

Antelope Elementary School

Handbook, Policies, and Legal Notices
2023-2024 School Year

1810 S. Main St. Clearfield, Utah
Davis School District

ATTENDANCE:

Regular school attendance is essential for student growth and achievement. Parents play a key role in ensuring their children are at school on time and ready to learn. We ask parents to please keep early checkouts to a minimum. Missing school for reasons other than illness sends the message that school is not very important. In addition, the effects of lost instructional time compound when students are frequently absent, tardy, or checked out of school early. Parents are encouraged to schedule appointments and extracurricular lessons after school hours.

There are no “excused,” only “explained” absences. An “explained” absence is one in which the student was absent with the parent's permission and knowledge for the following types of reasons: illness, school activities, court appearance, funeral, etc. Even though a legitimate reason may exist for an absence, it remains on a student's permanent attendance record.

Arriving at School

The first bell rings at 8:50, and the school day begins at 8:55 a.m. Supervision of students is provided on the school grounds at 8:35 a.m. Students should not arrive at school prior to this time unless coming for breakfast, which is served at 8:15 a.m.

When arriving at school, students will line up in their designated area and wait for their teachers to bring them into the building. The playground is closed in the morning before school. In cases of inclement weather or poor air quality, students may be asked to wait inside the building before the school day begins. Teachers or staff members should not ask or require your child to stay after school for any reason unless parents/guardians have been contacted and permission is given.

Tardiness

Please set a routine that allows your student to arrive at school on time (by 8:50 a.m.). Students arriving late (after the 2nd bell at 8:55 a.m.) must check in at the office to obtain a late pass prior to going to class. If your student has not arrived at school by 10:00 a.m., an automated call will be generated letting you know your student has not arrived. When your student checks in upon arriving, the absence will change to a late.

Check-Out Procedures

If students are being checked out of school early, they must be signed out in the office by a parent or other designated adult who is listed as an emergency contact. All adults are required to show picture ID. Please do not go directly to the classroom or playground to remove your child.

Notifying the School

- Parents should call the attendance line at 801-402-2106 on the first day the student misses.
- If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from recess or P.E. may require a doctor's statement.
- Make-up work is required when applicable. Sufficient notice should be given to the teacher when make-up work is required.

Attendance Letters

Attendance letters are automatically generated when a student has missed a certain number of school days. Please do not be offended by these letters! These letters are part of district policy and help parents track the number of days their child has been absent. We realize that some absences are due to illness and other extenuating family circumstances. It is helpful, however, to see how quickly absences can add up. If your child is having a hard time coming to school regularly or on time, we would like the opportunity to meet together to create a plan that can help your child be successful.

Excessive or unexplained absences may be considered as trancies and will be addressed in accordance with the district's truancy policy and Utah State Law. Situations will be dealt with on a case-by-case basis. Excessive absences, whether classified as "excused" or "unexcused," may also be referred to Student Services as well as law enforcement or other agencies for possible educational neglect proceedings.

BACKGROUND CHECKS:

In an effort to provide increased security and safety to all our students, Davis School District wants to ensure that everyone supervising children has had a background check. Employees have background checks before beginning work. Volunteers do not always need background checks if they are working under the direct supervision of an employee, such as a parent volunteering at a class activity or reading with students. However, volunteers who work outside of the line of sight of an employee, including field trips, must now have a background check *through Davis School District's HR Department*. Once a volunteer has received the background check, that check is valid indefinitely, according to current state law.

BEHAVIOR PLAN / SCHOOL DISCIPLINE:

The purpose of Antelope Elementary's Behavior Plan is to help students achieve their educational goals. Learning is enhanced in a physically and emotionally safe environment where every student is respected, safe, and free from danger. Our plan is based on four overarching expectations:

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

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School and classroom rules and expected behavior are explained to the children. Any behavior or inappropriate language which causes the

learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated.

Instruction in appropriate behaviors and positive reinforcements are essential elements to our plan. Corrective measures may also be implemented. Acceptable corrective measures may include, but are not limited to, the following:

- Teacher - student conferences
- Reduction or elimination of privileges or preferred activities
- Communication with parent via note, telephone, or conference
- Referral to school administration, law enforcement, or other agencies
- In-school or out-of-school suspension
- Exclusion or reassignment of educational placement

A copy of Antelope Elementary's Behavior Plan will be sent home in the First Day Folder. It can also be found on our website.

Safe School Violations

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

Bullying / Hazing

For purposes of this plan, "bullying/hazing" means any behavior of:

- overt aggression that may include physical fighting such as punching, shoving, kicking, and verbal threatening behavior, such as name calling, or both physical and verbal aggression or threatening behavior;
- relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation;
- sexual aggression or acts of a sexual nature or with sexual overtones;
- cyber-bullying, including use of email, web pages, text messaging, instant messaging, social media, three-way calling or messaging or any other electronic means for aggression inside or outside of school;
- civil rights violations, including bullying, cyber-bullying, hazing, and retaliation based upon the students' or employee's actual or perceived characteristics, including race, color, national origin, sex, disability, religion, gender identify, sexual orientation, or other physical or mental attributes or conformance or failure to conform with stereotypes.

Bullying, cyber-bullying, hazing, and retaliation of students and employees are against federal law, state law, and District policy, and are not tolerated by the District or its schools. It is the intent of the District and Antelope Elementary to respond to school-related incidents by implementing prevention efforts where victims can be identified and assessed, and perpetrators educated, in order to create safer schools that provide a positive learning environment. In addition to education, students who initiate, participate directly in, solicit, create, or are

accomplices to bullying/hazing activities either in or out of school will be subject to appropriate interventions and/or corrective measures as listed in the Behavior Plan above.

BICYCLE SAFETY:

Antelope Elementary Students are permitted to ride bikes and scooters to school. There is not an adequate amount of storage or security for skateboards or rollerblades, and students should not bring these items to school. Students must walk their bicycles/scooters while on school property. Bicycles/scooters must be locked securely to a school-provided bicycle rack while at school. They are not to be kept in any other part of the school property. The school is not responsible for lost, stolen, or damaged bicycles and equipment brought by students. All students are encouraged to obey all traffic laws and to wear helmets while riding bicycles or scooters.

BIRTH CERTIFICATES, SOCIAL SECURITY NUMBERS, RESIDENCY:

Federal law requires all new out-of-district children to provide the school with a copy of their birth certificate to be kept on file at the school. For students to be eligible to attend Antelope Elementary, their parents or legal guardians must reside within the school's boundaries. Proof of residency must be provided upon request.

If a family relocates during the school year to a residence that is outside of the school boundaries, students will be required to withdraw from Antelope Elementary and enroll in the new boundary school.

BIRTHDAYS:

When applicable, store-bought birthday treats may be sent to school with your child. To help minimize potential social awkwardness for students, party invitations may be sent to school to pass out to students only if every child in the class receives one. If only a few students are to be invited to a party, arrangements must be made outside of the school.

CHILD FIND:

Davis School District is responsible for Child Find identification and evaluation for all students suspected of having a disability residing in Davis County. This includes children (birth through 21 years of age) who are in public schools, are in private schools, are being home schooled, are preschoolers (birth to five years) and need an evaluation for possible special education or early intervention services. Early identification and intervention may be essential to your child's development.

If your child is having significant difficulty with vision, hearing, speech, behavior, is experiencing slow development typical for his/her age, physical development or learning difficulty, he/she may be a child with a disability that requires specialized instruction through special education. If you suspect that your school age child may have a disability, please contact the school principal.

If your child's age is birth to three years or three to five years, contact the Davis Early Learning Center at 801-402-5409.

COMMUNITY COUNCIL:

Our School Community Council is comprised of representation from the teachers, parents, and community. Members' terms are for two-year periods at which time vacant seats are filled by election and administrative invitation, depending upon the available position. The Community Council is responsible for the Teacher Student Success Plan (TSSP) and LAND Trust funds, and it is a valuable liaison between our school and the community. For more information, including a calendar of meetings and contact information, please visit the school's website.

DRESS CODE / STUDENT APPEARANCE:

Student dress influences the way students act and their attitudes about learning. Please see that your student comes to school in clothing that is appropriate for school, whether in the classroom, in PE class, or on the playground. Clothing, accessories, piercings, hairstyles, etc. should not be extreme or disruptive to the education process. We rely on parents' good judgment as to what students should wear. However, the school reserves the right to make final determination regarding the appropriateness of a student's appearance. Please note the following:

- Inappropriately short, tight, or revealing clothing is prohibited, including bicycle shorts.
- Length of skirts, dresses, and shorts must be mid-thigh; this includes holes in jeans being no higher than mid-thigh.
- Shirts shall cover the student's entire torso. All shirts, tops, and dresses are required to have cap sleeves.
- Clothing cannot expose bare midriffs, buttocks, or undergarments.
- Clothing cannot display obscene or inappropriate words, messages, pictures, alcohol or tobacco products, weapons, or colors or symbols associated with gang activity.
- Proper shoes for PE and recess should be worn. No open toed or flip flops are allowed for the safety of our students. Additionally, cleats, tap shoes, or shoes with in-line wheels (wheelies) should not be worn.
- No costume like items may be worn at school except on approved occasions/events.
- Hats or head bandanas are not to be worn to school except on special occasions. Hoodies should not be pulled over students' heads while inside the building.

Students who practice good personal hygiene and cleanliness feel better about themselves and consequently achieve better in school. Specific guidelines concerning hair, clothing, and accessories can be found in Section 5S-100 of the district's policy manual.

ELECTRONIC DEVICE POLICY / CELL PHONE USE:**Policy for Possession and Use of Personal Electronic Devices by Students in Schools**

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. Antelope Elementary has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school-sponsored activities, and on school transportation. This policy governs the possession and use of both District-owned and privately-owned electronic devices **at school and at school-sponsored activities**.

Definitions for this policy include:

- **Electronic Device:** A device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including: (1) a smart phone; (2) a smart or electronic watch; (3) a tablet; or (4) a gaming device.
- **District-Owned Electronic Device:** A device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is identified as being owned, provided, issued, or lent by the District to a student or employee.
- **Privately-Owned Electronic Device:** A device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by the District to a student or employee.

Possession and Use of Privately-Owned Electronic Devices at School

Student use of privately-owned electronic devices is strictly prohibited within the school building, on school property, or at school-sponsored activities before or during school hours.

If a student brings a privately-owned electronic device to school, it must be turned off as soon as the student arrives at school. The device must be stored in the student's backpack and must not be removed from the backpack until the school day's end, when the student is outside the building.

Acceptable Use of Technology Resources and Electronic Devices

- The *DSD Technology Resources Acceptable Use Agreement* contains rules and guidelines for the acceptable use of technology resources at school and school-sponsored activities. All students, parents, and employees are required to be familiar with the contents of this agreement and sign an electronic form each year declaring they are aware of the contents of the agreement. Use of district-owned technology resources is not allowed until the agreement is signed by all parties.
- All students and employees are required to comply with the *DSD Technology Resources Acceptable Use Agreement* and the Antelope Elementary Electronic Device Policy. As outlined in the *DSD Technology Resources Acceptable Use Agreement*, knowledge of a violation of these policies must be reported. Students will report the incident to their teacher, and educators will report the incident to school administration.

Restricted Use of All Electronic Devices at School and School-Sponsored Activities

- Use of electronic devices is prohibited during standardized assessments unless specifically allowed by statute, regulation, student IEP, or assessment directions.
- Use of electronic devices in ways that 1) bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guests or 2) violate local, state or federal laws is prohibited.
- Use of electronic devices in ways that cause invasions of reasonable expectations of student and employee privacy is prohibited. Examples include but are not limited to,

taking pictures, recordings, etc. of others in a manner that invades their reasonable expectation of privacy.

- Exceptions to this policy may be made by school administration for special circumstances, health-related reasons, use consistent with a current and valid IEP, and emergencies.

Violation of DSD Technology Resources Acceptable Use Agreement or Antelope Elementary Electronic Device Policy

- A student who violates these policies may lose the privilege to use electronic devices at school. Inappropriate use of devices and technology, whether privately-owned or district-provided, may result in disciplinary action (including the possibility of suspension or expulsion) and/or referral to legal authorities.
- If a student violates these policies with a privately-owned electronic device, his/her electronic device may be confiscated. When an employee confiscates a privately-owned electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released/returned to the student's parent/guardian after the student has complied with any other disciplinary consequence that is imposed.

Training

- Students and employees will receive training in the Antelope Elementary Electronic Device Policy within the first 45 days of each school year. This training will include contents of the school's electronic device policy, contents of the District's general conduct and discipline policies, the importance of digital citizenship, and conduct and discipline related consequences related to violation of the school's electronic device policy.

EMERGENCY DRILLS:

The safety of your child is one of our greatest concerns. The school holds regular drills each month to teach students to respond calmly in the event of an emergency. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building.

EMERGENCY NUMBERS:

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. Please remember to notify the school of any change of address or telephone number. This information is important.

FIELD TRIPS:

Field trips provide the opportunity for students to learn, grow and develop outside of the classroom. Permission slips will be sent home by classroom teachers. We are required to have

permission for each student to go on a field trip. Any parent who would like to chaperone is required to have a background check through the district completed before the field trip. It is expected that parent chaperones will ride on the bus with the students unless there is not enough space available on the bus. When parents are not able to ride the bus, they may drive their own student to and from the field trip. Parents may not transport other students in their private vehicles. **Younger children and siblings are not allowed to accompany students and/or parent chaperones on school-sponsored field trips.**

HOMEWORK:

Homework can be a valuable learning tool when it is purposeful and meaningful. It can reinforce learning by providing students with additional practice of concepts taught at school. It can also help students develop good study habits and take responsibility for their learning. DSD Homework Guidelines can be found on the district's website at the following link. Please communicate with your child's teacher if you have any concerns.

<https://resources.finalseite.net/images/v1525455000/davisk12utus/aoymyzhfifdanz0dhxxm/HomeWorkGuidelinesSept2017.pdf>

ILLNESS:

Before sending your child to school each day, please be sure that he/she is well enough to be in school. If your child becomes ill while at school, you, or the adults you designate on the registration card will be notified immediately and asked to come and pick up your child. Please send a note to school anytime your child is recuperating from an illness requiring that his/her school activities be restricted.

LIBRARY MEDIA CENTER:

Our school library media center is a source of pride and is a vital part of our instructional program. Through regularly scheduled class times and open library times, students are encouraged to explore the many books, research materials, and audio-visual materials that our library media center contains.

In order to maintain an adequate collection, pupils, teachers, and parents must cooperate to see that materials are returned in good condition. If materials are not returned, a charge equal to the current replacement price will be assessed. Such replacement fees are not considered school fees and are not legally exempt under state law.

LOST AND FOUND:

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are placed in the school's Lost and Found box. Unlabeled or unclaimed property is turned over to a donation agency at various times throughout the year.

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.

PARENT RESPONSIBILITIES:

As a parent/guardian, you are an important member of your child's educational team. As such, you are responsible for the welfare of your child and for making decisions which will enhance his/her educational process by:

1. Ensuring that your child attends school regularly.
2. Being informed about school events and activities.
3. Volunteering when possible.
4. Informing the teacher of special needs your child may have.
5. Asking questions, sharing your ideas.
6. Becoming an active partner in the learning process by practicing and reviewing schoolwork at home with your child.

PETS / ANIMALS AT SCHOOL:

Animals are not allowed at school. If students want to “show and tell” their pet, they may do so with a picture.

PHYSICAL EDUCATION:

Physical education is offered for all elementary students in grades K-6. If a student's participation has some limitations, it will be necessary to submit a written note to the office for excuse from physical education activities. Continued limitation will require a medical doctor's written excuse on file. Regular school clothing is satisfactory for physical education activities unless otherwise noted.

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.

PTA:

Antelope Elementary School is a great school for your child in large part because of positive parental involvement! Becoming involved in PTA provides you an opportunity to contribute suggestions for the improvement of our educational program. Our PTA is active and involved. Throughout the year many educational, fun-filled events will take place. All parents are urged to join the school's PTA and be actively involved in the many worthwhile activities sponsored by this organization. Please email our PTA President Stephanie Love stephlove07@gmail.com to find out ways you can help!

SCHOOL MEALS:

Meals may be purchased by the week, month, or term. Payments can be made online through myDSD. Checks and cash are also accepted. Checks should be made payable to *Davis Nutrition Services*. Each check should have the child's and teacher's names on it. Cash should be in an

envelope with the child's and teacher's names clearly indicated on the outside. Please keep your student's lunch account current with a positive balance.

Meal prices for the 2023-2024 school year are as follows:

- School lunch is \$2.05. The reduced price is \$.40.
- Breakfast is \$1.55. The reduced price is \$.30.

If you were on a free or reduced program last year, you have an automatic extension for ten days to reapply and qualify for this coming year. Visit the following link for more information:

<https://www.davis.k12.ut.us/departments/nutrition-services/free-reduced-price-school-meals>

Good manners in the lunchroom are expected and monitored by a supervisor. Children whose behavior is inconsistent with good manners may lose cafeteria privileges.

SEVERE WEATHER POLICY:

In the event of a school closure due to inclement weather, the district will post information on the DSD website and Facebook. Parents and guardians will also be notified through a call out and email. Parents who opted in to receive text messages will also receive a text. Additionally, the information will be posted to our school webpage. Area radio and TV stations will be notified to spread the word that schools are closed. They will not be contacted when schools remain open.

TEXTBOOKS:

Textbooks and student planners are furnished for free. If these books are lost or damaged beyond reasonable use, parents/guardians will be charged the full replacement price. Such replacement fees are not considered school fees and are not legally exempt under state law.

VISITING AND VOLUNTEERING AT THE SCHOOL:

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

- Every person visiting Antelope Elementary must enter through the secure vestibule at the front of the school. All visitors are required to show picture ID before entering the building. Visitors must then check in and obtain a visitor's badge in the office before proceeding to other areas of the building. Please wear your badge or sticker so school personnel will know you have checked in at the office. All visitors need to stop in the office to sign out before exiting the school.
- Utah State Law requires all volunteers to sign a volunteer agreement before volunteering in a school. This document can be signed electronically through myDSD. Classroom teachers and office personnel also have a copy of this form.
- Parent volunteers can remain at the school under the direct supervision of a specific teacher and for a pre-determined beginning and end time. Volunteers are asked not to remain at the

school outside of these pre-determined times or when they are no longer working with the specified teacher.

- Please read the “Background Check” section for requirements for volunteering at the school and on field trips.
- Parents who are chaperoning a class field trip must check in with the office and obtain a school badge before proceeding to the classroom.
- Tickets will be sent home or emailed in advance for classroom, grade-level, or school programs during the school day. Please bring a ticket for each family member who will be attending the program. If you do not have a ticket, you will be asked to check in at the school office with picture ID. Attendees are asked not to go anywhere else in the school besides the designated program area unless they have formally checked in with the school office.
- Our office staff will help if you need to give your child a message, medication, homework, lunch money, supplies, etc. We strive to minimize disruptions to the learning environment.
- Students from other schools and relatives are not permitted to attend class or otherwise accompany Antelope Elementary School students.

NOTICE OF NON-DISCRIMINATION

Davis School District and Antelope Elementary are committed to creating an environment free from harassment and discrimination, including addressing and correcting incidents of harassment and discrimination when they occur, ensuring that discipline is free from discrimination, and ensuring nondiscriminatory access to student groups. Students and employees may not be discriminated against on the basis of race, color, national origin religion, sex (including sexual orientation and gender identity), age, disability, veteran status, or any other characteristic protected by law, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. Policy 11IR-100 prohibits harassment and discrimination against students on the basis of race, color, national origin, religion, sex, or disability (“Protected Class”).

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

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
rswanon@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 Antelope Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Jen Pool (402-2100) 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 Antelope Elementary to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, or District disciplinary action as determined by the District Case Management Team. Criminal acts that are a class B misdemeanor or above (including but not limited to drug possession or physical assault) may also be referred to law enforcement. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary records.

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

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

DRUGS/CONTROLLED SUBSTANCES

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes, or electronic cigarette substance or product), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on District

property, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

SAFE SCHOOL VIOLATIONS

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

DISRUPTION OF SCHOOL OPERATIONS

Any student may be suspended, transferred to an alternative placement, or expelled for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language. Conduct that is a class B misdemeanor may also be referred to law enforcement. Conduct which is a class C misdemeanor, an infraction, a status offense on school property, or an offense that is truancy may not be referred to law enforcement or a prosecuting attorney 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 Antelope Elementary or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall

notify the parent that 1) this student has been suspended; 2) grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent to meet a designated school official to review the suspension.

AUTHORITY TO SUSPEND OR EXPEL

The school administration has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student, the school administrator shall make a referral to the District's Case Management Team. 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](#). Antelope Elementary policy may be found within this handbook, 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 Antelope Elementary. Periodic general inspections of school lockers may be conducted by school authorities randomly without notice, without student consent, and without a search warrant. Searches will be conducted in such a way as to be short in duration and not disrupt educational activities.

EXTRACURRICULAR ACTIVITIES

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

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

COMPULSORY EDUCATION REQUIREMENT

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

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

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

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

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

protection of the student, including the responsibility to investigate a report of educational neglect;

[g] specified officials for audit or evaluation purposes; or

[h] organizations conducting studies for or on behalf of the District.

A **school official** is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions.

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

Student Directory Information

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

The Davis School District has designated the following information as directory information:

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

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

To protect the privacy of other students, parents/students are not permitted to make their own recordings of class sessions or to share or distribute District recordings of class sessions.

If you, as a parent do not want Antelope Elementary to disclose limited directory information of your child without your prior written consent, you must notify the school in writing annually.

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

Student Privacy Policy Office (SPPO)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

(202) 260-3887

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

[For additional information please visit the SPPO website at the following address: https://studentprivacy.ed.gov/](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. Antelope Elementary will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities.

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

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

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

PLEDGE OF ALLEGIANCE

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

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

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

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and Antelope Elementary shall reasonably accommodate ** a parent's:

- Written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.

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

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

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

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

THANK YOU for taking the time to read and discuss this policy manual with your family. It is our goal to provide open communication with parents and maintain a positive educational experience for all our students at Antelope Elementary! **WE RECOGNIZE** that there could be issues come up that have not been covered in this handbook. **We value parent input and communication!** Please feel free to discuss any concerns you may have with the administration.