

# Clinton Elementary



## Student Handbook

2023-2024

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## SCHOOL CALENDAR

Professional Days.....	Mon. – Tues., August 14 – 15, 2023
Teacher Contract Day *	Wednesday, August 16, 2023
School Begins (Early Out) .....	Thursday, August 17, 2023
Labor Day (No School).....	Monday, September 4, 2023
Parent Conferences (Early Out) option 1 .....	October 4 – 5, 2023
End of First Term (Early Out).....	Wednesday, October 18, 2023
Fall Break (No School) .....	Thurs. – Fri., October 19 – 20, 2023
Professional Day (No School).....	Monday, October 23, 2023
Professional Day (No School).....	Wednesday, November 1, 2023
Parent Conferences (Early Out) option 2 .....	November 8 – 9, 2023
Teacher "Comp Day" (No School) .....	Wednesday, November 22, 2023
Thanksgiving Recess.....	Thurs. - Fri., November 23 – 24, 2023
End of Second Term (Early Out).....	Wednesday, December 20, 2023
Winter Break.....	Thurs., December 21, 2023 – Tue., January 2, 2024
Professional Day (No School).....	Wednesday, January 3, 2024
School Reconvenes.....	Thursday January 4, 2024
Martin Luther King, Jr. Holiday.....	Monday, January 15, 2024
Parent Conferences (Early Out) option 3 .....	January 24 – 25, 2024
Parent Conferences (Early Out) option 4 .....	February 14 – 15, 2024
Presidents' Day .....	Monday, February 19, 2024
End of Third Term (Early Out).....	Friday, March 8, 2024
Professional Days (No School).....	Mon. – Tues., March 11 – 12, 2024
Teacher "Comp Day" (No School) .....	Monday, April 1, 2024
Spring Break (No School).....	Tues. – Fri., April 2 – 5, 2024
Last Day of School/School Closes (Early Out).....	Thurs., May 23, 2024
Professional Day (No School).....	Friday, May 24, 2024

## CLINTON ELEMENTARY

**Principal:** Ms. Brenda Gleed

**Assistant Principal:** Linda Greenwood

**Manager:** Mrs. Heidi Basinger

**Facility Manager:** Mr. Andy Garcia

**PTA President:** Laura Grimsley

## DAILY SCHEDULE

### Bell Schedule

Breakfast served .....	8:20
Morning Bell.....	8:50
Tardy Bell.....	8:55
Dismissal Mon-Thurs.....	3:30
Dismissal Friday.....	1:30
Half day Kindergarten .....	8:55-11:30
Kinder early out days.....	8:55-10:55

## MY.DSD GUARDIAN ACCOUNT

It is important that you set up an online guardian account to access lunch payment options, schedule SEP conferences, view your child's school progress and take surveys. Here is how:

1. Go to the school website [www.davis.k12.ut.us/120](http://www.davis.k12.ut.us/120).
2. the small my.DSD icon (little leaf in the top right corner of any district web page).
3. Login or Set up a guardian account.
4. To set up a guardian account, you will need to know your child's **student ID** (ask your child or call the office) and **pin number**. If you do not know your child's student pin number, follow the online steps to determine that pin number.
5. Choose the "Student Information System" tab then: Tools (for appointment scheduler), Reports (for grades & test scores, attendance, Make Payment (for lunch options, lunch applications, fines) and more!

## SCHOOL LUNCH/BREAKFAST

Davis Nutrition Services offers healthy breakfast and lunch meals every school day. Menus, ingredients, and carb counts are available at [www.davis.k12.ut.us/nutrition](http://www.davis.k12.ut.us/nutrition).

### Cost of Lunch and Breakfast

Student lunch	\$2.05
Student breakfast	1.55
Reduced lunch	.40
Reduced breakfast	.30
Adult lunch	\$3.50
Adult breakfast	2.10
Milk	.50

Lunch options now consist of five components of which your child will pick a minimum of three. One of their choices **MUST** be a fruit or vegetable. The other choices are a milk, grain, or meat/meat alternative. Please emphasize with your child the importance of fruits and vegetables in a healthy diet.

## Lunch Payment Options

### **PLEASE SEND ADVANCE PAYMENT FOR MEALS!**

1. Online payments
2. Cash, Checks, or Money Orders are only accepted at the school. Please clearly mark the payment with your students' name and teacher. Payments may be turned into the lunchroom or the office.
3. Free/Reduced Lunch Applications are available to fill out and submit online through your my.DSD guardian account. The office can help with online access to the forms if needed.

## PTA EXECUTIVE BOARD

Follow us on Facebook: Clinton Elementary PTA or visit our website at [www.clintonutpta.com](http://www.clintonutpta.com)

PTA President: Laura Grimsley

Email: [LGrimsley@dsdmail.net](mailto:LGrimsley@dsdmail.net)

## SCHOOL POLICIES AND PROCEDURES

### Health Policies and Procedures for 2023-2024

Students should not come to school when sick, which may include a fever, cold/flu like symptoms, a cough, or digestive upset. Students exhibiting symptoms of illness will be sent home until they fully recover.

### Attendance and Punctuality

**WE EXPECT YOUR CHILD TO BE ON TIME- EVERY DAY.** Success in school is dependent upon good attendance! Regular and consistent school attendance AND punctuality is essential for student growth and achievement. In accordance with Utah State Law (Utah Code §53A-11-103) and Davis School District Policy, **it is the responsibility of the parent to ensure that their children are in attendance and punctual each school day.** It is imperative, with the assistance of parents, children learn to be responsible in arriving to school on time. There should be no checking out of students for baby-sitting, shopping, or running errands.

While parents have the legal right to take their child out of school, they do not have the right to violate the state and district mandatory attendance law, which requires at least 90% attendance for each student – or not missing more than 18 days of school. Parents of students that are continually tardy or absent may be referred to the Davis School District Case Management team for further assistance in helping increase attendance and/or punctuality.

### After School

Teachers or staff members do not ask or require your child to stay after school for any reason unless you are contacted, and permission is given. Students are expected to go home immediately after school and/or wait for a parent or day care as directed by the guardian.

### Before School

Students should not arrive at school before 8:30 for breakfast. Outside supervision of students, begins at 8:40. On mild weather days, students line up at their assigned doors. On stormy days, students are invited into the building and sit in the hallway by their classroom until the bell rings.

### Bad Weather Days

Wintry weather can be a challenge. Please make sure that your children are dressed appropriately. Label all outerwear and help us eliminate the lost and found problem.

Recess breaks with fresh air, socializing, and exercise are important parts of each day. Please be certain that your **child is dressed appropriately for current weather conditions**. If we have severe weather such as high winds, bitter cold, heavy rain, or poor air quality days (we follow the “Recess Guidance for Schools” from the “Utah Department of Environmental Quality– Air Quality Division,” which designates when indoor recess should occur due to high levels of particulate matter in the air), students will have an indoor recess. If a child has a medically diagnosed condition related to air-quality accommodations must be predetermined by the school nurse and administration.

## Behavior Expectations (see Discipline and Safe Schools Expectations)

Good behavior is the focus at Clinton Elementary! Each teacher has a discipline plan outlining expected student behaviors and consequences. School-wide expectations are centered on good manners that promote a positive atmosphere in the school, and a respect for self and others.

## Checking Out

If your child must go home during the day, please come to the office to check him or her out. We will call your child to the office. For your student’s safety, your identification will be required at the time of check out. You will need your myDSD account information to use the electronic check out system in the office.

## Community Council

Our Community Council is composed of parents and school staff. Our Community Council meets several times throughout the school year for the purpose of school improvement. Anyone is welcome to attend these meetings, and agendas are posted to the school’s website under “Parent Resources” twenty-four hours prior to each meeting. Matters for discussion may be added to the agenda by calling or e-mailing the council chair. For information on who the chair of the Community Council is please visit our Community Council Page on the school website.

## Dress Code (District and School Policy)

Clean and appropriate clothing must be worn. Clothing which displays obscene or suggestive words, pictures or pictures of weapons are not appropriate for school. Clothing or hair which is so extreme or odd that it may disrupt or interfere with school functions, will not be allowed. Short shorts or miniskirts will not be permitted. Bare midriffs, sagging pants, and gang attire are not permitted. Clothing should appropriately cover the body and not expose undergarments. Hats are permitted outdoors, but not in class. Bare feet are not permitted, flip-flops or shoes that make it difficult or unsafe for students at recess or in PE are discouraged at school.

This dress code is not exhaustive. Always consider if the is appropriate for learning and does not distract from the learning environment.

## Electronic Devices/Toys

All electronic devices except for cell phones are to be left at home. All toys should be left at home. A toy is anything which interferes with learning (cars, stuffed animals, spinners, action figures, pretend weapons, etc. Cell phone use is permitted only before and after school. Cell phones are to be turned off and left in backpacks during the day. Phones and other electronic devices used during school hours will be confiscated. Confiscated devices will only be released to parents. We **cannot** assume responsibility for lost, stolen or damaged electronic devices.

## Managing Medication

If your child requires long term medication during the day, a form must be signed by you and your doctor. Medication is kept locked in the office and dispensed accordingly. Any short-term medications can be dispensed by parents bringing the medication to their child when needed.

## Student Use of School Telephones

Students should use the phone only in case of emergency and with special permission from their teacher. After school friend arrangements should be made at home. We discourage telephone messages from home except in an emergency.

## Related Services

There are related services available at the school, these include: Counselor, Family-School Liaison, Speech, Hearing, Psychological Testing, School Nurse, and Resource Teachers. If you feel your child needs any of these services, please contact the school.

## Vacations

If a student is absent for a family vacation or extended illness, teachers will provide the needed make-up work after the student arrives back at school. Please do not expect teachers to get material ready to take with you on your vacation.

## Visiting Classrooms

Parents are always welcome! Please check-in at the office, provide your ID, and get a visitor badge. Be aware that teachers appreciate appointments being made prior to such visits. Visiting school-age relatives and friends may not attend class with your children.

## DIGITAL EQUIPMENT / BOOK REPLACEMENT

Each student is responsible for a digital device, textbooks and library books issued to him/her. A replacement cost will be assessed if the student loses or damages, books, supplies, or equipment, owned by the school.

Parents **may** purchase a digital device protection plan from the school. The cost is \$25 for the school year (including summer school). Limit liability is \$250. Coverage includes repair or replacement of devices used by the student throughout the school year. The enrollment deadline for purchasing a protection plan is 2 weeks after the equipment issue date. Protection plan may not be purchased after damage has occurred.

## DISCRETIONARY PROTECTION PLAN FOR ELECTRONIC DEVICES

Davis School District is providing a protection plan for students and parents. The Discretionary Protection Plan supports the Device Use Agreement and enrollment in the plan is discretionary with the understanding that if students/parents do not enroll in the protection plan, they will carry full liability for the device in the same way they do for other damaged or lost school property, such as textbooks.

### Program Cost and Coverage

- Cost: \$25 per school year (includes summer school). This amount is nonrefundable and will not be prorated.
- Limit Liability: \$250
- Coverage: Repair or replacement of devices used by the student throughout the school year.
- Enrollment Deadline: The plan may not be purchased after damage has occurred, or beyond two weeks of equipment issue date.

### Effective Coverage / Expiration Date

- Effective Date: Coverage begins when the \$25 is paid.
- Expiration Date: Coverage ends at the conclusion of school year (includes summer school) **Coverage**  
The Discretionary Device Protection Plan coverage includes:
- Accidental damage caused by liquid, spills, drops, or other unintentional events.



- Loss of device due to theft; claim must be accompanied by a valid police report. o If the device is later recovered the amount previously paid for replacement will be reimbursed.
- Damage caused by fire; claim must be accompanied by official fire report from investigating authority.
- Damage due to an electrical surge.
- Loss or damage caused by natural disasters.

## Exclusions

The Discretionary Device Protection Plan coverage excludes:

- Damage caused by fraudulent, intentional, negligent, or criminal act. Students and parents will be responsible for the full amount of repair/replacement for damage or loss if the school determines the damage or loss to be fraudulent, intentional, negligent, or criminal.
- Consumables: Headphones, case, or software.
- “Jailbreaking” or otherwise voiding the manufacturer’s warranty by altering the software. Jailbreaking is a term used to describe a process by which normal manufacturer controls on the functionality of the device are bypassed. Jailbreaking of school-issued laptop devices is not permitted.
- Davis School District is not liable for any loss, damage (including incidental, consequential, or punitive damages), or expense caused directly or indirectly by the equipment.

## DISCIPLINE AND SAFE SCHOOLS EXPECTATIONS

For the safety of everyone in our school, the following expectations will be enforced:

- No real or pretend weapons
- No drugs, tobacco, or alcohol
- No fighting, harassment, discrimination, or bullying.
- No disruptive behavior in a classroom or school activity. If your child chooses to go against any of these safe school expectations, he/she could be:
  - o Suspended from school.
  - o Moved to another school.
  - o Expelled from school.
  - o Referred to the police.

## Bicycles & Scooters

A student can ride a bicycle, skateboard, or scooter to school when a parent has given permission and safety rules are followed. **Bicycles, scooters, and skateboards are walked or carried (not ridden) on school property.** If a student is found riding one of these vehicles on school property, the item will be confiscated and either released to parents any time or to students after three days. Bikes and scooters must be parked and **locked** in the bike rack, or scooter parking area, during the day. We **cannot** assume responsibility for stolen or damaged equipment.

## Crosswalks / Pedestrian Safety / School Zones

The safety of our students is one of our primary concerns. **Students should follow established walking routes.** Depending on where you live, your child should use designated crosswalks. It is important that parents teach their children how to be safe pedestrians - looking in both directions before crossing, staying on sidewalks, crossing crosswalks, etc. Bicycles, roller blades, skateboards, shoes with wheels, and scooters should not be used on school grounds at any time. Please be aware of the posted flashing school speed zones, and please use caution when driving and/or parking around the perimeter of the school. It is best to drive twenty miles per hour or slower before and after school as there will be children present. Thank you for your help in keeping your children safe.

To visit our school’s Safe Routes Utah Plan page, which encompass safe walking routes to school, please visit [Safe Routes Utah \(saferoutesutahmap.com\)](http://saferoutesutahmap.com)



*The following information is provided to all parents, guardians, and students of Kaysville Elementary and Davis School District.*

## DISTRICT POLICIES

### Notice of Non-Discrimination

Davis School District and **Clinton 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 based on 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 11R-100 prohibits harassment and discrimination against students based on race, color, national origin, religion, sex, or disability ("Protected Class").

*Complaints of harassment or discrimination against students based on 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](mailto: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](mailto:sbaker@dsdmail.net)

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

Midori Clough, District 504 Coordinator  
**Section 504 (Student Issues) Coordinator**  
Davis School District  
Freeport Center West Building F3  
Clearfield, UT 84015  
tel: (801) 402-5180  
[mclough@dsdmail.net](mailto:mclough@dsdmail.net)

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

Tim Best, Healthy Lifestyles Coordinator  
**Title IX Athletic Compliance Coordinator**

### **Sex Based Discrimination in Athletic Programs**

Davis School District  
20 North Main Street, P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-7850  
[tbest@dsdmail.net](mailto:tbest@dsdmail.net)

*Information or complaints about discrimination based on 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](mailto: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 Clinton Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Clinton Elementary, 801-402-2150 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 AND ORDERLY SCHOOLS**

It is the policy of the Davis School District and Clinton 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 Clinton 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 for which the student is suspended; and 4) the time and place for the parent to meet a designated school official to review the suspension.

## AUTHORITY TO SUSPEND OR EXPEL

The school administration has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student, the school administrator shall make a referral to the District's Case Management Team.

## BULLYING/CYBER-BULLYING/HAZING/RETALIATION/ABUSIVE CONDUCT

A student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical, or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or a school-related activities regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation.

District policy may be found at [5S-100 Conduct and Discipline](#). Clinton Elementary policy may be found at [Handbook - Clinton Elementary School \(davis.k12.ut.us\)](#) 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, private 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 **Clinton Elementary**. School authorities may conduct periodic general inspections of school lockers 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 collaborate 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 record 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.
4. **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 to fulfill his or her professional responsibility.

## Student Directory Information

Directory Information, which is information that is 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 Clinton Elementary to disclose limited directory information of your child without your prior written consent, you must notify the school in writing annually.

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

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

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

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

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

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

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

[For additional information please visit the SPPO website at the following address:  
https://studentprivacy.ed.gov/](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 Clinton Elementary shall 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 because 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 managed the same as other school debt.

## SCHOOL FEES

### Elementary School 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, the school will furnish them.*

Elementary schools may charge fees, subject to the Board approved fee schedule, in connection with any school-sponsored program or activity, which 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.

### School Fee Information in the District Policy Manual

[6F-101 School Fees, Fee Waivers, and Provisions in Lieu of a Fee](#)