

# RULES, POLICIES, AND PROCEDURES

## JENNIE P. STEWART ELEMENTARY

***“At the core of most achievement in school and beyond is the ability of a student to exhibit social behaviors that promote positive and healthy interactions with others.” (Elliot & Gresham, Social Skill Improvement System). Therefore it is important for students to develop social, ethical, self-discipline, and civic responsibility to experience success at school and within the community.”***

Cooperatively, school administration, teachers, support staff, students, parents, and community members will review and revise the School Level Discipline Plan annually to promote a safe and orderly school environment. The guiding principles of the plan are as follows:

- Every person deserves to be respected.
- Every person deserves to be safe, feel safe, be free from danger, and learn successfully.
- Students attend school to learn academics, behavioral skills, and social skills. Learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by an organized environment. The establishment of academic and behavioral expectations is essential for this environment.
- There is an intrinsic relationship between academics and behavior.

## Table of Contents

Accommodations for Individuals with Disabilities.....	3
Appropriate Dress .....	3
Attendance .....	3
Authority to Suspend or Expel.....	4
Bicycles, Scooters, Skateboards .....	4
Bullying/Cyber-Bullying/Hazing/Retaliation/Abusive Conduct .....	4
Bussing Students to and from Events.....	4
Classroom Treats .....	4
Compulsory Education Requirement.....	4
Disruption of School Operations .....	4
Drugs/Controlled Substances .....	4
Due Process.....	5
Early Check-out.....	5
Electronic Device Policy .....	6
Extracurricular Activities.....	6
Family Educational Rights and Privacy Act .....	6
First-aid/Medication.....	7
Friday Early Out.....	7
Grading .....	7
Homework.....	8
Make-up Work-Sickness.....	8
Make-up Work-Vacation .....	8
Meal Charges in Schools.....	8
Nondiscrimination in Discipline .....	9
Notice of Non-Discrimination.....	9
Parental Rights in Public Education .....	10
Pets, Peanuts, and Allergies .....	10
Pledge of Allegiance .....	10
Poor Choices and Continuum of Consequences (Minor & Major) .....	10
Positive Discipline Plan.....	11
Positive Recognition.....	11

## RULES, POLICIES, AND PROCEDURES

Religious Expression in Public Schools.....	11
Rights Under the Protection of Pupil Rights Amendment .....	111
Rules and Procedures.....	12
Safe and Orderly Schools.....	12
Safe School Violations .....	12
Search And Seizure.....	12
School Lunch.....	13
School Property .....	133
Special Services.....	133
Staying After School.....	13
Stormy Weather .....	14
Student Directory Information .....	144
Tardiness.....	144
Toys, Games, Candy .....	15
Weapons and Explosives – Up to One Year Expulsion (Utah Code 53G-8-205).....	155

## 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 Stewart Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator, Jasey Fatongia (801-402-1853), their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (801-402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (801-402-5180) for student accommodations.

## Appropriate Dress

Research indicates that student dress influences academic success. Students should wear clothes that are clean, appropriate for school and in compliance with the DSD Dress Code Policy. The Davis County School Board emphasizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately for school work.

We suggest our students measure the top of their shoulders with three fingers to determine whether their shirts are appropriate for school. Shirts with spaghetti-straps, mini-skirts, shirts that expose the midriff, spandex shorts, heavy chains or baggy pants that hang below the waist are not permitted. Shorts must have at least a 3 inch inseam. Clothing associated with gangs or which displays crude or inappropriate words or pictures shall not be worn. References to products that are illegal are not to be worn. Hats and/or bandanas may not be worn in the building. **Flip flops, platforms, Heelys, or other shoes that make it difficult for students to engage in vigorous play and P.E. are not allowed for safety purposes.**

Students with exaggerated piercings, cosmetics, and body paint will not be allowed at school.

Students with exaggerated hair styles are not allowed. Students who violate the dress code will be asked to call their parents to bring them appropriate clothing.

## Attendance

**Be on Time, and Stay the Day. The Covid-19 pandemic taught us the value of students being in the classroom.** Students need to attend school every day/all day. The process of education requires continuity of instruction and being late for school interrupts this process. A student who is 10 minutes late every day will miss 30 hours of instruction during the year. Children can copy notes or make up assignments, but they can never get back what is most important: discussions, questions, explanations by the teacher. Research shows that *attendance is the single most important factor* in school success.

Along with the concerns for student success, state and district requirements call for high attendance rates from our students at 93% or higher. Teachers and school administrators will take efforts to communicate concerns regarding attendance problems. Since learning builds sequentially, it is critical for students' educational success to attend school, arrive on time, and stay the entire school day. Success in school is dependent upon good attendance. A school administrator may issue a notice of compulsory education violation to a parent if the child has six unexcused absences during the school year. Reasons for excused absences include illness, which may be either mental or physical; a scheduled family event; medical appointment; family emergency; death of a family member or close friend; preapproved extended absences, and approved school activities.

**Regular attendance is important to academic success. Students, who are well, belong at school.** Students, who are sick, belong at home. Students, who are at school, are assumed to be well enough to participate in outdoor recess, barring unusual medical conditions. Keeping students home for reasons other than illness gives the message that school is not important. **Parents should call the attendance line when they know students are going to be absent, 801-402-1856.** For safety reasons, our automated callout system will call the parents of students with un-cleared absences each

## RULES, POLICIES, AND PROCEDURES

day using your home phone number. Please let us know if the phone number you would like us to call is different than your home number.

### 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.

### Bicycles, Scooters, Skateboards

To avoid injury to others, riding bikes, scooters and skateboards is prohibited on school grounds including the catwalk west of the school. These items should be walked or carried on school grounds and locked to the bike racks or folded in backpacks during school hours. The school is not responsible for loss of personal property.

### 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](#).

### Bussing Students to and from Events

Students are expected to conform to all bus regulations and respect the bus driver. For safety, if a child is unable to exert appropriate self-control, bus privileges may be withdrawn for some or all activities. If a student loses bussing privileges, parents will be responsible for the transportation of their student.

### Classroom Treats

We hold class parties several times during the year. Parents helping with school celebrations should bring commercially prepared food items and avoid drinks containing red dye. Teachers will provide directions for classroom celebrations to Room Parents. We have many students with food related allergies. Parents are to check with classroom teachers to ensure the desired food item is acceptable in the classroom.

### 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.

### 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.

### 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,

## RULES, POLICIES, AND PROCEDURES

tested for drugs, expelled, referred for police investigation, and/or prosecuted

### Due Process

When a student is suspected of violating Stewart 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.

### Early Check-out

**Please remember: Be On-time and Stay the Day.** If students must leave before the school day ends, students should bring a note to the teacher to plan ahead. We do not send students home unattended during the day. Students will be called to the office when the parent or designated adult comes into the school to sign-out the student. Parents **should not** go directly to a child's classroom or portable. The office will call students to the office when the parent/designee arrives to sign-out the student. Please make every effort to have students at school for the entire school day. **PLEASE DO NOT SCHEDULE MUSIC AND OTHER LESSONS DURING THE SCHOOL DAY.**

**We require all visitors to show a valid form of identification and provide a reason for entering the school before being allowed to enter. Please ring the doorbell and be ready to show your I.D. before admittance can be granted.**

### Electronic Device Policy

**Scope:** Electronic devices have become common useful means of communication and information in today's society. However, these devices have the potential of disrupting the orderly operation of the school for elementary students. Through DSD, Jennie P. Stewart has created this policy to govern the possession and use of electronic devices on

school premises, during school hours, at school sponsored activities, and on school transportation.

**Definition:** For purposes of this policy "**Electronic Device**" means a device that is used for audio, video, text communication or any other type of computer or computer-like instrument including:

- (1) a smart phone; (2) a smart or electronic watch;
- (3) a tablet; or (4) a virtual reality device.

**District-owned electronic device**" means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is identified as being owned, provided, issued, or lent by the District to a student or employee.

**"Privately-owned electronic device"** means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by the District to a student or employee.

**Possession and Use: Student use of privately-owned electronic devices is strictly prohibited on school grounds, at school-sponsored events and on school buses or other vehicles provided by the school.** Parents who feel their children need to have a cell phone to use before or after school may have their students bring cell phones to school.

However, cell phones must remain in the students' backpacks, remain powered down, and turned off during school hours. The possession and use of privately owned electronic devices during the school day, including pass-time between classes, restroom visits, lunch- time, and recess is prohibited. Students may not use cell phones or smart watches inside the school or at recess. The school is not liable for damages to privately owned electronic devices.

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

Distracting behavior that creates an unsafe environment will not be tolerated. Students may not take photos of others without their permission and may not post or threaten to post photos online.

**Electronic devices used in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guests; or violates local state or federal law may result in confiscation of the electronic device, loss of**



## RULES, POLICIES, AND PROCEDURES

**privilege to use electronic devices, or other disciplinary action such as suspension.**

The use of electronic devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities. School personnel may confiscate items which have the potential to become a disruption. Confiscated items will not be returned to students, but may be returned to parents through the principal's office. Parents will be notified by the office that their child's privately-owned electronic device has been confiscated and that the parent must come to the office to obtain the device. Continued violation of policy may result in other disciplinary action such as suspension.

District owned devices will be used following the classroom teachers' directions and in accordance to the requirements described in UAC R277-495-5 and the District [Acceptable Use policy](#) agreement.

Students and employees are required to comply with the applicable District Acceptable Use policy agreement. Inappropriate use of District owned electronic devices may result in the loss of privilege to use all District owned electronic devices, suspension, or other disciplinary action.

Electronic devices during standardized assessments is strictly prohibited unless specifically allowed by statute, regulations, student IEP, or assessment directions. The unauthorized use of electronic devices that would cause invasions of reasonable expectations of student and employee privacy is prohibited and may result in disciplinary action.

Exceptions to this electronic device policy may be made for special circumstances such as health-related reasons, use consistent with a current and valid IEP, and emergencies as approved by school administration. The misuse of electronic devices should be reported immediately to school personnel. School personnel will investigate and address the situation appropriately. Violation of the electronic device policy may result in disciplinary action such as confiscation of the electronic device, loss of privilege, suspension or other disciplinary action

according to the [District's general conduct and discipline policies](#).

### Telephone Use and Messages:

If students need to use a telephone, we are happy to let them use the office phone with a phone pass from their teachers. Telephone calls for assignments, books, and lunches left at home are discouraged, but allowed as determined by the classroom teacher. Students may not use the phone to make after-school play arrangements, so please plan ahead to reduce confusion. Support of this policy will help us keep the limited number of phone lines available for school related issues and emergencies and will help students develop responsibility. Cell phone use is NOT allowed during school time, including lunch and recess. Cell phones must remain off and kept away in backpacks, etc. *(Please refer to our Electronic Device Policy listed above.)* Please make sure students know how they will get home each day before they come to school. We are happy to communicate messages to students in cases of emergency. Please help us minimize classroom disruptions and keep our phone lines open by making arrangements before school instead of during school hours.

### 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.

### 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

## RULES, POLICIES, AND PROCEDURES

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.

### First-aid/Medication

The school attempts to reach parents when students are ill or injured by calling all numbers listed on the emergency contact list. **Please keep this information up-to-date.**

Utah law states, when a student needs the school to administer medication (*prescription or over-the-counter*), because of doctor's orders, a parent must submit a form to be signed by a doctor before any medication can be administered. A new **Medication Form** must be filled out each school year and can be received in our school office. All medication must be in licensed prescription bottles with directions on the outside. By law, responsible students may carry one dosage of needed medication on their person each day to be administered by the student. Per [DSD Policy](#), teachers are **not** allowed to administer any medication at school; all medication will be administered by the office staff.

### Friday Early Out

Stewart Elementary follows the Davis School District's Friday early release schedule.

### Grading

In Davis School District, reporting on student progress is done quarterly, with parent conferences twice a year. Report cards are sent home at the end of each nine-week term. Our report card is based on the child's mastery of standards, and not on a less meaningful "point" system. For many assignments and assessments, teachers use a rubric similar to the following chart:

3	<b>Meets or Exceeds the Standard</b>	Demonstrates mastery of information and/or processes taught or demonstrates in depth inferences and applications beyond what was taught.
2	<b>Below Standard</b>	Demonstrates an understanding of some details and processes with help.

## RULES, POLICIES, AND PROCEDURES

<b>1</b>	<b>Far Below</b>	Does not meet grade level expectation of what students should know and be able to do with help.
----------	------------------	---

### Homework

Homework assigned from a teacher should be targeted to student needs and assist the student in achieving mastery of a given academic skill. We believe that parents are better equipped to meet their child's individual needs when they are informed of the child's academic goals at school and provided with resources that can be used to support learning at home. Parents are encouraged to check for late or missing work often using their MyDSD accounts. In addition to any homework assigned by the teacher or initiated by parents, we also ask that your child is reading, listening to books or being read to for 20 minutes each night. We recommend no more than 10 minutes of additional academic work multiplied by grade level daily.

### Make-up Work-Sickness

**Parents should not drop-in to the classroom during the school day to pick-up assignments for students who are sick, as this interrupts teaching.** When classes are interrupted, it disrupts valuable instructional time for other students. Upon the student's return to school the teacher will work with the student, during regular instruction time, to gather homework and offer any extra support. It is not expected that teacher provide classwork before a student is absent from class.

### Make-up Work-Vacation

Please do not ask teachers to prepare assignments in advance before leaving on vacations or outings. Please remember that there is a wealth of learning at school that does not involve paper and pencil. Students that have a long-term project due while absent on vacation will need to make a plan with the teacher before going on vacation. **Class activities and discussion cannot be reproduced or re-staged for students who are absent and may affect grades.**

### 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



## RULES, POLICIES, AND PROCEDURES

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.**

### 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.

### Notice of Non-Discrimination

Davis School District and Stewart Elementary are committed to creating an environment free from harassment and discrimination, including addressing and correcting incidents of harassment and discrimination when they occur, ensuring that discipline is free from discrimination, and ensuring nondiscriminatory access to student groups. Students and employees may not be discriminated against on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity), age, disability, veteran status, or any other characteristic protected by law, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. Policy 111R-100 prohibits harassment and discrimination against students on the basis of race, color, national origin, religion, sex, or disability ("Protected Class").

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

Ken Auld, Director of the Office of Equal Opportunity  
Davis School District  
45 East State Street, P.O. Box 588  
Farmington, Utah 84025

tel: (801) 402-8701  
kauld@dsdmail.net

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

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

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

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

Midori Clough, **District 504 Coordinator**  
**Section 504 (Student Issues) Coordinator**  
Davis School District  
70 East 100 North, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5180  
mclough@dsdmail.net

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

Tim Best, Healthy Lifestyles Coordinator  
**Title IX Athletic Compliance Coordinator**  
**Sex Based Discrimination in Athletic Programs**  
Davis School District  
20 North Main Street, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-7850  
tbest@dsdmail.net

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

Scott Zigich, Director of Risk Management **Physical Facilities Compliance Coordinator** Davis School District  
20 North Main Street, P.O. Box 588

Farmington, Utah 84025  
tel: (801) 402-5307  
szigich@dsdmail.net

### Parental Rights in Public Education

The Davis School District and Stewart 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 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.

### Pets, Peanuts, and Allergies

**We have many students with allergies.** Therefore, as a general rule, pets are not allowed on the school campus. **Please check with your** child's teacher before bringing peanuts or nut products into the classroom. We need to keep all students as safe as possible.

### Pledge of Allegiance

The Pledge of Allegiance 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.

### Poor Choices and Continuum of Consequences (Minor & Major)

**Minor – Mindset Reset:** We are committed to quality education for all students. All students deserve a positive educational experience for academic and social growth. Each teacher has developed well-defined classroom rules & procedures which were developed to promote a safe, nurturing classroom environment conducive to learning. To create such an environment, educators teach, encourage, coach, and reinforce appropriate behaviors to help students follow the classroom rules and procedures.

As a school, we use a researched based discipline technique called **Mindset Reset** to create a positive classroom environment whenever any student exhibits a behavior that is disruptive to the class. The technique emphasizes the seriousness of education, respectfulness of the classroom environment, and the importance of students taking responsibility for their own behavior. **Mindset Reset** has two parts. The first part is designed to allow students to focus and gain self-control by asking them to move to another classroom for a short period of time to calm down and "reset" their mindset. The second part involves providing the student with feedback about their behavior and an opportunity for him or her to plan for future success in the classroom.

## RULES, POLICIES, AND PROCEDURES

**Major & Safe School Violation:** Students are responsible for any disorderly conduct that may affect the school climate, classroom instruction, or student and staff welfare and safety. **As per DSD mandate, we are required to implement a policy for Student Conduct & Discipline. We will not tolerate fighting, disrespect, obscene language or gestures, harassment (verbal, physical, sexual), weapons (pretend or real), or destruction of property.**

Students are expected to show respect for school property (technology, books, school materials, etc.). Students may be held responsible for property which they damage or deface.

Most discipline will be handled in the classroom by the classroom teacher. However, a student's behavior may result in an office disciplinary referral. The school administration will investigate the situation to determine the appropriate intervention. The following corrective actions may be taken: Loss of privileges or preferred activities, contact or conference with parents, in-school or out- of school suspensions, and/or contact police.

If a child's behavior is egregious or repetitive, as per DSD policy, a referral to DSD's Case Management team may be deemed necessary. The DSD Case Management team will review the case and make recommendations. The DSD Case Management Team may require an evaluation by district personnel. A student may or may not be excluded from school until the DSD Case Management Team requirements have been met.

### Positive Discipline Plan

At Stewart Elementary, we teach and live by the following principles:

- **Do Good, Be Kind!**

The goal of providing students with clear expectations helps to promote positive interactions and pro-social behaviors for students to be Stellar Stewart Stars. Our staff will guide the development of life skills and identify students at-risk.

Student Council representatives will also model expectations and procedures. Teachers and support staff will reinforce students by passing out "Stellar Stars" to students observed following rules, school

procedures, and expectations. Each teacher has clearly established class rules, and discipline plans. **Parental support is also vital to reinforce homework, weekly social skills, discuss school rules and expectations, and discipline procedures.** Together we can help students develop positive relationships and promote positive academic and behavioral performance.

### Positive Recognition

Students are often recognized by staff for meeting or exceeding expected behavior. Staff at Stewart Elementary may celebrate positive behavior in order to reinforce expectations.

### 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.

### 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.

## RULES, POLICIES, AND PROCEDURES

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

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

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

Informal inquiries may be sent to FPCO via the following email address: [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

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

### Rules and Procedures

Information regarding school rules and procedures is presented to students at the start of each school year to teach students our rules, expectations, and positive reinforcement plan. School administration will provide a Safe School Presentation to review school safety, expectations, disciplinary actions, and encourage positive interactions. The following behavioral guidelines are referred to often and expected from all students and staff:

- **Do Good**
- **Be Kind**

Doing good and being kind are simple, clear

expectations that everyone can adhere to.

Following these simple expectations ensures all students are afforded the opportunity to achieve at the highest academic level possible.

**In class, we demonstrate and expect students to demonstrate: Mutual Respect, Attentive Listening, Appreciation, and Personal Best.**

### Safe and Orderly Schools

It is the policy of the Davis School District and Stewart 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.

### 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.

### 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



## RULES, POLICIES, AND PROCEDURES

Lockers, desks, or other storage areas are the sole property of the Davis School District and Stewart 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.

### School Lunch

School lunch is priced at \$2.05, and breakfast is \$1.55 per day. Adults may purchase school lunch for \$3.50. [DSD Nutrition Services policy](#) states Parents are responsible to pay for all of their student's meal charges. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt. Please be sure to keep accounts current. Nutrition Services no longer accepts checks or credit cards by telephone. You can set-up individual or monthly online payments through your [my.DSD Guardian Account](#). Instructions to pay can be found at [Automatic Lunch Payments](#).

You are welcome to bring checks or money to school in an envelope marked with your student's name, grade, and teacher. Checks need to be written out to [Davis Nutrition Services](#). We will collect the money and deliver it to our Nutrition Services coordinator. (Please note: Stewart Elementary does not deposit lunch money. This is done through our Nutrition Services department only.) Lunch balances may be paid through your my.DSD account.

If you have further questions, you can contact Nutrition Services directly at **801-402-7640** Monday through Friday from 8:00-4:30. If you are planning to eat school lunch with your child, please inform your child's teacher so Nutrition Services can plan for you.

**Free/Reduced Lunch Applications** are now available to fill out and submit online through your my.DSD Guardian Account, at the [Davis Nutrition Services](#) homepage. Printed copies are also available in the office. The office does not have information about an individual's lunch status and payment information. That information is kept private through the Nutrition Services Department. For safety reasons,

**students who go home for lunch** must be checked out by a guardian in the office, before leaving the building, and check in upon returning to school. We require parents to come into the office, with ID, and check out the student.

### School Property

Students are responsible for the appropriate use of school books, furniture, materials, and supplies, including electronic devices, calculators, earphones, and other school equipment. Students will be expected to pay for damages that are beyond normal wear-and-tear and for lost or destroyed materials. Writing in books is not permitted. We take great pride in our property and others' property at Stewart Elementary.

If a student is negligent and destroys or breaks school property, including electronic devices, headphones, furniture, etc., parents will be responsible to purchase and replace items.

A Student Technology [Acceptable Use Agreement](#) must be signed by every student and parent before a student is allowed to use any District owned electronic device. This is completed at **your my.DSD Guardian Account**. Students must take care of district owned electronic devices and follow teachers' instructions for use. Not following teachers' instructions may result in loss of technology privileges or other disciplinary action.

**Vandalism of any kind to our school should be reported immediately to school personnel. Please help us maintain the security & beauty of our school and to conserve tax money wasted by cleaning up senseless acts.**

### Special Services

The following services, based on individual needs, are provided by DSD at Stewart Elementary: resource program, school nurse, school psychologist, speech & language therapist, and student counseling. If interested in any of these services, please call Stewart Elementary at **801-402-1850**.

### Staying After School

**Students are expected to stay at school the entire school day. Teachers will not keep students after**



## RULES, POLICIES, AND PROCEDURES

**school longer than 15 minutes** unless parents have been notified or prior arrangements have been made. The final school day bell rings at 3:25 and 1:25 on early out days, mostly on Fridays.

### Stormy Weather

Schools in Davis County rarely close due to weather conditions. In the event of a severe storm, please listen to your local radio station for notices concerning school, check the [DSD Webpage](#) or **DSD Facebook** for information.

We do not insist that students go outside at recess time during excessively wet, windy, freezing, or red-burn days. We follow the [State of Utah Guidelines for Asthma](#). However, on a normal day, students are expected to go outside for recess and to have adequate outer clothing, jackets, gloves, etc. to be comfortable. On an indoor day, all children will stay indoors due to weather conditions.

### 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 Stewart 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: <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.

### Tardiness

**Be on Time and Stay the Day. Our bell rings at 8:45. We feel that it is imperative that every student arrives on time.** This helps to set a routine of responsibility that can only benefit student success in school.

Tardiness not only interrupts the individual student's education, but the education of everyone in the class. A student who is 10 minutes late every day will miss 30 hours of instruction during the school year. Students who are chronically late develop the

impression that school is not important and are often at-risk to drop out of high school. **Please make the effort to be on-time for school.**

Parents will be notified by teachers and/or school administration if students are chronically tardy or absent. Please make an effort to be on-time for school each day.

### Toys, Games, Candy

Toys, games, trading cards, balls and other sports equipment, and candy should be left at home. The school is not responsible for loss or damage to personal property. Clothes, backpacks, and other personal belongings should be clearly labeled. Please check the Lost and Found regularly for missing personal items.

**School personnel may confiscate items which have the potential to become a disruption. Confiscated items will not be returned to students but may be returned to parents through the principal's office.**

### 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.