

Toys and electronic devices should not be brought to school. The teacher may take these items and return them only to a parent. The school is not responsible for lost or stolen items.

WHEELS AT SCHOOL

Items that have wheels should not be used on school property for safety concerns. These items include bikes, scooters, Heelys (or any other shoes with wheels) and may not be ridden on school property. Bikes, scooters, and skateboards should be locked up on the bike rack and left outside for the day. The school is not responsible for stolen or damaged bikes, skateboards, or scooters. No "wheels" may be brought into the building.

SCHOOL WIDE PRINCIPLES FOR POSITIVE BEHAVIOR SUPPORT (PBS)

Every person deserves to be respected, to be safe, and to feel safe. Students attend school to increase academic skills, behavior skills, and social skills. Learning is enhanced when the environment is physically and emotionally safe; when expectations, procedures, and rules are clear to everyone, and when they are enforced and encouraged by all staff and students.

SCHOOL WIDE RULES: P.A.W.S.

Pactice Kindness

Act Responsibly

Work and Play Safely

Show Respect

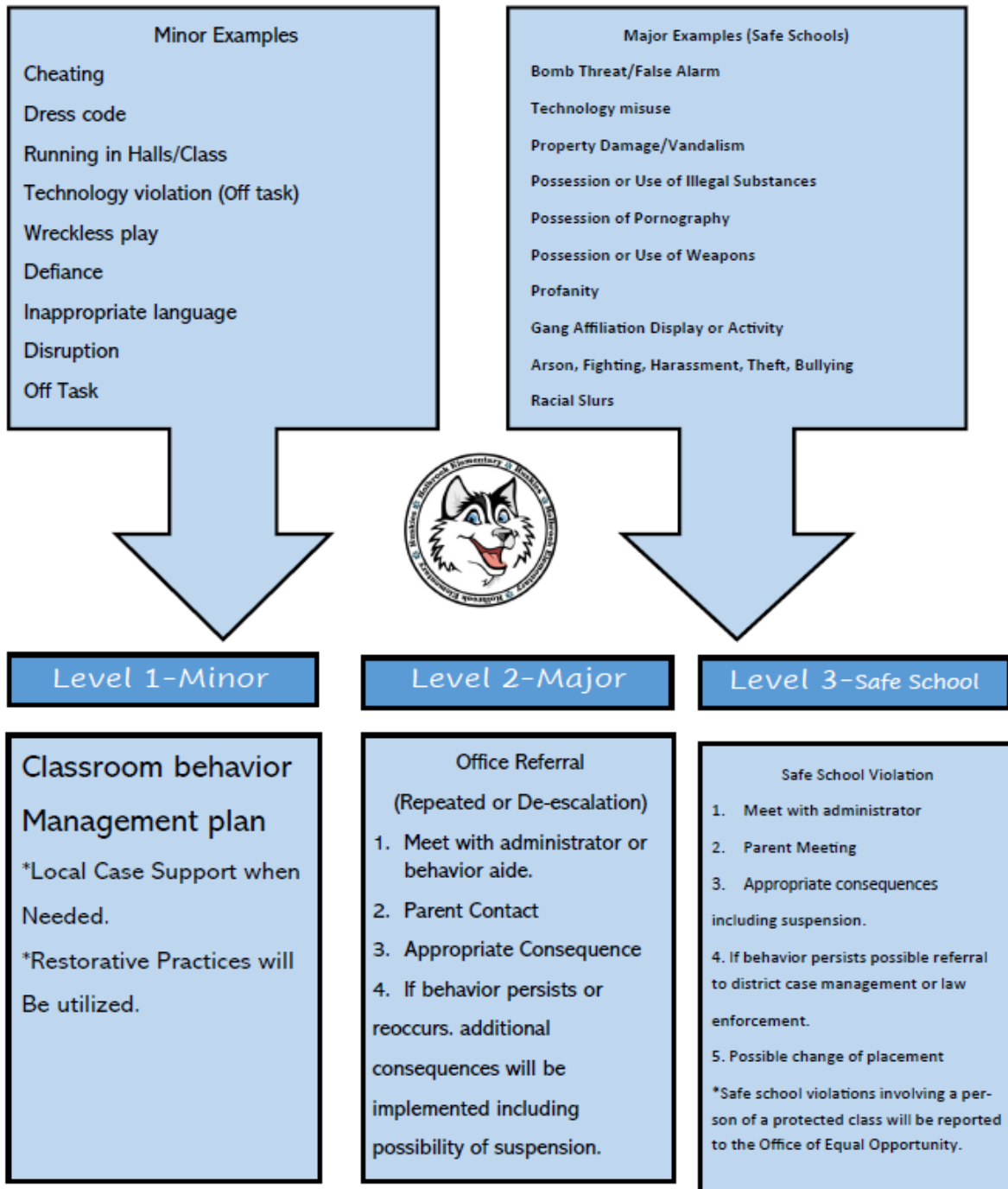
Holbrook Elementary's Expectations

	Hallway/ Stairwell	Cafeteria	Playground	Restrooms	Open Library
P ractice Kindness	<ul style="list-style-type: none"> -Help friends -Hands to self 	<ul style="list-style-type: none"> -Use friendly words -Report problems to an adult 	<ul style="list-style-type: none"> -Share playground toys -take turns -Use friendly words 	<ul style="list-style-type: none"> -Take turns and wait patiently 	<ul style="list-style-type: none"> -Be patient -Take turns
A ct Responsibly	<ul style="list-style-type: none"> -Stay with your teacher -Use appropriate voice level 	<ul style="list-style-type: none"> -Stay seated until dismissed -Clean up after yourself -Keep food in cafeteria 	<ul style="list-style-type: none"> -Put playground balls & toys away when finished -Lineup when the bell rings 	<ul style="list-style-type: none"> -Go, flush, wash, & exit quietly -Throw trash away -Be quick 	<ul style="list-style-type: none"> -leave the library & shelves orderly -Take care of books -Return to class or recess on time
W ork & Play Safely	<ul style="list-style-type: none"> -Walk on right side of the hallway/stairwell facing forward 	<ul style="list-style-type: none"> -Walk calmly in line -Wait your turn in line 	<ul style="list-style-type: none"> -Use Big Toy and other equipment appropriately -Games should not include tackling or wrestling of any kind. -Keep hands & feet to self 	<ul style="list-style-type: none"> -Keep water in sink -Keep feet on ground 	<ul style="list-style-type: none"> -Keep hands and feet to self
S how Respect	<ul style="list-style-type: none"> -Be considerate of other learners -Quiet feet 	<ul style="list-style-type: none"> -Chew with mouth closed -Follow adult directions -Use appropriate voice level 	<ul style="list-style-type: none"> -Follow the rules of the game -Follow directions from adults -Show good sportsmanship and include everyone 	<ul style="list-style-type: none"> -Respect everyone's privacy -Use appropriate voice level -Use bathroom supplies respectfully 	<ul style="list-style-type: none"> -Follow directions -Read in designated areas -Have lanyard or pass if coming during lunch -Turn pass in when you leave

POSITIVE BEHAVIOR INTERVENTION SAND SUPPORT (PBIS)

Holbrook will be implementing Positive Support Systems this year. PBIS is Positive Behavior Interventions and Supports (PBIS) and is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed.

Holbrook Elementary School-Wide Behavior Management Plan



SCHOOL WIDE POSITIVE REINFORCEMENT PLAN

Students should be recognized for their actions. Recognition helps reinforce positive behavior. At Holbrook, we will utilize the following forms of positive reinforcement.

Principals 200 Club, House Points, Lunch with the Mayor

SCHOOL-HOME COMMUNICATION

Communication between home and school is essential. Much of our communication will come via email in the form of Husky Headlines, school website, Facebook, and phone. It is important that phone numbers and email addresses are current and on file at the school.

TELEPHONE USE

There is a telephone in each classroom, and in the office. After school play date arrangements should be made at home. Students may use the phone with permission from their teacher. Students should not communicate via cell phone during school hours. (Please refer to cell phone policy)

CELL PHONES

During school, cell phones need to be turned off and stored in a backpack or with the teacher. If cell phones are used during school hours the phone will be taken away for the remainder of the day. On second offense parent/guardian will be required to come get the phone. Third offense, phone will be required to be turned into the office each day. The school is not responsible for lost or stolen items.

You are welcome to communicate with your child through the office at any time.

FIRST AID

It is our policy to contact parents when children are ill or injured. If we cannot reach you, we will then contact the emergency contact written on your student's registration card. The school is limited to basic first aid only.

FIELD TRIPS

Field trips provide the opportunity for students to learn, grow, and develop outside the classroom. Permission slips for individual field trips will be sent home by classroom teachers. It is mandatory that we have a permission slip for every student to go on a field trip.

If you would like to volunteer, a background check is required from Davis School District.

Please contact the office for more information.

LOST OR DAMAGED BOOKS

Students have the opportunity and privilege to check books out from the library. However, they also have the responsibility to take care of and return them to the library. When a student does not return the book to the library, they are responsible for and must pay for the book.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

The policy of the Davis School District and Holbrook Elementary is to provide equal educational and employment opportunity for all individuals.

NOTICE OF NON-DISCRIMINATION

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

Inquires or complaints regarding the non-discrimination policies may be directed to an individual's principal or supervisor and/or the District Compliance Officer:

Steven Baker, Associate Director Human Resources ADA (Employment Issues) Coordinator Davis School District 45 East State Street P.O. Box 588 Farmington, Utah 84025 tel: (801) 402-5315

Adam King, District 504 Coordinator 504 (Student Issues) Coordinator Davis School District P.O. Box 588 70 East 100 North Farmington, Utah 84025 tel: (801) 402-5315

Ken Auld Director of Equity Title IX Compliance Coordinator Race, Color, National Origin, Religion, or Gender in other than Athletic Programs Davis School District P.O. Box 588 70 East 100 North Farmington, Utah 84025 tel: (801) 402-5319

Tim Best, Health Lifestyles Coordinator Title IX Compliance Coordinator Gender Based Discrimination in Athletic Programming Davis School District P.O. Box 588 20 North Main Street Farmington, Utah 84025 tel: (801) 402-7850

Scott Zigich, Director of Risk Management Physical Facilities Compliance Coordinator P.O. Box 588 20 North Main Street Farmington, Utah 84015 tel: (801) 402-5307

TDD (hearing impaired): (801) 492-5358

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Holbrook Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator, Holbrook Elementary @ 801-402-1450, their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Midori Clough (402-5180) for student accommodations. (TDD hearing impaired ((801) 402-5358)

SAFE & ORDERLY SCHOOLS

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

WEAPONS AND EXPLOSIVES-AUTOMATIC ONE YEAR EXPULSION

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

pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

DRUGS/CONTROLLED SUBSTANCES

Any student who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on District property, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

SERIOUS VIOLATIONS

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

DISRUPTION OF SCHOOL OPERATIONS

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

DUE PROCESS

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

AUTHORITY TO SUSPEND AND EXPEL

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

BULLYING/CYBER BULLYING/HARASSMENT/ HAZING

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, or discrimination of any school employee or student at school or school related activity regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment. Holbrook Elementary's policy may be found at: [Bullying Policy](#) or a copy may be obtained in the school office.

SEARCH AND SEIZURE

School officials have the authority to search a student's person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule. Students have no right or expectation of privacy in school lockers. School lockers are the sole property of the Davis School District and Holbrook Elementary. Periodic general inspections of lockers, including the use of drug detecting

canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

EXTRA-CURRICULAR ACTIVITIES

Participation in interscholastic athletics, cheerleading, marching band, student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities during the period of discipline and will not be afforded due process procedures to challenge the denial of participation.

COMPULSORY EDUCATION REQUIREMENT

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a students' education records. FERPA gives parents certain rights with respect to their children's education records. These rights are: Inspect and review all of their student's education records maintained by the school within 45 days of a request for access. Request that a school correct records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

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

[a] school officials with legitimate educational interests;

[b] other schools to which a student is transferring; [

[c] individuals who have obtained court orders or subpoenas;

[d] individuals who need to know in cases of health and safety emergencies;

[e] official in the juvenile justice system;

[f] a State agency or organization that is legally responsible for the care and protection of the student;

[g] specified officials for audit or evaluation purposes; or

[h] organizations conducting studies for or on behalf of the District.

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

STUDENT DIRECTORY INFORMATION

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

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

If you, as a parent, do not want Holbrook Elementary to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually. Parents who believe their rights have been violated may contact the school's administration or file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920 1-800-872-5327 Informal inquires may be sent to FPCO via the following email address: FERPA@ED.Gov Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information. These include the right to: *Consent* before students are required to participate in any survey, analysis, or evaluation that reveals information, whether personally identifiable or not, concerning the student's or any family member's:

[a] Political affiliations or beliefs;

[b] Mental or psychological problems;

[c] Sexual behavior, orientation or attitudes;

[d] Illegal, anti-social, self-incriminating, or demeaning behavior;

[e] Critical appraisals of others with whom the student or family have close family relationships;

[f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

[g] Religious practices, affiliations, or beliefs; or

[h] Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas. Inspect, upon request and before administration or use of:

[a] Protected information surveys designed to be administered to students; and

[b] Instructional material used as part of the educational curriculum.

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

1-800-872-5327

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

PPRA@ED.gov.

PLEDGE OF ALLEGIANCE

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

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and Holbrook Elementary shall reasonably accommodate** a parent's or guardian's: written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity. written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. (Student agrees to make up course work for school days missed for the scheduled absence). written request to place a student in a specialized class, a specialized program, or an advanced course. (In determining whether placement is reasonable, the District shall consider multiple academic data points). request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state. initial selection of a teacher or request for a change of teacher. request to visit and observe any class the student attends. request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or lesser degree than any other student. **Reasonably accommodate for purposes of this section means the District or school shall make its best effort to enable a parent or guardian to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents or guardians; the educational needs of other students; the academic and behavioral impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school.

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

Notice to Parents from the Office of Equal Opportunity

English

Spanish