

# Doxey Elementary

## Student-Parent Handbook 2022-2023



***Mission:*** Grit, Growth, Acceptance, and Excellence

***Vision:*** Building Social and Academic Empowerment from the Inside Out

***Values:*** Be Safe, Be Kind, Be Responsible

# Doxey Elementary

944 North 250 West  
Sunset, UT 84015

School Phone: 402-2250

Lunchroom: 402-2264

[www.davis.k12.ut.us/schools/doxey](http://www.davis.k12.ut.us/schools/doxey)

## School Hours

### **1st - 6th Grades**

MONDAY - THURSDAY 8:45 AM - 3:25 PM  
FRIDAY - EARLY OUT 8:45 AM - 1:25 PM

### **AM Kindergarten**

MONDAY - THURSDAY 8:45 AM - 11:25 AM  
AM EXTENDED DAY 11:25 AM - 12:05 PM  
FRIDAY - EARLY OUT 8:45 AM - 10:50 AM (NO EXTENDED DAY)

### **PM KINDERGARTEN**

PM EXTENDED DAY 12:10 PM - 12:45 PM  
MONDAY - THURSDAY 12:45 AM - 3:25 PM  
FRIDAY - EARLY OUT 11:25 - 1:25 PM (NO EXTENDED DAY)

## Nutrition Information

To apply for free and reduced meals and make payments or add funds to lunch accounts, please click [here](#). More Information can be found [here](#).

Elementary Breakfast	\$1.55
Elementary Reduced Breakfast	\$0.30
Adult Breakfast	\$2.20
Elementary Lunch	\$2.05
Elementary Reduced Lunch	\$0.40
Adult Lunch	\$3.50
Milk	\$0.50

## **2022-23 Traditional Elementary School Calendar**

School Begins (Early Out) .....	Monday, August 22, 2022
Labor Day (No School) .....	Monday, September 5, 2022
Parent Teacher Conferences .....	Wednesday – Thursday, October 5-6, 2022
Fall Recess (No School) .....	Thursday - Friday, October 13 -14, 2022
End of First Term (Early Out) .....	Monday, October 31, 2022
Professional Day (No School) .....	Tuesday, November 1, 2022
Thanksgiving Recess.....	Wednesday - Friday, November 23 – 25, 2022
Winter Recess.....	(Early Out) December 20, 2022
.....	December 21, 2022 – January 3, 2023
Early Out .....	Thursday, January 12, 2023
End of Second Term.....	Friday, January 13, 2023
Martin Luther King, Jr. Holiday (No School) .....	Monday, January 16, 2023
Professional Day (No School) .....	Tuesday, January 17, 2023
Parent Teacher Conferences.....	Wednesday – Thursday, January 25 -26, 2023
Presidents' Day (No School) .....	Monday, February 20, 2023
End of Third Term (Early Out) .....	Thursday, March 16, 2023
Professional Day (No School) .....	Friday, March 17, 2023
Spring Recess .....	Monday – Friday, April 3 – 7, 2023
Last Day of School (Early Out -1:25 PM) .....	Friday, May 26, 2023

[For District Calendar Information Click Here](#)

## Principal's Message

On the behalf of the faculty and staff, it is my pleasure to welcome you to Doxey Elementary School. We are happy to have you as part of our Doxey family.

This year's school theme is **I Can and I Will!**

The path to high school graduation begins with creating good attendance habits in elementary school and future academic success leads to happier lives.

Doxey students will not only know the year they will graduate from high school, but it won't be a second thought that they will graduate from high school. This is an empowering feeling that will boost the self-esteem and confidence of our students.

Doxey students **Can and Will** be high school graduates. Please help us in motivating your child in creating good attendance habits.

For more information about the impact Chronic Absences, please visit the following website: <https://www.attendanceworks.org/chronic-absence/the-problem/>

The pages of this handbook are filled with important information regarding school policy and procedures. Please review the contents together with your child. If you have any questions after reading the handbook, please call the school office (801-402-2250). We want to have open and clear communication between our school and home to maintain a successful educational program for your children.

Our school welcomes your participation and support during the school year and encourages your membership in the PTA -<https://doxey.davis.k12.ut.us/parents-students/information/pta> and/or serving on the Community Council. Working together, we will create a school environment where all students know they belong.

Sincerely,

Principal Darrin Nash

## **Information and Policies**

### **Crosswalk/Parking Lot**

#### **DROP-OFF AND PICK-UP LOCATION**

The student drop-off and pick-up will be located on the east side of the school. Bus loading and unloading will be in front of the school.

Our students' safety is our number one concern. Please teach and remind your student(s) how to be safe pedestrians- looking both directions before crossing, staying on the sidewalk, crossing at natural or flashing crosswalks, and not running out into the parking lot or street.

### **Building Entrance**

Because student safety is our primary concern all entrances to the building are locked. During school hours, everyone will need to use the main entrance or ADA door. Parents and visitors will need to buzz the front office and present picture ID to have the doors opened.

### **Attendance**

Regular and consistent school attendance is essential for student growth and achievement. It is the responsibility of the parent to ensure that their student is in attendance and punctual each school day. Doxey Elementary follows state and district policy. Please notify the school when your student is absent by one of the following options:

Phone: 402-2256

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

[MyDSD Parent Portal](#)

### **Tardiness**

School begins at 8:50 a.m. Teachers will meet students from the east side of the school to escort them to class at 8:45 a.m. It is imperative that every student arrives on time. Tardiness not only interrupts the individual student's education but the education of everyone in the class.

### **Absentee Letters**

Absentee letters will be sent home to students with chronic absenteeism.

### **Before School**

Students should not arrive at school too early because teachers are preparing for the school day and there is no adult supervision. It is recommended that students arrive by 8:40 a.m. Children will be invited into the school on stormy or cold days.

### **Staying After School**

Teachers or staff members do not ask or require your student to stay after school for any reason unless you are contacted, and permission is given. Students are expected to leave campus at the end of the day unless they are participating in an after-school program.

### **Checking In/out**

If your child arrives at school late, please check them in at the office so we have a record of your child being here. If you need to check your child out early, please check them out at the office. Parent/guardian must show a photo ID and be listed on the child's information sheet. The office will call your child out of class.

## **Classroom Visits**

Parents are always welcome. Please contact your child's teacher for an appointment to discuss your child's needs and to volunteer in the classroom. When you arrive, please check in with the office and obtain a visitor or volunteer badge.

If you would like to volunteer, a background check is required from Davis School District under the following circumstances:

- Extra-curricular club advisor.
- Chaperones for single or multi-day field trips and/or student travel.
- Ongoing volunteer assignments on a regular basis, or as part of school routines regardless of setting.
- Any school sponsored event or circumstance where an assignment places a volunteer in proximity of students out of the line-of-sight of a District Employee.
- Other circumstances as determined by a principal or director.

Please contact the office for more information.

## **Animals**

Pets are NOT allowed at school unless approved by administration. ADA accommodations can be approved through Risk Management. Please contact the office for more information.

## **Dress Code**

School officials may prohibit the following types of clothing, including but not limited to:

- Inappropriately short, tight, or revealing shorts, skirts, dresses, shirts, etc. ie: Finger-tip length regarding shorts and skirts. Four finger width regarding sleeveless shirts. Clothing that is ripped, torn, or frayed that reveals too much skin.
- Clothing displaying obscene, vulgar, lewd or sexually explicit words, messages, or pictures
- Hats, visors, and bandannas
- Clothing that exposes bare midriffs, buttocks, revealing necklines, or undergarments
- Clothing that advertises a substance that a student cannot legally possess or use (i.e. tobacco, alcohol, illegal drugs)
- Clothing attachments or accessories that could be considered weapons, including but not limited to spikes on boots, bracelets, chokers, chains on wallets or belts, etc.

## **Nutrition Services**

Breakfast will be served daily in the cafeteria from 8:25 - 8:40 a.m.

Applications for free & reduced lunch are available through your MyDSD guardian account. Applications must be done online. Login to your MyDSD account, click on tools, then apply for lunch assistance.

If you have any questions concerning your MyDSD account and/or applications, please contact the office or Lunchroom manager at 402-2250.

Parents are encouraged to pay for lunch in advance by week, month, term or year. Please make payments through the [MyDSD Parent Portal](#). Parents are responsible to pay all of their student's meal charges. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt.

Good manners are expected in the lunchroom. Students will be monitored by a supervisor. Children who consistently do not follow behavior expectations may lose the privilege of eating in the lunchroom.

**Nuisance Items**

Toys and electronic devices should not be brought to school. The teacher may take these items and return them only to a parent. The school is not responsible for lost or stolen items.

**Wheels at school**

Items that have wheels should not be used on school property. These items include bikes, scooters, Heelys (or any other shoes with wheels) and may not be ridden on school property. Bikes and scooters should be locked up on the bike rack and left outside for the day. The school is not responsible for stolen or damaged bikes or scooters. No "wheels" may be brought into the building.

**School Wide Principles for Positive Behavior Support**

Every person deserves to be respected, to be safe, and to feel safe. Students attend school to increase academic skills, behavior skills, and social skills. Learning is enhanced when the environment is physically and emotionally safe, when expectations, procedures, and rules are clear to everyone, and when they are enforced and encouraged by all staff and students.

**School-Wide Rules**

- Be in the proper place at the proper time.
- Treat people and materials with kindness and respect.
- Keep hands, feet, and objects to self.
- Follow directions on the first try.

<u>Doxey Dragon Behavior System</u>		
<u>Level 1 Behavior</u> Disrupting class Shout outs or talking out of turn Not keeping hands, feet, object to self Being in wrong place at wrong time Not following procedures Inappropriate or unkind Refusing to participate Cheating Improper use of technology Throwing snow Inappropriate use of objects Lying/Dishonesty Using Cell Phone	<u>Level 2 Behavior</u> Repeated Level 1 Behaviors Destroying property/Vandalism Disrespecting/disobeying an adult Obscene Gesture Cursing/Profanity/Vulgar Racial Slurs Provoking violence Stealing Throwing Objects Bullying/harassment Leaving School Grounds	<u>Level 3 Behavior</u> Repeated Level 1 and 2 Behavior Fighting Gang Activities Illegal Activities Pornographic Materials Sexual Assault/Harassment Drug Paraphernalia Drugs/Alcohol Weapons
<u>Level 1 Consequence</u> Classroom Behavior Management System Possible student reflection ticket.	<u>Level 2 Consequence</u> Reflection Ticket Home contact (Email copy to admin) Documentation on ENCORE (Intervention Screen) by teacher. 3 Reflection Tickets = Possible Referral to Local Case Management by teacher. Possible loss of classroom and/or school privilege (including possible suspension)	<u>Level 3 Consequence</u> Immediate referral to Administration Possible referral to District Case Management Consequences to be determined by the administration.

### **School Wide Positive Reinforcement Plan**

At Doxey we have high expectations of positive behavior from our students. When students achieve positive behavior, we believe they should be recognized for their actions. By doing this it will reinforce their positive behavior. Various positive reinforcements will be used:

- 200 Club
- House Points
- Student of the Month
- Kindness Coins
- Lunch with the mayor

### **School-Home Communication**

Communication between home and school is extremely important. Much of our communication is via our weekly Monday memo from the principal, school website, email, Facebook, and phone. It is important that phone numbers and email addresses are current and on file at the school.



**Telephone Use**

There is a telephone in each classroom, and in the office. After school play date arrangements should be made at home. Students may only use the phone with permission from their teacher. Please keep all phone numbers updated in the office so you can be contacted if needed. Students should not communicate via cell phones during school hours. (Please refer to cell phone policy)

**Cell Phones**

During school, cell phones need to be turned off and stored in a backpack or with the teacher. If cell phones are used during school hours the phone will be taken away for the remainder of the day. On second offense parent/guardian will be required to come get the phone. Third offense, phone will be required to be turned in to office each day. The school is not responsible for lost or stolen items.

You are welcome to communicate with your child through the office at any time.

**First Aid**

It is our policy to contact parents when children are ill or injured. If we cannot reach you, we will then contact the emergency contact written on your student's registration card. The school is limited to basic first aid only.

**Field Trips**

Field trips provide the opportunity for students to learn, grow and develop outside the classroom. Permission slips for individual field trips will be sent home by classroom teachers. It is mandatory that we have a permission slip for every student to go on a field trip.

If you would like to volunteer, a background check is required from Davis School District. Please contact the office for more information.

**Lost or Damaged Books**

Students have the opportunity and privilege to check out books from the library. However, they also have the responsibility to take care of and return them to the library. When a student does not return the book to the library, they are responsible for that book, and must pay for that book

## **Equal Educational and Employment Opportunity**

The policy of the Davis School District and Doxey Elementary is to provide equal educational and employment opportunity for all individuals.

### **NOTICE OF NON-DISCRIMINATION**

Davis School District and Doxey 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:

Ken Auld, Director  
Office of Equal Opportunity  
Davis School District  
45 East State Street  
P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5315  
[kauld@dsdmail.net](mailto:kauld@dsdmail.net)

Further information regarding student-on-student harassment will be provided in a separate Notice of Non-Discrimination.

*Employee requests for accommodations or complaints of harassment or discrimination against an employee should be directed to the Office of Human Resources at:*

Steven Baker, Associate Director Human Resources  
**ADA (Employment Issues) Coordinator**  
Davis School District  
45 East State Street  
P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5315  
[sbaker@dsdmail.net](mailto:sbaker@dsdmail.net)

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

Midori Clough, District 504 Coordinator  
**504 (Student Issues) Coordinator**  
Davis School District  
Freeport West F2  
P.O. Box 160453  
Clearfield, Utah 84016  
tel: (801) 402-5180  
[mclough@dsdmail.net](mailto:mclough@dsdmail.net)

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Sue Ann Caldwell, Director of Equity

**Title IX Compliance Coordinator**

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

Davis School District

Freeport West F2

P.O. Box 160453

Clearfield, Utah 84016

tel: (801) 402-8730

[scaldwell@dsdmail.net](mailto:scaldwell@dsdmail.net)

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

Tim Best, Health Lifestyles Coordinator

**Title IX Compliance Coordinator**

**Gender Based Discrimination in Athletic Programing**

Davis School District

P.O. Box 588

20 North Main Street

Farmington, Utah 84025

tel: (801) 402-7850

[Tbest@dsdmail.net](mailto:Tbest@dsdmail.net)

*Information or complaints about discrimination on the basis of a disability in access to facilities may be directed to:*

Scott Zigich, Director of Risk Management

**Physical Facilities Compliance Coordinator**

P.O. Box 588

20 North Main Street

Farmington, Utah 84025

tel: (801) 402-5307

[szigich@dsdmail.net](mailto:szigich@dsdmail.net)

**ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Doxey Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Ms. Gleed at (801-402-2250), their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (801-402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (801-402-5180) for student accommodations

## **SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and Doxey Elementary to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, or District disciplinary action as determined by the District Case Management Team. Criminal acts that are a class B misdemeanor or above (including but not limited to drug possession or physical assault) may also be referred to law enforcement. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary records.

## **WEAPONS AND EXPLOSIVES-AUTOMATIC ONE YEAR EXPULSION**

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the District Case Management Team determines, on a case-by-case basis, that a lesser consequence would be more appropriate. The terms "weapon," "explosive," and "noxious or flammable material" includes but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline, or other flammable liquids, matches, and lighters.

## **DRUGS/CONTROLLED SUBSTANCES**

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes, or electronic cigarette substance or product), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on District property, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

## **SAFE SCHOOL VIOLATIONS**

Any student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or person associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property; 3) engaging in any gang activity, including but not limited to flashing gang signs, displaying or spraying gang graffiti; wearing or displaying gang related clothing or apparel, or soliciting others for membership in a gang.

## **DISRUPTION OF SCHOOL OPERATIONS**

Any student may be suspended, transferred to an alternative placement, or expelled for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language. Conduct that is a class B misdemeanor may also be referred to law enforcement. Conduct which is a class C misdemeanor, an infraction, a status offense on school property, or an offense that is truancy may not be referred to law enforcement or a prosecuting attorney.

## **NONDISCRIMINATION DISCIPLINE**

The District will ensure that students are not discriminated against in the administration of discipline, including the duration and type of consequence, and in referrals to law enforcement.

## **DUE PROCESS**

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

## **AUTHORITY TO SUSPEND AND 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/HARASSMENT/ HAZING**

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

District policy may be found at [5S-100 Conduct and Discipline](#). For incidents of harassment (unwelcome conduct based on a protected class) and discrimination, please refer [11IR-100](#).

## **SEARCH AND SEIZURE**

School officials have the authority to search a student's person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

School Lockers, desks, or other storage areas are the sole property of the Davis School District and Doxey Elementary. Periodic general inspections of school lockers may be conducted by school authorities randomly without notice, without student consent, and without a search warrant.

Searches will be conducted in such a way as to be short in duration and not disrupt educational activities.

## EXTRA-CURRICULAR ACTIVITIES

The District will ensure that students have an equal opportunity to participate in, create, and maintain student groups without regard to their race, sex, disability, or other protected classification.

However, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities, such as interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities, during the period of discipline and will not be afforded separate due process procedures to challenge the denial of participation in an extracurricular activity.

## COMPULSORY EDUCATION REQUIREMENT

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

### Student Education Records

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

1. **Inspect and review** all their student's education records maintained by the school within 45 days of a request for access.
2. **Request** that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. **Provide** consent before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to: [a] school officials with legitimate educational interests; [b] other schools to which a student is transferring; [c] individuals who have obtained court orders or subpoenas; [d] individuals who need to know in cases of health and safety emergencies; [e] official in the juvenile justice system to improve education outcomes; [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect; [g] specified officials for audit or evaluation purposes; or [h] organizations conducting studies for or on behalf of the District.

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

## **STUDENT DIRECTORY INFORMATION**

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as, school publications, newspaper articles, and to outside education related organizations. In addition, two federal laws require secondary schools to provide military recruiters, upon request, the names, addresses, and telephone numbers of their students. The Davis School District has designated the following information as directory information: 1) student's name, address, and telephone number; 2) student's date and place of birth; 3) grade level and enrollment status; 4) student's District email address; 5) student's ID number that is displayed on a student ID badge; 6) parent email address; 7) participation in officially recognized activities and sports; 8) weight and height of members of athletic teams; 9) dates of attendance; 10) degrees, honors, and awards received; 11) most recent educational institution attended by the student; 12) student's digital image.

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

To protect the privacy of other students, parents/students are not permitted to make their own recordings of class sessions or to share or distribute District recordings of class sessions.

If you, as a parent do not want Doxey Elementary to disclose limited directory information of your child without your prior written consent, you must notify the school in writing annually.

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

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

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

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

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. Doxey Elementary will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities.

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

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

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

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

## **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 Doxey 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.

## **MEAL CHARGES IN SCHOOLS**

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

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

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

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

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

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

- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mailboxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

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