

WHITESIDES ELEMENTARY

Parent/Student Handbook 2022-2023

Principal: Heather Schulz

Assistant Principal: Barbara Soelberg

Office Manager: Megan Noble

School Website: <https://whitesides.davis.k12.ut.us>

Main Office Phone: 801-402-3600

Our Parent/Student Handbook is organized from A-Z. This information is intended to give our stakeholders additional details of procedures, policies, and school culture.

ACADEMICS: Teaching and Learning

We invite you to visit Davis District's Teaching and Learning Department website to view grade-level and content area information: <https://www.davis.k12.ut.us/academics/teaching-and-learning-homepage>

ARRIVAL AT SCHOOL: Please do not drop your student(s) off before 8:30, unless they are eating breakfast. Students are not allowed in the building before school hours as this is the time used for teachers to prepare for the day. On good weather days, children will wait at their designated spots and will be led by their teacher into the building. On stormy, or very cold days, children will be invited indoors.

ATTENDANCE: Regular attendance is important to academic success. Children who are well should be in school. Those who are sick belong at home. When students are at school, it is assumed that they are well enough to participate in outdoor recess and physical activity, unless you provide a written note. Please do not schedule outings, vacations, or extracurricular lessons during school time.

ATTENDANCE LETTERS: Absentee letters will be sent home for those who have 10 absences and/or tardies per term. Additional action will be taken if absences/tardies continue to become an issue.

BEHAVIOR PLAN:

At Whitesides Elementary we try to encourage and celebrate the positive behavior of our students. We believe that elementary school is where kids start to learn the importance of being a socially responsible citizen in a community setting. We have behavior expectations posted throughout the school. All expectations fall under our school rules: be respectful, be responsible, be safe, be kind. To help support their good choices and behaviors, students can earn house points, based on the house they are part of (Imagination, Valor, Integrity, or Perseverance). Students can also earn W.O.W. (Whitesides Outstanding Wolverine) tickets for extraordinary behavior.

BIKES/SCOOTERS

Students are allowed to ride their bikes or scooters to school when they follow these rules:

- All safety rules are followed.
- Bikes/scooters are walked on school grounds.
- Bikes/scooters are kept in the bike rack.

BIRTHDAY TREATS:

Please remember that if you choose to send treats for your child's birthday, they **MUST** be store bought and individually packaged. Please do not send birthday party invitations with your child to distribute at school, unless the whole class is invited. Please save special birthday celebrations, such as balloons, flowers, etc. until after school.

BREAKFAST:

Breakfast is served every school day. We begin serving at 8:15 a.m. Students may enter through the west doors closest to the lunchroom.

BUILDING SECURITY:

Whitesides ensures the safety of all by keeping perimeter doors locked at all times. In the morning, please leave your child outside at their designated class line-up to enter the building. If your child is late, please bring your child to the front office to check in.

To ensure the safety of our students, parents are not allowed on the playground area during school hours. This allows our playground supervisors to quickly identify unauthorized adults and possible threats on the playground. If parents need to contact their child, the office will happily assist.

BUS (TRANSPORTATION DEPARTMENT):

Please check your child's myDSD account for the most current bus stop information. Students are expected to follow bus safety rules and the direction of the bus driver. Failure to do so, could result in a temporary or extended bus suspension. You can also visit the Davis District Transportation website for additional information:

<https://www.davis.k12.ut.us/departments/transportation>

CALENDAR:

District: <https://www.davis.k12.ut.us/parents-family/school-year-calendars>

A school calendar is located on our school's web page.

ELECTRONIC DEVICES: CELL PHONE & SMARTWATCHES (Apple, GABB, etc.) POLICY

We strive to create an optimal safe learning environment with minimal distractions to learning. The intent of this policy is to minimize disruptions to learning.

1. Use of electronic devices during the school day, including recesses and lunchtime is prohibited.
2. They must be completely powered down, turned off and kept in a student backpack, or turned in to the teacher.

3. Students may use electronic devices before school begins and after the final bell of the school day, so long as they do not create a distraction or disruption.

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit.

The electronic device will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed.

- 1st offense – The device is returned to the student after school with a warning from the teacher.
- 2nd offense – The device should be brought to the office and can only be picked up by the parent. An administrator will make the parent notification.
- 3rd offense – The student may no longer bring an electronic device to school. The device should be brought to the office and can only be picked up by the parent. An administrator will make the parent notification.

FAQS Regarding Smartwatches:

What if my child wears a smartwatch to ease their anxiety? Please reach out to your child's teacher or Ms. Schulz so we can make an alternate plan that doesn't require a smartwatch to ease their anxiety.

What if I need to get ahold of my child or they need to get ahold of me? If a student needs to get ahold of their parent, Whitesides faculty will give them a phone pass to use the office phone. If you need to get ahold of your child, please call the office and they will connect them with you.

Why can't my child wear a smartwatch if it's turned off or on a silent setting? Monitoring students who are and are not doing this creates an unnecessary added responsibility on the teacher, detracting from teachers' most important responsibility – ensuring students are learning and safe.

What if I need to get ahold of my student before they arrive to or from school? Students may have smartwatches or cell phones before the first morning bell and after the last bell. During the school day, students have the choice of storing their Smartwatches in their backpack or teacher's desk.

CHECKING IN STUDENTS:

Check-in at the office is required for all students who enter the school after the final bell at 8:50 a.m.

CHECKING OUT STUDENTS:

Checking out early is disruptive to the learning environment. Teachers teach bell-to-bell. Missing this critical time often leads to confusion and frustration for the student. When a student does leave during the school day, they must do so through the office. The parent will need to show a photo ID and be listed on the child's information sheet. Parents are not to go to a classroom or the playground to pick up their child. Teachers have been informed to send you back to the office to follow procedures.

CLOSED CAMPUS:

We are a Closed Campus, which means students are not to leave the school grounds during the school day without clearance from the office and guardian permission.

COMMUNICATION:

Communication is one of the most important tools we use in our school. We welcome and foster a cohesive team approach to meeting the individual needs of your child(ren). Please don't hesitate to contact a teacher at any time should you have a concern or wish to meet with them in person. Teachers will send mails, calendars, and/or classroom newsletters to parents regularly.

DAILY SCHEDULE:

First Bell: 8:45 a.m.

Tardy Bell: 8:50 a.m.

School Dismissal: 3:25 p.m.

Early-Out & Friday: 1:25 p.m.

DISCIPLINE PLAN – SCHOOL

Philosophy: Whitesides Elementary has the responsibility to provide a quality learning environment to ensure equal educational opportunity for all students. This environment is partially determined by the conduct of the students. Fighting/bullying/harassment are some of the major detractors of a safe and effective learning environment. For this reason, and to also provide for the physical and emotional well-being of our students, fighting, bullying, and harassment behaviors are never allowed and will result in consequences.

Discipline Plan:

Our School Level Discipline Plan is built on the following principles:

Every person deserves to be respected.

Every person deserves to feel safe and to be free from danger.

Students attend school to learn academics, behavior skills, and social skills.

Learning is enhanced in a physically and emotionally safe environment.

There are 4 basic school rules all students should know and follow at Whitesides:

- Be Respectful
- Be Responsible
- Be Safe
- Be Kind

For detailed information on the district *Student Conduct and Discipline Policy*, please use this link:

<https://resources.finalsite.net/images/v1620770568/davisk12utus/lib2nztjfgorkvmbjnxm/5S-100StudentConductandDiscipline.pdf>

DRESS CODE:

- *No obscene language or graphics on any clothing
- *No Crop Tops
- *Underclothing may not be visible
- *No hats

LATE START: For weather related late-start days, all parents will be contacted by the District Call-Out System and prompted with a specific message.

LUNCH:

Each grade is assigned a specific time to go to lunch. Teachers take students to the lunchroom and our lunchroom supervisor dismisses students to recess. If a student needs more time to eat, they are welcome to continue eating and then proceed to recess when they are finished. It is expected that all trash is disposed of in provided trash bins and no food should be taken to recess. Students should not share food or drinks, at any time, in the lunchroom for safety reasons.

LUNCH MENU:

Here is a link to our school lunch menu for each week: <https://davis.nutrislice.com/menu>

LUNCH PRICES (2022-2023):

\$2.05 Elementary Lunch

\$1.55 Elementary Breakfast

\$0.40 Reduced Price Lunch

\$0.30 Reduced Price Breakfast

\$3.50 Adult Lunch

\$2.10 Adult Breakfast

\$0.50 Milk

MEDICATION:

The school cannot dispense non-prescription medicines. However, if a parent feels their student has sufficient maturity, he/she may carry one dosage of over-the-counter medication with them and self-administer. If a child needs prescription medication, contact the school nurse for required documentation.

MyDSD/Guardian Account:

Parents can access all student information on myDSD on the school's website. Here you will have access to report cards, attendance, testing data, and more. You can make payments for lunch accounts and other optional school fees. All parents will need a login (email address) and their student's ID. Your child's student ID can be obtained by calling the office.

To access myDSD system:

1. Go to the District home page at <https://www.davis.k12.ut.us/>
2. Click on the myDSD icon in the upper right corner of the page, then enter your username and password.

NOVELTY ITEMS, TOYS, & SPORTS EQUIPMENT:

Toys should not be brought to school. We provide a wide variety of sports equipment at school for recess use. Students should not bring any sports equipment from home.

POLICY & PROCEDURES FOR DAVIS SCHOOL DISTRICT

NOTICE OF NON-DISCRIMINATION

Davis School District and Whitesides Elementary are committed to 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

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 Whitesides Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator, Barbara Soelbery at (801)402-3600, 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 Whitesides 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 Whitesides 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. Whitesides Elementary policy may be found under **FIGHTING/BULLYING/HARASSMENT** in this document. 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 Whitesides 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 Whitesides to disclose limited directory information of your child without your prior written consent, you must notify the school in writing annually.

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

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

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

For additional information please visit the SPPO website at the following address:
<https://studentprivacy.ed.gov>

Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information. These include the right to:

Consent before students are required to participate in any survey, analysis, or evaluation that reveals information, whether personally identifiable or not, concerning the student's or any family member's:

- [a] political affiliations or beliefs;
- [b] mental or psychological problems;
- [c] sexual behavior, orientation, or attitudes
- [d] illegal, anti-social, self-incriminating, or demeaning behavior;
- [e] critical appraisals of others with whom the student or family have close family relationships;
- [f] legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- [g] religious practices, affiliations, or beliefs; or
- [h] income, other than as required by law to determine program eligibility.

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

Inspect, upon request and before administration or use of:

- [a] protected information surveys designed to be administered to students; and
- [b] instructional material used as part of the educational curriculum.

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

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

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

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

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

<https://studentprivacy.ed.gov/>

PLEDGE OF ALLEGIANCE

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

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

In compliance with existing federal and State law regarding religion and religious expression in public schools, the District or school may neither advance nor inhibit religion. It is the District's policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law; and 2) maintain the schools' official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and Whitesides 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.

DSD STUDENT SCHOOL FEES | 2022-2023

PARENT NOTICE

SECONDARY SCHOOL NOTICE REQUIREMENTS

Each secondary school in the District is required to provide notice to parents annually about the District's school fees schedule and fee waiver policy.

Schools shall include a copy of applicable fee schedule along with required State Board approved notices in its registration materials and provide a copy of this information to a student's parent who enrolls a student after the initial enrollment period.

See School Fee Information in District Policy Manual for [LINK TO FORMS](#).

Schools should also have the school fee schedule and a link to the District school fees policy on its website.

ELEMENTARY SCHOOL NOTICE REQUIREMENTS

Elementary schools may not charge fees for classes and activities during the regular school day.

An elementary school or elementary school teacher may provide to a student's parent, a suggested list of student supplies for use during the regular school day so that a parent may furnish, on a voluntary basis, student supplies for student use, provided the following notice is provided with the list:

NOTICE: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis, otherwise, they will be furnished by the school.

Elementary schools may charge fees, subject to the Board approved fee schedule, in connection with any school-sponsored program or activity, that does not take place during the regular school day, if the activity does not affect a student's grade or ability to participate fully in any course taught during the school day. Schools charging such fees shall include a copy of the applicable fee schedule along with required State Board approved notices in its registration materials and provide a copy of this information to a student's parent who enrolls a student after the initial enrollment period.

See School Fee Information in District Policy Manual for [LINK TO FORMS](#).

Schools should also have the school fee schedule and a link to the District school fees policy on its website.

Whitesides Elementary
Parent and Family Engagement Policy (U.S.C. 6318)
2022-2023

Whitesides Elementary regards parental involvement vital to the academic success of students. Parents are the primary teachers of their student and are partners with the school in helping them achieve academic success.

Whitesides Elementary will inform parents of the school's participation in Title I by:

- ☐ Sharing Title I information at Back to School, sending Title I information home in first day packets, showing the Title I presentation and offering flexible meeting times for parents to know about and be involved with Title I, and
- ☐ Involving parents and community council in developing and reviewing the School Improvement Plan (SIP), Title I Policy, and Title I School - Home Compact.

Whitesides Elementary will provide program information and assistance, as appropriate, to parents on academic standards, assessments, and achievement levels by:

- ☐ Providing information on State/District standards and the district approved curriculum used at school,
- ☐ Conducting regular assessments and reporting results for individual students, school and district, and
- ☐ Describing proficiency levels students are expected to meet to make adequate growth throughout the year.

Whitesides Elementary will provide materials and training to help parents work with their student by:

- ☐ Providing books and resources to support parents and students at home, and
- ☐ Providing parents nights on curriculum content (reading, math, science) to support their students.

Whitesides Elementary will educate teachers and staff on effective ways to communicate with and reach out to parents by:

- ☐ Implementing Community Council and other parent programs such as Parent Teacher Association (PTA),
- ☐ Encouraging parents to attend and participate in Individual Learning Plan (ILP) conferences, and
- ☐ Communicating through printed notes, call outs, email, and social media.

Whitesides Elementary will coordinate with other Federal, State and local programs that encourage and support parents in educating their student by:

- ☐ Providing information on Head Start, community centers in Davis, Davis Technical College (DTC), etc., and
- ☐ Providing classes and services as needed from Family Services to assist students and families.

Whitesides Elementary will ensure that the policy and information related to school programs, meetings, and activities is sent home in a format and, to the extent practicable, language the parents can understand by:

- ☐ Translating the policy and key documents,
- ☐ Posting translated documents on the school website, and
- ☐ Updating documents periodically as needed.

Whitesides Elementary will provide support for reasonable activities parents may request.

**Whitesides Elementary
School - Home Compact
2022-2023**

Whitesides Elementary, in conjunction with parents and students, have developed this compact to improve academic achievement and promote student success.

Whitesides Elementary faculty and staff will provide quality instruction in an effective learning environment by:

- Providing quality engaging curriculum and instruction on academic standards in a supportive learning environment,
- Sending progress reports home throughout the year,
- Providing reasonable access to faculty and engaging in meaningful communication by written notes, email, or phone,
- Providing timely and meaningful feedback on assignments and homework,
- Communicating with parents during conferences to enhance Individual Learning Plans (ILP), and
- Providing opportunities and guidelines for parents to participate in decision making, observe, or volunteer.

As the parents of a student at Whitesides Elementary, we will be supportive of their learning by:

- Ensuring consistent and punctual school attendance,
- Communicating with teachers and attending Individual Learning Plan (ILP) conferences,
- Establishing, reviewing and supporting the academic goals of my student,
- Participating in activities, committees or volunteering when possible, and
- Establishing a place free of distractions and time to assist my student with homework.

As a student of Whitesides Elementary, I will take responsibility for my academic success by:

- Arriving on time and ready to learn,
- Listening, participating, and requesting assistance when needed,
- Respecting myself, other students, adults, and their property,
- Taking all communication home, completing and returning all homework, and
- Having a positive attitude and growth mindset.



Dear parents, staff, and students,

The Davis School District is committed to creating and maintaining a safe and welcoming environment for all students that is free from harassment and discrimination. The District has a duty to promptly and appropriately investigate and resolve any complaints of discrimination, including harassment on the basis of race, color, national origin, sex (including sexual orientation and gender identity), religion and disability (“Protected Classes”). The District requires staff and encourages students and parents who believe a student was subjected to harassment or other discrimination to file a complaint or report it to the OEO.

This past school year, the District created a new department, the Office of Equal Opportunity (OEO), dedicated to receive, investigate, and resolve complaints of student-on-student and staff-on-student harassment and other discrimination, and to address any hostile environment related to or arising from such harassment. The District has also created an electronic central reporting system that allows students, parents, and staff to submit complaints to school and District leaders so that the District may track and address complaints received.

Complaints of harassment or discrimination on the basis of a Protected Class can be submitted in any of the following ways:

- Through the new central reporting system, hdrs.davis.k12.ut.us
- Email to: OEocomplaints@dsdmail.net
- Contact the District’s OCR Office by phone at (801) 402-5357.
- Report to administrators verbally or in writing
- Report to any school staff verbally or in writing

The District will conduct a prompt and thorough investigation into any complaints in accordance with the district’s new non-discrimination policy and procedures, District Policy 11IR-100. The policy includes an appeal process.

Beginning this 2022-2023 school year, and then each semester, the District will host multiple outreach events at schools across the District to explain the new policies, procedures, and supports to students and families. The District is also seeking engagement from parents and community leaders as it reviews its policies, practices, and procedures. Further information regarding community involvement will be forthcoming.

For more information regarding the Settlement Agreement entered into between the District and the Department of Justice and the steps the District is taking to address the issues of racial harassment in our schools, see:

[Summary of Settlement Agreement](https://tinyurl.com/36k4vcu6) (tinyurl.com/36k4vcu6) and [Settlement Agreement](https://tinyurl.com/57rnd7be) (<https://tinyurl.com/57rnd7be>). For the District’s response, see former Superintendent Newey’s letter: (<https://tinyurl.com/yckw8ed9>).

It is the intent of the Davis School District and its Board of Education to do better at protecting all students in the district from harassment and discrimination of any kind. The District is committed to making its schools a safe educational environment for everyone.

PO Box 588 | 45 East State Street, Farmington UT 84025 | 801-402-5261 | davis.k12.ut.us

BOARD OF EDUCATION

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Estimados Padres, Empleados y Estudiantes:

El Distrito Escolar de Davis se compromete a crear y mantener un ambiente seguro y acogedor para todos los estudiantes que esté libre de acoso (molestias) y discriminación. El Distrito tiene el deber de investigar y resolver de manera rápida y apropiada cualquier queja de discriminación, incluido el acoso por motivos de raza, color, nacionalidad, sexo (incluida la orientación sexual y la identidad de género), religión y discapacidad ("Clases Protegidas"). El Distrito requiere que el empleado/s, y anima al padre/s y el o la estudiante, que cree que un estudiante fue sujeto al acoso (molestias) u otra discriminación presente una queja o la reporte a la Oficina de Igualdad de Oportunidades (OEO).

El año escolar pasado, el Distrito creó un nuevo departamento, la Oficina de Igualdad de Oportunidades (OEO), dedicada a recibir, investigar y resolver la queja/s de acoso de un estudiante al estudiante y del empleado al estudiante y otra discriminación y tratar todo ambiente hostil relacionado o que surja de dicho acoso (molestias). Además, el Distrito ha creado un sistema central de reportes (informes) electrónico que permite al estudiante/s, al padre/s y el empleado/a presentar una queja/s ante los líderes escolares y del Distrito para que el Distrito pueda hacer seguimiento y tratar la queja/s recibida.

La denuncia/s de acoso (molestias) o discriminación en base a una Clase Protegida puede presentarse de cualquiera de las maneras siguientes:

- A través del nuevo Sistema de Denuncia de Acoso y Discriminación, que se encuentra en:
<https://hdrs.davis.k12.ut.us>
- Correo electrónico a: OEOcomplaints@dsdmail.net
- Comuníquese con la Oficina de Igualdad de Oportunidades (OEO) del Distrito por teléfono al (801) 402-8700.
- Informar al administrador/a verbalmente o por escrito
- Informar a un empleado/a de la escuela verbalmente o por escrito

El Distrito llevará a cabo una investigación completa y a tiempo sobre cualquier queja de acuerdo con el nuevo reglamento y procedimientos de no discriminación del Distrito, el reglamento del Distrito 11IR-100. El reglamento incluye el proceso de apelación.

A partir de este año escolar 2022-2023, y luego cada semestre, el Distrito organizará múltiples eventos de extensión en las escuelas de todo el Distrito para explicar los nuevos reglamentos, procedimientos y apoyos a los estudiantes y las familias. Además, el Distrito está buscando la participación de los padres y los líderes comunitarios mientras revisa sus reglamentos, prácticas y procedimientos. Habrá más información sobre la participación de la comunidad.

Para recibir más información sobre el Acuerdo de Conciliación (settlement agreement) entre el Distrito y el Departamento de Justicia y los pasos que el Distrito está tomando para tratar los asuntos de acoso racial en nuestras escuelas, ver: Summary of Settlement Agreement y (Resumen del Acuerdo de Conciliación) y Settlement Agreement (Acuerdo de Conciliación). Para leer la respuesta del Distrito, vea la Superintendent Newey's Letter to Parents, dated 29/10/21 (Carta del Superintendente Newey a los Padres, de fecha 10/29/21).

Es la intención del Distrito Escolar de Davis y su Consejo de Educación Escolar tener un mejor desempeño en proteger a todos los estudiantes del distrito del acoso (molestias) y la discriminación de cualquier tipo. El Distrito está comprometido a hacer de sus escuelas un ambiente educativo seguro para todos.