



Student & Parent Handbook

2023-2024

Lincoln Elementary

Lincoln Lynx

Are Kind, Safe, Respectful, and Responsible!

Message to Students and Parents

Dear Lincoln Lynx Parents, Guardians, and Students,

Welcome to the 2023-2024 school year! Our theme at Lincoln this year is "Be the Nice Kid."

At Lincoln, we are proud to be Lynx and it shows. Our Lincoln community, including parents, students, faculty, staff, and administration are dedicated to the academic success, social and emotional well-being, and safety of every student at our school.

We want each student to succeed, be motivated, challenged, and grow in academic ability using a personalized approach. We know that success in school can add to a child's feeling of self-worth and long-term success. Every teacher and staff member at our school is committed to the motto: "Every child is one caring adult away from being a success story." We are "All In Together."

In the coming year, we look forward to having close working relationships and cooperation between educators, parents, and students. We are one phone call or email away, and we love it when you visit as our door is always open.

Thank you for your ongoing support!

Sincerely,

Regina Oechsle, Principal

Janie Stubbs, Assistant Principal

TABLE OF CONTENTS

Welcome to Lincoln Elementary

Information and Policies

- [Attendance](#)
- [Arriving at School](#)
- [Staying after School](#)
- [Leaving School Early](#)
- [Class Assignment](#)
- [Visitors and Volunteers](#)
- [Classroom Visits](#)
- [Homework](#)
- [Dress Code](#)
- [Davis School District School Year Calendar](#)
- [School Lunch](#)
- [Nuisance Items](#)
- [Behavior Expectations](#)
- [Recess](#)
- [Library](#)
- [School-wide Positive Reinforcement Plan](#)
- [Student Birthdays](#)
- [Lincoln Elementary Web Site](#)
- [Parent Notifications](#)
- [Birth Certificates](#)
- [SEP Conference](#)
- [First Aid](#)
- [Telephone Use](#)
- [Bicycles and Scooters](#)
- [Field Trips](#)
- [Crosswalks/Pedestrian/Bus Safety](#)
- [Illness](#)
- [How Parents Can Help](#)

Additional Information

[Lincoln Elementary Common Area Procedures](#)
[Lincoln Elementary School-wide Behavior Plan](#)
[Lincoln Elementary Electronic Device Policy](#)
[Davis School District Memorandum](#)

To utilize hyperlink, hold down control key and click on desired location.

Information and Policies

ATTENDANCE

Regular and consistent attendance is essential for student growth and achievement. Under Utah law, it is the responsibility of parents or guardians to ensure that their children are punctual in attending school each school day. Please call 402-2450 if your child is or will be absent. Parents will be notified of unexcused absences by an automated calling system which is activated each school day at 10 a.m. Attendance letters are sent after 5, 10, and 15 absences.

ARRIVING TO SCHOOL

Students should not arrive at school before 8:15 a.m. because no adult supervision is available. Parents are welcome to wait with their children on the playground. Breakfast service starts at 8:20 each school morning, and students intending to eat breakfast should enter the building through the east Kindergarten door. At 8:45 a.m. students will line up at their designated areas and wait for teachers to invite their entry into the building. Classroom instruction begins promptly at 8:50 a.m.

STAYING AFTER SCHOOL

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

LEAVING SCHOOL EARLY

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

CLASS ASSIGNMENT

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

VISITORS and VOLUNTEERS

For the safety of our students, parents, and members of the school staff, all visitors and volunteers are required to check in at the office, show ID, and wear their volunteer badge while in the building.

CLASSROOM VISITS

Parents are welcome at Lincoln Elementary, but teachers expect advance notice of classroom visits. Please check in with the office and obtain a visitor or volunteer badge

before proceeding to any other part of the school. District policy prohibits school-age relatives and friends from attending class with enrolled students.

HOMEWORK

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

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

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

DRESS CODE

Lincoln recognizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately. Clothing, hair, and body should be neat and clean. Exemptions will be considered for religious and medical reasons. School officials may prohibit the following types of dress or grooming at school or school activities:

- Extreme or slovenly clothing or excessive, distracting grooming
- Extreme hairstyles that become distracting in the classroom are not allowed.
- Footwear must be worn at all times. Slippers are not allowed. Footwear with wheels is not allowed.
- Hats (including bandanas) may not be worn in the school building. Other head accessories may not be wider than 2 inches.
- Extreme low-rider, sagging or baggy pants or shorts may not be worn.
- Underwear should never be seen.
- Clothing must be school appropriate. Muscle tanks, halter-tops, spaghetti straps, and midriff tops are not allowed. Shorts may be worn but must have at least a 2" inseam. Bicycle/spandex shorts are not allowed. Underwear should never be seen.

- Clothing which displays obscene, vulgar, lewd, disrespectful, or sexually explicit words, messages, or pictures, clothing that can be identified as “gang related”, and clothing which shows an illegal substance are not allowed.
- Clothing attachments or accessories that could be considered weapons or a danger are prohibited.

Administration will make final determination about the appropriateness of students' appearance. Parents of students in violation of the dress code may be contacted and asked to bring replacement clothing to school or students may be provided with temporary clothing from the school.

SCHOOL CALENDAR

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

SCHOOL LUNCH

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

While daily cash payments are accepted, parents are encouraged to pay for meals in advance by week, month, term or year through your myDSD account.

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

An electronic copy of the monthly lunch menu is available at [Lincoln Lunch | Lincoln \(nutrislice.com\)](#)

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

NUISANCE ITEMS

Toys, including, but not limited to, stuffed animals, fidgets, spinners, Pokeman or other trading cards, Legos, Barbies or other dolls, and Kadamases, radios, electronic games, walkie-talkies, cameras, iPods, fingernail adhesive or super glue, etc., **should not be brought to school or taken out to recess**. These items are a cause of concern because they can disrupt school and/or contribute to the injury of students.

If students bring toys to school, adult staff members may take these items and return them only to a parent or guardian.

BEHAVIOR EXPECTATIONS

It is important for children to develop self-discipline and know right from wrong. Parents or guardians can help the school by encouraging good behavior and setting a natural consequence when notified of unacceptable behavior by the school. The school will not tolerate fighting, disrespect, obscene language or gestures, sexual harassment, or destruction of school property. A copy of the [Lincoln Elementary School-wide Behavior Management Plan](#) is available below.

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

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

RECESS

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

Students should not bring toys from home. However, sports equipment may be brought from home. It must be labeled with the student's name and is brought to school at the student's risk. The school is not responsible for any lost, stolen, or damaged sports equipment brought from home. The school provides all play equipment that is approved for recess use.

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

LIBRARY

Each class has a weekly scheduled library time. Students in grades 1-2 may check out one book at a time. Students in grades 3-6 may check out two books. Students are expected to bring books back each week on their library day and are responsible for the books they check out. Fines may be assessed for damaged or lost books.

SCHOOL-WIDE POSITIVE REINFORCEMENT PLAN

Positive reinforcement, student recognition and healthy self-esteem are important parts of our school-wide discipline plan. Classes can earn Lynx coins. Students can earn Lincoln Lynx 100 Club cards.

STUDENT BIRTHDAYS

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

LINCOLN ELEMENTARY WEB SITE

Please visit our Lincoln Elementary web site for updated information and announcements at [Home - Lincoln Elementary School \(davis.k12.ut.us\)](http://davis.k12.ut.us)

PARENT NOTIFICATIONS

The principal will send weekly emails and occasional callouts. Please read them as they contain important information. Unscheduled notifications will happen only if absolutely necessary.

BIRTH CERTIFICATES

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

STUDENT EDUCATION PLAN (SEP) CONFERENCES

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

1st SEP Conference..... Nov. 8 & 9, 2023
2nd SEP Conference..... Feb. 14 & 15, 2024

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

FIRST AID

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

TELEPHONE USE

Telephones are available in each classroom and the office for school use and for emergencies. Students must have teacher permission to use telephones. Cellular phones, smart watches, and other electronic communication devices are not to be used

during the school day. These items will be confiscated if they are misused (please see the [Lincoln Elementary Electronic Device Policy](#) below).

It is best to contact teachers by phone either before or after school. During the school day teachers are asked to send all calls directly to voicemail in order to focus on classroom teaching. Please help us keep the school day uninterrupted. If an emergency arises, contact the office personnel at 801-402-2450, and a message will be relayed to your children.

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

BICYCLES AND SCOOTERS

A bicycle and scooter area is provided at the school. Students use this area at their own risk. The school is not responsible for any lost or stolen property.

Students riding bicycles or scooters to school must follow the procedures stated below.

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

FIELD TRIPS

Field trips provide the opportunity for students to learn, grow, and develop outside of the classroom. Classroom teachers will send permission slips home. Students may not participate in field trips without signed permission slips.

CROSSWALKS/PEDESTRIAN SAFETY

Our students' safety is our primary concern. Depending on where you live, your student may have to cross busy streets at the designated crosswalks. It is very important that parents teach their children how to be safe pedestrians—looking both directions before crossing, staying on sidewalks, crossing at cross walks even in the parking lot, etc.

Our parking lot procedures video

resources.finalsite.net/videos/t/video/mp4/480/v1661027108/davisk12utus/aikbd7gnlie4lgefzfte/LincolnParkingLot.mp4 gives more information. Parents who drop off or pick up students in our parking lot must exercise extreme caution: the combination of pedestrians and vehicles is potentially hazardous.

Davis School District Illness Protocol

Temporary exclusion is recommended when:

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

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

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

Conditions That May Not Require Exclusion:

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

Communicable Disease Bureau, Davis County Health Department and the American Academy of Pediatrics
Reviewed and approved by Davis School District Health and Nursing Services and
Special Education Nursing Services
Rev. 10/27/20

Ways To Help Your Child Succeed at School

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

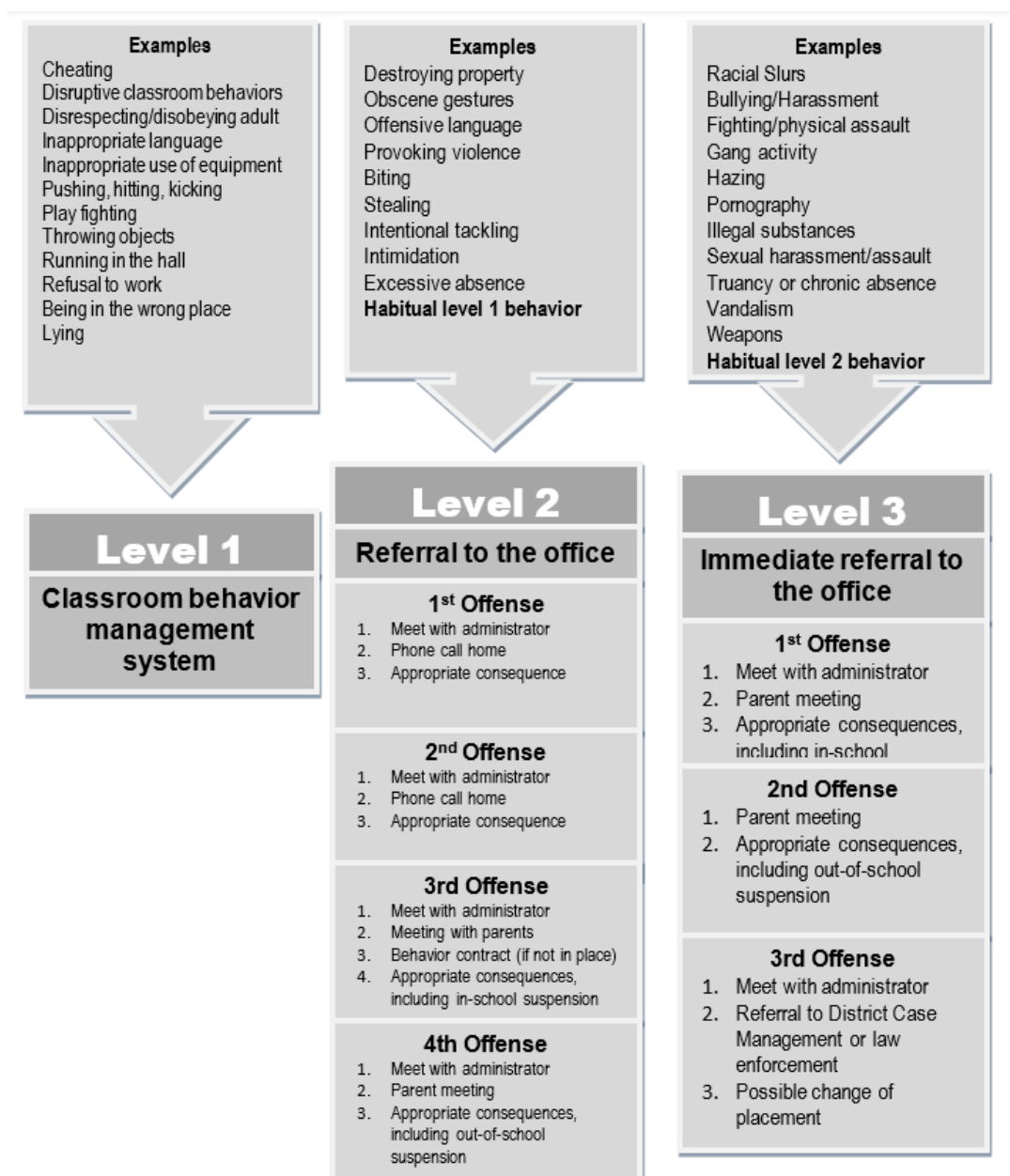
Lincoln Lynx are Kind, Safe, Respectful, and Responsible

Expectations	Before/ After School	Playground	Hallway	Lunchroom	Bathroom	Prep Rooms / Computer Lab	Assembly
KIND	Use nice words and friendly actions.	Take turns. Include everyone. Be a good friend.	Let others pass. Help others find their way.	Make room for others to sit by you.	Wait for your turn patiently.	Help others as appropriate.	Show appreciation.
SAFE	Walk bikes, skateboards, and scooters on school property. Use crosswalks and sidewalks. Stay in supervised areas.	Play safely. Follow recess rules and make choices to keep yourself and others from getting hurt.	Keep hands, feet, and body to yourself. Line Basics	Keep hands, feet, and body to yourself. Line Basics	Keep water in the sink. Report any problems. Leave lights on.	Follow instructions from the teacher. Line Basics	Keep hands, feet, and body to yourself. Line Basics
RESPECTFUL	Keep hands, feet, and body to yourself. Listen to adult instructions.	Take care of equipment and return it when you are finished playing with it.	Voice level zero.	Use polite table manners. Voice level 1-2 Wait to be excused. Follow adult instructions.	Give others and yourself privacy. Voice level 1	Take care of all equipment and supplies. Body Basics	Listen, learn, and participate appropriately. Body Basics
RESPONSIBLE	Be on time. Line up quickly	Dress for the weather.	Keep hallways clean.	Eat your lunch Stay seated	Flush the toilet.	Return materials where they belong.	Enter quickly and quietly.

	when the bell rings. Leave promptly at the end of the day.	Report problems to recess supervisors. Line up quickly. Practice line basics.		during lunch. Clean up table and floor area around you before you leave.	Wash your hands and turn off the water. Use the trash.		Allow others around you to enjoy the presentation.
--	---	--	--	---	---	--	--

Lincoln Elementary

School-wide Behavior Management Plan



Lincoln Elementary School

Electronic Devices Policy

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

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

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

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

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

If a student violates this policy, his or her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, that employee shall take reasonable measures to label and secure the device and deliver it to a school

administrator as soon as the employee's duties permit. The electronic device will be released to the student's parent or guardian after the student has complied with any other disciplinary consequence imposed.

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

- Suspension or expulsion from school and notification of law enforcement authorities.
- Prohibition from possession of an electronic device at school or school-related events.
- Confiscation of misused devices for increasing periods of time for subsequent violations.
- Loss of privileges of participation in extra-curricular activities.
- Disciplinary consequences consistent with a school-wide discipline program.
- Loss of honor privileges or recognition.
- Notification of law enforcement officials, at school's discretion, if circumstances warrant.

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

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

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

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

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

DAVIS SCHOOL DISTRICT
MEMORANDUM

NOTICE OF NON-DISCRIMINATION

Davis School District and Lincoln Elem. 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 Lincoln Elem. will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Janie Stubbs 801-402-2450, 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 Lincoln Elem. 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 Lincoln Elem. 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](#). Lincoln Elem.'s policy may be found at [Bullying Policy - Lincoln 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, 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 Lincoln Elem. 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 Lincoln Elem. to disclose limited directory information of your child without your prior written consent, you must notify the school in writing annually.

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

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

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

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

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

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

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

These include the right to:

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

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

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

Inspect, upon request and before administration or use of:

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

Davis School District has policies in place to protect student privacy as required by both State and Federal law. Lincoln Elem. 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 Lincoln Elem. shall reasonably accommodate ** a parent's:

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

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

**Reasonably accommodate for purposes of this section means the District or school shall make its best effort to enable a parent to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents; the educational needs of other students; the academic and behaviorally impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school. The parental rights specified here do not include all the rights or accommodations available to parents from the public education system.

MEAL CHARGES IN SCHOOLS

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

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

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

Emergency Meal Service: The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the student's statement of need shall be accepted, and a meal will be made available. School lunch employees shall not, withhold a meal, provide an alternate meal, pull a student from the line, ask the student to call his parent or friend, stamp the student's hand, or otherwise call attention to the student who has forgotten or lost meal money. A school lunch employee may remind a student *attending a secondary school* that his account is in the negative. **The cost of the unpaid meal will be charged to the student's account.**

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

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

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mailboxes.

- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

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

ELEMENTARY SCHOOL NOTICE REQUIREMENTS

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

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

[2023ElementaryFeeSchedule 1.pdf](#)

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

See School Fee Information in the District Policy Manual

<https://www.davis.k12.ut.us/district/administration/policy-manual/section-6-finance>