

Antelope Elementary School

School Handbook, Policies, and Legal Notices
2017-2018 School Year

Antelope Elementary School Mission and Belief Statement

(Revised 7/02/15)

What is the potential of a child? Is it measurable? Is it predictable? We believe each child has unique gifts that no other child has. Our mission is to assist parents and families in helping each child discover his or her unique gifts and to affirm the potential that exists in each student. It is to create caring, responsible, capable, and compassionate 21st century citizens. It is to help children learn to give more than what is expected. It is to create an appropriate educational program to help ensure the development of academic, social, and personal abilities and responsibilities in students as they prepare for a productive life in a changing global community.

We believe successful schools create an environment that stimulates individual initiative. Each child has value and ability, and we believe the best focus is on the individual. We exist for a single reason: to create an educationally-stimulating environment for our teachers and students.

We believe a school belongs to its community and patrons and should be operated through appropriate site-based procedures and collaboration.

Greatness exists in each child. Antelope Elementary School's goal is to work together with all stakeholders to help bring out leadership qualities and the greatness that exists in each of its students.

ATTENDANCE, STUDENT ABSENCES:

The Davis School District supports the philosophy that the instructional program is a vital part of a formal education. It is necessary to require that students attend school a maximum number of days for instructional purposes during each school year. Parents are strongly discouraged from taking students out of school for any reason other than emergencies.

Students are required by law to maintain a level of attendance which enables them to meet their responsibilities as learners and teachers to fulfill their obligations to the students. Students and their parents/guardians hold the primary responsibility for school attendance and for following the attendance policy. The School Board asks for the cooperation of both students and parents/guardians in these matters so that the student can receive the best education possible. State Law requires that students be in school every day except in cases of emergency or serious illness. When a student is absent the steps to follow are:

- Parents should call the school on the first day the student misses or send a note to the teacher stating the reason for an absence.
- A doctor's statement should be provided to the school for an extended illness. Any health-related illness that requires a student's absence from school and for which a student receives medical attention must have a doctor's note describing the illness and the specific beginning and ending dates for the nonattendance.
- If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from recess or P.E. may require a doctor's statement.
- Make-up work is required when applicable. Sufficient notice should be given to the teacher when make-up work is required.

There are no “excused,” only “explained” absences. An “explained” absence is one in which the student was absent with the parent's permission and knowledge for the following types of reasons: illness, school activities, court appearance, funeral, etc. Even though a legitimate reason may exist for an absence, it still remains on a student’s permanent attendance record.

Excessive or unexplained absences may be considered as trancies and will be addressed in accordance with the district's truancy policy and with Utah State Law. Situations will be dealt with on a case-by-case basis. Excessive absences, whether classified as “excused” or “unexcused” may also be referred to Student Services and as well as law enforcement or other agencies for possible educational neglect proceedings.

Tardiness:

- The first bell rings at 8:45 a.m. A student is tardy after 8:50 a.m.
- Students must report to the office when arriving late to obtain a late pass to class.

Check -Out Procedures:

- If a student leaves during the school day, parents must check him/her out in the office. The child will then be called to the office via the school’s intercom.
- Students will not be allowed to check out with anyone OTHER than those individuals who are authorized on their registration forms
- Individuals checking students out from school must be prepared to show identification.
- Please do not go directly to the classroom or remove your child from the playground during recess.
- Parents are encouraged to make dental and medical appointments after school hours.
- Extracurricular lessons, i.e. piano, dance, should be scheduled for after school hours.

BIRTH CERTIFICATES , SOCIAL SECURITY NUMBERS, RESIDENCY

Federal law requires all new out -of -district children to provide the school with a copy of their birth certificate to be kept on file at the school.

In order for students to be eligible to attend Antelope Elementary, their parents or legal guardians must reside within the school’s boundaries. Proof of residency must be provided upon request.

If a family relocates during the course of the school year to a residence that is outside of the school boundaries, students will be required to withdraw from Antelope Elementary and enroll in the new boundary school.

In accordance with School Board Policy, parents may request consideration for a boundary variance when residing outside of the school’s boundaries. A limited number of variances may be available depending upon the grade level of the student and the current class size/enrollment of the school.

SCHOOL VISITATION

Parents are encouraged to visit school frequently and actively participate in the education of their children. All classroom volunteer activities and observations must be coordinated with the classroom teacher. We request that parents avoid conferences with the teacher during such visits, but rather schedule conferences for a mutually acceptable time.

For the protection of the students, all non-students (including classroom volunteers) are to report to the office upon entering the building. All individuals who work or volunteer in the building are required to wear ID tags/badges at all times when in the building. **Please do not go**

directly to the classroom without first checking in at the office and obtaining a visitor's pass.

Parent volunteers are able to remain at the school under the direct supervision of a specific teacher, and for a pre-determined beginning and end time. Volunteers are asked not to remain at the school outside of these pre-determined times, or without being present to work with a specific teacher.

If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting for your child or the teacher may be disruptive to the learning environment. Students from other schools and relatives are not permitted to attend class or otherwise accompany Antelope Elementary School students.

BICYCLE SAFETY

Antelope Elementary Students are permitted to ride bicycles to school. There is not an adequate amount of storage or security for scooters, skateboards, or roller-blades and students should not bring these items to school. Bicycles must be locked securely to a school-provided bicycle rack while at school. The school is not responsible for lost, stolen, or damaged bicycles and equipment brought by students. All students are encouraged to obey all traffic laws and to wear helmets while riding bicycles, scooters, roller-blades, and skateboards.

EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. Fire drills are conducted once each month and earthquake drills, emergency evacuations or other simulated emergencies are conducted throughout the year. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building.

SEVERE WEATHER POLICY

School will be in session unless the weather makes it hazardous for students and teachers. On questionable mornings, the local radio stations will announce any changes in school schedules. School closure information may also be obtained by dialing 801-402-5500.

If, during the day, weather conditions become severe enough to require students to be dismissed before the regularly-scheduled time, local radio and television stations will be notified.

Parents should take the time to develop a plan and discuss it with their children of what to do in the event of early dismissal. Concerns such as who will pick them up, where they should go, and who they should call are all important concerns in an early dismissal situation.

TELEPHONE / CELL PHONE USE

Policy for Possession and Use of Personal Electronic Devices by Students in Schools

References:

1. Utah Administrative Code R277-495 Required Policies for Electronic Devices in Public Schools.
2. Davis School District Policy 11IR-111 Possession and Use of Personal Electronic Devices by Students in Schools

Scope:

Electronic devices have become a common means of communication and information access on today's society. However, these devices have the potential of disrupting the orderly operation of the

school. Antelope Elementary has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school-sponsored activities, and on school transportation.

Definitions:

For purposes of this policy, “*Electronic Device*” means a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument.

Electronic Devices may include, but are not limited to:

- Existing and emerging mobile communication systems, and smart technologies (cell phones, smartphones, walkie-talkies, etc.),
- Handheld entertainment systems (video games, CD players, DVD or video players, MP3 players, iPods, etc),
- Any other convergent communication technologies that do any number of the previously mentioned functions,
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capturing/recording, sound recording, information transmitting/receiving/storing, etc.

Possession and Use of Electronic Devices:

Students may possess and use electronic devices at Antelope Elementary subject to the following:

- Students may carry or possess electronic devices at school and school-sponsored activities.
- Use of electronic devices during the school days, including pass-time between classes and lunchtime, is prohibited. Devices must be completely powered down, turned off, and kept out of sight.
- Students may use electronic devices before 8:45 am and after the final bell of the school day, outside of school buildings, on school sidewalks, parking lots, and fields – so long as they do not create a distraction or disruption.
- Use of electronic devices on school buses is at the discretion of the bus driver and teachers. Distracting behavior that creates an unsafe environment will not be tolerated.
- Use of electronic devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency situation, as defined by school staff, exists.
- Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law.
- Electronic devices may not be used during any Utah State Board of Education or Davis School District events for students’ assessments unless specifically allowed by law, a student IEP, or assessment directions.

Cameras or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.

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 that may be imposed.

Disciplinary Actions:

Violation of this policy may result in discipline actions up to and including the following:

- Suspension in or out of school, or expulsion,
- Notification of law enforcement authorities,
- Permanent prohibition from possession of an electronic device at school or school-related events,
- Confiscation of device for increasing period of time for repeated violations,
- Other disciplinary actions as deemed appropriate by school administration

Security of Devices:

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Procedures for Reporting:

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

Exceptions:

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

- The use is specifically required to implement a student's current and valid IEP,
- The use is at the discretion of a teacher for educational purposes,
- The use is determined, by the principal, to be necessary for other special circumstances, health-related reasons, or emergency.

STUDENT DISCIPLINE

One of the most important lessons education should teach is discipline. It is the shared responsibility of the home and school to accomplish this goal. Discipline is the key to good conduct and proper consideration for other people. Each person at Antelope Elementary deserves to be safe, to feel safe, and to be free from danger. Learning is enhanced by an organized environment and the establishment of behavioral expectations. Good discipline is maintained by recognizing and praising good behavior, empowering students to make responsible choices, and taking corrective action when necessary.

Antelope Elementary's student management program is more than simply a list of rules and punishments for non-compliance. Based upon the proven tenets of multiple programs and philosophies, Antelope Elementary's program is designed to foster mutual respect while encouraging personal responsibility in choice and actions.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School and classroom rules and expected

behavior are explained to the children. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures.

Acceptable corrective measures may include, but are not limited to, the following:

- Teacher - student conferences
- Reduction or elimination of privileges or preferred activities
- Communication with parent via note, telephone, or conference
- Referral to school administration, law enforcement, or other agencies,
- In-school or out-of-school suspension
- Exclusion or reassignment of educational placement

BULLYING/HAZING

References

1. Davis School District Policy 5S-100 Student Conduct and Discipline, Section 7 School Level Discipline Plans

Definitions

For purposes of this plan, “bullying/hazing” means any behavior:

- of overt aggression that may include physical fighting such as punching, shoving, kicking, or similar actions,
- involving verbally threatening actions such as name calling or verbal aggression,
- of a relationally aggressive nature in direct, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to engage in bullying/hazing, or social isolation,
- involving acts of cyber-bullying, including the use of email, web pages, text messages, instant messaging, three-way calling or messaging, or any other electronic means of aggression inside or outside of school,
- involving any bullying/hazing activity based upon students’ real or perceived identities and conformance or failure to conform with stereotypes

Students who initiate, participate directly in, solicit, create, or are accomplice to bullying/hazing activities either in or out of school will be subject to appropriate interventions, education, and/or corrective measures which may include, but are not limited, to the following:

- Teacher - student conferences,
- Reduction or elimination of privileges or preferred activities,
- Communication with parent via note, telephone, or conference,
- Referral to school administration and/or law enforcement or other agencies,
- In-school or out-of-school suspension,
- Exclusion or reassignment of educational placement

The following rules are listed as general information:

- The use or possession of tobacco, alcohol, and drugs is forbidden.
- Chewing gum is not allowed in the school.
- As a safety measure, the following are not permitted at school:
 - a. Fighting, either play or real
 - b. Guns (real or toys), B.B. shot or other ammunition
 - c. Firecrackers, fireworks, matches, lighters
 - d. Knives or other weapons, or toys representing weapons

- e. Glass containers of any kind
- f. High-heeled or shoes with cleats
- g. Skateboard, roller blades, scooters, shoes with wheels in them, or motorized bikes
- h. Harassment or intimidation of any kind

- When applicable, store -bought birthday treats may be sent to school with your child.
- To help minimize potential social awkwardness for students, party invitations may be sent to school to pass out to students only if every child in the class receives one. If only a few students are to be invited to a party, arrangements must be made outside of the school.

STUDENT APPEARANCE / DRESS CODE

Students are encouraged to dress in a neat and appropriate manner that reflects pride in themselves and in their school. We rely on parents' good judgment as to what students should wear, however the school reserves the right to make final determination regarding the appropriateness of student appearance. Generally, students should wear clothes which are safe, PE and other activity-appropriate, appropriate for weather conditions, do not disturb or distract other students, and are not immodest or obscene. Clothing which displays alcohol or tobacco products or which carry colors or symbols associated with gang activity will not be allowed.

Please note:

- Proper shoes for physical education class and recess should be worn. No open toed or flip flops are allowed for the safety of our students.
- Cleats, tap shoes, or shoes with in-line wheels should not be worn.
- Pants that are sagging, or shirts that expose bare midriffs are not allowed.
- Shorts and skirts must be fingertip length when arms are extended down, even when wearing something underneath. E.g. tights, leggings
- Bicycle shorts are not allowed.
- Excessive piercings or other accessories that are disruptive to the education process are not allowed.
- Coats, hoodies, and jackets must be removed when entering and may not be worn while inside the school building.
- Hats or head bandanas are not to be worn to school except on special occasions.
- Tank tops, strapless shirts, and spaghetti straps are not allowed unless a t-shirt is worn underneath.

Students who practice good personal hygiene and cleanliness feel better about themselves and consequently achieve better in school.

EMERGENCY NUMBERS

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. Please remember to notify the school of any change of address or telephone number. This is important.

FIELD TRIPS

When a field trip is planned, your child will bring home a permission form giving the destination and date. This form must be signed and returned to the teacher before your child will be allowed to go on the trip.

Under the direction and discretion of teachers, parents are invited and encouraged to volunteer as chaperones for their students' field trip activities. **Younger children and siblings are not allowed to accompany students and/or parent chaperones on school-sponsored field trips.**

ANIMALS AT SCHOOL

The Health Code, Utah State and Davis District Risk Management prohibits dogs and cats on school property. Other than dogs and cats, animals may be brought into the classroom as long as they are directly associated with an approved curriculum event. When the event is concluded the animal should be removed from the school. Rodents (mice, rats, gerbils) rabbits, reptiles (snakes, geckos, lizards) should not remain in classrooms for an extended period of time.

Also, Antelope Elementary requires that PRIOR to animals being brought into a classroom, even for a brief show and tell, that a note be sent to parents in advance, telling them about the kind of animal(s) and the date(s) that they will be brought into the room. This is, in large part, due to allergies, etc. and parents need to be informed in advance in the event that they want their child(ren) not to be present when the animal is shown.

HOMEWORK

The educational philosophy of Antelope Elementary School is to teach the fundamentals of reading, writing, speaking, mathematics, science and responsible behavior. These fundamentals often require outside reinforcement and additional practice which students need to complete outside of the regular school day. Homework, the extension of class work, will be that which relates directly to the mastery of a subject. Appropriate homework is a vital part of the learning process.

Students must assume responsibility for their class work just as they will assume job responsibility in their future.

The learning process is a joint effort and as such students and their parents/guardians share in the responsibility for the mastery of subject matter. Homework and/or individual study units will be discussed fully in the classroom so that parents are not required to provide the initial instruction that is the responsibility of the classroom teacher. Parents are encouraged to establish a learning environment in the home by:

- Demonstrating a positive attitude toward education and taking an interest in your child's school work.
- Establishing good study conditions, free from distraction and monitoring your child's study habits.
- Exercising patience as you encourage your child.

Teachers provide instruction to each student so that mastery of the subject matter can occur. The assignment of homework is an outgrowth of that classroom instruction, realizing that the nature of the subject matter being taught lends itself to different "types" of homework.

The following are examples of homework assignments given to students at Antelope Elementary:

- Independent practice of newly-learned skills.
- Expansion activities beyond the subject matter presented in class.
- Introduction of new materials (such as the reading of a chapter in the text with a stated purpose for the reading)

- Independent student projects, approved by the teacher.

The following statements are suggestions to guide classroom teachers as they make decisions about homework:

- Homework must be relevant to the instruction in the classroom. Homework should not be assigned merely for the sake of providing something for students to do after school hours.
- Skills taught in the classroom should first be guided and practiced in the classroom under the teacher's supervision. Independent practice of those skills is assigned to be done outside the classroom.
- Homework should not be assigned for completion during off -track periods.
- Homework assignments of newly learned material should be as short as possible.
- Classroom assignments not completed by the student during the instructional day can be required homework. Each Antelope Elementary School teacher will explain his/her individual homework policy to parents at Back to School night.
- A rule-of-thumb for grade-appropriate guidelines to follow to determine an appropriate number of minutes for home study are 10 minutes of homework for each grade in school. For example, a student in the 5th grade = 50 minutes per night. Clearly, this is only a guide and should be modified based upon the child's abilities.

PHYSICAL EDUCATION

Physical education is offered for all elementary students in grades K -6. If a student's participation has some limitations, it will be necessary to submit a written note to the office for excuse from physical education activities. Continued limitation will require a medical doctor's written excuse on file. Regular school clothing is satisfactory for physical education activities unless otherwise noted.

SPECIAL SERVICES

Teachers with professional preparation in speech, language and developmental learning problems teach students in the least restrictive environment which is appropriate for each individual child.

The continuum of services includes self -contained classes, resource, and speech teachers. Many students are recommended for placement in regular classes with support services. If you feel your child would benefit from such services, please contact your child's teacher in order to initiate a referral for testing.

LIBRARY MEDIA CENTER

Our school library media center is a source of pride and is a vital part of our instructional program. Through regularly scheduled class times and open library time, students are encouraged to explore the many books, research materials, and audio-visual materials that our library media center contains.

In order to maintain an adequate collection, pupils, teachers, and parents must cooperate to see that materials are returned in good condition. If materials are not returned, a charge equal to the current replacement price will be assessed. Such replacement fees are not considered school fees and are not legally exempt under state law.

TEXTBOOKS

Textbooks and student planners are furnished free. If these books are lost or damaged beyond reasonable use, parents/guardians will be charged the full replacement price. Such replacement fees are not considered school fees and are not legally exempt under state law.

PTA

Antelope Elementary School is a great school for your child in large part because of positive parental involvement! Becoming involved in PTA provides you an opportunity to contribute suggestions for the improvement of our educational program. Our PTA is active and involved. Throughout the year many educational, fun-filled events will take place. All parents are urged to join the school's PTA and be actively involved in the many worthwhile activities sponsored by this organization.

COMMUNITY ADVISORY COUNCIL

Our Community Advisory Council is comprised of representation from the teachers, parents, community, and business leaders. Members' terms are for two year periods at which time vacant seats are filled by election and administrative invitation, depending upon the available position. The Community Advisory Council is responsible for the School Improvement Plan, Trust Lands Plans and Budgets, and acts as a valuable liaison between our school and community. For more information, including a calendar of meetings and contact information, please visit the school's website.

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned in to the school's Lost and Found box. Unlabeled or unclaimed property is turned over to a donation agency at various times throughout the year.

SCHOOL MEALS

Meal credits may be purchased by the week, month or term. Checks should be made payable to *Davis Nutrition Services*. Each check should have the child's and teacher's names on it. Cash should be in a envelope with the child's and teacher's names clearly indicated on the outside. Payments can also be made online. Meal Prices for the 2013-2014 school year are:

	Breakfast	Lunch
Elementary	\$1.35	\$1.85
Adult	\$2.00	\$3.40

District lunch policy allows for no lunch charges. Please keep your students lunch account current and at a positive balance. You will receive notifications of lunch balances via MyDSD and email.

Good manners in the lunchroom are expected, and monitored by a supervisor. Children whose behavior is inconsistent with good manners may lose cafeteria privileges.

ARRIVING EARLY / STAYING AFTER SCHOOL

Children should not arrive at school early as teachers are preparing for the school day. Please do not allow your children to arrive more than 15 minutes prior to the first bell which rings at 8:45. Weather permitting; students will be required to remain outside of the school building until the school day begins. In cases of inclement weather or poor air quality, students may be asked to wait inside the building before the school day begins. Teachers or staff members should not ask or require your child to stay after school for any reason unless parents/guardians are contacted and permission is given.

NOTICE OF NON-DISCRIMINATION

Davis School District and Antelope Elementary do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or veteran status in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

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

Steven Baker,
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

Adam King, District 504 Coordinator
504 (Student Issues) Coordinator
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
tel: (801) 402-5180

Bernardo Villar, Director of Equity
Title IX Compliance Coordinator
Race, Color, National Origin, Religion,
or Gender in other than Athletic Programs
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
tel: (801) 402-5319

Jay Welk, Healthy Lifestyles Coordinator
Title IX Compliance Coordinator
Gender Based Discrimination in Athletic
Programing
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
tel: (801) 402-5113

Scott Zigich, Director of Risk Management
Physical Facilities Compliance Coordinator
P.O. Box 588
20 North Main Street
Farmington, Utah 84025
tel: (801) 402-5307, TDD (hearing impaired): (801) 492-5358

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Antelope Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact the school ADA/504 Coordinator, 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 Antelope 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 Antelope 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 student is suspended; and 4) the time and place for the parent or guardian to meet a designated school official to review the suspension.

AUTHORITY TO SUSPEND OR EXPEL

The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten 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

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 a 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. Antelope Elementary's policy may be found at <http://www.davis.k12.ut.us/106>, previously contained within this document, or a copy may be obtained by contacting the school office.

SEARCH AND SEIZURE

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

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School lockers, desks or other storage areas are the sole property of the Davis School District and Antelope 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.

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 (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] persons who need to know in cases of health and safety emergencies;
- [e] juvenile justice system;
- [f] a State agency or organization that is legally responsible for the care and protection of the student;
- [g] specified officials for audit or evaluation purposes; or
- [h] organizations conducting studies for or on behalf of the District.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant,

or therapist), or to whom the District has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Student Directory Information

(Please note: At this time Antelope Elementary does not publish a school directory. Nevertheless, the following notice is provided in order to comply with Federal and State notification requirements).

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 Antelope 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. Antelope 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 of Utah, 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 Antelope 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 operation of a school.

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

Technology Resources Acceptable Use Agreement

Parent Instructions for Online Access and Acknowledgement

Dear Parent,

Electronic media and communication are important learning tools in today's classrooms. Providing a safe and productive education experience while using these tools is vital. To assist us in meeting this goal, **every student and his/her parent or guardian must annually review the expectations for use contained in the Davis School District Technology Resources Acceptable Use Agreement (AUA)** and acknowledge receipt of this information. You may review and verify receipt of the AUA either online by following the directions below or by requesting a printed copy of the AUA from your student's school and returning the signature page to your student's school office.

Online

www.davis.k12.ut.us

(This is the same link that takes you to the Student System to check your student's attendance, grades, lunch, etc.)

Log In — The following information box should appear :



"You have files that need your attention. Please Click Here

By following this link, you will be directed to the applicable AUA. After reviewing the AUA, select the acknowledgement box and your student's school will receive notification of your completing the action. There is no need to return a paper signature page if you acknowledge acceptance online.

More than one child attending DSD schools? If you have more than one child attending Davis School District, you will be able to access AUAs for all of your children from this one log-in. When you acknowledge acceptance of each child's AUA, the information will automatically be made available to the applicable school.

For questions or to request a printed copy of the AUA, please contact Antelope Elementary at 801-402-2100.