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# VALLEY VIEW

## STUDENT & PARENT HANDBOOK

Policies and Procedure



### **Mission and Vision Statement**

The purpose of Valley View Elementary is to promote the mission of Learning First for all. We promote civic responsibility and accountability through school wide expectations and procedures along with positive behavior reinforcement. Supportive parents, highly involved community volunteers, and outstanding teachers play an integral part in each of these areas.

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## **ATTENDANCE AND TIMELY ARRIVAL**

Regular attendance is essential for students to learn and progress in school. It is also the legal responsibility of parents of children under the age of 18 to have them in school daily. Davis School District computer programmers have created a system that tracks student attendance and automatically sends out e-mails to parents when students have missed five days of school. If poor attendance continues, additional e-mails are sent out and meetings will be set up with parents to work on ways to fix the problems. Valley View teachers will begin their day of teaching promptly at 8:50. By being even a few minutes late, a student can lose the flow of the school day. **Excessive tardiness will be considered an attendance issue and require that we take action.**

**In the event that a student displays a pattern of excessive check in-out, absenteeism or tardiness, parents can expect the following steps to occur:**

1. Call/Conference with parent/guardian from classroom teacher
2. 1st absentee letter sent home after 5 days of absenteeism
3. A referral will made to school administration
4. 2nd absentee letter sent home after 10 days of absenteeism
5. School administration will call/conference with parent/guardian
6. 3rd absentee letter sent home after 15 days of absenteeism
7. If needed: School administration will initiate Educational Neglect procedures with the District and Social Services

An interesting fact is that missing school 10% of the time is all it takes to be chronically absent. That equates to about 18 days a year or just two days every month!

**A student who is absent 10 consecutive days with no communication from parents or guardians may be taken off school records.**

**Absences are to be verified by calling our attendance line or by sending an email.**

Valley View Attendance Phone Number: 801-402-2056

Teacher must have their absences recorded in Encore by 9:20 AM (1:20 PM for PM kindergarten). Calls go out at 10:00 AM and 2:00 PM. If children come in late, they must check in at the office on the computer – that will change their absences to Late and no call will go out.

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## **TARDINESS**

The first bell rings at 8:45, school begins promptly at 8:50. We feel it 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 disrupts the individual student's education but the education of everyone in the class. All students arriving late must sign in at the office before going to class.

## **ABSENTEE LETTERS**

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

1st letter: 5 days of absenteeism

2nd letter: 10 days of absenteeism

3rd letter: 15 days of absenteeism

Beyond 18 days student will be listed as chronically absent.

## **BEFORE SCHOOL**

**Students should not arrive at school prior to 8:30, unless they are eating breakfast.**

**Breakfast begins at 8:25. Please remember teachers are preparing for the school day.**

Outside supervision of students is provided 15 minutes prior to the first bell (8:30 a.m.) and with the arrival of the first bus.

On good weather days, students will line up on the playground in their assigned area with their classmates. They will enter quietly at 8:45 a.m. when their teacher escorts them in. Class begins promptly at 8:45 a.m. Students are expected to wait outside the building before school begins unless eating school breakfast or participating in a before school activity.

In the case of inclement weather students may come into the multi-purpose room (NOT their classroom) where they will be supervised until the bell rings. Signs will be placed on each entry door indicating to students that they are to come inside. If there is a compelling reason why your student needs to wait in the building before 8:45 please contact the school to make arrangements.

## **AFTER SCHOOL**

Teachers will not keep students after school unless parents have been notified or prior arrangements have been made. Students must walk home, ride the bus, or be picked-up promptly at the end of school and may not stay on school grounds unless they are under the supervision of a teacher or their parent.

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## BEHAVIOR MANAGEMENT

The purpose of Valley View's Behavior Plan is to help students achieve their educational goals. This plan is based on the premise that every person deserves to be respected, to feel safe, and to be free from danger. Students attend school to learn, and learning is enhanced in an environment where students are physically and emotionally safe. Students thrive in an environment where academic and behavioral expectations are clearly established. Our Behavior Plan is focused around the acronym S.O.A.R.

- **S- Stay safe**
- **O- Own your own actions**
- **A- Act Responsibly**
- **R- Respect everyone and everything**

These behavior expectations are posted throughout the school. All staff members will be trained on behavior expectations and the school's behavior plan. This plan is based on the principals of PBIS (Positive Behavioral Interventions and Supports). According to pbis.org, "The school-wide application of positive behavior support (PBS) is a prevention-oriented approach to student discipline that is characterized by its focus on defining and teaching behavioral expectations and using Restorative Practices to give students the tools needed to build healthy relationships. Also important is rewarding appropriate behaviors, continual evaluation of the plan's effectiveness, and the integration of supports for individuals, groups, the school as a whole, and school/family/community partnerships."

## STEPS OF THE PLAN

- **Teach Valley View's Behavioral Expectations**
    - Administration will teach Behavioral Expectations (S.O.A.R.) and how they apply to different areas of the school to all grade levels at the beginning of the school year.
    - Expectations will be retaught as needed during the year.
  - **Teach Positive Behaviors through Social Emotional Learning (SEL):**
    - Students will be taught strategies for acquiring the five core competencies of SEL. These competencies are: Self-Awareness (I know myself), Self-Management (I am in charge of myself), Social Awareness (I care about others), Relationship Skills (I work to have healthy relationships), and Responsible Decision Making (I can make smart choices). These competencies will be developed through a monthly focus. This focus will be taught and reinforced through counselor's lessons and/or classroom lessons using the Harmony Curriculum.
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- **Promote a Culture of Bullying Prevention:**

- Our school counselor will include anti-bullying lessons in the classroom curriculum. Implementation of our monthly behavior focus and SEL will also help promote a culture of kindness.

- **Reteach as Needed:**

- Policies, procedures, and expectations will be reviewed and retaught as needed.

- **Reward Positive Behavior**

- 200 Club: When students are Caught S.O.A.Ring and given our positive behavior ticket, they are randomly given a spot on our 200 Club Board. When 10 slots in a row are filled, students whose tickets are on that row are recognized and receive a reward.

- **Implement Restorative Practices:**

- When possible, students will be guided in resolving discipline issues by using the principles of Restorative Practices. This model helps develop empathy in our students by focusing on the harm that has been done and how it can be repaired. Sometimes other discipline measures are also required, but our top priorities are teaching appropriate behaviors and making restoration.

- **Implement Disciplinary Actions:**

- Some behaviors rise to a level of seriousness that require one or more of the following disciplinary actions, in addition to reteaching and use of restorative practices: loss of privileges, office referral, conference with parent-teacher-student-administration, behavior interventions, Local Case Management consultation, in school suspension, out of school suspension, expulsion, referral to District Case Management, and referral to law enforcement authorities.
- Due process, as outlined in the district's student discipline policy, will be followed with disciplinary actions.
- Violations of Safe School Rules are referred to District Case Management.
- Retaliation is a serious offense and will result in serious consequences.

## **SAFE SCHOOL VIOLATION**

As per District mandate, we are required to implement the Safe School Policy. The following behaviors will not be tolerated: fighting, obscene language, bullying (physical and verbal), harassment, obscene gestures, hazing, retaliation, sexual harassment, destruction of school property, and weapons – pretend or real. We instruct students to tell an adult when they see or are involved in conflicts with other children. Students who violate this policy will receive disciplinary consequences as per Safe School requirements.

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## BICYCLES / SKATEBOARDS / SCOOTERS

Students can ride their bicycles, skateboards, and scooters to school when:

- A parent has given permission.
- All safety rules are followed, including obeying the crosswalk attendant and wearing helmets.
- They are **walked, not ridden** on school grounds.
- They are locked in the bike rack.
- All bikes, scooters, and skateboards should be labeled with the owners' names.

## BIRTHDAY CELEBRATIONS

We want to recognize each student's birthday at Valley View Elementary. If you wish to send a birthday treat for all students in your student's class, please note that the State Health Department prohibits treats prepared from home. Please check with the classroom teacher regarding any students who may have special dietary needs or allergies. All other forms of celebration such as balloon bouquets, flowers, birthday party, invitations, banners, etc... should be done outside of school.

## BUS SAFETY

To ensure safety, appropriate behavior on and off the bus is required. Students are to remain seated, keep hands and feet to themselves, and speak to others in a normal conversational tone. While entering, exiting, or waiting for the bus, students must maintain a safe distance from the bus. Students whose behavior is inconsistent with good manners and bus safety may lose bus privileges. **It will then be the responsibility of the guardian to transport their student to and from school.**

## CALENDAR

A school calendar is located on our school's web page. This calendar is updated regularly. Parents should check the calendar often to gain information of upcoming school activities.

## CANVAS

All teachers at Valley View Elementary will have a CANVAS page for use in their classrooms. Students will be able to access the materials from the school day virtually at any time. Parents can set up a Canvas Observer Guardian Account to monitor their student's activities in CANVAS. A tutorial on how to set up that account is show here under Help for Parents.

<https://www.davis.k12.ut.us/departments/technology-services/technology-integration-center/canvas>

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## CELL PHONE POLICY

Students may use electronic devices such as a cell phone or apple watch that is brought from home before the first bell and after the final bell of the school day. Use of these devices during the school day, including lunch and recess time, will not be allowed. Devices must be completely powered down, turned off and kept out of sight.

### **Confiscation:**

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

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

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

## CHECKING IN STUDENTS

Check-in at the office is required for all students who enter the school after 8:50 AM.

## CHECKING OUT STUDENTS

Anyone picking up a child must do so through the office. They must show a photo ID and be listed on the child's information sheet. Parents should never go to a classroom or the playground to pick up their children. Teachers will not allow parents to pick up a student from a classroom.

## COMMUNICATION WITH THE SCHOOL

Communication between parents and school staff is of vital importance. Valley View Elementary communicates timely information through email, automated phone messages, school website, and our marquee. Bi-weekly the Falcon Perch, via email, with a message from Mrs. Killpack and important information from the school will be sent out. **Please let the office know if you do not have access to an email.**

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Teachers will communicate important class information as well as personal concerns with their students' families. Please take the time to stay informed by regularly checking your student's backpack as well as your email account. In addition, please communicate any concerns with your student's teacher as soon as they arise. It is much easier to address concerns at the onset of a problem or situation.

## COMMUNITY COUNCIL

Our Community Council, composed of teachers, parents, and school administration, meet throughout the year for the purpose of school improvement. Anyone is welcome to attend these meetings. Please see the school website for meeting dates, times, and other helpful information.

## DAILY SCHEDULES

Breakfast .....	8:25 - 8:45
1st bell .....	8:45
Tardy bell .....	8:50
Monday - Thursday .....	8:45 - 3:25
Friday (Early Out) .....	8:45 - 1:25

### Kindergarten Schedule

Monday - Thursday	
A.M. ....	8:45 - 11:30
P.M. ....	12:45 - 3:25
Friday	
A.M. ....	8:45 - 10:50
P.M. ....	11:25 - 1:25

## DRESS CODE

Student dress influences the way students act and their attitudes about learning. Please see that your student comes to school in clothing that is appropriate for school, whether in the classroom, in P.E. class, or on the playground. Inappropriate short, tight, or revealing clothing is prohibited. Shorts and skirts must not be shorter than a student's extended fingertip on their thigh. Tank tops must have straps that are approximately three fingers width. Clothing cannot expose bare midriffs, buttocks, or undergarments and cannot display obscene or inappropriate words, messages, or pictures. We ask that parents who visit or volunteer at the school take into account the same consideration. Specific guidelines concerning hair, clothing, and accessories can be found in Section 5S-100 of the district's policy manual.



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Hats are permitted outside and within the building. This includes baseball caps, beanies, and knitted caps. Hoodies are not allowed to be used as a hat. Hats containing obscene or suggestive words or pictures, including references to sex, tobacco, drugs, or alcohol may not be worn at school. Hats must not disrupt the educational process or interfere with the maintenance of a positive teaching or learning environment. Teacher may ask a student to remove their hat if the teacher deems the hat to be inappropriate, disruptive, or during testing to ensure proper testing procedures.

## **DRIVERS AND STUDENT SAFETY**

Student safety is a high priority at Valley View elementary. Drivers should exercise caution near and at the school. Please be aware of and inform anyone who might be driving students to school (grandparents, siblings, babysitters) of the following safety precautions:

**Crosswalks:** Students should follow establish walking routes. It is important for parents to review safe pedestrian policies with their student. Please refer to our SNAP Plan located on our school website. Encourage your children to stay in groups as they walk to and from school.

### **Drop-off/Pick-up Zones**

Properly utilizing the drop-off/pick-up zones will keep everyone safe and traffic flowing. Please pull forward if there is a space in front of you. Please **DO NOT** call to your student to run through the drop-off zone to where you are in the drive-thru lane.

No vehicles are permitted in the BUS LOOP (LOWER Loop) in front of the school. Bountiful Police will issue tickets to those using the Bus Loop. Parents should use the Upper Loop for dropping off and picking up. Please pull to the curb and stop to drop off or pick up. Please use outside lane for pulling straight through. Please do not park close to stop signs and school cross walks as students may not be seen by oncoming traffic when attempting to cross. Please help us make coming and leaving school safe for all students.

Drop off and pick up should occur at the following locations **ONLY**:

- East side of 600 East from the church to 1400 South
- Horse Trail (above the school)
- Kiddie Trail (above the school)

Please refer to our Traffic Flow Map located on the school's website under School Information.

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### **Car Parking:**

If you need to leave your car for any reason, please make sure it is in a marked parking stall. Do not use the accessible parking stalls (blue and white markings) unless you have the appropriate license plate or placard. Parking is not allowed along the curbs that are painted red.

### **Stay in your car:**

Always stay in your car if you are next to the curb. If you need to come into the building, please park in a marked stall and walk in using a crosswalk. Drivers please be aware of children in the crosswalk. Children should exit the vehicle from the right passenger side only. Drop off on the right, pass on the left.

### **Late Drop off:**

If your children are late, please drop them off in front of the building and have them come to the office to check in. If your kindergarten students are late, please come park in the parking stalls in the front of the building and bring them to the office to check in. Please do not knock on the kindergarten doors/windows to be let in.

## **EMERGENCY DRILLS AND PROCEDURES**

To be prepared for an emergency, various drills will be held throughout the year. Fire drills are held every other month. Other drills include earthquake, lock down, lock out and possibly an evacuation drill during the year. In the event of an emergency, parents will be notified using the District Call Out System, when possible.

"Lock down" or "lock out" procedures will be used if there is an unsafe situation outside or inside the building. If the problem is outside of the building, all outside doors will be locked and no one will be allowed to enter or leave the building until clearance is given by law enforcement authorities. Students and teachers will go about business as usual. If the threat is inside the building, students will remain inside locked classrooms under the calm supervision of teachers until notified otherwise by authorities. In the event of a fire, the building is evacuated to the area of the playground where all students will be accounted for and supervised by their teachers.

Parents may check out their students upon presenting the proper documentation. For the safety of your child, we request that each student have emergency release information on their registration card. This card will specify who you will allow to pick up your child in case of an emergency. If these instructions change during the year, please notify the office. Because of limited parking, it is our goal for students to be picked up in neighborhood groups rather than having all parents pick up their own children.

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## FIELD TRIPS

Parent donations to the PTA at the beginning of the year are largely responsible in funding class field trips. Field trips provide the opportunity for students to learn, grow and develop outside of the classroom. Permission slips will be sent home by classroom teachers. In order to participate in a fieldtrip, it is mandatory that we have a signed permission slip for each student. Parents may drive their own student to and from the field trip. However; parents please arrange for a sitter for younger siblings if you plan on volunteering for a field trip.

## FIRST AID AND MEDICATION

If a student has prescription medicine to be taken during the school day, the medicine must be labeled, in the original pharmacy container, and be kept in the office. A form signed by your doctor is also required to be filled out and on file at Heritage before any medication can be dispensed. The above procedures are designed to help ensure students receive the appropriate medication and dosage.

If a parent decides that their student is mature enough to administer a medication his or herself, and keep it safe from other students, he or she may do so. It is important that only one day's worth of medication is sent to school if this is your decision. All responsibility then rests with the parent. We would appreciate a note to the teacher stating this decision.

If a child has asthma and uses an inhaler, the child may personally carry their inhaler. Please note that a health plan is required on file if an inhaler is needed.

**As per Health Department regulations, staff may not distribute nonprescription medication to students. (i.e., Tylenol, cough syrup, etc.)**

## HOMEWORK

This year we have chosen to not have nightly homework. Students will be given time in class to complete assignments. If they do not finish class assignments in the time given, it will then become homework to complete at home. We encourage students to read at least 20 minutes nightly. Students in Spectrum may need to work on large projects at home throughout the year. They may also need to do research at home. Please contact your child's teacher if you would like ways to help or challenge your child at home. We have online programs they can access at home to help with this.

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## **ILP (SEP) CONFERENCE**

Individualized Learning Plan Conferences are a time for students to reflect on their work and set goals for as well as to partner with parents to ensure that your child is receiving the best education possible. Students should attend ILP conferences with their parent/guardians. **The school will follow an early out schedule on Wednesday and Thursday of the fall ILP conferences and Wednesday and Thursday of the winter ILP conferences.**

## **MYDSD GUARDIAN ACCOUNT**

All parents and guardians are encouraged to set up an online myDSD account. This account allows you to access your student's grades, missing assignments, and test scores. It also gives you the ability to clear student absences, access the district's DESK standards, make payments on lunch accounts, apply for free or reduced lunch, sign documents electronically, take teacher surveys online, and schedule appointments for ILPs. To request a myDSD guardian account, click on the myDSD link in the top, right hand corner of the DSD website. You will need your student's identification number and PIN. You can call the school office or the district's call center at 801-402-5600 to request this information.

## **OFFICE**

Valley View Elementary school hours are consistent with all other elementary schools on a traditional calendar throughout the District. The office is open on school attendance days from 8:00 a.m. until 3:45 p.m. School administration and office staff will be happy to help you with any questions or concerns you may have. Please call to schedule an appointment, if necessary.

## **PETS**

Pets are not allowed at school under any circumstances. If Students wish to "show and tell" their pet, they may do so with a picture.

## **PTA**

The Valley View Parent Teacher Association (PTA) is a vital part of our school and serves students in a variety of ways. Please support this worthwhile and much appreciated organization by becoming a member, as well as volunteering time in one or more of the projects sponsored by the P.T.A. For more information, contact President, Marla Keller, at valleyviewfalconpta@gmail.com.

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## RECESS

When weather is too severe for children to go out, an indoor recess will be held. Otherwise, children will be outdoors. Please dress your student appropriately for the weather with jackets or coats, hats, gloves, boots, etc.

### Red Air Days:

We continually monitor the quality of air in accordance with district policy. Some or all students may need to stay inside the school building during red air days. When air quality is a problem, the office staff will make an announcement over the PA system before our recess times.

## REPORT CARDS

Report Cards are available online via your myDSD guardian account at the end of each term. This report is based on the child's mastery of DESK standards using a 3, 2, 1 rubric.

- 3= Meets or exceeds grade-level standards
- 2= Below grade level standards
- 1= Far below grade level standards

## SCHOOL FEES

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.

All Fees are subject to fee waivers. If you need a fee waiver, please contact the school principal.

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# SECURITY PROTOCOLS FOR VISITING/VOLUNTEERING AT THE SCHOOL

Whether visiting or volunteering, parents are always welcome at Valley View Elementary! Please familiarize yourself with our security protocols for visitors at the school. These procedures have been established for the safety of our children.

- Secure vestibules are being utilized in our building. Every person visiting Valley View Elementary must enter through the secure vestibules. All visitors will be required to show picture ID before entering the building and then check in and obtain a visitor's badge in the office. Please wear your badge or sticker so school personnel will know you have checked in at the office. All visitors need to stop in the office to sign out before exiting the school.
- Utah State Law requires all volunteers to sign a volunteer agreement before volunteering in a school. This document can be signed electronically through myDSD. Classroom teachers and office personnel also have a copy of this form.
- Volunteers and Visitors must either work inside of the classroom within view of the teacher or have passed a background check. Background checks can be completed at the Davis School District office in Farmington. The cost is \$28.00 and the background check will last for the years that your child is a DSD student, as long as you continue to be an active volunteer. Fee waivers are available for those who qualify. Please contact the school principal regarding fee waivers.
- Parents who are chaperoning a class field trip must be background checked volunteers unless they will be in view of the teacher at all times. Chaperones must also check in with the office and obtain a school badge before proceeding to the classroom.

## STUDENT LUNCH ACCOUNTS

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.

Menus can be accessed online at <https://davis.nutrislice.com/>

## STUDENT INFORMATION

Please contact our Office Managers to update any of the following information: home phone, place of employment, work phone numbers, cell phone numbers for all parents, names/phone numbers of emergency contacts, and email addresses.

Teachers can only share information about a student with the student's legal guardian.

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Additionally, we cannot give information to parents about other students – not even their names. A parent may report that another student is harassing their child – they can even provide the name; that is appropriate and very helpful. However, we cannot share back information about the other student such as “yes – he has troubles with others as well” or outline the consequences that child will be given. It is somewhat tricky, and parents certainly want to know the consequences applied of someone who has injured their child, but we are under legal obligation through The Family Educational Rights and Privacy Act (FERPA) when discussing students.

## **TELEPHONE USE**

In order to minimize interruptions in learning for all students, we ask that phone calls and messages for students be limited to emergencies only. After school play arrangements should be made at home prior to coming to school.

The office may direct a call to a classroom during the school day or a parent may call the classroom phone directly. Teachers will not answer phone calls during classroom instruction. However, they will check voice message after school and during their breaks.

## **TEXTBOOKS/LIBRARY BOOKS**

Please encourage your students to treat library books and textbooks respectfully. Care of these books is the responsibility of the student. Parents are responsible for the cost of lost and/or damaged books.

## **TOYS AND GAMES**

Toys, stuffed animals, electric games, cards, etc. are not allowed at school. Cosmetics including make-up, nail polish, perfume, etc., are also discouraged. These and similar items disrupt learning. Some of these games are highly sought after and are sometimes stolen. The school will not be responsible for the cost of stolen electronic games, nor will the school be expected to expend time, energy and resources trying to recover stolen electronic items and apply consequences to the guilty party. If a student chooses to bring his own ball or other playground equipment to school, we will not be liable for any lost or stolen item. If it becomes a nuisance, the playground duties will have the right to remove the item from the child and ask them not to bring it again. Teachers may confiscate any nuisance item and will return it only to the **parent**. Valley View Elementary cannot be responsible for any lost or stolen items.

**Valley View Elementary will follow the directives and advice of local and state leaders. Current events, and our students’ ever-changing needs, will guide our work. Policies and procedures may be updated and / or changed, temporarily or permanently, in accordance with current needs and with guidance from our leaders.**

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## HOW PARENTS CAN HELP CHILDREN SUCCEED

Parents play a key role in helping to make their student's educational experience more positive, productive, and meaningful. Please consider the following suggestions for building student success.

- Help children come to school feeling good about themselves.
  - Send your child to school well fed.
  - Make sure your child arrives at school on time by establishing morning and evening routines.
  - Develop study skills by reserving a time and place for homework. Turn off TV and other electronics during homework time.
  - Show interest in what your child is doing. Celebrate your child's successes.
  - Support your child's teacher by communicating with them regularly and by contacting the teacher when your child is having a problem.
  - Be actively involved in your child's education by visiting the school. Volunteer in your child's class and attend school programs.
  - Speak positively to your child about teachers, school, and homework.
  - Build your child's growth mindset by praising effort, building stamina, encouraging perseverance, and having rich discussions about how we can learn from our mistakes.
  - Stay informed by attending to communication sent by the teacher and administration.
  - Introduce yourself to school personnel and build positive relationships with faculty and staff. We are a team!
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It is required that the following information be published and made available to our students and patrons. Access to the Davis School District's Student Conduct and Discipline policy can be found at <https://resources.finalsite.net/images/v1620770568/davisk12utus/lib2nztjfgorkvmbjnxm/5S-100StudentConductandDiscipline.pdf>

## **NOTICE OF NON-DISCRIMINATION**

Davis School District and Valley View 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 11IR-100 prohibits harassment and discrimination against students on the basis of race, color, national origin, religion, sex, or disability ("Protected Class").

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

Ken Auld, Director of the Office of Equal Opportunity  
Davis School District  
45 East State Street, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-8701  
kauld@dsdmail.net

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

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

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





Information regarding accommodations for disabilities should be directed to:

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

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


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

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

Scott Zigich, Director of Risk Management  
Physical Facilities Compliance Coordinator  
Davis School District  
20 North Main Street, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5307  
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## **ACCOMODATIONS 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 Valley View Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator, Jennifer Malan at 801-402-2053, 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.





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## **SAFE AND ORDERLY SCHOOLS**

It is the policy of the Davis School District and Valley View 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- AUTOMATIC ONE YEAR EXPULSION**

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a 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 SUBSTANCE**

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.

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## **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 Valley View 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.

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## **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/ HARRASSMENT/ HASSING**

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. Valley View Elementary policy may be found at Valley View's Bullying Policy or a copy may be obtained in the school office. For incidents of harassment (unwelcome conduct based on a protected class) and discrimination, please refer to 11IR-100.

## **SEARCH AND SEIZURE**

School officials have the authority to search a student's person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

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

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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;
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[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.

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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 Valley View Elementary to disclose limited directory information of your child without your prior written consent, you must notify the school in writing annually.

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

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

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

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

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;
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[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. Valley View 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/>

## **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.

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# 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 SCHOOLS

The Davis School District and Valley View Elementary shall reasonably accommodate a parent's:

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

Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or a greater or lesser degree than any other student.

**\*\*Reasonably accommodate for purposes of this section means the District or school shall make its best effort to enable a parent to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents; the educational needs of other students; the academic and behaviorally impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school.**

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

# MEAL CHARGES IN SCHOOL

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.

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- 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.**

