

Tolman Elementary

Student & Parent Handbook Policies and Procedures



**300 East 1200 North
Bountiful, Ut 84010
801-402-1900**

Welcome to Tolman Elementary School, “no place, I’d rather be!” We are the home of the TIGERS! Everyone at Tolman Elementary strives to ROAR: Respect one another, Own their actions, Answer the Call, and show gRRRRit. The information in this handbook will help all of us ROAR!

ATTENDANCE AND TIMELY ARRIVAL

Regular attendance is essential for students to learn and progress in school. It is also the legal responsibility of parents of children under the age of 18 to have them in school daily. Davis School District computer programmers have created a system that tracks student attendance and automatically sends out e-mails to parents when students have missed five days of school. If poor attendance continues, additional e-mails are sent out and meetings will be set up with parents to work on ways to fix the problems. We realize that COVID-related absences may be a factor and will need to be considered in student absences. Tolman teachers will begin their day of teaching promptly at 8:50. By being even a few minutes late, a student can lose the flow of the school day. **Excessive tardiness will be considered an attendance issue and require we take action.**

In the event a student displays a pattern of excessive check in-out, absenteeism or tardiness, parents can expect the following steps to occur:

1. A referral will be made to school administration.
2. School administration will talk directly to the student and will send attendance letters to parents with a record of absences and/or tardies.
3. School administration will call/conference with the parent/guardian.
4. School administration will send a second letter with a copy to District Student Services and talk to parents/guardians to resolve attendance problems.
5. School administration will initiate Educational Neglect procedures with the District and Social Services.

An interesting fact is that missing school 10% of the time is all it takes to be chronically absent. That equates to about 18 days a year or just two days every month!

A student who is absent 10 consecutive days with no communication from parents or guardians may be taken off school records.

Absences are to be verified by calling our attendance line or by sending an email. Tolman Attendance Phone Number: 801-402-1900

Teacher must have their absences recorded in Encore by 9:20 AM (1:20 PM for PM kindergarten). Calls go out at 10:00 AM and 2:00 PM. If children come in late, they must check in at the office on the computer – that will change their absences to Late and no call will go out.

TARDINESS

The first bell rings at 8:45, school begins promptly at 8:50. We feel it imperative every student arrives on time. This helps to set a routine of responsibility that can only benefit student success in school. Tardiness not only disrupts the individual student's education but the education of everyone in the class. All students arriving late must sign in at the office before going to class

ABSENTEE LETTERS

Absentee letters will be sent home for those who have been absent 10% of the days school has been in session. Teachers will communicate with the office manager, office assistants, and principal about their absentee concerns.

BEFORE SCHOOL

Students should not arrive at school prior to 8:30, unless they are eating breakfast. Breakfast begins at 8:25. Students eating breakfast should come in through the back doors. Please remember teachers are preparing for the school day.

On good weather days, students will line up on the playground in their assigned area with their classmates. They will enter quietly at 8:45 a.m. when their teacher escorts them in. Class begins promptly at 8:50 a.m. Students are expected to wait outside the building before school begins unless eating school breakfast or participating in a before school activity. Students will not be let in through the front doors.

Inclement Weather Mornings:

In the case of inclement weather, signs will be placed on each entry door indicating to students they are to come inside and wait in the multi-purpose room (NOT their classroom). They will be supervised until the bell rings. Students will find their assigned grade level cone and wait there. An adult will dismiss students to leave when the bell rings in an orderly fashion. If there is a compelling reason why your student needs to wait in the building before 8:45, please contact the school to make arrangements.

AFTER SCHOOL

Teachers will not keep students after school unless parents have been notified or prior arrangements have been made. Students must walk home or be picked-up promptly at the end of school and may not stay on school grounds unless they are under the supervision of a teacher or their parent.

BEHAVIOR MANAGEMENT

The purpose of Tolman's Behavior Plan is to help students achieve their educational goals. This plan is based on the premise every person deserves respect, safety, and to be free from danger. Students attend school to learn, and learning is enhanced in an environment where students are physically and emotionally safe. Students thrive in an environment where academic and behavioral expectations are clearly established. Our Behavior Plan is focused around the Tolman Core Values using the acronym **R.O.A.R.**

R- Respect others: Care for others, value their story, collaborate kindly, show integrity.

O- Own your actions: Everyone is accountable for their actions, failures, and successes.

A- Answer the Call: Reach for dreams by striving to improve, empower, & challenge.

R – gRRRit: Have courage to persevere in struggles, make comebacks, and take risks.

These behavior expectations are posted throughout the school. All staff members will be trained on behavior expectations and the school's behavior plan. This plan is based on the principles of the Ron Clark Academy. We explicitly teach and practice the “Essential 44” standards for positive behaviors, communication, and social interactions as designed by the Ron Clark Academy. Every student will be assigned to one of four multi-grade level houses, or teams, to develop knowledge of and participate in activities that teach these essential skills. These essential standards are aligned with the 5 Core Social and Personal

STEPS OF THE PLAN

- ***Teach Tolman’s Behavioral Expectations***
 - Administration will teach Behavioral Expectations (R.O.A.R.) and how they apply to different areas of the school to all grade levels at the beginning of the school year. Expectations will be retaught as needed during the year.
- ***Teach Positive Behaviors through Social Emotional Learning (SEL)***
 - Students will be taught strategies for acquiring the five core competencies of SEL. These competencies are: Self-Awareness (I know myself), Self-Management (I am in charge of myself), Social Awareness (I care about others), Relationship Skills (I work to have healthy relationships), and Responsible Decision Making (I can make smart choices). These competencies will be developed through a monthly focus.
- ***Promote a Culture of Bullying Prevention***
 - Our school counselor will include anti-bullying lessons in the classroom curriculum. Implementation of our monthly behavior focus and SEL will also help promote a culture of kindness.
- ***Reteach as Needed***
 - Policies, procedures, and expectations will be reviewed and retaught as needed.
- ***Reward Positive Behavior***
 - Several reward programs are implemented at Tolman, throughout the school and in individual classroom.

- House Points & Celebrations: Anytime a student is recognized positively, points will be awarded to the house they belong to. These points are recorded and displayed throughout the school. A house winner is recognized each month at an assembly, with a prize and a school-wide celebration.
- Administrative recognition: School administrators will recognize students who have been observed making outstanding choices, by providing these students with a prize and a phone call home to parents.
- Extra recess: Classes can earn extra recess each month by behaving appropriately.
- Classroom management: Grade level teachers each have their own positive management systems to recognize the good choices their students are making.
- ***Implement Restorative Practices***
 - When possible, students will be guided in resolving discipline issues by using the principles of Restorative Practices. This model helps develop empathy in our students by focusing on the harm that has been done and how it can be repaired. Sometimes other discipline measures are also required, but our top priorities are teaching appropriate behaviors and making restoration.
- ***Implement Disciplinary Actions***
 - If a teacher has utilized all best behavioral practices and a behavior still ensues, teachers will refer students to the administration using a Behavioral Record Form. This form will detail the violation, when, where, and what happened. Administration will determine the consequence, mark it on the Behavioral Record Form, and a copy of the form will be given to the student to be signed by a parent and returned the next day. A copy will also be given to the teacher.
 - Some behaviors rise to a level of seriousness that require one or more of the following disciplinary actions, in addition to reteaching and use of restorative practices: loss of privileges, office referral, conference with parent-teacher-student-administration, behavior interventions, Local Case Management consultation, in school suspension, out of school suspension, expulsion, referral to District Case Management, and referral to law enforcement authorities.

- Due process, as outlined in the district's student discipline policy, will be followed with disciplinary actions.
- Violations of Safe School Rules are referred to District Case Management.
- Retaliation is a serious offense and will result in serious consequences.

SAFE SCHOOL VIOLATION

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

BICYCLES / SKATEBOARDS / SCOOTERS

Students can ride their bicycles, skateboards, and scooters to school when:

- A parent has given permission.
- All safety rules are followed, including obeying the crosswalk attendant and wearing helmets.
- They are **walked, not ridden** on school grounds.
- They are locked in the bike rack. They are NOT allowed in the building.
- All bikes, scooters, and skateboards should be labeled with the owners' names.

BIRTHDAY CELEBRATIONS

We want to recognize each student's birthday at Tolman Elementary. If you wish to send a birthday treat for all students in your student's class, please note the State Health Department prohibits treats prepared from home. Treats must be

store bought. Please check with the classroom teacher regarding any students who may have special dietary needs or allergies. All other forms of celebration such as balloon bouquets, flowers, birthday party, invitations, banners, etc... should be done outside of school.

CALENDAR

A school calendar is located on our school's web page. This calendar is updated regularly. Parents should check the calendar often to gain information of upcoming school activities.

CANVAS

All teachers at Tolman Elementary will have a CANVAS page for use in their classrooms. Students will be able to access the materials from the school day virtually at any time. Parents can set up a Canvas Observer Guardian Account to monitor their student's activities in CANVAS. A tutorial on how to set up that account is show here under Help for Parents.

<https://www.davis.k12.ut.us/departments/technology-services/technology-integrationcenter/canvas>

CHECKING IN STUDENTS

Check-in at the office is required for all students who enter the school after 8:50 AM.

CHECKING OUT STUDENTS

Anyone picking up a child must do so through the office. They must show a photo ID and be listed on the child's information sheet. Parents should never go

to a classroom or the playground to pick up their children. Teachers will not allow parents to pick up a student from a classroom

CELL PHONE POLICY

Students may use electronic devices such as a cell phone or apple watch that is brought from home before the first bell and after the final bell of the school day. Use of these devices during the school day, including lunch and recess time, will not be allowed. Devices must be completely powered down, turned off and kept out of sight.

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 and turn the device over to a school administrator as soon as the employee's duties permit.

The electronic device will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence imposed.

- 1st offence – the device is returned to the student after school with a warning from the teacher.
- 2nd offence – the device should be brought to the office and can only be picked up by the parent. An administrator will make the parent notification.
- 3rd offence – the student may no longer bring an electronic device to school. The device should be brought to the office and can only be picked up by the parent. An administrator will make the parent notification.

COMMUNICATION WITH THE SCHOOL

Communication between parents and school staff is of vital importance. Tolman Elementary communicates timely information through email, automated phone messages, school website, and our marquee. Bi-weekly, The Tiger Tea, via email, with a message from Mrs. Fairbourn and important information from the school

will be sent out. **Please let the office know if you do not have access to an email.**

Teachers will communicate important class information as well as personal concerns with their students' families. Please take the time to stay informed by regularly checking your student's backpack as well as your email account. In addition, please communicate any concerns with your student's teacher as soon as they arise. It is much easier to address concerns at the onset of a problem or situation.

COMMUNITY COUNCIL

Our Community Council, composed of teachers, parents, and school administration, meet throughout the year for the purpose of school improvement. Anyone is welcome to attend these meetings. Please see the school website for meeting dates, times, and other helpful information.

DAILY SCHEDULES

Breakfast 8:25 - 8:45

1st bell 8:45

Tardy bell 8:50

Monday - Thursday 8:45 - 3:25

Friday (Early Out) 8:45 - 1:25

Kindergarten Schedule

Monday - Thursday

A.M. 8:45 - 11:30

P.M..... 12:45 - 3:25

Friday

A.M..... 8:45 - 10:50

P.M. 11:25 - 1:25

DRESS CODE

Student dress influences the way students act and their attitudes about learning. Please see your student comes to school in clothing that is appropriate for school, whether in the classroom, in P.E. class, or on the playground. Inappropriate short, tight, or revealing clothing is prohibited. Tank tops must have straps that are approximately three fingers width. Clothing cannot expose bare midriffs, buttocks, or undergarments and cannot display obscene or inappropriate words, messages, or pictures. We ask that parents who visit or volunteer at the school take into account the same consideration. Specific guidelines concerning hair, clothing, and accessories can be found in Section 5S-100 of the district's policy manual.

Hats are permitted outside and within the building. This includes baseball caps, beanies, and knitted caps. Hoodies are not allowed to be used as a hat. Hats containing obscene or suggestive words or pictures, including references to sex, tobacco, drugs, or alcohol may not be worn at school. Hats must not disrupt the educational process or interfere with the maintenance of a positive teaching or learning environment. Teacher may ask a student to remove their hat if the teacher deems the hat to be inappropriate, disruptive, or during testing to ensure proper testing procedures.

DRIVERS AND STUDENT SAFETY

Student safety is a high priority at Tolman elementary. Drivers should exercise caution near and at the school. Please be aware of and inform anyone who might be driving students to school (grandparents, siblings, babysitters) of the following safety precautions.

Crosswalks:

Students should follow establish walking routes. It is important for parents to review safe pedestrian policies with their student. Please refer to our SNAP Plan located on our school website. Encourage your children to stay in groups as they walk to and from school.

Drop-off/Pick-up Zones:

Properly utilizing the drop-off/pick-up zones will keep everyone safe and traffic flowing. Please pull forward if there is a space in front of you. Please **DO NOT** call to your student to run through the drop-off zone to where you are in the drive-thru lane. Please pull to the curb and stop to drop off or pick up. Please use outside lane for pulling straight through. Please do not park close to stop signs and school cross walks as students may not be seen by oncoming traffic when attempting to cross. Please help us make coming and leaving school safe for all students.

Drop off and pick up should occur at the following locations **ONLY:**

Please refer to our Traffic Flow Map located on the school's website under School Information.

Car Parking:

If you need to leave your car for any reason, please make sure it is in a marked parking stall. Do not use the accessible parking stalls (blue and white markings) unless you have the appropriate license plate or placard. Parking is not allowed along the curbs that are painted red.

Stay in your car:

Always stay in your car if you are next to the curb. If you need to come into the building, please park in a marked stall and walk in using a crosswalk. Drivers please be aware of children in the crosswalk. Children should exit the vehicle from the right passenger side only. Drop off on the right, pass on the left.

Late Drop off:

If your children are late, please drop them off in front of the building and have them come to the office to check in. If your kindergarten students are late, please come park in the parking stalls in the front of the building and bring them to the office to check in. Please do not knock on the kindergarten doors/windows to be let in, because the teachers will not be able to answer the door.

EMERGENCY DRILLS AND PROCEDURES

To be prepared for an emergency, various drills will be held throughout the year. Fire drills are held every other month. Other drills include earthquake, lock down, lock out and possibly an evacuation drill during the year. In the event of an emergency, parents will be notified using the District Call Out System, when possible.

"Lock down" or "Lock out" procedures will be used if there is an unsafe situation outside or inside the building. If the problem is outside of the building, all outside doors will be locked and no one will be allowed to enter or leave the building until clearance is given by law enforcement authorities. Students and teachers will go about business as usual. If the threat is inside the building, students will remain inside locked classrooms under the calm supervision of teachers until notified otherwise by authorities. In the event of a fire, the building is evacuated to the area of the playground where all students will be accounted for and supervised by their teachers.

Parents may check out their students upon presenting the proper documentation. For the safety of your child, we request each student have emergency release information on their registration card. This card will specify who you will allow to pick up your child in case of an emergency. If these instructions change during the year, please notify the office. Because of limited parking, it is our goal for students to be picked up in neighborhood groups rather than having all parents pick up their own children

FIELD TRIPS

Parent donations to the PTA at the beginning of the year are largely responsible in funding class field trips. Field trips provide the opportunity for students to learn, grow and develop outside of the classroom. Permission slips will be sent home by classroom teachers. In order to participate in a fieldtrip, it is mandatory we have a signed permission slip for each student. Parents may drive their own student to and from the field trip. However, parents please arrange for a sitter for younger siblings if you plan on volunteering for a field trip.

FIRST AID AND MEDICATION

If a student has prescription medicine to be taken during the school day, the medicine must be labeled, in the original pharmacy container, and be kept in the office. A form signed by your doctor is also required to be filled out and on

file at Tolman Elementary before any medication can be dispensed. The above procedures are designed to help ensure students receive the appropriate medication and dosage.

If a parent decides their student is mature enough to administer a medication his or herself, and keep it safe from other students, he or she may do so. It is important that only one day's worth of medication is sent to school if this is your decision. All responsibility then rests with the parent. We would appreciate a note to the teacher stating this decision.

If a child has asthma and uses an inhaler, the child may personally carry their inhaler. Please note that a health plan is required on file if an inhaler is needed.

As per Health Department regulations, staff may not distribute nonprescription medication to students. (i.e., Tylenol, cough syrup, etc.)

ILP (SEP) CONFERENCE

Individualized Learning Plan Conferences are a time for students to reflect on their work and set goals for as well as to partner with parents to ensure that your child is receiving the best education possible. Students should attend ILP conferences with their parent/guardians. **The school will follow an early out schedule on Wednesday and Thursday of the fall ILP conferences and Wednesday and Thursday of the winter ILP conferences.**

MYDSD GUARDIAN ACCOUNT

All parents and guardians are encouraged to set up an online myDSD account. This account allows you to access your student's grades, missing assignments, and test scores. It also gives you the ability to clear student absences, access the district's DESK standards, make payments on lunch accounts, apply for free or reduced lunch, sign documents electronically, take teacher surveys online, and schedule appointments for ILPs. To request a myDSD guardian account, click on the myDSD link in the top, right hand corner of the DSD website. You will need your student's identification number and PIN. You can call the school office or the district's call center at 801-402-5600 to request this information.

OFFICE

Tolman Elementary school hours are consistent with all other elementary schools on a traditional calendar throughout the District. The office is open on school attendance days from 8:00 a.m. until 3:45 p.m. School administration and office staff will be happy to help you with any questions or concerns you may have. Please call to schedule an appointment, if necessary

PETS

Pets are not allowed at school under any circumstances. If Students wish to “show and tell” their pet, they may do so with a picture.

PTA

The Tolman Parent Teacher Association (PTA) is a vital part of our school and serves students in a variety of ways. Please support this worthwhile and much appreciated organization by becoming a member, as well as volunteering time in one or more of the projects sponsored by the P.T.A. For more information, contact President, Matt Jenkins at matthewj794@gmail.com.

RECESS

When weather is too severe for children to go out, an indoor recess will be held. Otherwise, children will be outdoors. Please dress your student appropriately for the weather with jackets or coats, hats, gloves, boots, etc.

Red Air Days:

We continually monitor the quality of air in accordance with district policy. Some or all students may need to stay inside the school building during red air days. When air quality is a problem, the office staff will make an announcement over the PA system before our recess times.

REPORT CARDS

Report Cards are available online via your myDSD guardian account at the end of each term. This report is based on the child's mastery of DESK standards using a 3, 2, 1 rubric:

3= Meets or exceeds grade-level standards

2= Below grade level standards

1= Far below grade level standards

SECURITY PROTOCOLS FOR VISITING/VOLUNTEERING AT THE SCHOOL

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

- Secure vestibules are being utilized in our building. Every person visiting Tolman Elementary must enter through the secure vestibules. All visitors will be required to show picture ID before entering the building and then check in and obtain a visitor's badge in the office. Please wear your badge or sticker so school personnel will know you have checked in at the office. All visitors need to stop in the office to sign out before exiting the school.
- Utah State Law requires all volunteers to sign a volunteer agreement before volunteering in a school. This document can be signed electronically through myDSD. Classroom teachers and office personnel also have a copy of this form.
- Volunteers and Visitors must either work inside of the classroom within view of the teacher or have passed a background check. Background checks can be completed at the Davis School District office in Farmington. The cost is \$28.00 and the background check will last for the years that your child is a DSD student, as long as you continue to be an active volunteer. Fee waivers are available for those who qualify. Please contact the school principal regarding fee waivers.

- Parents who are chaperoning a class field trip must be background checked volunteers unless they will be in view of the teacher at all times. Chaperones must also check in with the office and obtain a school badge before proceeding to the classroom.

STUDENT LUNCH ACCOUNTS

Parents are encouraged to fill out a Free and Reduced Price Meals Application to be eligible for other government programs (P-EBT, EBB, etc.).

Menus can be accessed online at <https://davis.nutrislice.com/>

STUDENT INFORMATION

Please contact our Office Managers to update any of the following information: home phone, place of employment, work phone numbers, cell phone numbers for all parents, names/phone numbers of emergency contacts, and email addresses.

Teachers can only share information about a student with the student's legal guardian. If the grandparent is the guardian – then we can share information freely.

Additionally, we cannot give information to parents about other students – not even their names. A parent may report another student is harassing their child – they can even provide the name; that is appropriate and very helpful. However, we cannot share back information about the other student such as “yes – he has troubles with others as well” or outline the consequences that child will be given. It is somewhat tricky, and parents certainly want to know the consequences applied to someone who has injured their child, but we are under legal obligation through The Family Educational Rights and Privacy Act (FERPA) when discussing students.

TELEPHONE USE

In order to minimize interruptions in learning for all students, we ask phone calls and messages for students be limited to emergencies only. After school play date arrangements should be made at home prior to coming to school. The office may

direct a call to a classroom during the school day or a parent may call the classroom phone directly. Teachers will not answer phone calls during classroom instruction. However, they will check voice message after school and during their breaks.

TEXTBOOKS/LIBRARY BOOKS

Please encourage your students to treat library books and textbooks respectfully. Care of these books is the responsibility of the student. Parents are responsible for the cost of lost and/or damaged books.

TOYS AND GAMES

Toys, stuffed animals, electric games, cards, etc. are not allowed at school. Cosmetics including make-up, nail polish, perfume, etc., are also discouraged. These and similar items disrupt learning. Some of these games are highly sought after and are sometimes stolen. The school will not be responsible for the cost of stolen electronic games nor will the school be expected to expend time, energy, and resources trying to recover stolen items and apply consequences to the guilty party. If a student chooses to bring his own ball or other playground equipment to school, we will not be liable for any lost or stolen item. If it becomes a nuisance, the playground duties will have the right to remove the item from the child and ask them not to bring it again. Teachers may confiscate any nuisance item and will return it only to the parent. Tolman Elementary cannot be responsible for any lost or stolen items

Tolman Elementary will follow the directives and advice of local and state leaders. Current events, and our students' ever-changing needs, will guide our work. Policies and procedures may be updated and / or changed, temporarily or permanently, in accordance with current needs and with guidance from our leaders.

HOW PARENTS CAN HELP CHILDREN SUCCEED

Parents play a key role in helping to make their student's educational

experience more positive, productive, and meaningful. Please consider the following suggestions for building student success.

- Help children come to school feeling good about themselves.
- Send your child to school well fed.
- Make sure your child arrives at school on time by establishing morning and evening routines.
- Develop study skills by reserving a time and place for homework. Turn off TV and other electronics during homework time.
- Show interest in what your child is doing. Celebrate your child's successes.
- Support your child's teacher by communicating with them regularly and by contacting the teacher when your child is having a problem.
- Be actively involved in your child's education by visiting the school. Volunteer in your child's class and attend school programs.
- Speak positively to your child about teachers, school, and homework.
- Build your child's growth mindset by praising effort, building stamina, encouraging perseverance, and having rich discussions about how we can learn from our mistakes.
- Stay informed by attending to communication sent by the teacher and administration.
- Introduce yourself to school personnel and build positive relationships with faculty and staff. We are a team! It is required that the following information be published and made available to our students and patrons. Access to the Davis School District's Student Conduct and Discipline policy can be found at
<https://resources.finalsite.net/images/v1620770568/davisk12utus/lib2nztjfgorkvmbjnxm/55100StudentConductandDiscipline.pdf>

NOTICE OF NON-DISCRIMINATION

Davis School District and Tolman 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. Inquiries 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) Compliance Officer
Davis School District 45 East State Street, P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5315
Email: sbaker@dsdmail.net

Midori Clough, Section 504 Coordinator, Educational Equity Department
Disability
Compliance Officer
Davis School District 70 East 100 North, P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5180
Email: mclough@dsdmail.net

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

Bianca Mittendorf, Title IX Coordinator
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
Email: bmittendorf@dsdmail.net

Tim Best, Healthy Lifestyle Coordinator
Title IX Compliance Officer Discrimination in Athletic Programs
Davis School District 20 North Main Street, P.O. Box 588

Farmington, Utah 84025
Tel: (801) 402-7850
Email: tbest@dsdmail.net

Scott Zigich, Director of Risk Management
Physical Facilities Compliance Officer Davis School District
20 North Main Street. P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5307 Email: szigich@dsdmail.net
TDD (hearing impaired): (801) 402-5358

Sue Caldwell, Director of Equity
Title IX Compliance Coordinator Race, Color, National Origin, Religion, or Gender in other than Athletic Programs Davis School District
70 East 100 North P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5113

ACCOMODATIONS 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 Tolman Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator, Raschell Davis at 801-402-1900, their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

SAFE AND ORDERLY SCHOOLS

It is the policy of the Davis School District and Tolman 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 student 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 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 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 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.

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, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, harassment, 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.

DRUGS/CONTROLLED

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.

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 Tolman 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 or guardian that:

- 1) the student has been suspended
- 2) the grounds for the suspension

3) the period of time for which the designated school official to review the suspension.

AUTHORITY TO SUSPEND OR EXPEL

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

BULLYING/ CYBER-BULLYING/ HARRASSMENT/ 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.

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 Tolman 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 REQUIREMENT

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

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

1. Inspect and review all their student's education records maintained by the school within 45 days of a request for access.
2. Request 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: 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:
 - [a] school officials with legitimate educational interests;
 - [b] other schools to which a student is transferring;
 - [c] individuals who have obtained court orders or subpoenas;
 - [d] individuals who need to know in cases of health and safety emergencies;
 - [e] official in the juvenile justice system to improve education outcomes;
 - [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;
 - [g] specified officials for audit or evaluation purposes; or
 - [h] organizations conducting studies for or on behalf of the District.

A **school official** is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

STUDENT DIRECTORY INFORMATION

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

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

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

To protect the privacy of other students, parents/students are not permitted to make their own recordings of class sessions or to share or distribute District recordings of class sessions. If you, as a parent do not want Tolman Elementary to disclose limited directory information of your child without your prior written consent, you must notify the school in writing annually. Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

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

Informal inquiries may be sent to FPCO via the following email address: FERPA @ ED.Gov. Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

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

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

- [a] Political affiliations or beliefs;
 - [b] Mental or psychological problems;
 - [c] Sexual behavior, orientation or attitudes;
 - [d] Illegal, anti-social, self-incriminating, or demeaning behavior;
 - [e] Critical appraisals of others with whom the student or family have close family relationships;
 - [f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - [g] Religious practices, affiliations, or beliefs; or
 - [h] Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.
- Inspect, upon request and before administration or use of:
- [a] Protected information surveys designed to be administered to students; and
 - [b] Instructional material used as part of the educational curriculum.

Davis School District has policies in place to protect student privacy as required by both State and Federal law. Tolman Elementary will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities. Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-5920
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 Davis School District 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 SCHOOLS

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

- Written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- Written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. (Student agrees to make up course work for school days missed for the scheduled absence).

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

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

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

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