

Parkside Elementary
2021-2022



Student Policy Handbook

Parkside Elementary

Sandra Carmony, Principal
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Clinton, Utah

Phone (801)402-1150
Fax (801) 402-1151

August 1, 2021

Dear Parkside Panther Families,

As the Principal of Parkside Elementary, I am delighted to welcome new and returning families to our school community and look forward to your involvement and support in making this a very successful school year. We are thrilled to have students back in our classrooms five days a week and look forward to the energy, enthusiasm and learning that will take place.

We are dedicated to the growth and development of the whole child and empowering students to be future ready. We do that by: Engaging – Empowering – Preparing - Respecting -- Every Panther, Every Day.

We value our great community and appreciate your support. Together we can create an outstanding school culture. We would like to encourage everyone to join our Parent Teacher Association. Our PTA provides valuable support for our school throughout the year.

This school handbook has been prepared to help answer many of the questions that students and parents often have concerning school and district activities, procedures, and rules. We believe that the observance of the guidelines found in this document will help create a safe, orderly, and enjoyable school that is conducive to learning and student success.

There is no intent to develop a set of rules that are overly confining or restrictive rather, we hope to offer a common foundation of clearly understood expectations and procedures that will enable us to provide the best educational experience for every student and parent!

It is a pleasure and honor to be part of this amazing Parkside faculty and staff. If you have comments, suggestions or concerns, please do don't hesitate to reach out to me. You may reach me at scarmony@dmail.net or the school office at 401-402-1152.

Welcome to the 2021 – 2022 school year!

Sincerely,
Mrs. Carmony

Davis School District
Farmington, Utah
2021-2022

Traditional Elementary School Calendar

School Begins (Early out).....	Monday, August 23, 2021
Labor Day (No School).....	Monday, September 6, 2021
Parent Conferences (Early Out)	October 6 – 7, 2021
Fall Recess (No School).....	Thursday - Friday, October 14 – 15, 2021
End of First Term (Early Out)	Thursday, October 28, 2021
Professional Day (No School)	Friday, October 29, 2021
Thanksgiving Recess.....	Wed. - Fri., November 24 – 26, 2021
Winter Recess.....	December 20 - 31, 2021
School Reconvenes.....	Monday, January 3, 2022
End of Second Term	Friday, January 14, 2022
Martin Luther King, Jr. Holiday	Monday, January 17, 2022
Professional Day (No School).....	Tuesday, January 18, 2022
Parent Conferences (Early Out)	January 26– 27, 2022
Presidents' Day.....	Monday, February 21, 2022
End of Third Term (Early Out).....	Thursday, March 17, 2022
Professional Day (No School).....	Friday, March 18, 2022
Spring Recess (No School).....	Mon. – Fri., April 4 - 8, 2022
Last Day of School	Friday, May 27, 2022

School Hours

Kindergarten AM: Monday – Thursday 8:50 – 11:30, Friday 8:50 – 10:50

Kindergarten PM: Monday – Thursday 12:45 – 3:25, Friday 11:25 – 1:25

1-6 Grade Monday – Thursday 8:50 – 3:25, Friday 8:50 – 1:25

Parkside Elementary School Policies

Absences

When your child is going to be absent, please call the office, 801- 402-1150 before 9:20 a.m. The information needed is, the name of your child, his/her teacher and a reason for the absence. We understand in this Covid-19 Pandemic that you may have more absences. Don't hesitate to stay home if you feel sick or concerned you may have been exposed to a virus.

Early Checkout

When it is necessary for your child/children to leave the school during school hours, it is essential that we have permission from the parent/guardian. Please call the office when you are close to being here. When you pick up your child/children please come in the door with photo ID. We will release your child to meet you in the vestibule. We will not be able to release your child to other siblings, neighbors, etc. without authorization. If parents/guardians are going to be out of town for a few days, please let the school know who will be responsible for your elementary age children.

Appointments

If you would like to speak with an employee, calling for an appointment is most helpful. Teachers are often in meetings before and after school. They are not available during the school day. Please contact the employee to schedule an appointment.

ELECTRONIC DEVICE POLICY

Scope: 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 the possession and use of electronic devices on school premises, during school hours, at school sponsored activities, and on school transportation.

Definition: For purposes of this policy "Electronic Device" means a privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry TM handset, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods [©], Walkman TM devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. Electronic Device 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.

Possession and Use: Students may possess and use electronic devices at school subject to the following:



- Students may carry or possess electronic devices at school and school-sponsored activities.
- Use of electronic devices during the school day, including pass-time between classes and lunch-time, is prohibited. They must be completely powered down, turned off and kept out of sight.
- Students must turn off electronic devices and put it in their backpack before coming onto school property.
- Use of electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.
- Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency situation as defined by school staff exists.

Prohibitions: 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. Electronic devices may not be used during Utah Performance Assessment System for Students assessments unless specifically allowed by law, student IEP, or assessment directions.

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

This Policy may include, but is not limited to, any or all of the following:

Potential Disciplinary Actions: Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities.

- A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.
- Confiscation of device for increasing periods of time for subsequent violations.
- Failing citizenship grades.
- In-school suspension.
- Out of school suspension.
- Removal of privileges for extra-curricular activities.
- Disciplinary consequences consistent with a school wide discipline program.
- Notification of law enforcement, at school's discretion, if circumstances warrant such notification.

Security of Devices: 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 made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

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

Prohibitions of Audio Recording: Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, and 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.

Exceptions: 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;
- The use is at the direction of a teacher for educational purposes;
- The use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.

Hallway

It is important to always walk quietly in the halls so that we are not disturbing other classes. Walking quietly is important whether we are with our class or in a small group.

FROM YOUR SCHOOL NURSE - A FEW TIPS FOR PARENTS

Occasionally children get sick. Out of consideration for others, as well as your own child, we recommend that when any of the following conditions exist please keep your child home, and if necessary, get in contact with your health care provider for treatment.

TEMPERATURE: 101 degrees or above. A fever is a warning sign that all is not well with the body.

PINK EYE- When pink eye is present the whites of the eyes are red, the lids are swollen, and the eye tears more than usual, and may have a whitish or yellowish discharge. It is easily spread through direct contact or with contaminated articles. Antibiotic drops are needed before the child can return to school.

STREP THROAT- The first symptoms of strep throat are: fever, sore throat, and swollen tonsils. This illness is spread by contact with the ill person. The child should be kept home until he has been on an antibiotic regimen for 24 hours.

CHICKEN POX - Chicken pox is passed by direct contact with the ill person. The child is contagious for as long as 5 days before the rash appears to 5 days after the first eruptions. The child should stay at home or until all the pox or eruptions are dry

IMPETIGO AND OTHER RASHES- Impetigo is a highly contagious disease, which looks like cold sores that have spread out past the lip line and are often seen around the nostrils. They are small pimple-like lesions which have honey colored crusts. The secretions from the sores are highly contagious. Your child may return to school 24 hours after antibiotic treatment is given. A child with any kind of rash should be checked by your doctor. The doctor will send a note with the student that will describe what the rash is and the treatment for it.

LICE- Lice are a common problem among school children. The most telltale sign is persistent itching. Head lice are insects about the size of sesame seeds. Nits (the eggs that the lice lay) are

what are most commonly seen. They are located near the hair shaft and are firmly attached. They cannot be easily brushed away like dandruff. Lice are spread through direct contact with someone who is infested or through personal articles that have come in contact with the hair. Treatment should be started immediately and the school notified. Your child will return to school the day after treatment is started.

VOMITING AND DIARRHEA OR ABDOMINAL PAIN- Student should be at home.

PERSISTENT COUGH- Any heavy or hacking cough or persistent runny nose with yellow or green discharge should be evaluated by your health care provider

Your child's teacher will observe each student throughout the day. If your child exhibits ANY of the above symptoms, you will be contacted by phone to come and pick up your child immediately. If you are regularly away from home, please leave a phone number where you can be reached with the classroom teacher.

Anyone who requires an antibiotic for an acute illness needs to be taking it for at least 24 hours BEFORE returning to school. We appreciate your notifying us of the nature of your child's illness when you call to advise us that they will be absent. Keeping illness to a minimum is the responsibility of each of us. Thank you for your cooperation.

Accidents

If your child is seriously injured at school, we will make him/her comfortable and then call you immediately. If you cannot be reached we will attempt to contact the emergency number that you listed on the registration card. Please keep these numbers current If an accident is life threatening we will call 911.

Tardy

Coming to school on time every day is very important. A student is tardy after 8:50 a.m. Tardiness not only interrupts the individual student's education, but the education of everyone else in the class. Please help your child to arrive at school at the proper time.

Arriving at School

The school day begins at 8:50 a.m. Students should not arrive before 8:30 as teachers are preparing for the school day and there is **no supervision**. In good weather, students are asked to remain outside until the first bell at 8:45 a.m. **Please note:** Students who are wanting breakfast may enter the building starting at 8:25 a.m.

Participation at School

Students should actively participate in all teacher directed activities at school. Students should come to school ready to learn.

After School

Teachers will not keep students after school unless parents are notified or prior arrangements have been made. Students are encouraged to return home immediately after school.

Medication

If your child should require medication during the school day you, as the parent/guardian of the student, must submit a completed, signed, and dated "Authorization of School Personnel to Administer Medication" form to the secretary. This form needs to be filled out and signed by your doctor regarding the administration of the medication. Tylenol and over the counter medications fit under this school board policy.

Toys and Games

Please do not allow children to bring any electronic devices, trading cards, dolls, trucks, cell phones and other toys to school other than for regular "Show and Tell." Personal items are not covered by our insurance and teachers cannot guarantee their safety.

Hats

No hats will be worn inside the school building by either boys or girls.

Gum

The problems that we have encountered with gum in the classroom, hallways, gym, cafeteria, and playground make it necessary to have a policy of NO gum at school. Gum will not be acceptable on school property, inside or outside the building.

Dress

Parkside Elementary recognizes that standards of proper dress and grooming affect the behavior and learning of the students. Our emphasis needs to be placed on neatness, cleanliness, safety, and modesty in the personal appearance of our students. Shorts, if worn, need to be walking or dress style. Short shorts and spaghetti strap shirts are not acceptable. We encourage shirts with sleeves. Clothing or appearance that disrupts or interferes with the learning process will not be allowed. If a child comes to school inappropriately dressed or groomed, we will call the parents to rectify the situation.

Outdoor- Playground

Students should remain outside the school before school and during recess. In case of stormy, cold, windy weather or extreme heat, recess will be canceled for all students. A decision will be made by the office.

Withdrawal of Students

If you are moving and withdrawing your child from school, please come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. Please return all Library books and school books to the school and resolve any unpaid fees or fines.

Student Records

You are invited to come to the school office if you desire to see what is in your children's records.

Physical Education

P.E. will be held outside as weather permits and will consist of vigorous activities at certain times. We want to know if there are reasons which might prevent your child from fully participating. Would you please bring to our attention any problems that may limit your child's activity. Please help your child wear appropriate shoes for PE.

Lost and Found

At the end of each school year there are many lost items of value that are left in the lost and found. Check the lost and found several times during the year to help resolve this problem.

Bicycles, Scooters, Skateboards, Rollerblades

If your child rides one of these forms of transportation to school, they will need to be SECURED OUT AT THE BIKE RACK. Please make sure your child is aware of the safety procedures for their specific form of transportation. When the students ride onto school grounds they should walk their bike, skateboard or scooter directly to the bike rack. Parkside Elementary will not accept any responsibility for damage to items or lost/stolen forms of transportation. Any such incidents should be referred to the Clinton Police Department (801) 614-0800.

Equal Educational and Employment Opportunity

It is the policy of the Davis School District and **Parkside Elementary** to provide equal educational and employment opportunity for all individuals. Therefore, the District and Parkside Elementary prohibit all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status in its programs and activities, and provides equal access to the Boy Scouts and other youth groups. This policy extends to all aspects of the District and Parkside Elementary educational programs, as well as to the use of all District facilities, and participation in all District-sponsored activities.

Civil Rights Complaint Procedure

Complaints of discrimination should be filed with the individual's principal or supervisor and/or with the District Compliance Officer according to the provisions of the Davis School District Civil Rights Grievance Procedure, copies of which are available at each school. If the complaint is against the principal or supervisor, the complaint may be filed directly with the District Compliance Officer. Discrimination complaints should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

The individuals who have been designated to monitor and coordinate the District's compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at the following address and telephone numbers:

NOTICE OF NON-DISCRIMINATION

Davis School District and Parkside Elementary do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, 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.

Inquires or complaints regarding the non-discrimination policies may be directed to an individual's principal or supervisor and/or the District Compliance Officer:

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

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

Caray Long, Educational Equity Department
Compliance Coordinator
Race, Color, National Origin, or gender in other than Athletic Programs
Davis School District
70 East 100 North, P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5357
clong@dsdmail.net

Bianca Mittendorf, Educational Equity Department
Title IX Coordinator
Gender in other than Athletic Programs
Davis School District
70 East 100 North, P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5447
bmittendorf@dsdmail.net

Tim Best, Healthy Lifestyle Coordinator
Title IX Compliance Coordinator
Gender 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

Scott Zigich, Director of Risk Management
Physical Facilities Compliance Coordinator
Davis School District
20 North Main Street. P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5307
szigich@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 Parkside Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator [name and school phone number], their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

Safe & Orderly Schools

It is the policy of the Davis School District and Parkside 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, District disciplinary action as determined by the District Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary records.

Weapons and Explosives- Automatic One-Year Expulsion

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the District Case Management Team

determines, on a case-by-case basis, that a lesser penalty 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.

Serious 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, expelled, referred for police investigation, and/or prosecuted 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.

Due Process

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

Authority to Suspend or Expel

The school administrator 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 days or expelling a student, the school administrator shall make a referral to the District's Case Management Team.

Bullying/Cyber-Bullying/Harassment/Hazing

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](#). Parkside Elementary policy may be found at <https://www.davis.k12.ut.us/departments/student-family-resources/school-based-protocols> or a copy may be obtained in the school office.

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 reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School Lockers, desks or other storage areas are the sole property of the Davis School District and Parkside Elementary. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Extracurricular Activities

Participation in interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities during the period of discipline and will not be afforded due process procedures to challenge the denial of participation.

Compulsory Education Requirements

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 changes. 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 listings 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 Parkside Elementary to disclose directory information from your child's education records without your prior 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 of psychological problems;
- c. Sex behavior, orientation or attitudes;
- d. Illegal, anti-social, self-incrementing, or demeaning behavior;
- e. Critical appraisals of others with whom the student or family have close family relationships;
- f. Legally recognized privilege 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. Parkside 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 you 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. 20202-4605
(202) 260-3887

Informal inquires 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 Parkside Elementary shall reasonably accommodate ** a parent's or guardian's:

- Written request to retain a student in kindergarten through 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 agreed to make up course work for school days missed for the scheduled absence.)
- Written request to place a student in a specialized class or an advanced 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 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 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 behavioral 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 or guardians 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.

Special notice for parents of children in grades K- 6

Parents

School fees are not permitted

During the regular school day in grades K-6. You **may not** be charged for classroom snacks, newspapers, textbooks, field trips, art supplies, assemblies, musical instruments, or anything else that is part of the regular school day.

Your child may be asked to bring common household articles to school, but your child cannot be penalized for failure to bring articles.

School fees may only be charged

For activities which take place before or after school or during school vacations.

If those types of fees are charged, your family assets do not exceed the Statewide Fee Waiver Assets Limit for School Fee Waivers, and you receive AFDC (aid to Families with Dependent Children)

or if your child is eligible for free lunch, receives SSI (Supplemental Security Income), or is in the custody of the Utah State or local governmental agency or foster care, your child is eligible for **fee waiver** (meaning that you will not be required to pay a fee).

Regardless of whether you meet income eligibility requirements or not, school administrator may require

you to complete a *Fee Waiver Assets*

Questionnaire if you apply for fee

waivers. Your child may also be eligible

for fee waivers if your family is having

serious financial difficulties due to circumstances

beyond your control, even

though other eligibility requirements are

not met. **If your child is eligible for fee waivers,**

ALL fees must be waived.

Donations are permitted, but no child or family may be required to make a donation, and the names of those who do or do not make a donation must be kept confidential (except that special recognition may be given to those who make major donations.)

No school may raise, lower, or withhold grades, report cards, or school records to enforce payment of school fees. However, if fines or other charges for damaged or lost School property have been resolved, official copies of report cards and transcripts may be withheld.

To find out more, contact:

Your school at: 801-402-1150

Your district at: 801-402-5109

or one of the following:

Utah Legal Services, Inc.

254 West 400 South, 2nd Floor

Salt Lake City, Utah 84010

328-8891 or 1-800-662-4245

Utah Issues Information Program, Inc.

1385 West Indiana Avenue

Salt Lake City, Utah 84111

5221-2035 or 1-800-331-5627

Utah State Office of Education

250 East 500 South

Salt Lake City, Utah 84111

538-7830

USOE 7/5/95

School Fees Notice
For Families of Children in Kindergarten through Sixth Grades

If you need help in understanding this letter, call: 801-402-5109

The Utah Constitution prohibits the charging of fees in elementary schools. That means that if your child is in kindergarten through grade six (even though the grade may be part of a middle school), you cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If you cannot afford to pay, you may be eligible for free or reduced price meals or milk. Your school will give you information about applying for free or reduced price meals and milk. Your school will give you information about applying for free or reduced price meals and milk. All information which you provide in your application will be kept confidential.

State law and State Board of Education rules do not permit schools to charge fees for anything that takes place during the regular school day! Fees may only be charged for programs offered before or after school, or during school vacations. *If your family's assets do not exceed the statewide fee waiver asset limits and your child is eligible for free school lunch or receives SSI payments, or if you are receiving AFDC or if the child was placed in your home by the government as a foster child, the school must waive the fees.* A school administrator may require your family to complete a Statewide Fee Waiver Assets Questionnaire even if you satisfy the income eligibility guidelines for fee waivers. The conclusion of this asset test may determine your student's eligibility for fee waivers. If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, you might be eligible for a waiver even if other eligibility criteria are not met. **If your local school board allows your school to charge fees, a Fee Waiver Application (Grades K-6) and, if required by your district, a Statewide Fee Waiver Assets Questionnaire, are enclosed.** Your school will give you additional information about fee waivers if you ask.

School funds are limited, and your school may need help. As a result, the school may ask you for tax deductible donations of school supplies, equipment, or money, but the school cannot require donations or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). **No child may be penalized for not making a donation.** For example, if donations are used to pay for a field trip, every child must be allowed to go on the trip even though some may not have made a donation.

If you have questions, first talk to your school or school district representative listed below. If you still need help, contact one of the other agencies listed.

School telephone number: (801) 402-1150

Ask for: Sandra Carmony

District telephone number: (801) 402-5109

Ask for: Pam Stavros

Utah Issues Information Program, Inc.

1385 West Indiana Avenue

Salt Lake City, Utah 84104

521-2035 (Salt Lake Area)

or 1-800-331-5627 (other areas)

Utah Legal Services, Inc.

254 West 400 South, 2nd floor

Salt Lake City, Utah 84101

328-8891 (Salt Lake area)

Or 1800-662-4245 (other areas)

Utah State Office of Education

250 East 500 South

Salt Lake City, Utah 84111

538-7830