



## Creekside Elementary Student Handbook

### (Alphabetical)

#### Arrival at School

The building opens at 8:00 a.m. for **before** school programs such as Choir or Drama. Students not in early programs should line up at their back pod doors when they arrive at school. Teachers will pick up their class at the south doors at **8:45**. The tardy bell rings at **8:50**. In the case of inclement weather, students will come quietly into their pod and sit down on the floor until the bell rings.

Students eating breakfast at school should enter through the northwest cafeteria doors which will open at 8:15. Students arriving after 8:50 are considered tardy and should enter through the front doors and check in at the office.

#### Attendance

Regular attendance is important to success at Creekside. Students are expected to be present and punctual. Utah state law requires that students should not exceed 12 absences in a school year. Students absent three consecutive days or more must provide a doctor's note upon their return to school. In the case of an absence/tardy, parents/guardians are asked to call the school by 9:00 a.m. on the first day of the absence. Please give a reason for the absence as this helps us to keep current on childhood illnesses which are affecting our students. At approximately 9:30 the Davis School District Call-out system will generate a call to homes of students not in attendance at school if the student has not been excused by a parent.

#### Behavior Plan – Creekside Positive Behavior Interventions and Supports (PBIS) Plan

1. Teachers and staff will teach and reinforce the **four school-wide expectations**:
  - **Be Respectful**
  - **Be Responsible**
  - **Be Safe**
  - **Be Kind**
2. Students will be **taught** what these positive behaviors look like across settings and will be **reinforced** for demonstrating these behaviors. (See Creekside Behavior Matrix at the end of this document for examples.)
3. School-wide expectations will be reinforced with classroom incentives, RCA House Points, positive praise, and positive communication with parents.
4. If students demonstrate challenging behavior and/or **fail to meet school-wide expectations**, this will be managed in the classroom and/or in the office, depending on the severity and type of behavior and the individual needs of the student.
5. Consequences may include a reteach, a classroom management system consequence, think-time in partner classroom, parent contact, and/or administrative consequence.
6. If parents have concerns, they are encouraged to first contact their child's teacher. If they feel their concern remains unresolved, parents are encouraged to contact Mrs. Schow (principal) or Mrs. Geisler (assistant principal.)



### Recess Expectation/Rules

- Follow the Creekside 4
- Follow adult directions
- Follow game rules
- Be a good winner and a good loser
- Include others in play
- Be responsible for your own actions and equipment

Parents may refer to the Davis School District link for: [5S-100 Student Conduct and Discipline](#) (Select Ctrl and click the link) and "Statement of Nondiscrimination and Notice of Polices" (in following pages) for more detailed information.

### Bikes and Skateboards

Students who ride bikes or scooters to school should park them in a bike rack and lock them up for protection. Students must walk wheeled items (bikes, scooters, etc.) while on school property to avoid injury to themselves or others. If students do not follow this rule, they will be given a reminder. If they choose to ride them on school grounds, the item will be kept in the office and held for parent pick up.

### Dismissal of Students

For the safety of our students, children who leave school at a time other than regular dismissal times are to be dismissed to parents or guardians through the school office only.

Parents/Guardians must come to the office and sign their student out. Be prepared to show identification.

No student is to leave school unless it is through the school office.

Students who return to school (ie: for doctor appointments) must be signed back in at the office by the parent/guardian upon their return.

### Dress Code

We take pride in the appearance of our students. Dress reflects the quality of the school. We expect students to maintain the type of appearance that is not distracting to teachers or other students and does not disturb the orderly educational process of the school. Students are expected to adhere to the appearance standards listed below.

Halter tops, spaghetti straps and midriff tops are **not allowed**. Students should be able to raise their hands above their head and still have their midriff covered. Shorts, dresses, and skirts must be no higher than the fingertips when arms are at the side and/or 4 inches above the knee. Leggings or tights must be worn with clothing not meeting this description.

Clothing which displays obscene, vulgar, lewd, disrespectful or sexually explicit words, messages or pictures, clothing that can be identified as "gang related," and clothing which shows an illegal substance are **not allowed**.

Clothing that depicts gang attire or worn in gang attire manner, are **not allowed**.

Hats may be worn to and from school, but not inside the building, unless a specific exemption is warranted.



Shoes appropriate for vigorous play at recess and during PE are required. Slippers are **not appropriate** for school. If a student wears sandals, flip flops, or open-toe shoes to school, they **must** have an alternate pair of shoes available (at school) for PE and recess periods.

Clothing attachments or accessories which could be considered weapons are prohibited.

### **Emergency Procedures**

An emergency plan has been developed which will ensure the maximum efficiency and safety for evacuation of the building during drills or actual emergencies. Instructions are posted in each classroom to follow during fire, earthquake, and other emergencies. Drills are performed regularly and are to be taken seriously. Students are expected to maintain quiet classroom conduct throughout the entire drill. Parents are asked to complete an Emergency Card for their student listing names of those adults who could check out their child in an emergency. In the case of an emergency, students will **ONLY** be released to persons 18 years or older and who are named on the Emergency Card. It is the responsibility of parents to notify the school of any changes in contact information.

### **Health and Safe School Policies**

Students do their best work at school if they are in the best possible physical and emotional health. Although parents have the primary responsibility for their child's health, school personnel are available to assist parents in maintaining, improving and promoting the health of their school-age child. The following policies have been set up to help accomplish this.

Utah immunization laws require that all immunizations be current. Without proof of immunization, your child will not be allowed to attend school unless an exemption is on file.

Students who are ill should not attend school to reduce the risk of infecting others. If a student becomes ill at school, parents will be called. If a parent is unable to take the student home, they will need to make arrangements for someone to pick up their child. Students should have **24 hours free from the following symptoms before returning to school: vomiting, diarrhea, and fever. They must be fever-free without the aid of medication.**

Students are not permitted to possess drugs, alcohol, tobacco products, or weapons (pretend or real). Anyone found to possess any of these items at school will be referred to district case management or to local authorities.

Harassment and fighting are not tolerated in school and could result in suspension.

Snowballs should not be thrown on school property. Thrown objects can hurt people and damage property.

### **Homework**

We believe homework is an extension of the learning process. We recommend each student have a plan, place, and procedure for homework. Parents should regularly check their myDSD account for student assignment status including missing assignments. Check teacher's individual disclosures for homework procedures. It is expected that make-up work will be completed within a week of returning to school unless special arrangements are made. A general guidelines is 10 minutes per grade level per night. For example, 1<sup>st</sup> grade 1x10=10 minutes; 4<sup>th</sup> grade 4x10=40 minutes.



## Lunchroom

Beginning the 2022-23 School Year, lunch and breakfast are no longer free for all students. Families are encouraged to apply for Free or Reduced Price Meals through their myDSD Account. If you were previously eligible or think you may be, please update your application. For more information, please visit <https://www.davis.k12.ut.us/departments/nutrition-services/free-reduced-price-school-meals>.

Lunch payments are made directly to the **Davis District Nutrition** Department through your myDSD Account or by bringing payment to Mrs. Robinson in the lunchroom. Students are welcome to bring home lunch and purchase milk through the lunch clerk.

The lunchroom at Creekside is a convenience for faculty, staff, students, and district personnel. As such, students enter the lunchroom in a respectful and organized manner. Lunchroom supervisors are available to assist students and help them be seated. Students are expected to use quiet voices, be respectful, and remain seated at their table until excused by the lunchroom supervisor. To help maintain a clean and inviting area, students are asked to dispose of leftovers and waste in garbage cans before they exit the lunch area. All food is to be consumed, or properly disposed, of before leaving the lunchroom.

If a parent comes to eat with their student, they must check in at the office. They may only share food with their child. This helps ensure the health and safety of other students who may have allergies or other dietary restrictions.

### 2022-2023 Meal Prices

\$ 2.05 Elementary Lunch

\$ 1.55 Elementary Breakfast

\$ .40 Reduced Price Lunch

\$ .30 Reduced Price Breakfast

\$3.50 Adult Lunch

\$2.10 Adult Breakfast

\$.50 Milk

### Phone/Technology Use

Telephones are available in every classroom and the office for school use and for emergencies. Students may use a school telephone only with teacher permission. Parents who need to contact their student may call the office at any time, and we will call your child down to talk with you or get a message to them.

We have sought input from teachers, district leadership and our Community Council regarding the school policy for technology use at school. Based on that input, **cellular phones are to be turned off and left in student backpacks during the school day**. If the cell phone is activated and/or used during the school day, the teacher will take the phone, bring it to the office, and it will be returned to the student at the end of the day. On the second offense, the teacher will collect the phone, and it will be kept in the office until a parent/guardian picks it up. Additional incidents will be managed by school administrators. This policy helps ensure that our students are actively engaged in the learning process, minimizes the chance of online conflict, maintains student privacy, and encourages students to



communicate with their teachers about any concerns they may have. Smart watches, including “Gabb” watches may be worn if they are used as a watch and are not a disruption to the learning environment. If these expectations are not followed, the above procedure for phones will be implemented for the smart watch.

We understand that parents want to ensure the safety of their student and be able to reach them in the event of an emergency. Student safety is our top priority, and we will maintain efficient communication with parents during the school day, following district policies, in the event of an emergency.

### **Progress Reports**

End of term progress reports will be available online through myDSD at the end of each term. In addition, teachers may choose to give out interim progress reports. Parents may be required to sign reports and return them to the teacher. Twice a year, Parent Teacher Conferences will be scheduled for each student and their parents to join with the teacher to celebrate the student’s progress. Parents are encouraged to call or meet with teachers to discuss questions or concerns regarding school achievement or behavior at other times if needed.

### **School Closures**

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal from school. School closure, delayed starting time, or early dismissal will be announced over local radio, television stations, and on the School District’s website. Reports in the morning will be between 6:00 a.m. and 7:30 a.m. If no report is heard, it can be assumed that school will be in session. It is assumed that parents will make the final decision on whether their child can safely come to school according to weather reports/conditions.

### **Toys at School**

Students may bring sports equipment to use at recess. Students are asked not to bring toys to school unless instructed to do so for a special classroom activity. Toys brought to school can create distractions and conflicts over the items being taken or lost. Students may bring Pokémon cards out to recess to play with friends. If the cards become a distraction or cause of conflict, students will be asked to leave them at home. If Pokémon cards are out in other settings (classroom, lunchroom, hallway), students will be asked to leave them at home.

### **Visitors and Volunteers**

Parents are encouraged to visit the school, but all visitors are asked to check in at the school office. Parents wishing to visit with teachers should arrange an appointment in advance with the teacher or school office. Only Creekside Elementary students are permitted to attend classes and to participate in school activities.

**Volunteers** who wish to help in the classroom, attend field trips, or volunteer in other ways are required to do a background check at the school district. Please contact the office for more information. **Please plan ahead** – it can take multiple weeks for the background check, and we want our volunteers to be able to participate in their child’s activities.



## Creekside Daily Schedule

### Schoolwide Schedule

8:15 – 8:40	Breakfast Served
8:45	First Bell
8:50	Tardy bell (School starts)
<b>AM Recess Schedule</b>	
10:10 – 10:25	1 <sup>st</sup> & 5 <sup>th</sup>
10:25 – 10:40	3 <sup>rd</sup> & 6 <sup>th</sup>
10:40 – 10:55	2 <sup>nd</sup> & 4 <sup>th</sup>
<b>Lunch Schedule</b>	
11:35 – 12:05	Grade 1
11:45 – 12:15	Grade 2
11:55 – 12:25	Grade 3
12:05 – 12:35	Grade 4
12:15 – 12:45	Grade 5
12:25 – 1:05	Grade 6
<b>PM Recess Schedule</b>	
1:45 – 2:00	2 <sup>nd</sup> & 4 <sup>th</sup>
2:00 – 2:15	1 <sup>st</sup> & 3 <sup>rd</sup>
2:15 – 2:30	5 <sup>th</sup> and 6 <sup>th</sup>
<b>Dismissal times</b>	
3:25	Monday – Thursday
1:25	Friday

AM Kinder Mon-Thurs		Fri.
First Bell	8:45	8:45
School Starts	8:50	8:50
School Ends	11:30	10:50

PM Kinder Mon-Thurs		Fri.
First Bell	12:40	11:20
School Starts	12:45	11:25
School Ends	3:25	1:25

As a recipient of Federal financial assistance, the District is required to notify students, staff, and the public on a regular basis of its commitment to prohibit discrimination and ensure equal educational and employment opportunity. In addition, to satisfy due process requirements, the District and its schools need to publish notice of important policies that affect the rights of students and parents.

#### NOTICE OF NON-DISCRIMINATION

Davis School District and Creekside 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@dmail.net](mailto:kauld@dmail.net)



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

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

Steven Baker, Associate Director Human Resources

**ADA (Employment Issues) Coordinator**

Davis School District

45 East State Street, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5315

[sbaker@dsdmail.net](mailto:sbaker@dsdmail.net)

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

Midori Clough, District 504 Coordinator

**Section 504 (Student Issues) Coordinator**

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5180

[mclough@dsdmail.net](mailto:mclough@dsdmail.net)

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

Tim Best, Healthy Lifestyles Coordinator

**Title IX Athletic Compliance Coordinator**

**Sex Based Discrimination in Athletic Programs**

Davis School District

20 North Main Street, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-7850

[tbest@dsdmail.net](mailto:tbest@dsdmail.net)

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

Scott Zigich, Director of Risk Management

**Physical Facilities Compliance Coordinator**

Davis School District

20 North Main Street, P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5307

[szigich@dsdmail.net](mailto:szigich@dsdmail.net)

**ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Creekside Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator, Courtney Geisler (801-402-3653), 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 Creekside 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 Creekside 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](#). Creekside Elementary policy may be found on our school website, 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 [111R-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 Creekside 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 Creekside Elementary to disclose limited directory information of your child without your prior written consent, you must notify the school in writing annually.

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

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



Informal inquiries may be sent to FPCO via the following email address: [FERPA@ED.Gov](mailto:FERPA@ED.Gov)  
 For additional information please visit the SPPO website at the following address:  
<https://studentprivacy.ed.gov/>

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. Creekside 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  
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Informal inquiries may be sent to FPCO via the following email address: [PPRA@ED.Gov](mailto:PPRA@ED.Gov)  
 For additional information please visit the SPPO website at the following address:  
<https://studentprivacy.ed.gov/>

**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 Creekside 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 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.**

#### **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.

Please see the fee schedule below:



# 2022-2023 | Elementary School Fee Schedule

## ELEMENTARY SCHOOL FEES

Student fee is used to support instructor compensation and student materials.

Summer Enrichment Classes & Camps.. \$10.00-\$180.00  
EXCEL Enrichment Classes ..... \$15.00-\$50.00

*Fees may only be charged for programs that are before or after school or during school vacation.*

**School supplies must be provided for elementary students.** An elementary school or teacher may compile and provide to a student's parent a suggested list of supplies for use during the regular school day so that a parent may furnish, on a voluntary basis, those supplies for student use. Otherwise, they will be furnished by the school.

### GENERAL INFORMATION

1. Any payment for student participation in a class, program, or activity is a fee and is subject to the fee waiver requirement. For information on fee waivers and other details, contact your school administrator.
2. All fees listed are the maximum amounts charged per pupil for each class or school-sponsored or supported activity. Actual amount charged may be less.
3. All students are responsible to pay for any loss, breakage, or damage they cause to school property. Loss, breakage, or damage is not subject to the waiver requirement.
4. Donations are permissible in both elementary and secondary schools, but all such requests are voluntary. A student may not be excluded from an activity or program because they did not donate.

For additional information see District policy [6F-101 School Fees, Fee Waivers, and Provisions in Lieu of Fee Waivers](#)



## Creekside Elementary Behavior Matrix

	Classroom	Hallways	Playground	Cafeteria	Preps	Restrooms	Entering/Exiting	Assemblies
Be Respectful	<ul style="list-style-type: none"> <li>Listen to the teacher and to other students</li> <li>Raise my hand to speak</li> <li>Ask to borrow what belongs to someone else, take care of and return it promptly</li> </ul>	<ul style="list-style-type: none"> <li>Keep my voice off or quiet</li> <li>Pick up papers and trash in the hallway</li> <li>Respect art work and objects on walls</li> </ul>	<ul style="list-style-type: none"> <li>Take turns and share equipment</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Be courteous: saying thank you, please, excuse me, etc.</li> <li>Talk quietly</li> <li>Use table manners</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the teacher and to other students</li> <li>Raise my hand to speak</li> </ul>	<ul style="list-style-type: none"> <li>Quietly wait my turn</li> <li>Take care of school property</li> <li>Do what I need to do promptly</li> </ul>	<ul style="list-style-type: none"> <li>Use grade level doors</li> <li>Go to the end of the line</li> <li>Once in line, use my inside voice</li> </ul>	<ul style="list-style-type: none"> <li>Be a good listener</li> <li>Applaud politely</li> <li>Use performance etiquette</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Always do my best work</li> <li>Bring my materials</li> <li>Complete and turn in homework</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Watch where I am going</li> <li>Be truthful about my actions</li> <li>Go directly where I am supposed to go</li> </ul>	<ul style="list-style-type: none"> <li>Line up quietly and orderly</li> <li>Be responsible for my own actions</li> <li>Bring in equipment that I take out</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after myself</li> </ul>	<ul style="list-style-type: none"> <li>Always do my best work</li> <li>Bring/wear appropriate materials</li> <li>Participate</li> </ul>	<ul style="list-style-type: none"> <li>Remind others to follow bathroom rules</li> <li>Only use bathroom when necessary</li> </ul>	<ul style="list-style-type: none"> <li>Remain outside until teacher gets me</li> <li>Lock bikes and scooters on bike rack</li> <li>Line up with class when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Sit on my pockets</li> <li>Respond immediately to quiet signal</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>Sit properly</li> <li>Keep my hands, feet, and objects to myself</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right of the hallway</li> <li>Walk at all times</li> <li>Be in the right place at the right time</li> </ul>	<ul style="list-style-type: none"> <li>Follow playground and game rules</li> </ul>	<ul style="list-style-type: none"> <li>Be patient in the lunch line</li> <li>Touch only my food</li> </ul>	<ul style="list-style-type: none"> <li>Follow established rules</li> <li>Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Flush the toilet</li> <li>Wash my hands using soap and water</li> <li>Dry hands after washing</li> </ul>	<ul style="list-style-type: none"> <li>Walk bikes and scooters on school grounds</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Enter/exit in an orderly manner</li> </ul>
Be Kind	<ul style="list-style-type: none"> <li>Work well with other students</li> <li>Speak kind words</li> <li>Watch for ways to help</li> </ul>	<ul style="list-style-type: none"> <li>Keep my hands, feet, and objects to myself</li> </ul>	<ul style="list-style-type: none"> <li>Be a good winner and a good loser</li> <li>Include others in play</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Observe personal space</li> </ul>	<ul style="list-style-type: none"> <li>Good sportsmanship</li> <li>Support each other</li> <li>Help each other</li> </ul>	<ul style="list-style-type: none"> <li>Allow others their privacy</li> </ul>	<ul style="list-style-type: none"> <li>Keep my hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the speaker</li> <li>Be positive in my responses</li> </ul>

*Creekside Comets*

