

Snow Horse Elementary

Parent/Student Handbook 2022-2023

**Adjustments to this handbook may occur as deemed necessary*

Principal Douglas Forsgren
Administrative Intern Amber Hansen
Office Manager Becky Smith

Main Office Phone 402-7350
FAX 402-7351
Attendance Line (to report an absence) 402-7356

Davis District Nutrition Services: 402-7640
School Website: <http://www.davis.k12.ut.us/162/site/default.asp>
Davis School District Website:
<http://www.davis.k12.ut.us/davis/site/default.asp>

To contact school teachers and administrators by email, go to the school website and access "Faculty and Staff."

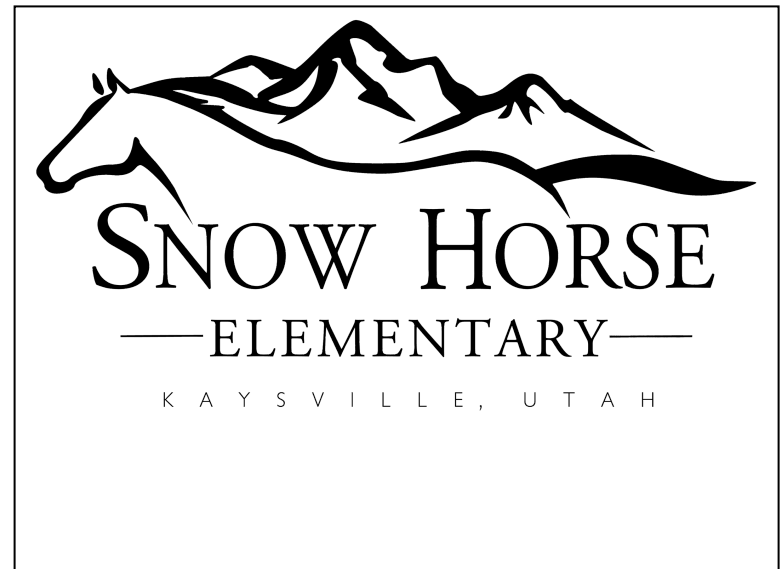
School Schedule:

Monday through Thursday 8:50 – 3:25
A.M. Kindergarten 8:50 – 11:30
P.M. Kindergarten 12:45 – 3:25

Friday and Early-out Days 8:50 – 1:25
A.M. Kindergarten 8:50 – 10:50
P.M. Kindergarten 11:25 – 1:25

Snow Horse 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.

[Snow Horse Elementary](#)



ARRIVING AT SCHOOL

School begins at 8:50 a.m. **To ensure safety, students are not allowed in the building before school hours as this is considered unsupervised time.**

On good weather days, children wait at the doors and enter when the first bell rings. On stormy or very cold days children will be invited indoors.



ATTENDANCE

Regular attendance is important to academic success. Children who are well should be in school. Those who are sick belong at home. When students are at school, it is assumed that they are well enough to participate in outdoor recess and physical activity unless you provide a written note. Please try to schedule outings, vacations, or medical outside of school hours. **By district definition, 4 or more days missed per term is considered chronic absenteeism.**

TARDINESS

Tardiness disrupts the learning of the student who is late as well as the rest of the class. Morning hours are prime learning time. Students arriving late must check in at the office prior to going to class.

EARLY CHECK-OUT

When students do leave during the school day, they must check out through the office. Children must be signed out at the office by a parent or other designated adult if they are checking out of school early. You must come into the building to sign your child out and show picture I.D. **We cannot check a student out with a telephone call.**

MAKE-UP WORK

In general, make-up work for when your child is absent will be available when the child returns to school. Requesting make-up work for students in advance is an undue burden to teachers. Parents are responsible for assisting students in completing work. Bear in mind that there is a wealth of learning at school that does not involve paper and pencil. Class activities and

discussion cannot be reproduced or re-staged for students who are absent. However, early and frequent communication between the teacher and parent will aid in helping the student stay up to speed with classwork.

VOLUNTEERS AND/OR CLASSROOM VISITS

Children love having a parent at school and parent volunteers are welcome and appreciated. Please make sure you communicate with the classroom teacher anytime you want to visit or volunteer in the classroom. Anytime you volunteer or visit your child's classroom, please check in at the office where you will receive a name badge to wear while you are in the building. All volunteers, not in the direct line of sight or under direct supervision of a classroom teacher must obtain a background check. The school must preserve the learning atmosphere in the building. For that reason, the school reserves the right to ask a volunteer or visitor to leave the classroom if there is a distraction or disruption of learning.

PTA

The Snow Horse **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. Please visit the Snow Horse PTA Facebook Page for more information: <https://www.facebook.com/SnowHorsePTA/>

COMMUNITY COUNCIL

Our **Community Council** is composed of elected parent and school representatives. Meetings are held several times a year to review data, develop a school plan, and to monitor it's implementation. Meeting times are determined by the current council and can be found using this link: <https://snowhorse.davis.k12.ut.us/school-information/community-council>. Anyone is welcome to attend these meetings, and agendas are posted on the website. Matters for discussion may be added to the agenda by calling or e-mailing the council chair.

DAVIS DISTRICTS SMART REPORT

(Standards, Mastery, Assessment Reporting Tool)

Davis District's SMART Report is used to report on your student's progress each quarter. This report is based on the child's mastery of 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

The SMART Report is available on-line through the guardian's myDSD account. Teachers will update your child's progress at different intervals, depending on a number of factors, including grade level. Please do not expect student progress to look like high-school grades. Teachers are constantly assessing, but putting a summative score in the computer happens less frequently.

ILP (formerly SEP) CONFERENCES

Individualized Learning Plan Conferences are held two times a year 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.

FIRST AID

It is our policy to try to reach parents when children are ill or injured. If we cannot reach you, we then follow the instructions you have written on your child's information card. The school is limited to giving first aid only. **We cannot dispense medication to children without the completed "[Permission to Dispense Medication](#)" form filled out and signed by a doctor.**

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.

HOMEWORK

The purpose of homework in the elementary school is mainly to help students develop good study habits, foster positive attitudes about school, and communicate the ideas that learning takes place at home as well as at school. We understand that many children participate in out-of-school and family-centered activities; this is taken into account when determining the amount of homework assigned. For more information, district homework policy can be found on the [district website](#).

TELEPHONE USE

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

POSSESSION AND USE OF ELECTRONIC DEVICES

Students may possess cell phones at school subject to the following:

- * Cell phones and Apple watches may only be used before the first morning bell and after the last bell.
- * All cell phones and Apple watches must be turned off and stored in student backpacks or their teacher's desk during the school day.
- * Students shall be solely responsible for the security of their cell phones and Apple watches. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with cell phones.
- * Students who violate cell phone and/or Apple watches use policy, will have their cell phones and/or Apple watch taken by the teacher. They may retrieve their cell phone at the end of the school day. Second time offenders will have their cell phone taken and not returned until a parent comes to the school to claim the phone.
- * With the exception of cell phones and Apple watches, all other personal electronic devices are not permitted at school. In Addition: Sports equipment, toys, games, trading cards should not be brought to school. These items disrupt learning, create

conflict between students and can be lost or stolen. Teachers or staff members will take these items. On the first incident, the item will be returned to the student at the end of the school day. On the second incident, the items will be returned when a parent comes to retrieve them.

COMMUNICATING WITH THE SCHOOL

If you would like to speak personally with a teacher, please e-mail or phone for an appointment, so that she/he can give you undivided attention and not disrupt the learning of students.

DRESS CODE

Student dress influences the way students act. Please see that your child comes to school in clothing that meets dress code standards (no short shorts or mid-drifts) As per District Policy, "Shorts and skirts shall extend to at least three inches above the knee. No short shorts or miniskirts shall be allowed." Students may not wear clothing to school that displays disrespectful slogans or messages about things that are illegal for children. **All students are required to participate in P.E. and recess regardless of clothing choices. Clothing should be appropriate for daily activity and weather.**



SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PLAN

Snow Horse Elementary has implemented a school-wide positive behavioral support plan that utilizes common language to ensure consistency throughout the school. The purpose of the plan is to increase responsibility, respect, and safety at our school. The Snow Horse Behavior Plan is based on three simple expectations which act as our school rules:

- o Be Respectful
- o Be Responsible
- o Be Safe

Students are positively reinforced in variety of ways, by teachers and administration.

Discipline Procedures when Expectations are not followed:

Our goal is to redirect inappropriate behavior. When dealing with a discipline situation, we do our best to address it in such a way that the needs of the individual student are considered. We believe in involving parents in the discipline process and feel that we cannot be effective in teaching your children appropriate school and social behaviors without your support. Most discipline will be handled by the classroom teacher.

Please see the School-wide Behavior Management flow chart in Appendix B for more details.

SAFE SCHOOL VIOLATIONS

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 | sexual harassment |
| destruction of school property | weapons – pretend or real |
| terroristic threat | |

We instruct students to go and tell an adult when they see or are involved in conflicts with other children. Students who are involved in a fight, whether they started it or not, will receive disciplinary consequences as per Safe School requirements.

SCHOOL LUNCH

School lunch is priced at \$2.10

Breakfast at \$1.55

Adults may purchase lunch for \$3.50, and breakfast for \$2.10

There are a number of payment options available:

1. Send a check, cash, or money order to the school in an envelope marked with your child's name, grade and teacher.
2. Go to the District web page, then Departments, Nutrition Services. From there, you can set up payment by credit card or automatic check debits.
3. Send a check or money order to the District at:

Nutrition Services
Bldg. G-4 Freeport
P.O. Box 160485
Clearfield, UT 84015
Phone: 402-7640

CROSSWALKS / PEDESTRIAN SAFETY

Our students' safety is of primary concern. Students should follow established walking routes. It is important for parents to review safe pedestrian practices with their children. Please refer to our SNAP Plan located on our school website.

RIDING TO SCHOOL

Bicycle areas are provided on the Southeast side of the school. We cannot assume responsibility for stolen or damaged bicycles. Students riding bicycles to school must follow the procedures stated below:

*Students may not ride their bikes on school grounds. They are expected to walk them to and from the bike racks.

*Bicycles should be locked in the bicycle racks.

*Please remind your student to not ride their bikes in the middle of the road.

* Helmets are encouraged.

DROP OFF/PICK UP & PARKING

Drivers should exercise caution near and at the school. Please inform anyone who might be driving students to school (grandparents, siblings, babysitters) of the following safety precautions:

- o Red zones are for emergency vehicle access and must be kept clear at all times.
- o Follow signs and parking attendants' instructions regarding drop-off, bus-zones, and parking areas.
- o In the roundabout on Smith Lane and Angel Street, traffic entering the roundabout is required to yield to cars already in the roundabout.



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 that 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.

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.

HOW PARENTS CAN HELP CHILDREN SUCCEED

Parents can help make the educational experience productive and meaningful for students through mutual support with the school.

- ❖ Help children come to school feeling good about themselves.
- ❖ Make sure your children are on time.
- ❖ Expect your child to be in attendance if they are not ill.
- ❖ Help develop study skills by reserving a time and place for homework.
- ❖ Show interest in what your children are doing and celebrate their success.
- ❖ Be a volunteer, visit the school, attend school programs.
- ❖ Support your child's teacher by contacting them when your child is having a problem.
- ❖ Speak positively to your child about their teacher, school, and schoolwork.

Appendix A

It is required that the following information be published and made available to our students and patrons.

NOTICE OF NON-DISCRIMINATION

Davis School District and Snow Horse 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

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

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 Snow Horse Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator, Rachel Alberts(402-7350), their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Adam King (402-5180) for student accommodations. (TDD hearing impaired ((801) 402-5358)

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and Snow Horse 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.

DRUGS/CONTROLLED SUBSTANCES

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

SERIOUS VIOLATIONS

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, 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.

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

BULLYING/CYBER-BULLYING/HARRASSMENT/ HASSING

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, or discrimination of any school employee or student at school or school-related activity regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment. Snow Horse El. policy may be found at www.davis.k12.ut.us/elem/snowhorse or a copy may be obtained in the school office.

SEARCH AND SEIZURE

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

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School lockers, desk or other storage areas are the sole property of the Davis School District and Snow Horse 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 or legal guardian 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. Frequent absences from classes disrupt the instructional process. Parents/guardians are encouraged to work with the school in promoting regular attendance of all students.

- Excused absence does not mean a parent acknowledgement of an absence for a reason other than a reason describe in policy 5S-101 section 3.2.2 [c].
- illness, which may be either mental or physical; a scheduled family event; medical appointment; family emergency; death of family member or close friend; preapproved extended absences; and approve school activity.
- Notice of Compulsory Education Violation -
*A school administrator may only issue a notice of compulsory education violation to a parent of a school-age child in **grade 1 through 6** if the school-age child is truant at least five times during the school year.*
- **"Truant"** means a condition in which a school-age child, without a valid excuse, is absent for at **least half of the school day**, or if the school-age child is enrolled in a learner verified program, as that term is defined by the state board, the relevant amount of time under the District's policy regarding the District's continuing enrollment measure as it relates to truancy. A school-age child may not be considered truant more than one time during one school day.

<https://resources.finalsite.net/images/v1596203830/davisk12utus/wqz0gsllej9x548bfuk/5S-101SchoolAttendanceandTruancyIntervention.pdf>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

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

- *Inspect and review* all of their student's education records maintained by the school within 45 days of a request for access.
- *Request* that a school correct records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

- *Provide consent* before the school discloses personally identifiable information (PII) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:

[a] school officials with legitimate educational interests;

- [b] other schools to which a student is transferring;
- [c] individuals who have obtained court orders or subpoenas;
- [d] persons who need to know in cases of health and safety emergencies;
- [e] juvenile justice system;
- [f] a State agency or organization that is legally responsible for the care and protection of the student;
- [g] specified officials for audit or evaluation purposes; or
- [h] organizations conducting studies or on behalf of the District.

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

Student Directory Information

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

The Davis School District has designated the following information as directory information: 1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 5) parent email address, 6) participation in officially recognized activities and sports, 7) weight and height of members of athletic teams, 8) degrees and awards received, 9) photograph, 10) most recent educational institution attended by the student.

If you, as a parent, do not want Snow Horse Elementary to disclose directory information from your child's education records 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:

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: 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. Snow Horse 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 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 Snow Horse Elementary shall reasonably accommodate a parent's or guardian's:

- ☑ Written request to retain a student on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- ☑ Written request to excuse the student from attendance for a family event or visit to a health care provider, without obtaining a note from the provider. *(An excuse does not diminish expectations for the student's academic performance).*
- ☑ Written request to place a student in a specialized class or an advanced course. *(In determining whether placement is reasonable, the District shall consider multiple academic data points).*
- ☑ Request to excuse the student from taking a test that is administered statewide or the National Assessment of Educational Progress.
- ☑ Initial selection of a teacher or request for a change of teacher.
- ☑ Request to visit and observe any class the student attends.
- ☑ Request to meet with 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 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 or guardian to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents or guardians; the educational needs of other students; the academic and behavioral impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operations of a school.

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

Appendix B

Snow Horse Elementary School-wide Behavior Management Plan

Snow Horse
Elementary faculty and staff will begin learning and implementing Restorative Practices when ever possible to build and repair relationships aside from taking disciplinary measures.

School Rules:

1. Be Respectful

Examples

Cheating
Disruptive classroom behaviors
Inappropriate language
Inappropriate use of equipment
Pushing, hitting, kicking
Play fighting
Throwing objects
Running in the hall
Refusal to work
Being in the wrong place
Lying

Level 1

**Classroom behavior
management
system**



**Please note that this
flow chart gives general
guidelines and
deviation from this
chart is by
administrative
discretion.**

2. Be Responsible

Examples

Destroying property
Disrespecting/disobeying adult
Obscene gestures
Offensive language
Provoking violence
Biting
Stealing
Intentional tackling
Intimidation
Excessive absence
Persistent level 1 behavior

Level 2

Referral to the office

1st Offense

1. Meet with administrator
2. Phone call home as necessary
3. Appropriate consequences*

2nd Offense

1. Meet with administrator
2. Parent contact
3. Appropriate consequences*
4. Referral to counselor for skills instruction and regular check-ins

3rd Offense

1. Meet with administrator
2. Parent contact
3. Appropriate consequences* which could include in or out of school suspension

3. Be Safe

Examples

Racial Slurs
Bullying/Harassment
Fighting/physical assault
Gang activity
Hazing
Pornography
Illegal substances
Sexual harassment/assault
Truancy or chronic absence
Vandalism
Weapons
Persistent level 2 behavior

Level 3

**Immediate referral to
the office**

1st Offense

1. Meet with administrator
2. Parent contact
3. Appropriate consequences*
4. Referral to counselor for skills instruction and regular check-ins

2nd Offense

1. Meet with administrator
2. Parent Contact
3. Appropriate consequences*

3rd Offense

1. Meet with administrator
2. Possible referral to District Case Management or law enforcement
3. Possible change of placement

*appropriate consequences may include structured recess, behavior plan, behavior tracker, suspensions and other measures in accordance with DSD Policy and Procedures in 5S-100

Appendix C



Davis School District

LEARNING FIRST

Dear parents, staff, and students,

The Davis School District is committed to creating and maintaining a safe and welcoming environment for all students that is free from harassment and discrimination. The District has a duty to promptly and appropriately investigate and resolve any complaints of discrimination, including harassment on the basis of race, color, national origin, sex (including sexual orientation and gender identity), religion and disability (“Protected Classes”). The District requires staff and encourages students and parents who believe a student was subjected to harassment or other discrimination to file a complaint or report it to the OEO.

This past school year, the District created a new department, the Office of Equal Opportunity (OEO), dedicated to receive, investigate, and resolve complaints of student-on-student and staff-on-student harassment and other discrimination, and to address any hostile environment related to or arising from such harassment. The District has also created an electronic central reporting system that allows students, parents, and staff to submit complaints to school and District leaders so that the District may track and address complaints received.

Complaints of harassment or discrimination on the basis of a Protected Class can be submitted in any of the following ways:

- Through the new central reporting system, hdrs.davis.k12.ut.us
- Email to: OEComplaints@dsdmail.net
- Contact the District’s OCR Office by phone at (801) 402-5357.
- Report to administrators verbally or in writing
- Report to any school staff verbally or in writing

The District will conduct a prompt and thorough investigation into any complaints in accordance with the district’s new non-discrimination policy and procedures, District Policy 11IR-100. The policy includes an appeal process.

Beginning this 2022-2023 school year, and then each semester, the District will host multiple outreach events at schools across the District to explain the new policies, procedures, and supports to students and families. The District is also seeking engagement from parents and community leaders as it reviews its policies, practices, and procedures. Further information regarding community involvement will be forthcoming.

For more information regarding the Settlement Agreement entered into between the District and the Department of Justice and the steps the District is taking to address the issues of racial harassment in our schools, see: [Summary of Settlement Agreement](https://tinyurl.com/36k4vcu6) (tinyurl.com/36k4vcu6) and [Settlement Agreement](https://tinyurl.com/57rnd7be) (<https://tinyurl.com/57rnd7be>). For the District’s response, see former Superintendent Newey’s letter: (<https://tinyurl.com/yckw8ed9>).

It is the intent of the Davis School District and its Board of Education to do better at protecting all students in the district from harassment and discrimination of any kind. The District is committed to making its schools a safe educational environment for everyone.

PO Box 588 | 45 East State Street, Farmington UT 84025 | 801-402-5261 | davis.k12.ut.us

BOARD OF EDUCATION

John L. Robison, President Marie Stevenson, Vice President Gordon Eckersley Brigit Gerrard Liz Mumford Cheryl Phipps Julie Tanner



Davis School District

LEARNING FIRST

Estimados Padres, Empleados y Estudiantes:

El Distrito Escolar de Davis se compromete a crear y mantener un ambiente seguro y acogedor para todos los estudiantes que esté libre de acoso (molestias) y discriminación. El Distrito tiene el deber de investigar y resolver de manera rápida y apropiada cualquier queja de discriminación, incluido el acoso por motivos de raza, color, nacionalidad, sexo (incluida la orientación sexual y la identidad de género), religión y discapacidad ("Clases Protegidas"). El Distrito requiere que el empleado/s, y anima al padre/s y el o la estudiante, que cree que un estudiante fue sujeto al acoso (molestias) u otra discriminación presente una queja o la reporte a la Oficina de Igualdad de Oportunidades (OEO).

El año escolar pasado, el Distrito creó un nuevo departamento, la Oficina de Igualdad de Oportunidades (OEO), dedicada a recibir, investigar y resolver la queja/s de acoso de un estudiante al estudiante y del empleado al estudiante y otra discriminación y tratar todo ambiente hostil relacionado o que surja de dicho acoso (molestias). Además, el Distrito ha creado un sistema central de reportes (informes) electrónico que permite al estudiante/s, al padre/s y el empleado/a presentar una queja/s ante los líderes escolares y del Distrito para que el Distrito pueda hacer seguimiento y tratar la queja/s recibida.

La denuncia/s de acoso (molestias) o discriminación en base a una Clase Protegida puede presentarse de cualquiera de las maneras siguientes:

- A través del nuevo Sistema de Denuncia de Acoso y Discriminación, que se encuentra en:
<https://hdrs.davis.k12.ut.us>
- Correo electrónico a: OEOcomplaints@dsdmail.net
- Comuníquese con la Oficina de Igualdad de Oportunidades (OEO) del Distrito por teléfono al (801) 402-8700.
- Informar al administrador/a verbalmente o por escrito
- Informar a un empleado/a de la escuela verbalmente o por escrito

El Distrito llevará a cabo una investigación completa y a tiempo sobre cualquier queja de acuerdo con el nuevo reglamento y procedimientos de no discriminación del Distrito, el reglamento del Distrito 11IR-100. El reglamento incluye el proceso de apelación.

A partir de este año escolar 2022-2023, y luego cada semestre, el Distrito organizará múltiples eventos de extensión en las escuelas de todo el Distrito para explicar los nuevos reglamentos, procedimientos y apoyos a los estudiantes y las familias. Además, el Distrito está buscando la participación de los padres y los líderes comunitarios mientras revisa sus reglamentos, prácticas y procedimientos. Habrá más información sobre la participación de la comunidad.

Para recibir más información sobre el Acuerdo de Conciliación (settlement agreement) entre el Distrito y el Departamento de Justicia y los pasos que el Distrito está tomando para tratar los asuntos de acoso racial en nuestras escuelas, ver: Summary of Settlement Agreement y (Resumen del Acuerdo de Conciliación) y Settlement Agreement (Acuerdo de Conciliación). Para leer la respuesta del Distrito, vea la Superintendent Newey's Letter to Parents, dated 29/10/21 (Carta del Superintendente Newey a los Padres, de fecha 10/29/21).

Es la intención del Distrito Escolar de Davis y su Consejo de Educación Escolar tener un mejor desempeño en proteger a todos los estudiantes del distrito del acoso (molestias) y la discriminación de cualquier tipo. El Distrito está comprometido a hacer de sus escuelas un ambiente educativo seguro para todos.

PO Box 588 | 45 East State Street, Farmington UT 84025 | 801-402-5261 | davis.k12.ut.us

BOARD OF EDUCATION

John L. Robison, President Marie Stevenson, Vice President Gordon Eckersley Brigit Gerrard Liz Mumford Cheryl Phipps Julie Tanner