



Student and Parent Handbook

2022 – 2023

**Home
of the
Mustangs**

**VAE VIEW
ELEMENTARY**

1750 West 1600 North

Layton, Utah 84041

School Phone: 801-402-2800



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Guidelines for Success

Mustangs have a growth mindset

Use problem solving strategies

Strive to be good citizens

Talk to each other (collaborate)

Are engaged in their own learning

Need Mastery (Priority Learning Standards)

Generate, create, and innovate

Show curiosity

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Vision

All students can learn through high expectations and individualized learning opportunities.

Mission

Every day, every child, in every Vae View classroom learns, grows, and feels respected.

Expectations

Be Safe, Be Kind, Be Accountable, Be Respectful

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VAE VIEW ELEMENTARY STUDENT-PARENT HANDBOOK | PAGE 3



Welcome to Vae View Elementary School!

Dear Parents,

Vae View elementary school has chosen “Better Together” to be our school theme for the 2022-2023 school year. A school community is not just about teachers, or students, or parents. It is about all of working together to make Vae View a fabulous place to be!

The goal is for all our Mustangs to leave our school with the skills they need to be successful. We want our mustangs to value learning, to be curious about the world, and to have the knowledge and skills that will prepare them for junior high school and beyond.

We are going to work even harder this year to personalize student learning, to focus on mastery of essential skills, and to build social and emotional capacities.

Please review the contents of this handbook together with your child. Feel free to contact the school regarding any questions about this handbook. In addition to this information, you will receive periodic notes from the school, class, and PTA to keep you informed of dates and events.

I am really excited about this school year and excited for the future. We have such a great school community and our focus has always been and will continue to be on our students and preparing them for an exciting future.

Sincerely,

Chris Laypath

Principal

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PTA Board

PTA

The Parent Teacher Association holds monthly meetings, All parents and teachers are strongly encouraged to join and participate in the PTA. Educational events, fundraisers, and socials directly benefit the students, parents, teachers, and community.

2021-22 EXECUTIVE COMMITTEE

President, Megan Bunn

Secretary, Allison Michie

Treasurer, Mimi Vanderdoes

Administrative VP, Chris Laypath

Teacher Representative, Ariel Ortega

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School Hours

Monday – Thursday..... 8:50-3:25

Friday (early out) 8:50-1:25

BELL SCHEDULE

Breakfast 8:20

First Bell 8:45

Tardy Bell 8:50

Calendar

Teacher Professional Day Thursday, August 18, 2022

Back To School Night Thursday August 18, 2022

Teacher Contract Day Friday, August 19, 2022

School Begins (early out first day).....Monday, August 22, 2022

Labor Day (No School) Monday, September 5, 2022

Fall Break (No School) Thursday - Friday, October 13-14, 2022

End of First Term (Early Out Schedule) Monday, October 31, 2022

Professional Day (No School) Tuesday, November 1, 2022

Parent Conferences (Early Out Schedule) Wed-Thur., November 9-10, 2022

Teacher Comp Day (No School) Wednesday, November 23, 2022

Thanksgiving Break..... Thurs-Fri., November 24-25, 2022

Early Out Schedule..... Wednesday, December 20, 2022

Winter Break December 21, 2022 – January 3, 2023

School Reconvenes Wednesday, January 4, 2023

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End of Third Term	Friday, January 13, 2023
Martin Luther King Day (No School).....	Monday, January 16, 2023
Professional Day (No School for Students)	Tuesday January 17, 2023
President's Day Holiday	Monday, February 20, 2023
Parent Conferences (Early Out Schedule)	Wed-Thur., March 1-2, 2023
End of Third Term (Early Out Schedule)	Thursday, March 16, 2023
Professional Day (No School for Students)	Friday, March 17, 2023
Spring Break (No School).....	Mon. – Fri., April 3-April 7, 2023
Last Day of School	Friday, May 26, 2023

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Section 1 – School Information and Policies

ARRIVING AT SCHOOL

Children should not arrive at school too early since teachers are preparing for the school day. The building opens for students to enter for breakfast at 8:25 a.m. and 8:45 a.m. when the bell rings. On good weather days children stay outside until the bell rings. On stormy or cold days, the children will be invited into the multi-purpose room. Outside supervision begins at 8:30.

ATTENDANCE

Regular and consistent school attendance AND punctuality is essential for student growth and achievement. Success in school is dependent upon good attendance! In accordance with Utah State Law (Utah Code §53A-11-103) and Davis School District Policy, it is the responsibility of the parent to ensure that their children are in attendance and punctual each school day. It is imperative, with the assistance of parents, children learn to be responsible in arriving to school on time. There should be no checking out of students for baby-sitting, shopping, or running errands. While parents have the legal right to take their son or daughter out of school, they do not have the right to violate the state and district mandatory attendance law, which requires 90% attendance for each student. (A student missing only 2 days per month ends up missing 10% of the school year). Parents of students that are continually tardy or absent may be referred to the Davis School District Case Management team for further assistance in helping increase attendance and/or punctuality.

BEHAVIOR EXPECTATIONS

Each teacher has a classroom management plan outlining expected student behaviors and consequences. Good behavior is the focus. School-wide expectations are centered on being safe, being kind, being accountable, and being respectful. Fighting, swearing, disrespectful comments or gestures, stealing, and acts of vandalism are violations of the “Safe Schools Policy” and will have serious consequences, which could result in suspension or expulsion. All students receive specific training about the district Safe Schools Policy at the beginning of the school year. A more detailed school-wide discipline plan is listed below. Vae View faculty and staff will begin implementing restorative practices whenever possible but appropriate consequences could include structured recess, behavior plan and/or tracker, suspensions, and other measures in accordance with DSD policy and procedures

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BICYCLES/SCOOTERS/SKATEBOARDS

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

1. All safety rules are followed, including obeying the crossing guard
2. They are walked on school grounds.
3. They are locked in the bicycle rack
4. All bikes, scooters, and skateboards should be labeled with the owners' name.

BIRTHDAYS

Please be considerate of all children when considering how to celebrate your child's birthday at school. Please celebrate your child's birthday at home rather than bringing balloons, flowers, or gifts to the school. **In lieu of treats, we encourage students to bring a copy of a book they enjoy to donate to their classroom library with an inscription written by them.** If you bring a treat for your child's class, please remember that we can accept **only commercially produced and packaged items.** **No home-baked goods may be distributed. Please be aware we have students who have serious food allergies.**

BUSING

At Vae View, most students walk to and from school rather than being transported by bus. If your student does qualify for bussing you can find information about bus number, route, and schedule through your MyDSD account.

All students may ride school buses occasionally for fieldtrips. Therefore, all students must know and follow the bus rules.

Bus rules for the students include:

- Students must be seated at all times when the bus is in motion.
- Hands, feet, and other objects must be kept to oneself and remain inside the bus at all times.
- Abusive language and/or inappropriate behavior is not permitted.
- Directions of the driver must be followed.

Students who fail to follow these guidelines may, upon first warning, have a seat assigned. A second warning will result in contact with the principal, who may also speak with parents. A third warning may result in suspended bus privileges.

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BULLYING/HAZING

For purposes of this plan, “bullying/hazing” means any behavior of overt and or pervasive aggression that may include:

- Physical aggression such as fighting, punching, shoving, or kicking.
- Verbally threatening actions
- Relational aggression such as rumor spreading, intimidation, enlisting a friend to engage in bullying, social isolation.
- Cyber-bullying, including use of email, web pages, text messages, social media.

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

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Vae View Elementary

School-wide Behavior Management Plan*

Examples

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

Examples

- Destroying property
- Disrespecting/disobeying adult
- Obscene gestures
- Offensive language
- Provoking violence
- Biting
- Stealing
- Intimidation
- Habitual level 1 behavior**

Examples

- Racial Slurs
- Bullying/Harassment
- Fighting/physical assault
- Gang activity
- Hazing
- Pornography
- Illegal substances
- Sexual harassment/assault
- Vandalism
- Weapons

Level 1

Classroom behavior management system

Local Case Management Team support as needed.



Level 2

Referral to the office

1st Offense

1. Meet with administrator
2. Possible Parent Contact
3. Appropriate consequence

2nd Offense

1. Meet with administrator
2. Parent Contact
3. Run With the Herd note
4. Appropriate consequence

3rd Offense

1. Meet with administrator
2. Meeting with parents
3. Behavior contract (if not in place)
4. Appropriate consequences, including in-school suspension

4th Offense

1. Meet with administrator
2. Parent meeting
3. Appropriate consequences, including out-of-school suspension

Level 3

Immediate referral to the office

1st Offense

1. Meet with administrator
2. Parent meeting
3. Appropriate consequences, including in-school suspension

2nd Offense

1. Parent meeting
2. Appropriate consequences, including out-of-school suspension

3rd Offense

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

*Individual circumstances may warrant an individual response.

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CHILD ABUSE / NEGLECT

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Our school will report suspected child abuse and neglect.

CHIP (UTAH'S CHILDREN'S HEALTH INSURANCE PROGRAM)

CHIP is a state health insurance plan for children who qualify. Apply for CHIP during Open Enrollment. To find when Open Enrollment will be held, watch and listen for TV, radio, and other announcements. You may also call 1-877-KIDS-NOW (1-877-543-7699) or visit the CHIP website at <https://chip.health.utah.gov/>

CLASSROOM VISITS

Parents are welcome to visit classrooms, but classroom disruptions must be minimized. Please make appointments with the classroom teacher to arrange classroom visits.

Please check-in with the office for a visitor badge. Visiting school-age relatives and friends may not attend class with your child. We reserve the right to deny access anytime to school property to any individual we feel is disruptive to school functions.

CLOSING OF SCHOOL

During the school year, the school may have to cancel classes before the scheduled dismissal time (M-Th @ 3:25 and Friday @ 1:25) because of weather conditions or other unforeseen reasons. If weather conditions or other factors force the closing of school, parents and guardians will be notified via phone call and email. In addition, the following number and radio station will carry the announcement: Telephone - 801-402-5500 / Radio - KSL 1160. The district webpage at <http://www.davis.k12.ut.us> can also be accessed for current up to date information on potential school closures. In case of an early dismissal students will only be released to a guardian or persons listed as an emergency contact. ID will be required. Experience has shown, that many parents fail to inform their child(ren) where they should go, in case of an emergency school closure. Phone lines become overloaded, parents cannot call in, and students cannot call out. Parents should arrange a contingency plan for such emergencies prior to school starting each fall to allow our phone lines to remain clear for emergency calls. Emergency contacts should be updated with the office as needed.

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COMMUNITY COUNCIL

School Community Councils were established to implement a collaborative site-based decision-making model. The council consists of parents and staff. They provide input and recommendations regarding:

- Budget Allocation of Land Trust Funds
- Input on School Improvement Plan
- Build Community Support

If you are interested in serving on the Council, please contact the school office at 801-402-2800.

CROSSWALKS / PEDESTRIAN / BUS SAFETY

Our students' safety is our primary concern. Students should follow the established walking routes. Depending on where you live, your child may have to cross busy streets and must do so at the designated crosswalks. It is very important that parents teach their children how to be safe pedestrians - looking both directions before crossing, staying on sidewalks, crossing at crosswalks, etc. Students may ride bikes and scooters to school **if they wear a safety helmet and walk these items on all school grounds**. Bikes must be locked up in the bike rack during school hours. Roller blades, skateboards, scooters, rip sticks, etc. should not be used on school grounds at any time. Failure to follow these rules may result in loss of privilege to have these items at school.

CURRICULUM

Davis School District follows the Davis Essential Skills and Knowledge (DESK) standards. The purpose of these standards are to focus and prioritize the content students are expected to learn. By using the DESK website, you will be able to access documents outlining the essential skills for each grade level.

<https://www.davis.k12.ut.us/academics/teaching-and-learning-homepage>

SCHOOL BEHAVIOR PLAN

Vae View students are expected to show respect for themselves, for others, and for the school. Reasonable standards of behavior, which include an emphasis on safety, are required of students at all times.

Teachers will choose a student each month to have "Pizza With the Principal". These are students who have exceeded behavioral expectations.

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In addition, students may receive a ticket for being observed following the rules and doing what is expected of them, like walking their bikes on the school grounds, cleaning up their area in the lunchroom, or walking in the halls. These are called “High Five” tickets and they part of our House point system. Classes also get coins when the entire class is meeting expectations. When a class earns five coins they get a letter. When they earn enough letters to spell the word CHAMP they earn a class-wide reward.

DRESS STANDARDS

One of the goals of Vae View Elementary is to ensure that all students are provided with a safe and positive learning environment. Research suggests that the way a student dresses can influence academic achievement. In an effort to promote and protect the educational environment from disruption, the Davis School District and Vae View Elementary Community Council have set the following standards for school dress and appearance:

- Any attire, hair style or color, piercing, or makeup which significantly disrupts the educational process or is a safety concern is not permitted.
- Flip-flops or other footwear which make it difficult for students to participate in PE or recess activities are not allowed.
- Shirts and blouses must be long enough to cover the midriff when arms are raised and need to have sleeves.
- Low-riding or sagging pants that hang below the waistline are not allowed. Pants should be worn high enough that underwear is not exposed.
- Heelies and any shoes with wheels or that can be used with wheels are not allowed on school grounds.
- Skirts, dresses, and shorts must be mid-thigh or longer.
- No hats or other head coverings are allowed inside the school building
- No obscene or suggestive words or pictures may be worn on clothing. Clothing may not promote illegal activities or display alcohol or drugs.

EARLY DISMISSAL FROM SCHOOL

For the safety of our students, children who leave school at a time other than regular dismissal times are to be dismissed to parents, guardians, or authorized adults through the Vae View Elementary School office only. This dismissal process will consist of:

1. Parents/Guardians/Authorized Adults must come to the office and sign their student out. It is not safe for us to release students over the phone, so we ask your compliance with this request.

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2. The student will be called to the office.
3. The student will walk to the office to meet the parent/guardian/authorized adult.
4. The parent /guardian/authorized adult and student will leave the building together.
5. The parent/guardian/authorized adult must sign the dismissed student(s) back into the classroom, in the school office.

NO STUDENT IS TO EVER LEAVE THE SCHOOL UNLESS IT IS THROUGH THE SCHOOL OFFICE WITH A PARENT OR GUARDIAN. THANK YOU FOR YOUR UNDERSTANDING. WE CANNOT BE TOO CAREFUL ON THIS MATTER.

Teachers will never keep students after school unless parents are notified. Students are to go home immediately after school and not loiter in the building or on school grounds.

ELECTRONIC DEVICES POSSESSION AND USE

This policy applies to all electronic devices used at school. An 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.

Students may carry, possess and use electronic devices at school and school-sponsored activities subject to the following:

- Parents/Guardians and student must sign Technology Resources Acceptable Use Agreement which includes clear information about permissible uses of an electronic device. Students are required to comply with Acceptable Use policy.
- Acceptable use Policy directs students to report the misuse of electronic devices to a teacher or other responsible adult at the school.
- Electronic devices must be turned off and kept out of sight during class time. Electronic devices may **not** be left on in vibrating mode.
- Use of electronic devices during the school day, including between classes, recess, and during lunchtime is prohibited. Devices must be completely powered down, turned off and kept out sight.
- At no time may electronic devices be used in restrooms.

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- Students may use electronic devices before school and after school 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. Distracting behavior that creates an unsafe environment will not be tolerated.

Prohibitions

- Electronic devices shall not be used in a way that threatens, humiliates, or intimidates individuals, including students, employees, and visitors, or violates local, state, or federal law.
- Electronic devices may not be used during standardized student assessments unless specifically allowed by statute, regulations, student IEP, or assessment directions.
- Electronic devices may not be used in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guest; or violates local, state, or federal laws.
- Electronic devices may not be used in ways that would cause invasions of reasonable expectations of student and employee privacy.

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 to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed.

Violation of this policy can result in discipline up to and including:

- Being prohibited from possession of an electronic device at school or school-related events.
- Confiscation of device
- In-school suspension
- Out of school suspension
- Expulsion
- Disciplinary consequences consistent with the school-wide discipline program.

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 or borrowed and misused by non-owners, they are jointly responsible for the policy violation.

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Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals or be used to exploit personal information or compromise the integrity of educational programs. Therefore, the use of audio recordings or camera functions are strictly prohibited on school premises with the following exceptions:

- The use is specifically required to implement a student's current 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.

ENROLLMENT REQUIREMENTS

Birth certificates, current immunization records, and proof of residency are required for students to attend Vae View Elementary. Residency is defined as where the student lives for the majority of their time. The address of relatives or property that is owned, but not the student's primary residence may not be used to claim a student lives in the school boundaries. Students who do not live in the school boundaries and have not been accepted on an official variance, will be asked to attend the school where they reside.

ENTERING AND EXITING BUILDING

1. Students will remain outside the building before school unless involved in program like orchestra or choir and line up in their designated areas.
2. Breakfast runs from 8:20-8:45
3. Students should not arrive to school prior to 8:30, with the exception of breakfast, as there is not adequate supervision prior to this time.

FEES

No fees or supply requirements of any kind can be requested of elementary students or their parents. Donations can be solicited, but not required. In asking for donations for a field trip, the following verbiage may be used: "We are asking for a \$___ donation from each student to cover the cost of the entrance fee. Please note your child will not be excluded from the activity if they are unable to provide the donation."

FIRST AID MEDICATION

It is our policy to try to contact parents when children become ill or injured. The school is limited to first-aid only. Please be sure to inform the school of any changes in telephone numbers or persons to contact in case of emergency. If your student must

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take medication during the school day, please contact the school office for special arrangements. Details of the medication policy can be found here.

<https://resources.finalsite.net/images/v1527282344/davisk12utus/gfec2yiyovnjmw2spbl/5S-300AdministrationofMedicationinSchools.pdf>

FOOD EXPERIENCE AND TREATS

The Health Department requires that all food provided to students at school be commercially produced. No home-baked goods may be provided. In addition, we have a number of students at our school with severe food allergies, some requiring food prepared by commercial establishments who do not produce any product with nuts. Please be aware of these concerns when providing treats or food experiences at school.

HOMEWORK

Homework is considered to be an important part of the educational program. It provides students the opportunity to develop self-responsibility, good study habits and mastery of skills taught. Homework is encouraged and will be used to extend and expand the activities presented during the instructional day. In determining the amount of homework assigned, consideration will be given to allowing time for students to participate in “out-of-school home-centered” activities and responsibilities. Specific assignments will vary and depend upon individual grade levels and teachers. If the amount or level of homework seems inappropriate for your child, please discuss the matter with your child’s teacher. District homework guidelines are available here:

<https://resources.finalsite.net/images/v1525455000/davisk12utus/aoymyzhfifdanz0dhxxm/HomeworkGuidelinesSept2017.pdf>

HOW PARENTS CAN HELP

Parents can do their part to help make the educational setting more productive and meaningful for students by joining in a partnership with the school.

1. Help children come to school feeling good about themselves.
2. Cooperate with the teacher to make schoolwork important and effective.
3. Provide children with suitable study conditions.
4. Show interest in what your children are doing, but do not do the work for them.
5. Reserve a time for homework and turn off the TV.
6. Understand that teachers expect homework to be returned on time.
7. Participate in the school. Be a volunteer. Visit the school. Attend school programs.

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8. Support your children by helping them understand their school responsibility.
9. Make sure your children are on time to school.
10. Expect your children to be in attendance when they are well.
11. Attend school programs and activities.

According to the National PTA, family engagement can raise student academic achievement so substantially that schools would have to spend more than \$1000 per pupil to get the same results.

INVITATIONS

If your child is going to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited or make other arrangements to distribute invitations other than at school.

LEAVING SCHOOL

If your child must leave school during the school day, please send a note with him/her. Your child should be picked up at the main office. You must come into the office and sign him/her out. Please know that anyone checking a child out of school may be asked to show photo ID when picking up a child. We appreciate your cooperation with this safety measure.

LIBRARY / MEDIA INFORMATION

Parents are welcome to visit our media center. Students will be in the media center once a week to check out books, learn library skills, listen to stories, etc. Any materials checked out are expected to be returned to the library in good condition the following week. Replacement fees are charged for lost or damaged materials.

LOST AND FOUND

The school will make a reasonable effort to return found items to their owners, but unclaimed items will be placed in the multi-purpose room for a short period of time before being donated to a charitable organization.

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NUISANCE ITEMS

Toys, radios, electronic games, walkie talkies, game or trading cards, tablets, iPods, cell phones (see the electronics policy), ball bats, etc. should not be brought to school. These items are a cause of concern and disrupt school. The teacher or administrator may take these items and hold them until a parent retrieves the item.

NUTRITION SERVICES

Menus, ingredients, and carb counts are available at a link from the school web page.

Prices:

- Student Lunch: \$2.05
- Reduced Student Lunch: \$.40
- Adult Lunch: \$3.50
- Student Breakfast: \$1.55
- Reduced Student Breakfast: \$.30
- Adult Breakfast: \$2.10
- Milk \$.50

Free and reduced cost applications are available online through a my.DSD guardian account.

Breakfast will be served daily starting at 8:20 a.m.

Respectful behavior is required in the lunchroom. Students who are unable to manage themselves appropriately in the lunchroom may lose the privilege of eating in the cafeteria and may be required to use their recess time cleaning the cafeteria or school campus.

PERSONAL POSSESSIONS

Label your child's possessions so that lost items may be returned. Do not write the phone number or name where it is visible on the personal possessions for safety reasons. The school is not responsible for lost or damaged items.

PETS IN SCHOOL

The Health Code prohibits dogs and cats on school property. The code allows for animals in the classroom if the animal is associated with an approved curriculum event and pre-approval has been given from the classroom teacher and administration. 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. There is both personal and district liability with animals in school.

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PICK-UP AND DROP-OFF

Parents who drive students to and from school are asked to abide by all traffic and parking regulations at and around the school. **Please use the drop-off lane in the east parking lot to pick-up or drop off students. You should not drop off or pick up students in the bus loop or the street in front of the school. This creates a dangerous situation for students. Please follow all directional signs to avoid congestion.**

POP, GUM, CANDY

These items are not allowed in school except at lunch, to be eaten in the lunchroom, and during special activities under the direction of the classroom teacher. When students leave the classroom, they must discard the items.

SAFE UT

Crisis and Safety Tipline How to Submit a Tip · Students experiencing crisis, bullying, threats or who are aware of a threat can communicate with SafeUT in the following ways:

- SafeUT Mobile App (call and chat functions)
- Call Lifeline 1-800-273-8255 (routed to a UNI crisis counselor at the UNI Crisis Line)
- Reporting via website will be available via individual school websites as schools onboard this function Key Features of SafeUT · Anonymous, confidential and password protected 22 · Real-time, two-way communication with SafeUT crisis counselors available 24/7 · Tips can be submitted with picture and/or video · Mobile App works with Apple & Android devices · Multiple languages available.

SCHOOL INFORMATION

News of current activities or important information for parents will be sent home via email or through teachers. We invite you to visit our homepage on the internet which has time schedules, faculty and staff, school and class calendars, technology information, etc. Our homepage is found at: <https://vaeview.davis.k12.ut.us/>

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SCHOOLWIDE BEHAVIOR EXPECTATIONS

C = Conversation – How loud or quiet you can talk (0-4 scale)

H = Help – How to get assistance if needed

A = Activity – What you should be doing

M = Movement – How you should/should not move

P = Participation – The best way to behave

S = Success – How you know you did it right

Hallway

C Voice Level 0 or 1 (Teacher choice)

H Find an adult if you see problems. Help others

A Stay to the right of the hallway when walking

M Walk, keeping hands and feet to self

P Use kind words. Follow teacher directions

S Get to your destination safely

Recess

C Voice Level 4 when outside

H Find adult if you see a problem. Help friends as needed

A Use equipment and space as directed. Include everyone

M Stay in personal space and keep hands and feet to self

P Line up when the bell rings

S Use kind words. Follow directions of adults. Share equipment. Put equipment away. Stay in school boundaries

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Before/After School

- C** Voice Level 0 or 1 (Teacher choice) in hallway
- H** Find adult if you see problems. Help others.
- A** Follow the Hall/Recess Expectations
- M** Walk. Keep hands and feet to self
- P** Use kind words. Put backpacks in correct place
- S** Get to your destination safely

Lunchroom

- C** Voice Level 2
- H** Find adult if you see a problem. Help friends as needed
- A** Food stays in lunchroom. Follow adult directions
- M** Stay in seat. Walk. Keep hands, feet, and food to self
- P** Use kind words. Clean up area. Throw away garbage
- S** Walk to recess when dismissed (Voice Level 1)

Drinking Fountain

- C** Voice Level 2
- H** Find adult if you see a problem
- A** Quietly wait in line for your turn. Keep water in fountain
- M** Stay in personal space. Keep hands and feet to self
- P** Take a short drink (count to 5)
- S** Immediately return to class

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Restroom

- C** Voice Level 2
- H** Find adult if you see a problem
- A** Flush after use
- M** Stay in personal space. Keep eyes, hands, and feet to self
- P** Wash hands. Keep water and trash off floor
- S** Immediately return to class

Prep Class

- C** Voice Level (Teacher choice)
- H** Class is led by the prep teacher
- A** Use materials as directed by prep teacher
- M** Stay in personal space. Keep hands and feet to self
- P** Use kind words. Clean up. Follow teacher directions
- S** Walk to line up when prep class is over

Office

- C** Voice Level 2
- H** Asking a question: if helpers are busy, wait your turn
- A** Know what help you need
- M** Stay in personal space. Keep eyes, hands and feet to self
- P** Have a phone pass if you need to use the phone
- S** When finished, walk quietly to class (Voice Level 0)

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Assembly

- C** Voice Level 0 unless directed otherwise (then Level 3)
- H** Raise hand to speak or need something
- A** Applaud politely
- M** Stay in personal space. Keep hands and feet to self
- P** Follow adult directions
- S** Return to class as directed by teacher

Fire Drill

- C** Voice Level 0
- H** Find adult if you see a problem. Help friends as needed
- A** Last student out turns off lights and closes class door
- M** Walk behind the teacher. Stay in personal space
- P** Line up as directed outside. Stay with class
- S** Return to school building as directed by teacher

PARENT CONFERENCES

Students are asked to attend the conference with parent and teacher. During conference Weeks, Wednesday and Thursday will be an early-out day for students. The school will use the same start and end times for Friday schedules.

An appointment time will be sent home prior to the conference on the following schedule:

1st SEP Conferences..... November 9-10, 2022
2nd SEP Conference..... March 1-2, 2023

SPECIAL HELP

The school provides services in speech and hearing, social and psychological intervention, and remediation through a resource program. A “special services team” meets weekly at Vae View Elementary to address student needs. If you have questions regarding these services, please call the school.

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STAYING AFTER SCHOOL

Teachers or staff members do not ask or require your child to stay after school for any reason unless you are contacted and permission is given. We ask students to leave the school grounds promptly after school.

STUDENT INSURANCE

Parents may purchase student accident insurance at the beginning of the school year. Payment of medical bills for students injured on school property, or when engaged in school-sponsored activities, shall be the responsibility of the parent or the student's insurance company.

TELEPHONE USE

The telephone is for official and emergency use only. After school play arrangements should be made from home. The phone is answered from 8:00 until 4:00 daily. Our school phone number is 801-402-2800, and our fax number is 801-402-2801.

TEXTBOOKS/TECHNOLOGY/EQUIPMENT

Each student is responsible for devices and textbooks issued to him/her. A fine will be charged for lost devices or books. Fines will also be charged for repair of damaged devices or books.

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Section 2 – District Information and Policies

The following information is provided to all parents, guardians, and students of Vae View Elementary and Davis School District.

NOTICE OF NON-DISCRIMINATION

Davis School District and Vae View 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

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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

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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 Vae View Elementary will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Sophia Fleming at 801-402-2800 their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

SAFE & ORDERLY SCHOOLS

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

WEAPONS AND EXPLOSIVES – UP TO ONE YEAR EXPULSION (UTAH CODE 53G-8-205)

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.

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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.

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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.

DUE PROCESS

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

AUTHORITY TO SUSPEND 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/HAZING/RETALIATION/ABUSIVE CONDUCT

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](#). Vae View's 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

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have reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

School Lockers, desks, or other storage areas are the sole property of the Davis School District and Vae View Elementary. Periodic general inspections of school lockers may be conducted by school authorities randomly without notice, without student consent, and without a search warrant. Searches will be conducted in such a way as to be short in duration and not disrupt educational activities.

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 REQUIREMENT

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

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

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

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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

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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 Vae View 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

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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 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. Vae View 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.

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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/>

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 [name of your school] 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.

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(Student agrees to make up course work for school days missed for the scheduled absence).

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

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

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

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

MEAL CHARGES IN SCHOOLS

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

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

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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.

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Davis School District

LEARNING FIRST

Dear parents, staff, and students,

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

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

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

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

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

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

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

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

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

BOARD OF EDUCATION

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

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VAE VIEW ELEMENTARY STUDENT-PARENT HANDBOOK | PAGE 39



Section 3 - Special Services Information

AMERICANS WITH DISABILITIES ACT (ADA)

Commonly referred to as section 504, this law forbids discrimination against any individual because of a disability. A common manifestation of such a disability in school is attention deficit disorder (ADD) or attention deficit disorder with hyperactivity (ADHD). ADD or ADHD can interfere with a student's ability to access and benefit from educational opportunities. When this is found to be the case, as determined by a medical doctor or psychologist, a 504 plan may be written to provide "reasonable accommodations" for the affected individual. The school's 504 coordinator can assist teachers in identifying ways to accommodate students. Services may range from no accommodation to the presence of a teacher's aide in the classroom. Section 504 does not call for specialized instruction as is the case with special education and resource. In some cases, a student may be served by both special education or resource (IDEA) and Section 504.

SPECIAL EDUCATION

The individuals with Disabilities Education Act (IDEA) requires that individuals who meet very specific and measurable criteria be provided specialized instruction that is commonly referred to as Special Ed or Resource. The school's Local Case Management Team, resource teacher or special education teacher can assist classroom teachers in developing a plan to assist students with special needs. Teachers do not solicit special education referrals from parents. If there is a concern about a student, the teacher should set up an appointment with the school's LCMT to determine how to proceed.

Testing for a learning disability is a major responsibility of the resource and special education teachers, and legal standards apply to the testing and subsequent preparation and implementation of an Individualized Education Plan (IEP). Once written and signed, the IEP is a legal document that must be honored.

Special Education services include Resource, Speech and Language Therapy, School Psychologist, etc. Resource teachers are responsible for helping students with documented learning disabilities. Our speech and language therapist works with students who have language and /or communication deficits. With parental approval, the school psychologist is responsible to provide specialized support for identified

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students, to assess student abilities and needs, and provide data supportive of appropriate services. The Special Education Team is responsible for ensuring that students with special needs are properly instructed according to the IEP (Individualized Education Plan), which is a legally binding document

LOCAL CASE MANAGEMENT TEAM

Based on the Response to Intervention (RTI) model, the primary purpose of the Hill Field LCMT is to support classroom teachers with Tier 2 support (in classroom) for individual students with behavior and/or academic concerns. If further interventions are not successful, LCMT will serve as the body that recommends additional support, including referrals to the 504 team and Special Education.

QUALIFICATION FOR SPECIAL EDUCATION SERVICES

When recommended by LCMT and approved for testing by parents and the principal the student is given a battery of tests by the resource teachers, speech pathologist, and school psychologist. To qualify for academic help, it must be determined that there is a pattern of weakness in the student's performance. This is called a learning disability. For speech and language help, the speech pathologist must be able to prove deficiency in speech or language patterns.

Students who qualify for services receive them according to an IEP (Individual Education Plan). Specific goals outlined in these IEP's are legally binding. When educators sign an IEP, they are legally committed to making a good faith effort to help that student achieve the specified goals. Students who do not qualify for special services may continue to benefit from instructional support from the LCMT.

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Section 4 - School Fees Notice

FOR FAMILIES OF CHILDREN IN KINDERGARTEN THROUGH SIXTH GRADES

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, only if 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](#).

Schools should also have the school fee schedule and a link to the [District school fees policy](#) on its website.

OPPORTUNITY TO APPLY FOR FEE WAIVER

A school shall provide an opportunity for a parent to apply to have one or more fees waived and shall grant requested fee waivers to students who are eligible. Fee waiver means a full release from the requirements or payment of a fee and from any provision in lieu of a fee payment. All fees are subject to fee waiver unless specifically identified as items not subject to waiver in District policy. Each school shall inform parents of the school's application process.

All documents, intended for parent notification, will be translated to Spanish, and posted on the translated documents website when completed.

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Section 5 – Vae View Elementary Title I Information

TEACHER QUALIFICATIONS

As a parent of a student at Vae View Elementary, a Title I school, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for and receive certain information about your child's classroom teachers. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Utah State office of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Utah State Office of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teachers' assistants or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please contact Chris Laypath at 801-402-2800

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**Vae View Elementary
Parent and Family Engagement Policy (U.S.C. 6318)
2022-2023**

Vae View Elementary regards parental involvement vital to the academic success of students. Parents are the primary teachers of their student and are partners with the school in helping them achieve academic success.

Vae View Elementary will inform parents of the school's participation in Title I by:

- Sharing Title I information at Back to School, sending Title I information home in first day packets, showing the Title I presentation and offering flexible meeting times for parents to know about and be involved with Title I, and
- Involving parents and community council in developing and reviewing the School Improvement Plan (SIP), Title I Policy, and Title I School - Home Compact.

Vae View Elementary will provide program information and assistance, as appropriate, to parents on academic standards, assessments, and achievement levels by:

- Providing information on State/District standards and the district approved curriculum used at school,
- Conducting regular assessments and reporting results for individual students, school and district, and
- Describing proficiency levels students are expected to meet to make adequate growth throughout the year.

Vae View Elementary will provide materials and training to help parents work with their student by:

- Providing books and resources to support parents and students at home, and
- Providing parents nights on curriculum content (reading, math, science) to support their students.

Vae View Elementary will educate teachers and staff on effective ways to communicate with and reach out to parents by:

- Implementing Community Council and other parent programs such as Parent Teacher Association (PTA),
- Encouraging parents to attend and participate in Individual Learning Plan (ILP) conferences, and
- Communicating through printed notes, call outs, email, and social media.

Vae View Elementary will coordinate with other Federal, State and local programs that encourage and support parents in educating their student by:

- Providing information on Head Start, community centers in Davis, Davis Technical College (DTC), etc., and
- Providing classes and services as needed from Family Services to assist students and families.

Vae View Elementary will ensure that the policy and information related to school programs, meetings, and activities is sent home in a format and, to the extent practicable, language the parents can understand by:

- Translating the policy and key documents,
- Posting translated documents on the school website, and
- Updating documents periodically as needed.

Vae View Elementary will provide support for reasonable activities parents may request.

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**Vae View Elementary
School - Home Compact
2022-2023**

Vae View Elementary, in conjunction with parents and students, have developed this compact to improve academic achievement and promote student success.

Vae View Elementary faculty and staff will provide quality instruction in an effective learning environment by:

- Providing quality engaging curriculum and instruction on academic standards in a supportive learning environment,
- Sending progress reports home throughout the year,
- Providing reasonable access to faculty and engaging in meaningful communication by written notes, email, or phone,
- Providing timely and meaningful feedback on assignments and homework,
- Communicating with parents during conferences to enhance Individual Learning Plans (ILP), and
- Providing opportunities and guidelines for parents to participate in decision making, observe, or volunteer.

As the parents of a student at Vae View Elementary, we will be supportive of their learning by:

- Ensuring consistent and punctual school attendance,
- Communicating with teachers and attending Individual Learning Plan (ILP) conferences,
- Establishing, reviewing and supporting the academic goals of my student,
- Participating in activities, committees or volunteering when possible, and
- Establishing a place free of distractions and time to assist my student with homework.

As a student of Vae View Elementary, I will take responsibility for my academic success by:

- Arriving on time and ready to learn,
- Listening, participating, and requesting assistance when needed,
- Respecting myself, other students, adults, and their property,
- Taking all communication home, completing and returning all homework, and
- Having a positive attitude and growth mindset.

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