

Parkside Elementary
2019-2020



Student Policy Handbook

Parkside Elementary

2262 North, 1500 West | Clinton, Utah 84015 | Phone: 801.402.1150 | Fax: 801.402.1151

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Assistant Principal: Nicholas Baker - nbaker@dsdmail.net

Head Secretary – Kori Solis– ksolis@dsdmail.net

August 2019

Dear Parkside Parents and Students,

Welcome to Parkside Elementary School! We are delighted to have you be part of the Parkside Elementary School Community, and look forward to your involvement and support in making this a very successful school 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!

In the event that problems or concerns arise, we are available to discuss and help resolve difficulties. Please feel free to contact us at 801-402-1150 during business hours to make an appointment to meet.

Again, welcome to our school! We look forward to meeting and working with you.

Have a fantastic year!

Mrs. Carmony and the Parkside Elementary Faculty and Staff

Davis School District
Farmington, Utah

2019-20 Traditional Elementary School Calendar

Professional Days *	August 14-19, 2019
School Begins (early out day)	Tuesday, August 20, 2019
Labor Day (No School)	Monday, September 2, 2019
Professional Day (No School for Students)	Monday, September 23, 2019
S.E.P. Conference	October 9-10, 2019
Fall Recess (No School)	Thursday - Friday, October 17 – 18, 2019
End of First Term	Thursday, October 31, 2019
Professional Day (No School for Students)	Friday, November 1, 2019
Thanksgiving Recess	Thurs. - Fri., November 27 – 29, 2019
Winter Recess	December 23, 2019 – January 3, 2020
School Reconvenes	Monday, January 6, 2020
End of Second Term (Early Dismissal Schedule)	Thursday, January 16, 2020
Professional Day (No School for Students)	Friday, January 17, 2020
Martin Luther King, Jr. Holiday	Monday, January 20, 2020
S.E.P. Conference	., February 5 – 6, 2020
President's Day	Monday, February 17, 2020
End of Third Term	Thursday, March 20, 2020
Professional Day (No School for Students)	Monday, March 23, 2020
Spring Recess (No School)	Mon. – Fri., March 30 – April 3, 2020
Memorial Day	Monday, May 25, 2020
Last Day of School/School Closes (2 hours early)	Friday, May 29, 2020

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 we need is the name of your child, his/her teacher's name and a reason for the absence.

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. This permission can come in the form of a phone call, note or in person. When you pick up your child/children please come in the office provide photo ID and sign them out on the computer. 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.

Attendance

Frequent absences of student from regular classroom learning experiences disrupt the continuity of instructional process. The Davis School Board supports the following school attendance principles.

1. The entire process of education requires regularity of instruction.
2. The goal of achieving maximum educational benefits for each student through classroom participation, learning experiences and study.
3. It is reasonable to require class participation for the granting of credit because test results and class assignments may not be the sole measure of education achievement.
4. Regular contact of students with each other in the classroom and student participation in well-planned instructional activities under the direction of a competent teacher are essential to the learning process.
5. The Board recognizes emergency & illness as the only legitimate reasons for absence.
6. The Board recognizes that Utah State law requires parents to insure the attendance of their children in school.
7. It is reasonable to expect a parent/guardian to encourage attendance and punctuality.

An "excused" absence is one in which the student was absent with the parent's permission and knowledge for the following types of reasons: illness, school activities, court appearance, funeral, etc. Even though a legitimate reason may exist for an absence, it still remains on a student's permanent record.

Both "excused" and "unexcused" absences may be considered as trancies and will be dealt with according to the district's truancy policy together with Utah State Law. Situations will be dealt with on a **case-by-case** basis. **Excessive** absences, whether

classified as “excused” or “unexcused” may also be referred to Student Services as well as law enforcement agencies for possible neglect proceedings.

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™ 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™ 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 have electronic devices turned off and put in backpacks before coming onto school grounds.
- 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. During inclement weather, students may wait quietly in the commons area.

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.

Students will be under the direction of a playground supervisor. Students should not play in front of the school, in the parking lot or away from the school grounds.

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 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.

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 go directly to the bike rack. Parkside Elementary will not accept any responsibility for damage to bicycles or lost/stolen bicycles. Any such incidents should be referred to the Clinton Police Department (801) 614-0800.

School Lunch

Elementary student lunch	\$1.85
Extra Milk	.40
Staff & Adult lunches	\$3.10
Breakfast Student	\$1.35
Breakfast Adult	\$1.70

Please send all lunch money to NUTRITION SERVICES, Freeport Center Bldg. G-4, PO Box 160485, Clearfield, Utah 84016-0485. If you have any questions please call 402-7640.

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, or veteran status 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

ADA (Employment Issues) Coordinator

Davis School District

45 East State Street

P.O. Box 588

Farmington, Utah 84025

tel: (801) 402-5315

Midori Clough, District 504 Coordinator

504 (Student Issues) Coordinator

Davis School District

P.O. Box 588

70 East 100 North

Farmington, Utah 84025

tel: (801) 402-5180

Dr. Bernado Villar, Director of Equity

Title IX Compliance Coordinator

Race, Color, National Origin, Religion, or Gender in other than Athletic Programs

Davis School District

P.O. Box 588

70 East 100 North

Farmington, Utah 84025

tel: (801) 402-5186

Tim Best, Health Lifestyles Coordinator

Title IX Compliance Coordinator

Gender Based Discrimination in Athletic Programing

Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
tel: (801) 402-5113

Scott Zigich, Director of Risk Management
Physical Facilities Compliance Coordinator
P.O. Box 588
20 North Main Street
Farmington, UT 84025
(801) 402-5307

TDD (hearing impaired): (801) 402-5358

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 accommodations should contact their school ADA/504 Coordinator **Parkside Elementary 801-402-1150**, their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Adam King (402-5180) for student accommodations. (TDD hearing impaired 801-402-5358)

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 Department of Student Services 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 record.

Weapons and Explosives- Automatic One-Year Expulsion

Any students who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, 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 weapons 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 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” include but 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). 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

Students 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 persons associated with the school. Regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, and vandalism; 3) engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying graffiti, wearing or displaying gang-related clothing or apparel, or soliciting other for membership in a gang.

Disruption of School Operations

Students 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 of guardian that 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent of guardian to meet with 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

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, initiation, or discrimination of any school employee or student at school or 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. Parkside Elementary's policy may be found online 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 a 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 inspection 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 or 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, legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor in a public or established private school during the school year of the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Parents/guardians 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 children's education records. These rights are:

Inspect and review all of their student's education records maintained by the school within 45 days of a request for access.

Request that a school correct 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. *Provide consent* before the school discloses personally identifiable information (PII) 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) persons who need to know in cases of health and safety emergencies;
- (E) juvenile justice system;
- (F) a State agency or organization that is legally responsible for the care and protection of the student;
- (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, 2) Student's address, 3) student's telephone number, 4)

date of birth, 5) participation in officially recognized activities and sports, 6) weight and height of members of athletic teams, 7) degrees and awards received, 8) photograph, 9) most recent educational institution attended by the student.

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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
1-800-872-5327

Informal inquiries may be sent to FPCO via the following email address:

FERPA@ED.Gov.

Complaints should be reported as soon as possible, but no later than 180 days from the date you learned of the circumstances of 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. Sex 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 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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
1-800-872-5327

Informal inquiries may be sent to FPCO via the following email address:

PPRA@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 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- Written request to excuse the student from attendance for a family event or visit to a health care provider, without obtaining a note from the provider. (an excuse does not diminish expectation for the student's academic performance).

- 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 a test that is administered statewide or the National Assessment of Educational Progress.
- 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 meant the District or school shall make its best effort to enable a parent or guardian 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 or guardians; 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.

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 area 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 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 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 State Office of Education
250 East 500 South
Salt Lake City, Utah 84111
538-7830