

School Handbook

Orchard Elementary
205 E. Center St.
North Salt Lake, UT 84054
(801) 402-1700

www.davis.k12.ut.us/147

Dear Orchard Parents and Students,

On behalf of the faculty and administration we welcome you to a new school year. We are pleased that you are part of the Orchard School Community and look forward to your involvement and support in making this a very successful school year.

This school handbook has been prepared to help answer many of the questions that parents and students often have concerning school activities, procedures and rules. We believe that the observance of the guidelines found in this document will help us have a safe, orderly, and fun school that is conducive to learning and student success.

There is no intent to develop a set of rules that are overly confining or restrictive, rather to offer a common ground of clearly understood expectations and procedures that will enable us to provide the best educational experience for every student.

We are available to discuss and help resolve difficulties. If problems or concerns arise, please contact us at (801) 402-1700 during business hours to make an appointment.

Again, welcome to a new school year.

Together we SOAR!

Sincerely,

Mrs. Short and the Orchard Elementary Faculty and Staff

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OFFICE HOURS

The office is open on school days from 8:00 A.M. to 4:00 P.M.
School administration and office staff will be happy to help you with any questions or concern you may have. Please call to schedule an appointment if necessary.

Principal Heidi Short
Assistant Principal Shannon Larsen
Secretary Mica Welch
Assistant Secretary Natalie Porter
Assistant Secretary Cristy Kilpack
Assistant Secretary

SCHEDULE

Monday through Thursday8:50 AM – 3:25 PM
AM Kindergarten..... 8:50 AM – 11:30 AM
PM Kindergarten12:40 PM – 3:25 PM
Friday and Early Out Days8:50 AM – 1:25 PM
AM Kindergarten 8:50 AM – 10:50 AM
PM Kindergarten11:25 AM – 1:25 PM

KEY INFORMATION:

Phone (801) 402-1700
Attendance (801) 402-1706
Fax (801) 402-1701
Lunch Manager (801) 402-1714
Nutrition Services (801) 402-7640

Lunch Schedule

The lunch period includes time to eat and a recess time.

1st Grade 11:25-11:40

4th Grade 11:35-12:10

2nd Grade 11:55-12:30

5th Grade 11:45-12:20

3rd Grade 11:15-11:50

6th Grade 12:05-12:40

Recess Schedule for Monday-Thursday

K-AM 10:15-10:25

3rd Grade 2:00-2:20

K-PM 1:30-1:40

4th Grade 1:20-2:40

1st Grade 2:00-2:20

5th Grade 1:20-1:40

2nd Grade 1:40-2:00

6th Grade 1:40-2:00

Recess Schedule for Friday

1st & 4th Grade 10:00-10:15

3rd & 5th Grade 10:15-10:30

2nd & 6th Grade 10:30-10:45

FACTS ABOUT OUR SCHOOL

Mascot: Eagle

Colors: Blue & Yellow

Theme: ***Together We SOAR!***

Show Kindness

Own Actions

Accept Others

Respect Everyone

Orchard Elementary was built in 1964 with additions in 1978 and 2003. The name comes from the orchard that was owned by Charles Krough that used to be here before the school was built.

COMMUNICATING WITH THE SCHOOL

Email is the preferred method of communication with your child's teacher. If you need to speak personally to a teacher, administrator, or

staff member, please call or email for an appointment. You can easily email administrators and teachers through the school web page.

ATTENDANCE

Every Child, Every Seat, Every Day, On Time

Attendance counts, be at school every day, all day. Children who are well belong at school. Children who are sick belong at home. Keeping students' home for reasons other than illness tells them that school is not important. Parents, please notify the school when you know your student is going to be absent. The attendance phone number is (801) 402-1706. For safety reasons, each day we will call the parents of students with uncleared absences through and automated calling system.

We ask you NOT to schedule music and other lessons during the school day.

We also kindly request that doctor and dentist appointments be scheduled before or after school whenever possible.

TARDINESS

School begins at 8:50 AM. It is imperative that every student arrives on time. Try to have them here by 8:45 so they are not late. This helps to get a routine of responsibility that can only benefit student success in school. Tardiness not only interrupts the individual student's education but the education of everyone in the class. All students arriving late must sign in on the computer at the office before going to class.

EARLY CHECK-OUT

If your student must leave before the school day ends, please send a note to the teacher prior to checking out. It is required that the parent or person responsible for checking the student(s) out to:

1. Be admitted through the **security portal** located at the front door of the school.
2. Report immediately to the office and **present their picture ID** to the office staff. Please do NOT go directly to the child's classroom.

3. Check out the student by **using a parent/guardian myDSD Account.**

The Office staff will page the student to come to the office.

If someone other than a parent or a guardian is checking a student out, the parent/guardian must call the office to let the office know who the student(s) are going to be checked out by; even if they are on the student's emergency contact list.

FRIDAY EARLY OUT

Orchard Elementary follows the district's Friday early out schedule. Fridays are often used for assessment days and are important for your student to be there for the entire day.

STAYING AFTER

Teachers will not keep students after school unless parents have been notified or prior arrangements have been made.

STUDENT TELEPHONE USE

Students can use the telephone only in emergency situations.

Telephone calls for assignments, books, and lunches left at home are strongly discouraged. Students may not use the telephone to make after school play arrangements. Your support in this directive will help us keep the phone lines available for school related issues and emergencies. There are telephones located in every classroom as well as in the office. Student may use school telephones with school personnel permission only.

VISITORS

Parents are always welcome to visit the school. Planned visits are best.

All visitors must:

1. Be admitted through the security portal located on the front door of the school. Go directly to the Office to check in.
2. Present a picture ID to the office staff to check in.
3. Use the check-in/check-out computer at the office and receive a visitor identification badge before proceeding to classrooms.

If you wish to conference with a teacher, **please make an appointment by email. Unscheduled conferences during school hours are strongly discouraged** because they disrupt the learning environment and instructional day of all students in the class.

VOLUNTEERS

Parent volunteers are welcome and appreciated. Please sign in at the office using the check-in/check-out computer and pick up a name badge to wear while you are in the building. When you leave, please sign out on the computer and return the name badge. **All volunteers must have a background check. A background check needs to be scheduled with DSD human resources by calling 801-402-5722. Background checks can take up to two weeks to come back. Please plan.** Every volunteer is required to have a signed School Volunteer Information Sheet on file and **must protect the confidentiality of all student information.** For the safety of all children and to maximize volunteer effectiveness, please arrange babysitting at home for preschool children. Babysitting hours are counted towards your volunteer hours if you check the box at check in.

ORCHARD ELEMENTARY ELECTRONIC DEVICE POLICY

Electronic devices have become a common means of communication and information access today. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school sponsored activities, and on school transportation.

Definitions

“Electronic device” means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including: (1) a smart phone; (2) a smart or electronic watch; (3) a tablet; or (4) a virtual reality device.

“District-owned electronic device” means a device that is used for audio, video, text communication, or other type of computer or

computer-like instrument that is identified as being owned, provided, issued or lent by the District to a student or employee.

“Privately-owned electronic device” means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by the District to a student or employee.

Possession and use of Electronic Devices

Personal-Electronic Devices: Students may possess and use personal-electronic devices at school subject to the following:

- Once arriving at school, students must turn off all cell phones and electronic devices and secure them in an out-of-site and safe place, like a backpack.
- Use of personal-electronic devices during the school day, including recesses and lunchtime is prohibited. They must be completely powered down, turned off and kept out of sight.
- If parents have an urgent need to contact their students, they may call (801) 402-1700 and school staff will make sure the students get the information. Likewise, if students have an urgent need to contact parents during the school day, they can get a phone pass from their teachers and call from a school phone. Cell phones are unnecessary for this type of communication.
- Use of personal-electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

District-owned Electronic Devices: Students and employees are required to comply with the applicable **District Acceptable Use** policy agreement to use district-owned electronic devices.

Use of personal-electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

Exceptions

Exceptions will be made to the Electronic Device Policy for special circumstances, health-related reasons, use consistent with a current and valid IEP and emergencies.

Prohibitions

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law.

Electronic devices may not be used during Utah Performance Assessment System for Students assessments unless specifically allowed by law, student IEP, or assessment directions.

Confiscation

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device 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 is imposed.

Potential Disciplinary Actions

Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities. Policy may include, but is not limited to, any or all the following:

- A student who violates this policy may be prohibited from possession of an electronic device at school or school related events.
- Failing citizenship grades.
- In-school suspension.
- Out of school suspension.
- Removal of privileges from extracurricular activities.

- Disciplinary consequences consistent with a school-wide discipline program.
- Loss of extracurricular or honor privileges or recognition.
- Notification of law enforcement, at school's discretion, if circumstances warrant such notification.

Security of Devices

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

Reporting

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

PROHIBITION ON AUDIO RECORDING

Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, and or compromise the integrity of educational programs.

Accordingly, the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises at all time.

Exceptions

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

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

TOYS, GAMES, CANDY

Candy, gum, balls and other sports equipment, skateboards, trading cards, roller blades, electronic games, iPods and all other toys should be left at home to be enjoyed after school. These rules apply to all school related activities including field trips. The school is not responsible for loss or damage to personal property. School personnel may confiscate items which have the potential of becoming a disruption.

PERSONAL PROPERTY

Clothes, backpacks, and other personal belongings should be clearly labeled with the student's name.

LOST AND FOUND

Our lost and found is in the hall by room 210 or for small items, in the office. Several times throughout the year, usually during SEPs and the end of terms, Lost and Found items are displayed in the main hall for students or parent to reclaim. Items that are not retrieved in a reasonable amount of time are donated to local charities.

SCHOOL PROPERTY

Students are expected to appropriately use schoolbooks, materials, and supplies. Supplies include calculators, scissors, and rulers. Children will be expected to pay for damages that are beyond normal wear and tear, as well as for lost materials. Writing in books is not permitted.

STUDENT APPEARANCE/DRESS CODE

Students are encouraged to dress in a neat and attractive manner that reflects pride in self and school. School Dress Standards should be followed whenever attending any school activity. Students should wear clothes which are safe, appropriate for weather conditions, do not disturb or distract other students, and are modest.

Please note:

- Students must wear appropriate shoes. Footwear should be appropriate for active play at recess and P.E. Please do not send your student to school wearing flip-flops!
- Open-toed sandals pose a serious injury risk and should not be worn.
- Clothing which displays inappropriate material such as alcohol or tobacco products or those which carry colors or symbols associated with gang activity will not be allowed.
- Blouses, shirts, and tops must have sleeves. Clothing that exposes bare midriff, buttocks, or undergarments, are not allowed.
- Cleats, taps, flip-flops, or Heelys® should not be worn.
- Hats, bandannas and other headgear are not to be worn in the school.
- Tank tops or shirts with spaghetti straps are not allowed unless a t-shirt is worn underneath.
- Inappropriate short, tight or revealing shorts, skirts, dress, etc. are not allowed.
- Bicycle shorts are not allowed.
- Clothing that is torn, ripped, frayed or sagging in not allowed.
- Clothing attachments which could be considered as weapons (i.e., spikes, chains) will not be allowed.
- Students who practice good personal hygiene and cleanliness generally possess good personal feelings and consequently achieve better in school.

BIRTHDAY CELEBRATIONS

Our school has adopted the policy of celebrating student birthdays without having parents provide treats at school. You will be able to celebrate your child at home, while teachers will be able to recognize him or her at school. Teachers will recognize each birthday student in an appropriate manner based his or her grade level. Our PTA also celebrates student birthdays once a month.

CLASSROOM TREATS

If you are helping with a school celebration, only commercially prepared food items are allowed, and no drinks containing red dye.

SCHOOL LUNCH

Student school meal prices are \$2.05 per day for lunch and \$1.55 for breakfast. Milk may be purchased for \$.50 per carton. Adults may purchase school lunch for \$3.50 and breakfast for \$2.10.

Free/Reduced meals are also available for students who qualify.

Applications are available online under your myDSD guardian account. Use this link to access all Free/Reduced school meal

information. [Free & Reduced Price School Meals - Davis School](#)

[District](#) It is very important to keep accounts current. There are payment options available to pay for school meals.

1. **You may send money** with your child to the school office in an envelope marked with his or her name, grade, and teacher.
2. **Credit Card** at www.davisk12.ut.us under myDSD (top right corner of website)
3. **Automated Monthly Check Debits:** Complete the Auto Pay Authorization Form, available on Nutrition Services website.

For safety reasons, students who go home for lunch must check out and in at the office before leaving the building and check in upon returning to school. We require a parental permission note before allowing a student to leave. Also, if you are planning to eat school lunch with your child, please let the kitchen personnel know the morning you are planning to eat.

Lunch Schedule

The lunch period includes time to eat and a recess time.

1st Grade 11:25-11:40

4th Grade 11:35-12:10

2nd Grade 11:55-12:30

5th Grade 11:45-12:20

3rd Grade 11:15-11:50

6th Grade 12:05-12:40

SCHOOL BREAKFAST

Breakfast is served from 8:20 a.m. until 8:35 a.m. the cost for student to eat breakfast is \$1.55.

MEAL CHARGES IN SCHOOLS

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

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

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

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

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

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

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

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

NOTES HOME

To avoid wasteful duplication, **the youngest student in each family will be a member of our school's delivery team.** If you would like to designate another child, please let office know.

HOMEWORK

Davis School District supports the use of homework in the elementary school. There is a large body of research that encourages this practice. Students at Orchard Elementary can be expected to be assigned approximately ten minutes of homework each night per grade level in school, in addition to time spent reading. Thus, a first grader would spend about ten minutes on homework, while a sixth grade would be assigned approximately an hour of homework and an additional period of reading.

MAKE-UP WORK FOR SICKNESS

When students are sick, you may request that teachers gather assignments to be picked-up after school or sent home with another student. Please call the school and leave a message for the teacher if you would like this to occur, otherwise missed assignments will be distributed when the student returns. Make-up work should be completed as soon as possible. **Please do not drop-in during the school day to pick-up assignments for students who are sick.** When classes are interrupted, it disrupts valuable instructional time for other students. Most teachers post class assignments on Canvas.

MAKE-UP FOR VACATION

Please do not ask teachers to prepare assignments for your students before leaving on vacations or outings. Make-up work will be available upon their return to school. Parents will be responsible for assisting their children in completing work missed due to vacations or other outings. Please remember that there is a wealth of learning at school that does not involve paper and pencil. Class activities and discussions cannot be reproduced or re-staged for students who are absent.

MEDICINE

If your student requires medication during school hours, you may pick up the proper paperwork in the office. **A doctor's written and signed statement, current photo of the student, and parental signature is required before any prescription medication may be**

given to a student by school staff. A single dose of aspirin, Tylenol, allergy meds, cough drops, etc. can be sent from home IF the child can reasonably administer the medication on his or her own. Well children belong at school; sick children do not. Help us contain the spread of illness by keeping your child home when he/she is ill.

FIRST AID

It is our policy to try to reach parents when students are ill or injured. If we cannot reach a parent or guardian, we then try emergency contacts. The school is limited to first aid only, i.e., band-aides, ice, etc. We notify parents of any trauma so they may follow-up with treatment and observation if needed.

TELEPHONE USE

The telephones in the office and in classrooms are available to students **with teacher permission**. After school play arrangements **must** be made at home before or after school hours. Unless it is a true emergency, please do not ask to have your student called out of class for messages. The office staff will be happy to take a message for non-emergency items.

SCHOOL NEIGHBORS

We would like to remind both students and parents to be respectful, considerate, and conscientious of our school neighbors. Please remember to use sidewalks whenever possible and be mindful not to climb in the trees or cut across the yards of our neighbors.

CLOSED CAMPUS

During school hours, the school grounds are off limits to anyone but Orchard students that are attending at that time and school personnel. All visitors must check in at the office with a legitimate purpose for being on the school grounds before being allowed on school property.

WALKING TO SCHOOL

We urge parents to walk the school route with their student before school begins. Please instruct your children to observe safety rules

along the route. **Skateboards and roller blades are not allowed on school grounds for safety and security reasons. Please do not permit students to bring or ride these to school.** Bicycles and scooters brought to school are the sole responsibility of the student. Bicycles and scooters should be securely locked in the bike racks. Students must **walk their bikes on school property.**

DRIVING TO SCHOOL

Drivers should exercise extreme caution near and at the school.

Please inform all persons who will be driving your students (siblings, grandparents, babysitters, etc.) of the following safety precautions:

- Our entrance provides separate lanes for dropping off and driving through. Please use the lane closest to the curb for drop-off and pick-up and the outside lane for pulling through.
- Drop-off/pick-up must be at the curb, never in the pull through lane.
- When using the drop-off and pick-up lane, pull as far forward as possible so more vehicles can be accommodated.
- **Our East Driveway is for buses only. DO NOT ENTER the East Driveway from 8:30 - 8:55, 11:20 – 11:40, and again from 3:10 – 3:40 or when buses are present.** Please be aware of these closures and plan accordingly.
- When leaving the parking lot during drop-off/pick-up times, please turn right.
- Please pick-up students from school promptly at 3:25 p.m. Monday through Thursday and 1:25 p.m. on Fridays. It becomes a safety concern when students are unsupervised after school.
- Students should always comply with the crossing guard and use sidewalks to enter and exit the school. Please no walking, running, or darting between cars, buses or cutting through the parking lot.
- The area in front of the school is randomly patrolled by the North Salt Lake Police Department. Citations may be issued to individuals violating school traffic laws.

BUS TRANSPORTATION

Students being transported are under the authority of the bus driver.

Students who ride the bus are expected to conform to all bus regulations. Students who refuse to promptly obey the directions of the driver or refuse to obey bus rules may forfeit their privilege to ride the bus. Buses are equipped with video cameras and students may be subjected to video monitoring.

Due to liability issues, students are expected to ride to and from school on their assigned bus. This means they may NOT “jump buses” or allow friends who are not assigned to their bus to ride with them. There are no exceptions to this rule.

- Students must be on time for the bus both morning and afternoon. In the morning, students should be at their assigned stop five minutes before scheduled pickup time. Buses will leave the school in the afternoon no sooner than 7 minutes after the last bell has run.
- If there are no sidewalks available, students should walk on the left side of the road facing oncoming traffic when coming to meet the bus.
- Students must remain seated while the bus is in motion
- Students are not to extend their hands, arms or heads through bus windows.
- Students must have written permission from a parent, guardian or school principal to leave the bus at a stop other than his/her home stop.
- Loud, vulgar or abusive language or behavior is prohibited.
- Students must not open or close windows without permission of the driver.
- The emergency door or window should be opened or exited only in case of emergency. Any other such action may result in automatic bus suspension.
- Students must keep the bus clean and should refrain from damaging it.
- For everyone's safety, no item shall be carried on the bus which could create a hazard to any passenger, including but not limited to live animals, skateboards, skis, glass objects, etc. The

transportation of school projects, musical instruments, etc. will be left to the discretion of the driver.

- Harassment, including sexual harassment is unwelcome behavior and is not tolerated on the bus. This includes, but is not limited to: sexual statements, unwelcome gestures, physical acts or contacts that are objectionable, unwelcome jokes, and pictures, threats or comments directed toward an individual that are derogatory, victims should remember these behaviors are illegal, not permitted and do not have to be tolerated. Problems should be reported immediately to the bus driver or school official if seen or experienced.

Non-bus eligible students will NOT be allowed to ride the bus.

BEFORE AND AFTER SCHOOL SUPERVISION

There is no supervision for students after school, so children will not be allowed to loiter after the dismissal bell has rung. Students will need to be picked up, walk or ride their bus home promptly. Additionally, there is no supervision before school, so students should not arrive too early. We expect students to line up in their grade-level areas before school and wait for the 8:45 bell to ring. On cold, wet days students will be allowed to come inside and wait quietly.

EMERGENCY DRILLS

In the event an emergency should arise during the school day, emergency and school wide evacuation drills are held regularly. These drills instruct students in proper emergency procedures. In the unlikely event that the school needs to be evacuated, the call-out system will be used to notify parents. At such a time, children will only be released to people listed on their emergency cards.

Please keep phone numbers and emergency information updated.

PTA-PARENT TEACHER ASSOCIATION

The Orchard Elementary Parent Teacher Association is a vital part of our school and serves students in a variety of ways. Please support this active, energetic organization by becoming a member as well as

by volunteering time in one or more of the worthwhile projects sponsored by the PTA. For more information, please contact our PTA Presidents, Ben McLelland and DJ Schanz.

COMMUNITY COUNCIL

Our Community Council, composed of teachers, parents, business partners, and school administration, meets once a month for the purpose of school improvement. Agendas will be posted on the school's web site one week before each meeting. The minutes can also be found on the site a few days following the meeting. Anyone is welcome to visit these meetings which are held at 4:30 p.m. in the school's conference room or a larger room if necessary. Matters for discussion may be added to the agenda by calling or e-mailing the principal, Heidi Short. Phone: 402-1700, e-mail hshort@dsdmail.net.

By Utah State law, elections for Community Council will be held in the fall. Results will be posted following the election on the school's website. **If you would like to be considered for a community council position, please submit your name to the office by the first Friday of September. The elections will be held the second week of September. The first meeting of the new school year will be scheduled on the fourth Monday of September at 4:30 pm in the conference room. All future meetings will be posted after the first meeting of the year on the school's website.**

ENRICHMENT (SEM)

Students are placed in the enrichment program (SEM) at Orchard Elementary based on meeting certain criteria. Type II Classes (grade-level groups) meet at least weekly. Type III (individual) opportunities are arranged case by case and meet at least weekly. Criteria for identification of giftedness used in the Davis School District are:

1. Above Average Ability
2. Task Commitment
3. Creativity
4. Leadership

Students eligible for SEM demonstrate these attributes on a regular basis:

- Advanced vocabulary for age or grade level
- Ability to generalize about events, people and things
- Ability to grasp underlying principles
- Understanding of abstract ideas
- Ability to concentrate intently on a topic for a long period of time
- Quick mastery of basic concepts
- Preference for situations in which he or she can take personal responsibility for the outcomes of his or her efforts
- Follow through behavior when interested in a topic or problem
- Ability to establish priorities when organizing activities
- Ability to use time wisely in completing tasks

Orchard Elementary teachers diversify curriculum as a matter of practice. In a typical classroom, the ability range of students can vary by several years. Please be assured whether your child qualifies for SEM, we strive to appreciate and improve upon his or her special talents and abilities.

SPECIAL NEEDS

The school provides services in speech and hearing, social and psychological intervention, and remediation for students who qualify. A school nurse visits the school each week. A guidance counselor works with students in the classroom, giving lessons in developing life skills in areas such as anger management, conflict resolution, and self-esteem. The counselor will also conduct small group and individual sessions for students in need who have a signed parental permission form. If you have questions regarding any of these services, please call school personnel.

PARENT CONFERENCES

Parent conferences will be held October 5th & 6th and January 25th & 26th.

Conference appointments are scheduled online. You will be able to access the Conference Scheduler from the school's web page several weeks before the conferences begin. A note will come home with

your student containing information regarding how this is to be done. Students are an important part of these conferences and should attend with their parents.

GRADING USING THE SMARTS SYSTEM

Davis District teachers have created the Standards Mastery Assessment Reporting Tool System (SMARTS). This system creates consistency in reporting student mastery of standards throughout the district.

The SMART report provides clear communication to parents through online access and provides a more precise picture of what is taught in their child's classroom.

The program uses a three-point rubric:

- 3 = **Meets or Exceeds the Standard:** Demonstrates mastery of information and/or processes taught or demonstrates in-depth inferences and applications beyond what was taught.
- 2 = **Below Standard:** Demonstrates an understanding of some details and processes with help.
- 1 = **Far Below:** Does not meet grade-level expectation of what students should know and be able to do with help.

POSITIVE DISCIPLINE PLAN

At Orchard Elementary, we teach and live by the following principles:

Show Kindness
Own Actions
Accept Others
Respect Everyone

Disciplinary matters will normally be handled by the teacher in the classroom following our philosophy of supporting positive behavior. Positive discipline recognizes and uses the inherent value that any misbehavior is an opportunity for social and emotional learning. Parents will be contacted for extraordinary successes as well as for continuing or severe behavior problems.

YEARBOOKS

School yearbooks will be available to purchase for \$20 from the beginning of school until the posted ending date – refer to posted date on the school calendar. After the posted ending date, the price will be \$25. Yearbooks may be purchased in the office using a credit card, check, or cash. Parents can purchase yearbooks through myDSD up to the posted end date. All purchases after the posted end date need to be done in the office.

SCHOOL FEES-SCHOOL NOTICE

Elementary schools may not charge fees for classes and activities during the regular school day. An elementary school or elementary school teacher may provide to a student's parent, a suggested list of student supplies for use during the regular school day so that a parent may furnish, on a voluntary basis, student supplies for student use, provided the following notice is provided with the list: *NOTICE: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis, otherwise, they will be furnished by the school.* Elementary schools may charge fees, subject to the Board approved fee schedule, in connection with any school-sponsored program or activity, that does not take place during the regular school day, if the activity does not affect a student's grade or ability to participate fully in any course taught during the school day. Schools charging such fees shall include a copy of the applicable fee schedule along with required State Board approved notices in its registration materials and provide a copy of this information to a student's parent who enrolls a student after the initial enrollment period.

See School Fee Information in District Policy Manual for [LINK TO FORMS](#).

DONATIONS ARE PERMITTED, but no child or family may be required to donate, and the names of those who do or do not donate must be kept confidential (except that special recognition may be given to those who make major donations).

No school may raise, lower, or withhold grades, report cards, or school records to enforce payment of school fees. However,

if fines or other charges for damaged or lost school property have not been resolved, official copies of report cards and transcripts may be withheld.

To find out more, contact the school at: 402-1700, district at: 402-5252 or one of the following:

Utah Legal Services, Inc.

254 West 400 South, 2nd Floor
Salt Lake City, Utah 84101
328-8891 or 1-800-662-4245

Utah Issues Information Program, Inc.

330 West 500 South
Salt Lake City, Utah 84101
521-2035 or 1-800-331-5627

Utah State Office of Education

250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200
801-538-7830

NOTICE OF NON-DISCRIMINATION

Davis School District and Orchard Elementary are committed to creating an environment free from harassment and discrimination, including addressing and correcting incidents of harassment and discrimination when they occur, ensuring that discipline is free from discrimination, and ensuring nondiscriminatory access to student groups. Students and employees may not be discriminated against on the basis of race, color, national origin religion, sex (including sexual orientation and gender identity), age, disability, 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. Policy 11IR-100 prohibits harassment and discrimination against students on the basis of race, color, national origin, religion, sex, or disability ("Protected Class").

Complaints of harassment or discrimination against students on the basis of a Protected Class should be directed to the Office of Equal Opportunity.

Ken Auld, Director of the Office of Equal Opportunity
Davis School District
45 East State Street, P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-8701
kauld@dsdmail.net

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

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

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

Information regarding accommodations for disabilities should be directed to:

Midori Clough, **District 504** Coordinator
Section 504 (Student Issues) Coordinator
Davis School District
70 East 100 North, P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-5180
mclough@dsdmail.net

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

Tim Best, Healthy Lifestyles Coordinator
Title IX Athletic Compliance Coordinator
Sex Based Discrimination in Athletic Programs
Davis School District
20 North Main Street, P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-7850
tbest@dsdmail.net

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

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

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Orchard Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Shannon Larsen at 801-402-1700, their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

CHILD FIND

Davis School District is responsible for child find identification and evaluation for all students suspected of having a disability residing in Davis County. This includes students' birth through 21 years of age

who are in public schools, private schools, are being home schooled, or are kindergarten eligible, but not enrolled. Early identification and intervention are essential to help ensure school success.

If a child is having **significant or unusual** difficulty with vision, hearing, speech, behavior, is experiencing slow development typical for his/her age, physical impairments, or learning difficulty, the child may be a child with a disability. If there is child attending Orchard Elementary whom you suspect may have a disability, please contact one of the following so we can initiate the process for referral and assessment.

- Children Birth to Preschool
- School Age, K-12801-402-5413
- Principal at local school or
- Special Education Department801-402-5169
- Post High School – 21 Years of Age
- Vista Education Campus801-402-5975

SAFE & ORDERLY SCHOOLS

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

WEAPONS & EXPLOSIVES AUTOMATIC ONE-YEAR EXPULSION

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

Drugs/Controlled Substances

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

SAFE SCHOOL VIOLATIONS

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

conduct occurs; 2) committing any criminal act, including but not limited to: assault, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property; 3) engaging in any gang activity, including but not limited to flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang related clothing or apparel, or soliciting others for membership in a gang.

DISRUPTION OF SCHOOL OPERATIONS

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

DUE PROCESS

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

NONDISCRIMINATION IN DISCIPLINE

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

AUTHORITY TO SUSPEND OR EXPEL

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

BULLYING/CYBER-BULLYING/HARASSMENT/HAZING

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

District policy may be found at [5S-100 Conduct and Discipline](#). Orchard Elementary policy may be found at [\[URL\]](#) or a copy may be obtained in the school office. For incidents of harassment (unwelcome conduct based on a protected class) and discrimination, please refer to [11IR-100](#)

SEARCH AND SEIZURE

School officials have the authority to search a student’s person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have 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 Orchard 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 notice, without student consent, and without a search warrant.

EXTRACURRICULAR ACTIVITIES

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

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

COMPULSORY EDUCATION REQUIREMENTS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student Education Records

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

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

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

3. **Provide consent** before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:
 - [a] school officials with legitimate educational interests;
 - [b] other schools to which a student is transferring;
 - [c] individuals who have obtained court orders or subpoenas;
 - [d] individuals who need to know in cases of health and safety emergencies;
 - [e] official in the juvenile justice system to improve education outcomes;
 - [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;
 - [g] specified officials for audit or evaluation purposes; or
 - [h] organizations conducting studies for or on

behalf of the District.

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

Student Directory Information

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

The Davis School District has designated the following information as directory information:

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

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

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

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

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

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

Informal inquiries may be sent to FPCO via the following email address: FERPA@ED.Gov

[For additional information please visit the SPPO website at the following address: https://studentprivacy.ed.gov/](https://studentprivacy.ed.gov/)

Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

RIGHTS UNDER THE PROTECTION OF PUPIL 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. Orchard Elementary will directly notify you of the specific or approximate dates of activities which involve the collection or

use of protected information and provide an opportunity to opt your student out of participating in such activities.

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

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

Informal inquiries may be sent to FPCO via the following email address: PPRA@ED.Gov

[For additional information please visit the SPPO website at the following address: https://studentprivacy.ed.gov/](https://studentprivacy.ed.gov/)

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag shall be recited by students at the beginning of each school day in each public-school classroom in the State, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis. Participation in the Pledge is voluntary and not compulsory.

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

In compliance with existing federal and State law regarding religion and religious expression in public schools, the District or school may neither advance nor inhibit religion. It is the District’s policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law; and 2) maintain the schools’ official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and Orchard Elementary shall reasonably accommodate ** a parent’s:

- Written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- Written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. *(Student agrees to make up course work for school days missed for the scheduled absence).*
- Written request to place a student in a specialized class, a specialized program, or an advance course. *(In determining whether placement is reasonable, the District shall consider multiple academic data points).*
- Request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- Initial selection of a teacher or request for a change of teacher.
- Request to visit and observe any class the student attends.
- Request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

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

****Reasonably accommodate for purposes of this section means the District or school shall make its best effort to enable a parent to exercise a parental right specified here without substantial impact to staff and resources, including employee**

working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents; the educational needs of other students; the academic and behaviorally impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school.

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



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, hdsr.davis.k12.ut.us
- Email to: OEOcomplaints@dspdmail.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/57md7be) (<https://tinyurl.com/57md7be>). 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 Phillips | Julie Turner



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 111R-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.

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