



Student & Parent Handbook

2023-2024

West Bountiful Elementary

West Bountiful Bear Cubs

Caring, United, Brave, and Successful

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Information and Policies

ATTENDANCE

Regular and consistent attendance is essential for student growth and achievement. Under Utah law, it is the responsibility of parents or guardians to ensure that their children are punctual in attending school each school day. Please call 402-2006 if your child is or will be absent. Parents will be notified of unexcused absences by an automated calling system which is activated each school day at 10:00 a.m. Attendance letters are sent after 6, 10, and 15 absences.

ARRIVING TO SCHOOL

Students should not arrive at school before 8:35 a.m. unless they are eating breakfast. Limited supervision is available before 8:35 a.m. Parents are welcome to wait with their children on the playground. Breakfast service starts at 8:20 a.m. each school morning, and students intending to eat breakfast should enter the building through the front door. At 8:50 a.m. students will line up at their grade level doors and wait for teachers to invite their entry into the building. Classroom instruction begins promptly at 8:55 a.m.

STAYING AFTER SCHOOL

All students are expected to go home directly after school. Teachers or staff members do not ask or require children to stay after school for any reason without specific approval from parents.

LEAVING SCHOOL EARLY

The office does not dismiss unattended children. Children will come to the office and wait for a parent or other designated adult to check them out. We **cannot** check students out with a telephone call. Parents and designated adults will be asked to show proof of identification before taking a student from school.

CLASS ASSIGNMENT

Each student is assigned to an appropriate grade-level class. Additional supports are available for both advanced and struggling students. Parents and guardians are strongly encouraged to work closely with their student's classroom teacher to resolve any concerns. The principal, assistant principal, school counselor, school psychologist, and other education specialists are also available for consultation and additional support.

VISITORS and VOLUNTEERS

For the safety of our students, parents, and members of the school staff, all visitors and volunteers are required to check in at the office, show ID, and wear their volunteer/visitor badge while in the building. Visitors and volunteers are not allowed on the school playground during the school day unless participating in a specific teacher/grade-level/school activity.

CLASSROOM VISITS

Parents are welcome at West Bountiful Elementary, but teachers expect advance notice of classroom visits. Please check in with the office and obtain a visitor or volunteer badge before proceeding to any other part of the school. Extended visits to classrooms require prior authorization from the principal including general education and special education classes. Please schedule an appointment with the principal to discuss your request. District policy prohibits school-age relatives and friends from attending class with enrolled students.

HOMEWORK

Teachers follow the Davis School District Homework Guidelines. Students in the Spectrum program follow the Full-Time Spectrum Homework Guidelines. Homework is an important part of the educational program and provides students the opportunity to develop responsibility, good study habits, and mastery of developing skills. Homework is encouraged and will be used to extend and expand the activities presented during the instructional day. Specific assignments will vary and depend upon individual grade levels, but in general students should be expected to do daily homework as indicated here:

Grade	Cumulative Minutes per School Day	Purpose(s)
Kindergarten	0- 10	Study Skills and habits
1 – 2	10 -20	Study Skills and habits
3 – 4	30 – 40	Basic skill building
5 – 6	50 - 60	Study skills and habits
		Basic skill building
		Preparation
		Skill integration

Estimated homework time is in addition to daily reading practice. Homework assignments for sixth graders are particularly important as they begin to assume responsibilities critical for their success in junior high school.

DRESS CODE

West Bountiful recognizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately. School officials may prohibit the following types of dress or grooming at school or school activities:

- Clothing, hair, and body should be neat and clean.
- Extreme or unkempt clothing or excessive, distracting grooming.
- Extreme hairstyles that become distracting in the classroom are not allowed.
- Footwear must be worn at all times. Slippers are not allowed.
- Baseball hats and beanies may be worn in the school building. School employees have the discretion of removing hats that create a disruption to school learning. Other head accessories may not be wider than 2 inches.
- Extreme low-rider, sagging or baggy pants or shorts may not be worn.
- Underwear should never be seen.
- Clothing must be school appropriate. Muscle tanks, halter-tops, spaghetti straps, and midriff tops are not allowed. Shorts may be worn but must have at least a 5" inseam. Boxers, briefs, or bicycle/spandex shorts are not allowed. Underwear should never be seen.
- Clothing which displays obscene, vulgar, lewd, disrespectful, or sexually explicit words, messages, or pictures, clothing that can be identified as "gang related", and clothing which shows an illegal substance are not allowed.
- Clothing which creates a disruption to the school day will not be allowed.
- Clothing attachments or accessories that could be considered weapons or a danger are prohibited.
- Exaggerated cosmetics, body paint, or body piercing are prohibited.

Administration will make final determination about the appropriateness of students' appearance. Parents of students in violation of the dress code may be contacted and asked to bring replacement clothing to school or students may be asked to return home to change and *return to school*.

SCHOOL CALENDAR

Copies of the school and district calendars are available on the district or school websites.

SCHOOL LUNCH

Elementary Lunch	\$2.05
Adult Lunch	\$3.50
Elementary Breakfast	\$1.55
Adult Breakfast	\$2.10
Reduced Lunch	\$0.40
Reduced Breakfast	\$0.30
Milk	\$0.50

While daily cash payments are accepted, parents are encouraged to pay for meals in advance by week, month, term or year. Complete information on paying by mail, online electronic check payment, or auto-pay is available at [School Meal Prices & Refunds - Davis School District](#) (At the District web site, click on Departments, and then Nutrition).

Guidelines and applications for Free and Reduced lunch are available at [Free & Reduced Price School Meals - Davis School District](#)

An electronic copy of the monthly lunch menu is available at <http://www.schoolmenu.com>

Good manners in the lunchroom are expected and are monitored by a supervisor and administration. The very few children whose behavior is inconsistent with good manners may lose lunchroom privileges.

Davis School District – Farmington, Utah 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 my.DSD 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.

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Evaluate Individual Circumstances: When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free- or reduced-price meals. School administrators may work with the family to apply for school meal benefits. **All meals eaten before a free- or reduced-price meal application is processed and approved are the responsibility of the parent and must be paid for.**

Repayment for Meal Charges and Bad Checks: Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals. Unpaid meal charges may result in the following:

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mail boxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

Parents are responsible to pay all of their student's meal charges. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt.

NUISANCE ITEMS

Toys, including, but not limited to, stuffed animals, fidgets, spinners, Pokeman or other trading cards, Legos, Barbies or other dolls, and Kadas, radios, electronic games, walkie-talkies, cameras, iPods, fingernail adhesive or super glue, etc., **should not be brought to school or taken out to recess.** These items are a cause of concern because they can disrupt school and/or contribute to the injury of students. The one exception is for regular classroom "show and tell." Adult staff members may take these items and return them only to a parent or guardian. However, **bicycles may be ridden to and from school--but not on district property.** During the school day they must remain locked in the bike rack. The school is not responsible for any lost or stolen property.

BEHAVIOR EXPECTATIONS

It is important for children to develop self-discipline, and know right from wrong. Parents or guardians can help the school by encouraging good behavior and setting a natural consequence when notified of unacceptable behavior by the school. The school will not tolerate fighting, disrespect, obscene language or gestures, sexual harassment, or destruction of school property.

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, or discrimination of any school employee or student at school or a school-related activity regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment.

RECESS

Recess is part of the school curriculum, and children are expected to participate in supervised recess activities unless there is a health care plan on file in the office or a doctor's note is provided to the teacher.

Students should not bring toys from home. However, sports equipment may be brought from home. It must be labeled with the student's name and is brought to school at the student's risk. The

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school is not responsible for any lost, stolen, or damaged sports equipment brought from home. The school provides all play equipment that is approved for recess use.

Students should come to school dressed appropriately for the weather, with jackets or coats, hats, gloves, boots, etc. When weather is too severe for children to be outside, an indoor or classroom recess may be held.

DISCIPLINE

Recognizing and encouraging good behavior and taking corrective action when necessary maintains good discipline. We expect children to conduct themselves in a manner that will promote a safe and orderly environment. Guidelines of expected behavior are posted at school and are taught to the children.

LIBRARY

Each class has a weekly scheduled library time. Students are encouraged to bring books back each week on their library day and are responsible for the books they check out. Fines may be assessed for damaged or lost books.

SCHOOL-WIDE POSITIVE REINFORCEMENT PLAN

Positive reinforcement, student recognition and healthy self-esteem are important parts of our school-wide discipline plan. Exemplary students are recognized daily as Bear Cub 100 Club Members. Classes can also earn C.U.B.S. coins.

STUDENT BIRTHDAYS

With the approval of the classroom teacher, each student is welcome to bring a **purchased** birthday treat to share with their classmates on their birthday. We acknowledge that this is a special day for children, but we ask that all other forms of celebration and recognition be done at home.

WEST BOUNTIFUL ELEMENTARY WEB SITE

Please visit our West Bountiful Elementary web site for updated information and announcements at <https://westbountiful.davis.k12.ut.us/>

PARENT NOTIFICATIONS

The principal will send weekly emails. Call-outs will be reserved for emergency information or unexpected changes to the day; please answer these calls.

BIRTH CERTIFICATES

Federal law requires a certified copy of the birth certificate for all children in the school to be kept on file.

STUDENT EDUCATION PLAN (SEP) CONFERENCES (a.k.a. Parent Teacher Conferences)

Students are asked to attend the SEP Conference with their parent(s)/guardian(s).

1st SEP Conference..... Oct. 4 & 5, 2023
2nd SEP Conference.....Jan. 24 & 25, 2024

On SEP weeks, early out days are only Wednesday-Friday.

FIRST AID

When students are injured or become ill during the school day, the office will attempt to consult with parents to ensure that proper action is taken. When unable to speak with parents, the school will follow the instructions provided by parents on each child's information card. (Please be sure to inform the school of any changes to your contact information.) The school is limited to first aid only. Please review the [Davis School District Illness Protocol](#) on pages 11 and 12 of this document for additional information.

TELEPHONE USE

Telephones are available in each classroom and the office for school use and for emergencies. Students must have teacher permission to use telephones. Cellular phones, pagers, walkie talkies, smart watches, and other electronic communication devices are not to be used during the school day without teacher permission. These items will be confiscated if they are misused (please see the [West Bountiful Elementary Electronic Device Policy](#) below).

It is best to contact teachers by phone either before or after school. During the school day teachers are asked to send all calls directly to voicemail in order to focus on classroom teaching. Please help us keep the school day uninterrupted. If an emergency arises, contact the office personnel at 801-402-2000, and a message will be relayed to your children.

Please note all calls originating from West Bountiful Elementary show up as coming from one number on the receiver's caller ID. Our office staff regularly receives calls from concerned parents who have seen the school's number on caller ID without a corresponding message. It is impossible for office staff to know from where in the building a call originated--or who placed it--unless the call came from the office. Student access to classroom phones is limited. Please help us encourage your children to leave messages on those rare occasions when they need to reach you during the school day. You can also help us by ensuring that contact information stays up-to-date.

BICYCLES

A bicycle area is provided at the school. Students use this area at their own risk. We cannot assume responsibility for stolen or damaged bicycles. Students riding bicycles to school must follow the procedures stated below.

1. Bicycles are not to be ridden on school grounds.
2. Bicycles must be locked in the bicycle racks.
3. Report any thefts immediately to the West Bountiful Police Department.

FIELD TRIPS

Field trips provide the opportunity for students to learn, grow, and develop outside of the classroom. Classroom teachers will send permission slips home. Students may not participate in field trips without signed permission slips. All volunteers for field trips must have an approved background check. Please plan 6 weeks for processing.

CROSSWALKS/PEDESTRIAN SAFETY

Our students' safety is our primary concern. Students should follow routes established by the school's SNAP plan which can be accessed through the school's website. Depending on where you live, your student may have to cross busy streets at the designated crosswalks. It is very important that parents teach their children how to be safe pedestrians—looking both directions before crossing, staying on sidewalks, crossing at cross walks, etc.

Please do not drive into the bus loading area to drop off or pick up students. The loading/drop off area is for buses only. **The safest place to drop off or pick up students is on our school loop,** but please note this area is a no-parking zone. Cars left unattended may be ticketed. Parents who

drop off or pick up students in our parking lot must exercise extreme caution: the combination of pedestrians, private automobiles, and buses is potentially hazardous.

The District Transportation Department provides buses for students living more than 1.5 miles from the school. If you would like to know if your residence is eligible for busing or where the bus stop is located, or what time the bus will come, you can log on to the District web site at <http://businfo.davis.k12.ut.us/Students/BasicTransBoundarySearch.aspx>

You can also access the most current bus information on your student's myDSD account.

Good manners on the bus are expected and monitored by the bus driver and bus duty supervisor. The few students whose behavior is not consistent with good manners may lose bus privileges.

Ways To Help Your Child Succeed at School

1. Ensure that students arrive on time to school each day well rested, well nourished, and ready to work.
2. Emphasize the importance of doing well in school.
3. Provide a suitable place to study.
4. Reserve a time for homework free from distraction.
5. Show interest in what your children are doing (but do not do their work for them).
6. Ensure that students complete and return homework on time.
7. Participate in the school: Be a volunteer. Visit the school. Attend school programs. Join the PTA and the Community Council.

West Bountiful Elementary PBIS

A Schoolwide Positive Behavioral Interventions and Supports System

At West Bountiful Elementary we have a Code of Conduct all students are expected to follow. The Code of Conduct is found within our Bear CUBS mascot. West Bountiful CUBS are: **Caring, United, Brave, and Successful.**

At West Bountiful we are preparing all students for a future where they will be successful academically, socially, emotionally, and physically. As part of this we know that every person deserves to be respected, to feel safe, and to learn in a positive environment free from danger. Learning is best achieved in a safe, welcoming, and positive environment. The establishment of academic and behavioral expectations enhances learning. Students will be expected to conduct themselves in respectful and responsible ways. Special emphasis will be placed on the teaching of self-discipline, good citizenship, and social skills. At West Bountiful Elementary we believe and practice the Golden Rule, "Treat others as you want to be treated."

Federal law makes it illegal for school personnel or parents/guardians to share personal information regarding other children. Parents/guardians will only be given pertinent information regarding the actions of their child. West Bountiful Elementary School will always protect the confidentiality of all parties involved.

Bear CUBS Code of Conduct

Caring Be Safe	United Be Respectful	Brave Be Responsible	Successful Be On Task
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A special emphasis will be placed on teaching self-discipline, good citizenship, and social skills. The Bear CUBS Code of Conduct outlines the expected behaviors in all classrooms and school settings. We expect all students and staff to adhere to and follow the West Bountiful Bear CUBS Code of Conduct at school.

Caring

We are safe by:

- Following ALL indoor/ outdoor school rules
- Following directions first time
- Keeping my hands, feet, mouth, and objects to myself
- Being in the proper place at the proper time
- Using all materials and equipment properly



United

We Respect ourselves and others by:

- Treating others how we want to be treated
- Using good manners
- Using positive talk and words that encourage



- Putting people up not down
- Helping others

Brave

We are Responsible by:

- Keeping personal spaces clean and returning items to their proper place
- Being responsible for our own possessions
- Treating the school building and grounds with pride and picking up garbage
- Being on time to school
- Taking responsibility for our actions



Successful

We are on Task by:

- Working when it is time to work
- Being in the right place at the right time
- Listening to instructions and following directions
- Doing our best and striving for excellence
- Making wise choices



If a student violates the West Bountiful Bear CUBS code of conduct, that student will be given a verbal warning, mindset reset, home contact, or a referral to school administration.

Discipline Procedures:

A. Classroom

1. A classroom disclosure document will be given to guardians and students. This document will outline specific expectations, procedures, and the teacher's classroom discipline plan.
2. The teacher will employ interventions and/or strategies to work with student behavior. Home contact will be made for repeated negative behaviors.
3. When necessary, documentation and data will be used to further support the behaviors of a student.
4. Behaviors which are dangerous, or an excessive disruption warrant an office referral to administration. An explanation of the problem and the interventions applied will be given to the administration at the time of the referral. In some circumstances, teachers may make the judgment to refer a student directly to administration before giving a referral or warning.

B. Mindset Reset

Students who are not following the CUBS code of conduct may receive a "mindset reset" under the direction of a staff member to empower them to not repeat unexpected behavior. A simple task will be given for students to think and draw/write about what they did. This should not be longer than 10 minutes, as it's a reflection time to think about their actions. Students will then take the time to "reset" and get back on track with expected behavior. Teachers can collaborate with a partner

teacher to determine a specific place and procedure where students can go for “Mindset Reset.” A copy of the mindset reset will be sent home for Parent to review.

C. School Administration

1. *Students will be referred directly to the administration for any of the dangerous or disruptive behaviors listed below.
2. An administrator will contact the guardian(s) of those involved and make a record of the event. Based on the circumstances, appropriate action will be taken.
3. The school has the option, and in some cases are mandated by law to refer students to Davis School District Case Management or to law enforcement agencies.

* Dangerous or disruptive behaviors include but are not limited to: direct and willful disobedience, disrespect of school rules, policies, or authority, open defiance, fighting or assault, ethnic slurs, obscene gestures, inappropriate touching, damage to property, harassment, bullying, threatening, taunting, theft, profanity, leaving school without permission, illegal substances, weapons or their facsimiles, dangerous items, etc.

D. Prep Classes and other Classes

Prep teachers and other Staff (STEAM, Library, Computer, PE) will refer students back to the classroom teacher for minor discipline infractions. They may also issue warnings to students or give a referral to administration for behavior that is not conducive to our code of conduct. A student code of conduct report will be issued and given to the classroom teacher after each prep to communicate student behavior in class. Dangerous or disruptive behaviors will be referred to the office immediately. Staff will communicate with the classroom teacher to inform them of what happened. Teachers will work with prep teachers and other staff to determine appropriate consequences.

E. Recess

Recess supervisors may also issue verbal warnings to students or give code of conduct reports for behavior that is not conducive to our code of conduct. Dangerous or disruptive behaviors will be referred to the administration immediately. Recess supervisors will give code of conduct reports to the teacher, so the teacher can determine further action and consequence as needed. Code of conduct reports need to be filed in teacher files for records. Students will line up based on the expectations that teachers have set. In some cases, a restricted recess may be given for unexpected behavior.

F. Approach to Discipline

1. Every attempt will be made to maintain the dignity and self-respect of the student and teacher. Confidentiality will be protected.
2. Students will be guided and expected to solve their own problems, or ones they create.
3. Whenever possible, misbehavior will be handled with natural or logical consequences.
4. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world. Restorative Practices will be used to teach expected behavior and repair hurt feelings.
5. Students will always be given an opportunity to share their “side of the story.”
6. School personnel will handle school related problems. Criminal behavior will result in referral to district or other civil authorities.
7. The following considerations of a behavior will also be considered:
 - a. The precipitating events.

- b. The child's intentions.
- c. The personality, age, and temperament of the child.
- d. Knowledge of what actually happened.
- e. The damage or hurt caused by the behavior.

Reasonable standards of behavior, which include an emphasis on safety, are required of students at all times. Programs and activities are implemented at the school that result in cooperation, collaboration, and teamwork while reducing acts of aggression.

The intent of this plan is to emphasize the teaching of good citizenship, social skills, and self-discipline. A school committee, in order to determine its effectiveness and incorporate appropriate revisions to the plan, will evaluate the plan annually. Good citizenship, social skills, and self-discipline will be reinforced by positive behavioral supports that are a part of the discipline plan, and through lessons taught by teachers, administration, and the school counselor. Ongoing support for the plan will occur during faculty meetings and other staff meetings.

In the case of a "Safe School" violation, or repeated inappropriate actions, suspension will be automatic and immediate. Determinations of suspensions, length of suspensions, referral to district case management, and/or police involvement will be made by the administration.

Positive Behavior Incentives

Bear CUBS 100 Club

Students who show expected behaviors may receive a Bear CUBS 100 ticket. These are given to students demonstrating the Bear CUBS code of conduct: Caring, United, Brave, Successful.

Each week every Teacher will award students with Bear CUBS tickets. Other staff members can also give students Bear CUBS tickets when caught showing Expected Bear CUBS behavior.

When the student receives the ticket, they will bring it to the office. The tickets will be put on our Bear CUBS 100's club board and when the board is full, or at the end of the month, students will be awarded.

"CUBS COINS" Caught Showing Expected Behavior

Classes will be given coins for showing expected behaviors in the halls, lunchroom, preps, assemblies, and other areas. All staff members are encouraged to handout coins to classes when expected behavior is observed. When a class has collected 10 coins, they will receive a Bear Paw Point. When a class has collected 10 Bear Paw points, they will earn a Bear STAR and receive a celebratory recognition. Teachers are responsible for collecting and keeping track of their class coins.

Individual Classroom Plans

Teachers use a positive reinforcement plan in their classroom. Teachers approach their individual classroom plans to suit their classroom and each student's needs, while having this flow with the school-wide behavior plan.

Positive Praise

Students receive positive statements from all staff members for making wise choices. Positive and expected behaviors are recognized, and students are verbally praised for choosing to follow the Bear CUBS Code of Conduct.

Pizza with the Principals

Each month West Bountiful will be focusing on one of the four **CUBS** code of conduct: Caring, United, Brave, Successful. Each teacher will choose one student who has demonstrated exemplary behavior in these skills to come and have pizza with the principals. Student pictures will be displayed on the TV screens throughout the school.

Here is the schedule of monthly Bear CUBS Code of Conduct.

Month	CUBS Code of Conduct
September	Caring
October	United
November	Brave
December	Successful
January	Caring
February	United
March	Brave
April	Successful

West Bountiful Elementary School

Electronic Devices Policy

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern student possession and use of electronic devices on school premises, during school hours, at school-sponsored activities, and on school transportation.

For purposes of this policy "Electronic Device" means any privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry™ handset, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, Blue Tooth devices, iPods®, Walkman™ devices, toys such as "Giga Pets," etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. Electronic devices also include any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Students that choose to bring phones to school must keep them turned off and in their backpacks. Phones remain turned off (not on silent mode) in packs from the time students enter the building to the time of exit. If a student possesses a cell phone during the school day, it will be confiscated and the cell phone will only be released to an adult. All personal items, including cell phones, are not covered by school insurance and school personnel cannot guarantee their safe-keeping.

- At no time may electronic devices be used in restrooms, at lunchtime or at recess.
- At no time may electronic devices be used in a school bus or in other school-provided vehicles of transportation in any way that might interfere with or distract the driver.

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. **This includes phone calls or text messages made or sent from the device. As a school partner, we strongly encourage parents to monitor their students' usage at home.** This includes use in school buses or other district-provided transportation. Electronic devices may not be used during SAGE (Student Assessment for Growth and Excellence) assessments or other testing situations unless specifically allowed by law, student IEP, or assessment directions.

If a student violates this policy, his or her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, that employee shall take reasonable measures to label and secure the device and deliver it to a school administrator as soon as the employee's duties permit. The electronic device will be released to the student's parent or guardian after the student has complied with any other disciplinary consequence imposed.

Violation of this policy can result in discipline up to and including:

- Suspension or expulsion from school and notification of law enforcement authorities.
- Prohibition from possession of an electronic device at school or school-related events.

- Confiscation of misused devices for increasing periods of time for subsequent violations.
- Loss of privileges of participation in extra-curricular activities.
- Disciplinary consequences consistent with a school-wide discipline program.
- Loss of honor privileges or recognition.
- Notification of law enforcement officials, at school's discretion, if circumstances warrant.

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls or other use made with an electronic device. If devices are loaned or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Individuals wishing to report a violation of this policy should contact a school administrator.

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, may be used to exploit personal information, or compromise the integrity of educational programs. Accordingly, **the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.**

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- The use is specifically required to implement a student's current and valid IEP or 504 plan.
- The use is at the direction and under the supervision of a teacher for educational purposes.
- The use is determined by the principal to be necessary for other special circumstances such as health-related reasons or emergencies.

DSD STUDENT SCHOOL FEES | 2023-2024

PARENT NOTICE

SECONDARY SCHOOL NOTICE REQUIREMENTS

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

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

[Junior High Fee Schedule](#)

[High School Fee Schedule](#)

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

ELEMENTARY SCHOOL NOTICE REQUIREMENTS

Elementary schools may not charge fees for classes and activities during the regular school day. An elementary school or elementary school teacher may provide to a student's parent, a suggested list of student supplies for use during the regular school day so that a parent may furnish, on a voluntary basis, student supplies for student use, provided the following notice is provided with the list:
NOTICE: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis, otherwise, they will be furnished by the school.

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

[Elementary School Fee Schedule](#)

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

See School Fee Information in the District Policy Manual
[6F-101 School Fees, Fee Waivers, and Provisions in Lieu of a Fee](#)

Administrative Memorandum

Date: July 1, 2023
To: All Principals and Head Secretaries
From: Dr. Dan Linford, Superintendent of Schools
Ben Onofrio, Legal Counsel
RE: Administrative Memo #31
Statement of Nondiscrimination and Notice of Policies to be Published in

Student and Employee Handbooks, Folders, and Registration Materials for
the 2023-2024 School Year.

Please review this information and make the necessary updates to your school's student and employee handbooks, folders, and registration materials for the 2023-2024 school year. Please note the changes in the first section, "Notice of Non-Discrimination" and make those changes accordingly in your materials.

NOTICE OF NON-DISCRIMINATION

Davis School District and **[name of your school]** 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.

Darrin Nash, 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

dnash@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

Freeport Center West Building F3

Clearfield, UT 84015

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:

Rich Swanson, 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
rswanson@dsdmail.net

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and **[name of your school]** will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator **[name and school phone number]**, their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and **[name of your school]** to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, or District disciplinary action as determined by the District Case Management Team. Criminal acts that are a class B misdemeanor or above (including but not limited to drug possession or physical assault) may also be referred to law enforcement. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary records.

WEAPONS AND EXPLOSIVES – UP TO ONE YEAR EXPULSION (Utah Code 53G-8-205)

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the District Case Management Team determines, on a case-by-case basis, that a lesser consequence would be more appropriate. The terms “weapon,” “explosive,” and “noxious or flammable material” includes but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline, or other flammable liquids, matches, and lighters.

DRUGS/CONTROLLED SUBSTANCES

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

SAFE SCHOOL VIOLATIONS

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

DISRUPTION OF SCHOOL OPERATIONS

Any student may be suspended, transferred to an alternative placement, or expelled for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language. Conduct that is a class B misdemeanor may also be referred to law enforcement. Conduct which is a class C misdemeanor, an infraction, a status offense on school property, or an offense that is truancy may not be referred to law enforcement or a prosecuting attorney unless a student refuses to participate in alternative restorative interventions offered at the time of the infraction, or the student has committed the same offense on two prior occasions and has been referred to alternative restorative interventions in each prior case.

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

AUTHORITY TO SUSPEND OR EXPEL

The school administration has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student, the school administrator shall make a referral to the District's Case Management Team. School administration should also seek advice from the District's Case Management Team when suspension mandate completion delays the typical process of returning a student to the school environment in a timely manner.

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](#). **[Your school's name]** policy may be found at **[URL]** 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 **[name of your school]**. Periodic general inspections of school lockers may be conducted by school authorities randomly without notice, without student consent, and without a search

Commented [A1]: Admin teams should take precautions to ensure a student returns to school following a suspension and the process does not get bogged down. Communication with DCMT early in the process can help avoid this.

warrant. Searches will be conducted in such a way as to be short in duration and not disrupt educational activities.

EXTRACURRICULAR ACTIVITIES

The District will ensure that students have an equal opportunity to participate in, create, and maintain student groups without regard to their race, sex, disability, or other protected classification.

However, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities, such as interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities, during the period of discipline and will not be afforded separate due process procedures to challenge the denial of participation in an extracurricular activity.

COMPULSORY EDUCATION REQUIREMENT

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their student's education records. These rights are:

1. **Inspect and review** all their student's education records maintained by the school within 45 days of a request for access.
2. **Request** that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

3. **Provide consent** before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:
 - [a] school officials with legitimate educational interests;
 - [b] other schools to which a student is transferring;
 - [c] individuals who have obtained court orders or subpoenas;
 - [d] individuals who need to know in cases of health and safety emergencies;
 - [e] official in the juvenile justice system to improve education outcomes;
 - [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;
 - [g] specified officials for audit or evaluation purposes; or
 - [h] organizations conducting studies for or on behalf of the District.

A **school official** is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to

perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Student Directory Information

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

The Davis School District has designated the following information as directory information: 1) student's name, address, and telephone number; 2) student's date and place of birth; 3) grade level and enrollment status; 4) student's District email address; 5) student's ID number that is displayed on a student ID badge; 6) parent email address; 7) participation in officially recognized activities and sports; 8) weight and height of members of athletic teams; 9) dates of attendance; 10) degrees, honors, and awards received; 11) most recent educational institution attended by the student; 12) student's digital image.

The following shall be considered limited use directory information that may be disclosed only to other students enrolled in the same course (regardless of whether such students are enrolled in the same class section) that has been audio or video recorded by the District, for instructional and educational purposes only: 1) name to the extent it is referenced or captured during the audio or video recordings; 2) any photograph or image of the student captured during the audio or video recording; 3) any audio or video recording of the student participating in the course; and 4) any online chats or other recorded communications among participants in the course captured during the audio or video recording.

To protect the privacy of other students, parents/students are not permitted to make their own recordings of class sessions or to share or distribute District recordings of class sessions. If you, as a parent do not want **[name of your school]** to disclose limited directory information of your child without your prior written consent, you must notify the school in writing annually.

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

Student Privacy Policy Office (SPPO)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

(202) 260-3887

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

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

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

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

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of

protected information.

These include the right to:

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

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

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

Inspect, upon request and before administration or use of:

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

Davis School District has policies in place to protect student privacy as required by both State and Federal law. **[name of your school]** 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 (SPPPO)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(202) 260-3887

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

[For additional information please visit the SPPPO website at the following address:](#)

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

PLEDGE OF ALLEGIANCE

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

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

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

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and [name of your school] shall reasonably accommodate ** a parent's:

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

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

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

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

MEAL CHARGES IN SCHOOLS

The purpose of these procedures is to establish consistent meal charging and collection procedures districtwide. The District's goals are:

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish practices which are age appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payment and self-responsibility of the student.

Meal Accounts: Payment in advance for meals enables the District to achieve these goals. Personal checks and cash deposits are accepted daily at the schools. For convenience, deposits may also be made by credit/debit card through a parent's myDSD account.

Emergency Meal Service: The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the student's statement of need shall be accepted, and a meal will be made available. School lunch employees shall not, withhold a meal, provide an alternate meal, pull a student from the line, ask the student to call his parent

or friend, stamp the student's hand, or otherwise call attention to the student who has forgotten or lost meal money. A school lunch employee may remind a student ***attending a secondary school*** that his account is in the negative. **The cost of the unpaid meal will be charged to the student's account.**

Evaluate Individual Circumstances: When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free- or reduced-price meals. School administrators may work with the family to apply for school meal benefits. **All meals eaten before a free- or reduced-price meal application is processed and approved are the responsibility of the parent and must be paid for.**

Repayment for Meal Charges and Bad Checks: Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals. Unpaid meal charges may result in the following:

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mailboxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

Parents are responsible to pay all their student's meal charges. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt.



Memorándum administrativo

Fecha: 1° de julio de 2023

A: Todos los directores escolares y jefes de secretarías

De: Dr. Dan Linford, Superintendente de Escuelas
Ben Onofrio, Abogado Legal

Asunto: Memorándum administrativo #31
Declaración de no discriminación y aviso de reglamentos a ser publicados en las guías del empleado y el estudiante, carpetas y documentos de inscripción del año escolar 2023-2024.

Por favor estudie esta información y haga las revisiones necesarias en las guías del estudiante y el empleado, las carpetas y los documentos de inscripción del año

escolar 2023-2024. Por favor tome nota de los cambios de la primera sección, “Aviso de no discriminación” y haga esos cambios como corresponde en la información escolar.

AVISO DE NO DISCRIMINACIÓN

El Distrito Escolar de Davis y la Escuela **[name of your school]** están comprometidos de crear un ambiente libre de acoso (molestia) y discriminación, inclusive tratar y corregir los incidentes de acoso (molestia) y discriminación cuando ocurren, al asegurar que la disciplina está libre de discriminación y asegurar el acceso no discriminatorio de los grupos de estudiantes. El empleado/o y el o la estudiante no pueden ser discriminados en base a la raza, el color de piel, la nacionalidad, la religión, el sexo (inclusive la orientación sexual y la identidad del género), la edad, la discapacidad o estado de veterano militar o cualquier otra característica protegida por la ley en sus programas y actividades y ofrece igualdad de acceso a los Boy Scouts y otros grupos de juventud designados. El Reglamento 111R-100 prohíbe el acoso o molestia y la discriminación contra un o una estudiante en base a la raza, color de piel, nacionalidad, religión, sexo o discapacidad (“Clase Protegida”).

La queja/s de acoso (molestia) o discriminación contra el o la estudiante en base a la Clase Protegida debe ser dirigida a la Office of Equal Opportunity (Oficina de Igualdad de Oportunidades):

Darrin Nash, Director of the office of Equal Opportunity (Oficina de Igualdad de Oportunidades)
Davis School District
45 East State Street, P.O. Box 588
Farmington, Utah 84025
Tel: (402) 402-8701
dnash@dsdmail.net

Otra información relacionada con el acoso (molestia) de un estudiante a un estudiante o un empleado/a a un estudiante se ofrecerá en un Aviso de No-Discriminación por separado.

La solicitud del empleado/a de recibir adaptaciones (accommodations) o una queja de acoso (molestia) o discriminación contra un empleado/a debe ser dirigida a la Office of Human Resources (Oficina de Recursos Humanos) a:

Steven Baker, Associate Director Human Resources (Director Asociado de Recursos Humanos) **ADA (Employment Issues)** Coordinador ADA (Americanos con Discapacidades) (Asuntos de Empleo) Davis School District
45 East State Street, P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5315
sbaker@dsdmail.net

La información relacionada a las adaptaciones (accommodations) de una discapacidad/es debe ser dirigida a:

Midori Clough, **District 504 Coordinator** (Coordinadora del Plan 504 del Distrito Escolar)
Section 504 (Student Issues) Coordinator Coordinadora de la Sección 504 (Asuntos del Estudiante)
Davis School District
Freeport Center West Building F3
Clearfield, UT 84015
Tel: (801) 402-5180
mclough@dsdmail.net

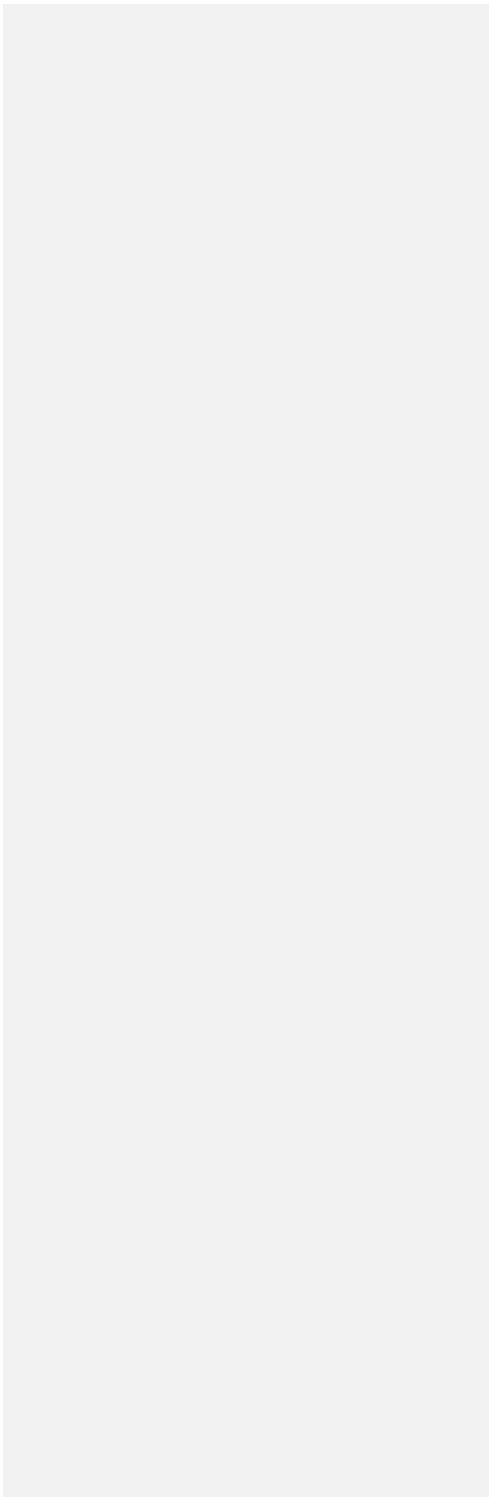
La información o queja acerca de discriminación en base al sexo en los programas atléticos puede ser dirigida a:

Tim Best, Health Lifestyles Coordinator (Coordinador de Estilos de Vida Saludables)
Title IX Compliance Coordinator (Coordinador de Cumplimiento de Title IX)
Sex Based Discrimination in Athletic Programs (Discriminación en base al sexo en un Programa/s Atlético)
Davis School District
20 North Main Street, P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-7850
rswanson@dsdmail.net

La información o queja acerca de discriminación en base a una discapacidad en el acceso a una instalación/es escolar puede ser dirigida a:

Rich Swanson, Director of Risk Management (Director de Administración de Riesgos)
Physical Facilities Compliance Coordinator (Coordinador de Cumplimiento de Instalaciones Físicas)
Davis School District
20 North Main Street, P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5307

szigich@dsdmail.net



ADAPTACIONES DE PERSONAS CON DISCAPACIDADES

En cumplimiento con la Sección 504 del Decreto de Rehabilitación (504) y el Decreto de Americanos con Discapacidades (ADA), el Distrito Escolar de Davis y **[name of your school]** ofrecerán adaptaciones razonables a la persona/s calificada con una discapacidad/es. Los estudiantes, padres o empleados que necesitan adaptaciones especiales deben comunicarse con el Coordinador ADA/504 de su escuela **[name and school phone number]**, la directora o administrador o usted puede comunicarse con Steve Baker (801-402-5315), el Coordinador ADA del Distrito Escolar para solicitar adaptaciones para el padre/s o empleado o Midori Clough, la Coordinadora 504 al (801-402-5180) para solicitar adaptaciones (accommodations) para el o la estudiante.

ESCUELAS CON DISCIPLINA Y SEGURIDAD

Es el reglamento del Distrito Escolar de Davis y la escuela **[name of your school]** de su hijo/a promover un ambiente con disciplina y seguridad a todos los estudiantes y empleados. Los actos criminales o la conducta de cualquier clase que interrumpe no se tolerarán, y todo individuo que participa en tal/es actividad/es estará sujeto a una acción disciplinaria escolar como lo determinen el director/es escolar o la acción disciplinaria del Distrito Escolar como lo determine el Case Management Team (Equipo de Administración de Casos del Distrito Escolar). Además, el acto criminal que es una ofensa menor (misdemeanor clase B) o mayor (inclusive la posesión de drogas o un ataque físico) puede ser enviado a la fuerza de la ley. Para determinar la disciplina adecuada, el oficial/es escolar considerará todas las circunstancias, inclusive la gravedad de la ofensa, así como la edad del individuo, el estado de discapacidad, la intención, la escolaridad en las materias escolares y el registro disciplinario anterior.

ARMAS Y EXPLOSIVOS - EXPULSIÓN HASTA UN AÑO (Código de Utah 53G-8-205)

El o la estudiante que está en un edificio escolar, en un vehículo escolar, en la propiedad de distrito escolar o en conjunción con una actividad escolar, que posea, controle, venda, coordine la venta, use o amenace usar un arma real, explosivo, material nocivo o inflamable o usa realmente o amenaza usar un arma falsa o fingida con la intención de intimidar a otra persona o interrumpir la actividad/es escolar normal en un edificio escolar, vehículo escolar, la propiedad del Distrito Escolar o una actividad escolar será expulsado de todas las escuelas, programas y actividades del Distrito Escolar por un período no menor de un año calendario; a no ser que el Equipo de Administración del Caso determina que, en el caso individual, es más adecuado una pena menor. Los términos weapon (arma), explosive (explosivo) y noxious o flammable material (material nocivo o inflamable) consisten, pero no se limitan a: pistola o revólver, pistola de salida, cap guns (arma de juguete o fulminante), navajas o cuchillos, accesorios de artes marciales, bombas, balas y municiones, fuegos artificiales, gasolina u otros líquidos inflamables, cerillas (fósforos) y encendedor de fuego.

DROGAS Y/O SUSTANCIAS CONTROLADAS

El o la estudiante que posea, controle, use, distribuya, venda o coordine la venta de una droga o sustancia controlada ilegal (la cual consiste en alcohol, tabaco de cualquier forma y cigarros [cigarrillos] o el producto o la sustancia de cigarrillo electrónico, una imitación de sustancia controlada o parafernalia (instrumentos para drogarse) en el edificio escolar, un vehículo escolar, la propiedad del Distrito Escolar o en conjunción con una actividad escolar, puede ser suspendido, transferido a una colocación (asignación) educativa alternativa, probado por drogas, expulsado, enviado a la investigación policial y/o procesado legalmente.

INFRACCIÓN DEL REGLAMENTO DE SEGURIDAD ESCOLAR

El o la estudiante puede ser suspendido, transferido a una colocación (asignación) educativa alternativa, expulsado, enviado a la investigación policial y/o procesado legalmente por cometer una de las infracciones (no cumplimiento) grave siguientes en relación a la escuela: 1) amenazar o causar daño a la escuela, la

propiedad escolar o una persona/s asociada con la escuela o propiedad asociada con esa persona/s, sin tener en cuenta dónde ocurre la conducta (comportamiento); 2) cometer cualquier acto criminal, inclusive pero no

limitado a: asalto o ataque, acoso grupal (hazing), violación sexual, traspaso sin autorización de la propiedad privada (trespass), incendio voluntario (arson), hurto (robo), vandalismo, posesión o uso de pornografía en la propiedad escolar; 3) participar en cualquier actividad de pandilla/s, inclusive pero no limitado a: pasar señas de pandillas, exhibir o pintar grafiti de pandillas, usar o exhibir vestimenta o ropa que identifica a las pandillas o solicitar a otra persona ser miembro/s de una pandilla callejera.

INTERRUPCIÓN DEL FUNCIONAMIENTO ESCOLAR

El o la estudiante/s puede ser suspendido, transferido a una colocación educativa alternativa, expulsado, enviado a la investigación policial y/o procesado legalmente por cualquier conducta que genere una interrupción importante y no razonable o riesgo de interrupción de la clase, actividad, programa u otra función escolar, inclusive pero no limitado a: desobediencia frecuente, flagrante (evidente/obvia) o voluntaria; reto (desafío) a la autoridad escolar; actividad criminal; peleas; no cumplimiento del código de vestimenta escolar; posesión de contrabando (Por ejemplo: parafernalia (instrumentos de uso de drogas), pornografía, mace, gas lacrimógeno (pepper spray), puntero láser (laser pen), cadenas, agujas, cuchilla de afeitar, bate de béisbol y palo de golf); o el uso de malas palabras (groserías), lenguaje profano, vulgar, lenguaje que insulta o acosa (molesta). Además, un acto criminal de una ofensa menor (misdemeanor clase B) puede ser enviado a la fuerza de la ley. La conducta que es una ofensa (misdemeanor clase C), una infracción, una ofensa o delito por razón de la condición jurídica del autor (status offense) en la propiedad escolar o una ofensa que es la falta voluntaria a la escuela (truancy) no puede ser derivada (enviada) a la fuerza de ley o ser procesada por un abogado (prosecuting attorney) a menos que el o la estudiante se niegue a participar en una intervención/es restaurativa alternativa que se ofrece en el momento de la infracción (no cumplimiento) o el o la estudiante ha cometido la misma ofensa en dos ocasiones anteriores y él o ella ha sido enviado a una intervención restaurativa alternativa en cada caso anterior.

NO DISCRIMINACIÓN EN DISCIPLINA

El Distrito Escolar asegurará que el o la estudiante no sea discriminado durante la administración de disciplina, inclusive la duración y el tipo de consecuencia disciplinaria y la derivación (envío) a la fuerza de ley.

DEBIDO PROCESO

Cuando se sospecha que un o una estudiante no está en cumplimiento (infracción) de un reglamento de la Escuela [name of your school] o el Distrito Escolar, el director/a escolar se debe reunir con él o ella e informarle la acusación/es y ofrecer al o la estudiante la oportunidad de ofrecer su versión del incidente. Si el director/a escolar determina que existe evidencia suficiente para imponer la disciplina, el director/a escolar notificará al padre/a o tutor legal/es que: 1) el o la estudiante ha sido suspendido de la escuela; 2) los fundamentos (motivos) de la suspensión; 3) el período de tiempo que se suspende al o la estudiante y 4) el lugar y la hora en que el padre/s o tutor legal y el oficial escolar designado se reúnen para tratar la suspensión del o la estudiante.

AUTORIDAD QUE SUSPENDE O EXPULSA

El director/a escolar tiene la autoridad de suspender a un o una estudiante hasta diez días escolares por incidente. Si el director/a escolar desea o contempla suspender al o la estudiante por más de diez días escolares o expulsarlo, el director/a escolar debe enviar o derivar el caso al Case Management Team (Equipo de Administración del Caso) del Distrito Escolar.

PELEAS (BULLYING), PELEAS EN INTERNET (CYBER-BULLYING), ACOSO GRUPAL (HAZING), CONDUCTA ABUSIVA, VENGANZA

El o la estudiante/s puede ser suspendido, transferido a una colocación educativa alternativa, expulsado, enviado a la investigación policial, y/o procesado legalmente por participar en cualquier agresión escrita, verbal o física, intimidación, discriminación o conducta abusiva de un empleado escolar o estudiante en la escuela o una actividad relacionada a la escuela sin tener en cuenta el lugar o la circunstancia, inclusive pero no está limitado a peleas (bullying), peleas en Internet (cyber-bullying), molestia o acoso de un grupo (hazing) o venganza.

El Reglamento del distrito escolar se puede encontrar en [5S-100 Conduct and Discipline](#). El reglamento de la escuela **[Your school's name]** de su hijo/a estudiante se puede encontrar en **[URL]** o se puede conseguir una copia en la oficina escolar. Por un incidente/s de acoso (molestia) (conducta no bienvenida en base a una clase protegida) y discriminación, por favor haga referencia al reglamento [11IR-100](#).

INVESTIGACIÓN Y CONFISCACIÓN

El oficial/es escolar tiene la autoridad de investigar la persona de un o una estudiante, la propiedad o el vehículo personal mientras está localizado en la propiedad escolar o una actividad patrocinada por la escuela, cuando ellos tienen la razón de creer que la investigación o búsqueda presentará la evidencia que el o la estudiante no ha cumplido o no está cumpliendo con una regla escolar o ley particular.

Los casilleros escolares (lockers), escritorios o mesas u otras áreas de depósito son de propiedad exclusiva del Distrito Escolar de Davis y la escuela **[name of your school]**. Se pueden dirigir inspecciones generales periódicas del casillero/s escolar por la autoridad/es escolar al azar sin aviso, sin el consentimiento del estudiante y sin la orden de pesquisa (allanamiento). La inspección/es se dirigirá de tal manera que sea corta de duración y no interrumpa las actividades escolares.

ACTIVIDADES EXTRACURRICULARES

El distrito escolar asegurará que el o la estudiante tiene igualdad de oportunidades para participar, crear y mantener los grupos de estudiantes sin considerar la raza, el sexo, la discapacidad u otra clasificación protegida.

No obstante, el o la estudiante que es suspendido, transferido a una colocación educativa alternativa o expulsado puede perder el privilegio de participación en todas las actividades extracurriculares, tal como actividades atléticas entre escuelas, porristas o animadoras (cheerleading), gobierno estudiantil, club de estudiantes, ceremonia de graduación y otras actividades extracurriculares durante el período de disciplina y no se le ofrecerá el procedimiento/s del debido proceso por separado para impugnar (desafiar) la negación de participación en una actividad extracurricular.

REQUISITO DE EDUCACIÓN OBLIGATORIA

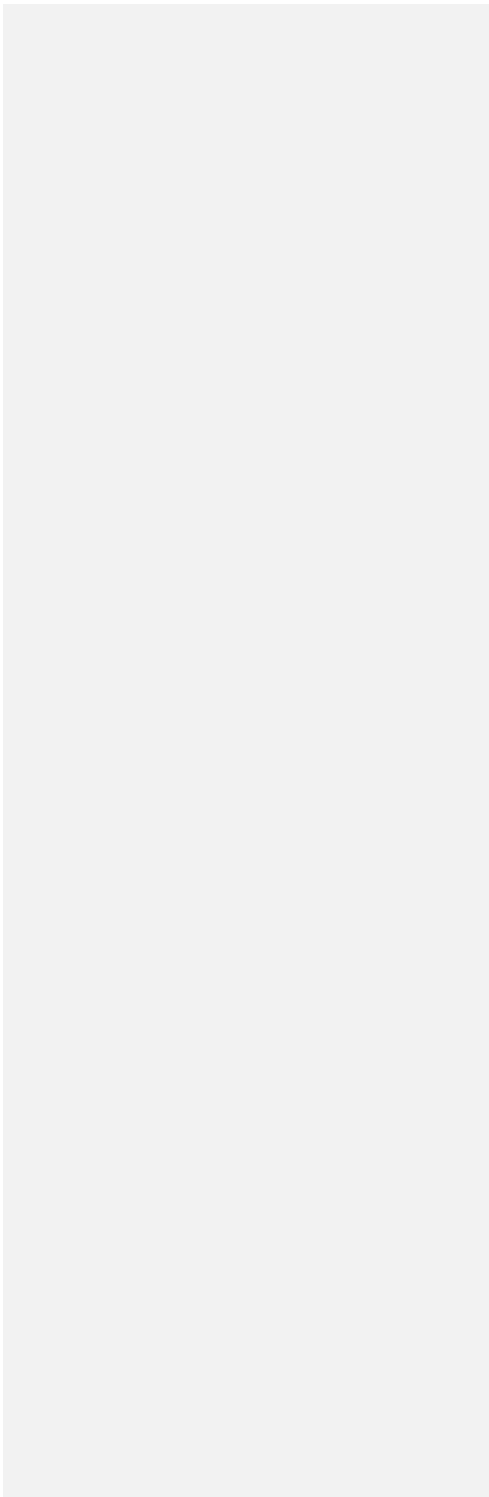
Un padre/s o tutor legal/es que tiene la custodia de un menor en edad escolar está requerido bajo la ley del Estado de Utah inscribir y enviar al menor en edad escolar a una escuela pública o una escuela privada establecida durante el año escolar en el distrito escolar donde reside el menor. El proceso de educación requiere continuidad en la instrucción, estudio y participación en la clase. Se anima al padre/s o tutor legal/es a colaborar con la escuela con el fin de promover la asistencia regular de todos los estudiantes.

DECRETO DE DERECHOS EDUCATIVOS Y PRIVACIDAD DE LA FAMILIA

Registros de Educación del Estudiante

El "Family Educational Rights and Privacy Act" (FERPA) (Decreto de Derechos de Educación y Privacidad de la Familia) es la ley del gobierno federal designada a proteger la privacidad del registro/s educativo del estudiante. El Decreto FERPA ofrece al padre/s ciertos derechos con respecto al registro de educación de su

hijo/s estudiante. Estos derechos son:



1. **Inspeccionar y revisar** todos los registros de educación de su hijo/a estudiante que se guardan en la escuela dentro de 45 días de solicitud de acceso a ellos.
2. **Solicitar** que la escuela corrija los registros de educación que se cree que no son exactos, la información es confusa o que estén en no cumplimiento de los derechos de privacidad del bajo la ley FERPA.

El padre/s que desea pedir a la escuela que enmiende (cambie) un registro debe escribir al director/a escolar o el oficial escolar adecuado, identificar claramente la parte del registro que él/ella desea que se cambie y especificar por qué se debería cambiar. Si la escuela decide no enmendar el registro como lo solicitó el padre/s, la escuela notificará al padre/s o al estudiante elegible de la decisión tomada y lo aconsejará de su derecho a tener una audiencia en relación con la solicitud de enmienda del registro.

3. **Ofrecer el consentimiento** antes que la escuela exhiba Personable Identifiable Information (PPI) (Información de Identificación Personal) del registro del estudiante, excepto al punto que el Decreto FERPA autorice la exhibición de información sin el consentimiento.

Tales excepciones consisten, pero no están limitadas a:

- [a] El oficial/es escolar con intereses educativos legítimos;
- [b] Otra escuela/s a la cual se transfiere el estudiante;
- [c] Personas que han recibido una orden o citación de la corte judicial;
- [d] Personas que necesitan saber en casos de salud y emergencias de seguridad;
- [e] El oficial/es del sistema de justicia juvenil para mejorar los resultados educativos;
- [f] Una agencia u organización del Estado que es responsable legalmente por el cuidado y protección del estudiante, inclusive la responsabilidad de investigar un informe de abandono educativo;
- [g] El oficial/es específico para propósitos de auditoria o evaluación u
- [h] La organización/es que dirige estudios a favor o para el distrito escolar.

El **oficial escolar** es una persona empleada por el distrito escolar como administrador, supervisor, instructor o miembro empleado de apoyo (inclusive empleados de salud o médicos y personal de unidades de fuerza de la ley, la policía); una persona que sirve como un voluntario; la persona que sirve en el District School Board (Consejo Escolar del Distrito Escolar); la persona o compañía que el Distrito Escolar ha contratado para ejecutar una tarea especial (tal como abogado, auditor, consultor médico o terapeuta) o a quién el distrito escolar ha subcontratado servicios o funciones institucionales.

El oficial escolar tiene un interés educativo legítimo, si el oficial necesita estudiar (revisar) un registro educativo con el fin de completar su responsabilidad profesional.

Información de directorio estudiantil

Si se presenta la información de directorio del o la estudiante, la cual no se considera en general información perjudicial (dañosa) o invasión a la privacidad, se puede exhibir (presentar) sin el consentimiento a discreción del oficial escolar por una razón/es adecuada tal como en una publicación/es escolar, un artículo/s de periódico y a una organización/es educativa exterior. En complemento, dos leyes del gobierno federal requieren que las escuelas secundarias ofrezcan al reclutador/es militar, por solicitud, los nombres, la dirección y la lista de teléfonos de sus estudiantes.

El Distrito Escolar de Davis ha designado la información siguiente como información de directorio: 1) nombre, dirección y número de teléfono del estudiante, 2) fecha y lugar de nacimiento del estudiante, 3) nivel de grado escolar y estado de inscripción, 4) dirección de email (correo electrónico) del distrito escolar del estudiante, 5) el número de identificación (ID) del estudiante, 6) Email (correo electrónico) del padre/s, 7) participación en actividades y deportes reconocidos oficialmente, 8) peso y altura del miembro/s de equipos atléticos, 9) fechas de asistencia escolar, 10) diplomas, honores y premios recibidos, 11) institución educativa más reciente que asistió el estudiante, 12) imagen digital del estudiante.

Los ítems siguientes se considerarán de uso limitado del directorio de información del estudiante, los cuales puede ser exhibidos solamente a otros estudiantes inscritos en el mismo curso (sin tener en cuenta si tales estudiantes están inscritos en la misma sección de clase) que ha sido grabado por video o audio por el

distrito escolar con el sólo propósito/s educativo y de instrucción: 1) el nombre del estudiante al punto que se hace referencia o se capturó durante la grabación/es de video o audio; 2) toda fotografía o imagen del estudiante que se capturó durante la grabación/es de video o audio; 3) toda grabación de audio o video del estudiante que participa en el curso y 4) toda conversación (chats) online (en línea) u otras comunicaciones grabadas entre los participantes del curso que se capturó durante la grabación/es de video o audio.

Con el fin de proteger la privacidad de otros estudiantes, el padre/s o el/la estudiante no están permitidos crear su propia grabación/es de las sesiones de clase/s o compartir o distribuir la grabación/es de sesiones de clase/s del distrito escolar.

Si usted, como padre/s, no quiere que la escuela [name of your school] exhiba (muestre) información de directorio limitada de su hijo/a, sin su previo consentimiento escrito, usted debe notificar a la escuela por escrito cada año.

El padre/s que cree que ha habido una infracción/es (no cumplimiento) de sus derechos puede comunicarse con la dirección escolar o presentar una queja ante la oficina:

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

La solicitud/es informal puede ser enviada a FPCO vía el correo electrónico siguiente: FERPA@ED.Gov

Para recibir más información, por favor visite el sitio web SPPPO en la dirección siguiente:
<https://studentprivacy.ed.gov/>

La queja/s o reclamo/s se debe informar tan pronto como sea posible pero no más tarde de 180 días de la fecha que usted/es conoce las circunstancia/s de la infracción (no cumplimiento) alegada.

DERECHOS BAJO LA ENMIENDA DE PROTECCIÓN DE DERECHOS DEL ALUMNO

La enmienda de Protection of Pupil Rights Amendment (PPRA) (Protección de Derechos del Alumno) permite al padre/s ciertos derechos relacionados al uso de las encuestas (cuestionarios) u otras actividades escolares, las cuales pueden involucrar la recolección o uso de información protegida. Estos consisten en el derecho de:

Consentir antes que el estudiante/s es requerido participar en cualquier encuesta, análisis o evaluación que exhiba o revele información de un miembro de la familia o el o la estudiante, ya sea que identifique a la persona o no, relacionado a:

- [a] Afiliación o creencias políticas;
- [b] Problemas psicológicos o mentales;
- [c] Actitud, orientación o conducta sexual;
- [d] Conducta ilegal, antisocial, que culpa (incrimina) o rebaja así mismo;
- [e] Apreciación crítica de otros con quienes el estudiante o la familia tiene relaciones familiares cercanas;
- [f] Relaciones de privilegio reconocidas legalmente, tal como con abogados, doctores o ministros religiosos;
- [g] Prácticas religiosas, afiliaciones o creencias o
- [h] Ingreso, otro que no sea el requerido por la ley para determinar la elegibilidad en el programa. **Recibir un aviso y ofrecer la oportunidad de optar excluir al o la estudiante** de participar en las actividades que involucran la recolección, exhibición o

uso de información personal obtenida del estudiante/s con relación a cualquiera de las áreas de información protegidas.

Inspeccionar, por solicitud, y antes de la administración o uso de:

- [a] Encuestas de información protegida diseñadas a ser administradas a los estudiantes y
- [b] Materiales de instrucción que se usan como parte del programa de estudios educativo.

El Distrito Escolar de Davis tiene reglamentos en su lugar con el fin de proteger la privacidad del o la estudiante como es requerido por ambas, las leyes del Estado de Utah y el gobierno federal. La escuela **[name of your school]** de su hijo/a estudiante le notificará directamente a usted/es la fecha/s de actividades específicas o aproximadas que involucran la recolección o uso de información protegida y ofrecerá la oportunidad de optar que su hijo/a estudiante no participe en tales actividades.

El padre/s que cree que ha habido una infracción/es (no cumplimiento) de sus derechos puede comunicarse con la dirección escolar o presentar un queja o reclamo ante la oficina:

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

La solicitud/es informal puede ser enviada a FPCO vía el correo electrónico siguiente: PPRA@ED.Gov

[Para recibir más información, por favor visite el sitio web SPPO en la dirección siguiente:
https://studentprivacy.ed.gov/](https://studentprivacy.ed.gov/)

JURAMENTO DE FIDELIDAD

El juramento de fidelidad a la bandera debe recitarse por los estudiantes al comienzo de cada día de clase en cada salón de la escuela pública del Estado de Utah, guiado por un o una estudiante de la clase, como lo asigne la maestra/o en forma rotativa. La participación en el juramento es voluntaria y no es obligatoria.

EXPRESIÓN RELIGIOSA EN LAS ESCUELAS PÚBLICAS

En cumplimiento con las leyes del Estado de Utah y el gobierno federal existentes en cuanto a religión o expresión religiosa en las escuelas públicas, el distrito escolar o la escuela no pueden promover, ni inhibir (reprimir) la religión. Es el reglamento del distrito escolar: 1) Permitir que el estudiante/s y el empleado/s participen en la expresión de la visión o creencias religiosas personales dentro de los parámetros de la ley actual y 2) Mantener la neutralidad del oficial escolar en cuanto a asuntos religiosos sectarios de acuerdo con el principio constitucional de separación entre la iglesia y el estado.

DERECHOS DEL PADRE/S EN LA EDUCACIÓN PÚBLICA

El Distrito Escolar de Davis y la escuela **[name of your school]** de su hijo/a estudiante deberán razonablemente** adaptar al padre/s:

- La solicitud escrita para retener (mantener) a un estudiante desde Kindergarten (jardín de infantes) a 8° grado en base a la habilidad en las materias escolares del o la estudiante o la madurez física, emocional u social del o la estudiante.
- La solicitud escrita, previo al evento fijado, que justifique o excuse la asistencia del estudiante por asistir a un evento familiar o una consulta fijada al doctor o proveedor de salud. *(El o la estudiante está de acuerdo en recuperar la tarea del día/s escolar perdido por la falta o ausencia que se anticipó.)*
- La solicitud escrita para colocar a un o una estudiante en una clase especializada o un curso avanzado. *(Para determinar si la colocación o asignación educativa es razonable, el distrito escolar considerará datos múltiples de las materias del o la estudiante).*

- Solicitar la excusa del o la estudiante de tomar una evaluación que es un requisito del gobierno federal, requerida por el Estado de Utah o requiere el uso del sistema de evaluación del Estado de Utah o un programa de computación (software) que es ofrecido o pago por el Estado de Utah.
- La selección inicial de una maestra/o solicitud de cambio de maestra/o.
- La solicitud de visitar y observar cualquier clase que asiste el o la estudiante.
- La solicitud de reunirse con la maestra/o a una hora acordada mutuamente si no es capaz de asistir regularmente a la reunión de padres y maestros fijada.

Cada adaptación se considerará en forma individual y ningún estudiante será considerado más o con menos o más atención que cualquier otro estudiante.

****** Para los propósitos de esta sección, una adaptación/es razonable significa que la escuela o el distrito escolar hará el máximo esfuerzo para permitir al padre/s o tutor legal ejercite el derecho paterno que se especifica aquí sin afectar a los empleados y recursos en forma importante, inclusive las condiciones de trabajo del empleado, la seguridad y supervisión de las premisas escolares y actividades escolares, y la asignación eficiente de los gastos; mientras se equilibran: los derechos paternos del padre/s o el tutor legal/es; las necesidades educativas de otros estudiantes; el impacto en las materias escolares y la conducta en el salón de clase; la carga de trabajo de la maestra/o; y la garantía de funcionamiento eficiente y seguro de la escuela.

Los derechos paternos que se especifican aquí no incluyen todos los derechos o adaptaciones del sistema de educación pública disponibles al padre/s.

COBRO DE COMIDA/S EN LAS ESCUELAS

El propósito de estos procedimientos es establecer el continuo cobro de comidas y procedimientos de recolección en todo el distrito escolar. Las metas del distrito escolar son:

- Mantener una experiencia positiva para el o la estudiante durante el servicio de comidas.
- Tratar a todos los estudiantes con dignidad y respeto.
- Establecer las prácticas adecuadas a la edad.
- Minimizar el cobro de comida y animar al padre/s a pagar por adelantado todas las comidas.
- Promover la responsabilidad del pago de comida/s del padre/s y la responsabilidad propia del estudiante.

Cuentas de comidas: El pago de comidas por adelantado permite al distrito escolar alcanzar estas metas. Se aceptan el cheque/s personal y depósito de dinero al contado todos los días en la escuela/s. Para su conveniencia, el depósito/s de dinero puede además ser hecho con tarjeta de débito y/o crédito a través de la cuenta del padre myDSD.

Servicio de Comida por emergencia: El Consejo de Educación reconoce que, en ocasiones, el estudiante/s puede olvidar o perder el dinero de la comida. En tales casos, se deberá aceptar la declaración de necesidad del estudiante y se ofrecerá una comida al estudiante. El empleado/s del almuerzo escolar no dejará de servir una comida al o la estudiante, no ofrecerá una comida alternativa, no retirará al estudiante de la fila (línea de espera), no pedirá al o la estudiante que llame a su padre/s o amigo, no pondrá una estampilla en la mano del estudiante o llamará la atención de otro modo al o la estudiante que ha olvidado o perdido el dinero de la comida/s. El empleado/s del almuerzo escolar puede recordar al o la estudiante que **asiste a una escuela secundaria** que el balance de su cuenta es negativo. **El costo de la comida/s que no se pagó se cobrará a la cuenta del o la estudiante.**

Evaluar la circunstancia Individual: Cuando el o la estudiante viene repetido a la escuela sin una comida del

hogar o dinero para participar en el programa de comidas escolares, el director/es escolar debería considerar si las circunstancias del hogar garantizan contactar a un trabajador social o Child Protective Services (Servicios

de Protección del Niño). La solicitud de comidas frecuente puede indicar que la familia necesita comidas gratis o a precio reducido. El director/es escolar puede trabajar con la familia para presentar una solicitud (aplicación) para recibir el beneficio de comidas. **Toda comida/s que se come antes del proceso o aprobación de la aplicación de comidas gratis o a precio reducido es la responsabilidad del padre/s y se debe pagar.**

Repago por cobro de comidas y cheque sin fondo: Las pautas del gobierno federal prohíben que la agencia de Alimentos y Nutrición cancele la deuda por resultado de cobro de comidas. Se hará todo esfuerzo/s para recolectar el dinero de la comida/a que no se pagó. El cobro de comida/s que no se pagó puede resultar en lo siguiente:

- Un llamado telefónico automatizado al padre/s.
- Un email (correo electrónico) enviado al padre/s.
- Un recordatorio verbal al o la estudiante que asiste a la escuela secundaria.
- El gerente del almuerzo escolar se comunica con el padre/s por teléfono o nota en el buzón de correo de la maestra/o.
- En caso de un pago/s atrasado importante (moroso), se enviará una carta del Departamento Food and Nutrition (Nutrición y Comidas) al hogar.

El padre/s es responsable de pagar todos los cobros de comida/s de su hijo/s estudiante. Todos los cobros de comidas que no se pagaron se agregarán a la lista de cuotas pendientes o multas no pagas al final del año escolar. El cobro/s de comida/s que no se recibió se tratará de la misma manera que otras deudas escolares.

Davis School District Illness Protocol

Temporary exclusion is recommended when:

- The illness prevents the student from participating comfortably in activities
- The illness results in a greater need for care than the staff can provide
- The student has any of the following conditions, unless a health professional determines the student's condition does not require exclusion
- **Fever** – of 100.4 F or above until temperature is normal for 24 hours without fever reducing medication
- **Appears to be severely ill**
- **Marked drowsiness or malaise** (a vague feeling of physical discomfort or uneasiness) as seen early in an illness. Student just doesn't "feel well"
- **Muscle Pain**
- **Difficulty Breathing**
- **Headache**
- **Loss of sense of taste or smell**
- **Diarrhea** – defined as an unusual number of stools or unusually liquid stools compared to the student's normal pattern
- **Blood in stools** - not explained by dietary change, medication, or constipation
- **Vomiting / nausea** – more than 2X in 24 hours
- **Severe abdominal pain**
- **Less severe abdominal pain** - that continues for more than 2 hours
- **Mouth sores** with drooling
- **Rash with fever**
- **Sore Throat** – if white spots can be seen in the back of the throat or if fever is present, the student should be home
- **New and Persistent Cough** - (not related to asthma or allergies) a student with a "heavy" cold and hacking cough should be at home even if there is no fever.
- **Any break in the skin in the weeping /oozing stage** – unless protected (covered) and/or diagnosed as noninfectious
- **Impetigo** - until 24 hours after treatment has started
- **Streptococcal infection** - (strep throat or other streptococcal infection), until 12 hours after treatment has been started
- **Head lice** - send home at the end of the day until after the first treatment (Refer to DSD Head Lice Protocol on DSD Webpage)
- **Scabies** - until after treatment
- **Any Communicable Disease** – may return to school as per direction from the health department
- **Any condition determined by the local health department to be contributing to the transmission of illness during an outbreak.**

Multiple studies have shown that most viruses are spread by student's who seem well, which means that exposure happens before symptoms present

"HAND AND SURFACE HYGIENE CONTINUE TO BE THE BEST WAY TO REDUCE INFECTIONS IN GROUP CARE"

Conditions That May Not Require Exclusion:

- **Common colds, runny noses** (regardless of color or consistency of nasal discharge)
- **Yellow, white or watery eye drainage (Pink eye)**
- **Rash without fever**
- **MRSA (methicillin-resistant staphylococcus aureus)** – if wound is covered and dry
- **Shingles (herpes zoster caused by varicella)** – if covered and dry
- **Ringworm** (may delay treatment until the end of the day)
- **Thrush** (white spots or patches in the mouth)
- **Fifth disease** (slapped cheek disease, parvovirus B 19) in a child without immune problems
- **HIV** (Human immunodeficiency virus infection), with consideration of risk to the HIV infected student or others - decided on a case-by-case basis by health professionals
- **Measles** – 4 days after onset of rash student may return to school
- **Mumps** – 5 days after onset of parotid gland swelling student may return to school
- **Lice** - if nits present or if treatment has been given after live lice found

Communicable Disease Bureau, Davis County Health Department and the American Academy of Pediatrics
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