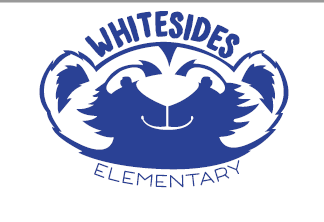
Whitesides Elementary



2021-2022

Whitesides Elementary

233 Colonial Ave.

Layton, UT 84041

(801) 402–3600

Attendance Line (801) 402-3606

**Whitesides Elementary**

**233 Colonial Ave. | Layton, Utah 84041 | Phone: 801.402.3600 | Fax: 801.402.3601**

Principal: Diane Roberts - [dramsey@dsdmail.ne*t*](mailto:dramsey@dsdmail.net) | Assistant Principal: Sophia Fleming – [sfleming@dsdmail.net](mailto:sfleming@dsdmail.net)

Head Secretary –Francine Marshall – [fmarshall@dsdmail.net](mailto:fmarshall@dsdmail.net)

August 2021

Dear Whitesides Parents and Students,

Welcome to Whitesides Elementary School! We are delighted to have you be part of the Whitesides Elementary 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 students and parents often have concerning school and district activities, procedures, and rules. We believe that the observance of the guidelines found in this document will help create a safe, orderly, and enjoyable 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, we hope to offer a common foundation of clearly understood expectations and procedures that will enable us to provide the best educational experience for every student and parent!

In the event that problems or concerns arise, we are available to discuss and help resolve difficulties. Please feel free to contact us at (801) 402-3600 during business hours to make an appointment to meet.

Again, welcome to our school! We look forward to meeting and working with you.

Have a fantastic year!

Ms. Ramsey and the Whitesides Elementary Faculty and Staff

**schoolhouse_bTable of Contents**

|  |  |
| --- | --- |
| **Subject** | **Page** |
| DSD Elementary School Calendar | 3 |
| Bell Schedule | 4 |
| Attendance/ Student Absence: Philosophy and Intent | 5-6 |
| School Visitation | 6 |
| School Immunizations | 7 |
| Residency Requirements | 8 |
| Student Appearance & Dress Code/ Student Discipline/ Bicycle Safety | 9 |
| Emergency Drills/ Severe Weather Policy/ Electronic Device Policy | 9-11 |
| Emergency Numbers/Fieldtrips/ Library Media Center/ Community Council/ Lost & Found | 12 |
| School Lunch/ Arriving Early & Staying After School | 13-14 |
| Before and After School program | 15 |
| From Your School Nurse – A Few Tips For Parents | 16 |
| DSD Safe School Policy | 17-18 |
| DSD Policy Notice | 19-20 |
| Family Educational Right and Privacy Act | 20-24 |
| School Fee Notice | 24- 26 |
| **Whitesides El. Title I Information** |  |
| Teacher Qualifications/ Title I Parent Involvement Policy | 27-28 |
| Whitesides Elementary School/ Parent/ Student Compact | 29-31 |

**Davis School District**

**2021-2022 Traditional Elementary School Calendar**

School Begins (**Early Out Schedule**) ………………………………………… Monday, August 23, 2021

Early out Schedule……………………………………………………………………………… Friday, August 27, 2021

Labor Day (**No School**) ……………………………………………………………… Monday, September 6, 2021

I.LP. Conference **(Early Out**) Wed. – Thursday, October 6-7, 2021

Fall Recess (**No School**) Thursday - Friday, October 14-15, 2021

End of First Term (**Early Out**) Thursday, October 28, 2021

Professional Day (**No School**) Friday, October 29, 2021

Teacher Comp Day (**No School**) Wednesday, November 24, 2021

Thanksgiving Recess Thurs. - Fri., November 25–26, 2021

Winter Recess December 20, 2021 – December 31, 2021

School Reconvenes Monday, January 3, 2022

End of Second Term (**Early Out**) Friday, January 14, 2022

Martin Luther King, Jr. Holiday **(No School)** Monday, January 17, 2022

Professional Day (**No School**) Tuesday, January 18, 2022

I.L.P. Conference (**Early Out)** Wed. – Thurs., January 26-27, 2022

Presidents’ Day **(No School)** Monday, February 21, 2022

End of Third Term (**Early Out**) Thursday, March 17, 2022

Professional Day (**No School**) Friday, March 18, 2022

Teacher Comp Day (**No School) …………………………………………………………….**Friday, April 4, 2022

Spring Recess (**No School**) Tuesday- Friday, April 5-8, 2022

School Reconvenes………………………………………………………………………………… Monday, April 11, 2022

Early out Schedule Monday, April 26, 2022

Last Day of School/School Closes **(Early Out)** Friday, May 27, 2022

Web address: whitesides.davis.k12.ut.us



**bell_bWhitesides Elementary**

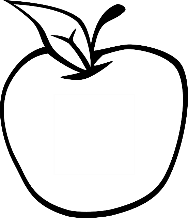
**Bell Schedule**

|  |  |
| --- | --- |
| Monday - Thursday Schedule | 8:50 -3:25 |
| Friday Schedule | 8:50 -1:25 |
| Kindergarten AM (Mon. -Thurs.) | 8:50 -11:30 |
| Friday | 8:50 -10:50 |
| Kindergarten PM (Mon. - Thurs.) | 12:45 - 3:25 |
| Friday | 11:25 – 1:25 |

Office Business Hours

Monday - Thursday. . . . . . . . .. 8:00am - 3:45pm

Fridays . . . . . . . . . . . . . . . . . .. 8:00am - 3:00pm

**ATTENDANCE/ STUDENT ABSENCE: PHILOSOPHY AND INTENT**

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

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

When a student is absent the steps to follow are:

* **Parents should call the school at 801-402-3606 on the first day the student misses or send a note to the teacher stating the reason for an absence**.
* bigstar_bA doctor’s statement should be provided to the school for an extended illness. Any health related illness that requires a student’s absence from school and for which a student receives medical attention must have a doctor’s note describing the illness and the specific beginning and ending dates for the nonattendance.
* If your child cannot go out for recess, he/she must bring a signed note stating the reason for being excused. Frequent or extended absences from recess or P.E. may require a doctor’s statement.
* Make-up work is required when applicable. Sufficient notice should be given to the teacher when make-up work is required.

An “excused” absence is one in which the student was absent with the parent’s permission and knowledge for the following types of reasons: illness, school activities, court appearance, funeral, etc. Even though a legitimate reason may exist for an absence, it still remains on a student’s permanent record.

Both “excused” and “unexcused” absences may be considered as truancies and will be dealt with according to the district’s truancy policy together with Utah State Law. Situations will be dealt with on a case-by-case basis. Excessive absences, whether classified as “excused” or “unexcused” may also be referred to Student Services as well as law enforcement agencies for possible neglect proceedings.

**Tardiness:**

* A student is tardy after 8:55 AM
* Students arriving after 9:00 AM report to the office and check in.

**Check-Out Procedures:**

* If a student leaves during the school day, parents must check him/her out in the office. The child will then be summoned to the office via the intercom. Please be prepared to show identification to the office staff.
* Student will not be checked-out 5 minutes before the end of the school day. Parent will need to wait until final bell to collect their student.
* Please are not allowed to go directly to the classroom or remove your child from the playground during recess.
* Parents are encouraged to make dental and medical appointments after school hours.
* Extracurricular lessons, i.e. piano, dance, should be scheduled for after school hours.
* Students are not be allowed to check-out over the phone on a field trip. Student will have to return to the school with class and check out in the office. Teachers do have the option to check-out students during the field trip but it is their discretion.
* **Parents and legal guardians are the only one authorized to check out a student in a non-emergency. If anyone other than the Parent or Legal Guardian needs to check-out a student, they must be listed on the emergency list and the Parent or legal Guardian must call the office and give their permission before the student will be checked-out. In emergency, Parents and legal guardians will be contacted first, and then if we are unable to reach them, we will contact the people listed on the emergency list.**

**SCHOOL VISITATION**

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

* Required to have ID and report to the office upon entering the building.
* All individuals who work or volunteer in the building are required to wear ID tags/badges at all times when in the building.
* Please do not go directly to the classroom without first checking in at the office and obtaining a visitor’s pass.

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

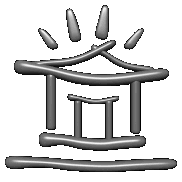
If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting for your child or the teacher may be disruptive to the learning environment. Students from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

**bandaid_bIMMUNIZATIONS**

|  |  |
| --- | --- |
| **IMMUNIZATION REQUIREMENTS FOR SCHOOL AGED CHILDREN** | |
| 5 DTP/DTaP/DT - 4 doses if 4th dose was given on/after the 4th birthday 4 Polio - 3 doses if 3rd dose was given on/after the 4th birthday 2 Measles  2 Mumps  2 Rubella  3 Hepatitis B 2 Hepatitis A 2 Varicella (chickenpox) -history of disease is acceptable, parent must sign verification statement 2 | |
| **CHILDREN IN EARLY CHILDHOOD PROGRAMS**  **(Kindergarten)** | |
| Diphtheria Polio  Tetanus Hemophilus Influenzae type b  Pertussis Hepatitis A\* | Measles Hepatitis B\*  Mumps Pneumococcal\*  Rubella Varicella\* (chickenpox) |

**RESIDENCY REQUIREMENTS**

To be enrolled in school, families must present **TWO** forms of documentation showing that their primary residence (the house in which they live) lies within the school boundaries. We may ask families to periodically update their residency in order to keep our records current. The following documents may be used in determining residency:



All applicants must submit either:

At least one document from Column A and one document from Column B

OR two documents from Column B.

Documents must include parent or legal guardian’s name (custodial parent or parent student lives with most in cases of divorce), and physical address.

|  |  |
| --- | --- |
| **Column A**  •Rental/Lease Agreement  •Purchase/Escrow Agreement  •If you are living with another family, or you cannot provide either of the above:  (1) provide a notarized statement from  the person you are living with stating  that you *and* your child(ren) live there,  the address, and for what period of  time, **AND**  (2) a document showing that the person  you are living with resides within district  and school boundaries (see acceptable  documents above); **AND**  (3) one or more items from Column B  showing you live at the location.  *If the situation is temporary, once you have moved into your own home, you will need to bring in proof of residency for your new home.* | **Column B**  **Dated within the past 60 days:**  • Utility bill (gas, electric, home telephone, cable, etc.)  • Letter from approved government  agency (assisted housing, food stamps,  unemployment payment)  • Payroll stub  • Bank or credit card statement  • Valid driver’s license  • Current vehicle registration or  insurance  • Valid Utah photo identification card  • Medical billing or insurance information  **Dated within the past year:**  •W-2 form  • Property tax bill |

**The following DO NOT establish residency:**

• Powers of Attorney •Property owned in school district boundaries

• Letters from friends or relatives • P.O. Box in school district boundaries

**STUDENT APPEARANCE/ DRESS CODE**

Whitesides Elementary recognizes that dress and grooming affect the behavior and safety of students. In an effort to maintain an orderly and safe environment, the following specific dress code has been established at our school. This policy is in line with Davis School District Policy 11IR-108. Students are expected to adhere to the appearance standards listed below.

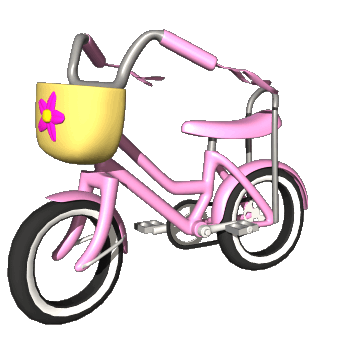
* Clothing, hair, and body should be respectful, neat, clean, modest and safe.
* Shoes or sandals must be worn at all times. Loose fitting sandals and flip-flops are allowed if weather permits. Slippers and heelies are not allowed.
* Hats are not to be worn in the school building.
* Extreme low-rider, sagging or baggy pants may not be worn.
* Shirts must adhere to a three finger rule, with no undergarments visible. Tank tops, halter tops, spaghetti straps and midriff tops are not allowed.
* Shorts must be hemmed no higher than the fingertips, when arms are fully extended at the side.
* Clothing which displays obscene, vulgar, lewd, disrespectful, or sexually explicit words, messages or pictures, clothing that can be identified as "gang related", and clothing which shows any illegal substances are not allowed.
* Clothing attachments or accessories which could be considered weapons are prohibited.
* Exaggerated cosmetics, body paint, or body piercing are prohibited.
* The administration reserves the right to send a student home or exclude him/her from class to correct the violation or confiscate inappropriate items, if they deem that the student’s dress, attire, or grooming is inappropriate or repeatedly non-compliant.
* If you have any questions regarding this dress code including items that are not as specific as desired please ask the school administration before sending your child to school. This will help avoid potential conflicts.

**STUDENT DISCIPLINE**

One of the important lessons that education teaches is the value of personal discipline. We believe that it is the shared responsibility of both the home and school to accomplish this goal. Whitesides Elementary expects students to put forth their best efforts, and to behave in a manner that promotes a safe, orderly learning environment.

**BICYCLE, SKATEBOARD, SCOOTER AND ROLLERBLADE SAFETY**

Students are required to wear helmets and observe all laws relating to bicycle traffic and safety while in route to and from school. All students are strongly encouraged to lock their bicycles to the bike

 racks provided while in school. Whitesides Elementary will not accept any responsibility for damage to

bicycles or lost/stolen bicycles. Any such incidents should be referred to the Layton Police

Department (801) 336- 3520

Motorized bikes are not allowed on school property. Skateboards, scooters, and roller blades are not to be used while on school property. Individuals who violate this policy before or after school will be reported to the police department and cited for trespassing.

**EMERGENCY DRILLS**

The safety of your child is one of our greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. Fire drills are conducted once each month and an earthquake drill and/or emergency evacuation are conducted once each year. Detailed escape plans which include an escape route to an outside area a safe distance from the building are posted inside the door of each classroom.

**SEVERE WEATHER POLICY**

School will be in session unless the weather makes it hazardous for students and teachers. On questionable mornings, the local radio stations will announce any changes in school schedules. **Parents may call the District Emergency Hotline for a recorded message at (801) 402 -5500.**

snowheart_b If during the day, weather conditions become severe enough to require students to be dismissed before the regularly- scheduled time, local radio and television stations will be notified. Parents should take the time to develop a plan and discuss it with their children of what to do in the event

of early dismissal. Concerns such as who will pick them up, where they should go,

and who they should call are all important concerns in an early dismissal situation.

**ELECTRONIC DEVICE POLICY**

**Scope**: Electronic devices have become a common means of communication and information access in today’s society. 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.

**Definition**: For purposes of this policy “Electronic Device” means a privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry ™ handset, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods ©, Walkman ™ devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. Electronic Device also include any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Possession and Use: Students may possess and use electronic devices at school subject to the following:

* Students may carry or possess electronic devices at school and school-sponsored activities.
* Electronic devices must be completely powered down, turned off and kept out of sight.
* Students may use electronic devices after the final bell of the school day outside of the school buildings, on school sidewalks, parking lots, and fields so long as they do not create a distraction or disruption.
* Use of electronic devices on school buses is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.
* Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency situation as defined by school staff exists.

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, health care plan, 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, or 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, or student’s parent or guardian, after the student has complied with any other disciplinary consequence that is imposed.

This Policy may include, but is not limited to, any or all of the following:

Potential Disciplinary Actions: Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities.

* A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.
* Confiscation of device for increasing periods of time for subsequent violations.
* Failing citizenship grades.
* In-school suspension.
* Out of school suspension.
* Removal of privileges for extra-curricular activities.
* Disciplinary consequences consistent with a school wide discipline program.
* 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 calls made with an electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

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

Prohibitions of 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 times.

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.

**PERSONAL BELONGINGS/TOYS**

All toys should be left at home. A toy is anything which interferes with learning (cars, stuffed animals, spinners, action figures, pretend weapons, etc.) Personal items or toys used during school hours will be confiscated. Confiscated items may require parent pickup.We **cannot** assume responsibility forlost, stolen or damaged belongings.

**EMERGENCY NUMBERS**

Please remember to notify the school of any change of address or telephone number **ASAP**. This is important to ensure proper care for your child in the event that he/she becomes ill or is injured at school and requires your presence for treatment. \*\*\*\***PLEASE NOTE\*\*\*\* Students will only be dismissed to those listed on the Demographic Card.**

**FIELD TRIPS**

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

Parents are invited and encouraged to volunteer as chaperones for their student’s field trip activities. And, while we welcome the assistance parents have to offer, we must insist that younger children and siblings ***do not*** accompany parents who are chaperoning.

**MEDIA CENTER**

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

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

Any questions or concerns regarding the media center should be directed

to Whitesides’ Media Center Director, Ashley Gould at (801) 402-3610 or

email agould@dsdmail.net

**COMMUNITY COUNCIL**

Our Community Council is comprised of representation from the teachers, parents, community, and business leaders. Members’ terms are for two year periods at which time vacant seats are filled by election and administrative invitation, depending upon the available position. The Community Advisory Council deals with school improvement, budget, planning and enrollment issues, and acts as a valuable liaison between our school and community.

**LOST AND FOUND**

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

**SCHOOL LUNCH**

Student and adult prices are (these prices are current at the time of printing of this handbook and are subject to change):

pizza_b

* Breakfast: Children: $1.45 Adult $2.10/ $0.30 reduced
* Lunch: Children: $1.95 Adult $3.50 / $0.40 reduced.
* Elementary Milk $.50

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

Free and reduced lunch applications instructions will be included in the first day packet which will be handed out at Back-to-School Night or sent home the first week of school and are available in the office at any time. Lunch credits may be purchased by the week, month, or term. Checks should be made payable to *Davis Nutrition Services.* Each check should have the child’s and teacher’s name on it. Cash should be in an envelope with the child’s and teacher’s names clearly indicated on the outside. Payments can be on-line by accessing the following website.

[**www.davis.k12.ut.us/district/nutrition/lunchmoney.html**](http://www.davis.k12.ut.us/district/nutrition/lunchmoney.html)

District lunch policy allows for no lunch charges. Please help avoid potential embarrassment for your child and the unfortunate experience of being denied a lunch by keeping your lunch accounts current. Parents can check on their child account status online or by calling Whitesides Lunch Manger @801-402-3614. MEAL CHARGES IN SCHOOLS

The purpose of these procedures is to establish consistent meal charging and collection procedures districtwide. The District 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 astudent 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.**

**ARRIVING EARLY / STAYING AFTER SCHOOL**

Children should not arrive at school too early as teachers are preparing for the school day. **Please do not allow your children to arrive more than 10 minutes prior to the first bell which rings at 8:50, unless they are attending school breakfast.** Teachers or staff members generally will not ask your child to say after school for any reason unless you are contacted and permission is given. **Please note**: The preceding guidelines do not apply for students who are enrolled in the before/after school programs.

Parents who are interested in enrolling students in the before or after school programs should fill out the registration form provided in the first day packet or posted on the school webpage.

applerow_babcblocks_b**EXTENDED DAY CARES PROGRAMS**

Our Extended Day CARES Programs is comprised of a Before-School program and After-School program.

Before-School Program After- School Program

Monday – Friday Monday - Thursday

6:30 am - 8:45 am 3:25 pm - 5:30 pm

Friday or Early out Schedule

1:25 pm - 5:30 pm

A registration form must be completed for all students enrolled in either of these programs. This registration form must be accurate and current. While everything possible will be done to keep your students safe, accidents do happen. We need to know that we can get in touch with you in the event of an emergency.

* Due to a waiting list for placement in the above programs, students who do not attend regularly and often may be dropped from the extended day programs.
* The tuition schedule can be found on the registration form.

All before school program students must be signed in by a parent or authorized representative in the morning.

All after school program students must be signed out by a parent or authorized representative. This policy was created for the safety and well-being of all extended day program students, and is in accordance with Davis School District policy.

* Please make arrangements to have your child picked up on time. The after school program runs from 3:25 to 5:30. There will be significant penalties for those students who are picked up late. Students picked up from 5:45 to 6:00 will be charged an additional $10 penalty per occurrence. There is an optional “late pick-up” fee of $25.00 per month, available to families that need a 6:00 pm pick-up time. Please indicate your need for a “late pick-up” on the registration form. Parents must have prior authorization for late pick-up before the students may stay late. Students picked up after 6:00 pm will be charged an additional $20 penalty and will be reported to DCFS. Students who are picked up after 6:00 pm more than once will be removed from the program.

While negative student behavior is rarely a significant issue in our programs, we expect high standards for behavior in our extended day programs. Because safety is a top priority for all of our students, violations of safe schools policy or repeated misbehavior will not be tolerated, and may result in expulsion from any extended day programs.

If you are interested in signing your student up for any of these programs please fill out the registration form and return it to the main office.

If you have any questions or concerns about the program, please don’t hesitate to contact us:

**Miss Savanah Poe -Extended Day Program Director at 801-402-3679 or spoe@dsdmail.net**

**Ms. Roberts - Principal at 801-402-3600 or dramsey@dsdmail.net**

**Mrs. Fleming – Admin. Intern at 801-402-3600 or** [**sfleming@dsdmail.net**](mailto:sfleming@dsdmail.net)

**FROM YOUR SCHOOL NURSE - A FEW TIPS FOR PARENTS**

Occasionally children get sick. Out of consideration for others, as well as your own child, we recommend that when any of the following conditions exist please keep your child home, and if necessary, get in contact with your health care provider for treatment.

**TEMPERATURE: 100 degrees or above.** A fever is a warning sign that all is not well with the body.

**PINK EYE-** When pink eye is present the whites of the eyes are red, the lids are swollen, and the eye tears more than usual, and may have a whitish or yellowish discharge. It is easily spread through direct contact or with contaminated articles. Antibiotic drops are needed before the child can return to school.

**STREP THROAT-** The first symptoms of strep throat are: fever, sore throat, and swollen tonsils. This illness is spread by contact with the ill person. The child should be kept home until he has been on an antibiotic regimen for 24 hours.

**CHICKEN POX -** Chicken pox is passed by direct contact with the ill person. The child is contagious for as long as 5 days before the rash appears to 5 days after the first eruptions. The child should stay at home or until all the pox or eruptions are dry

**IMPETIGO AND OTHER RASHES-** Impetigo is a highly contagious disease, which looks like cold sores that have spread out past the lip line and are often seen around the nostrils. They are small pimple-like lesions which have honey colored crusts. The secretions from the sores are highly contagious. Your child may return to school 24 hours after antibiotic treatment is given.

A child with any kind of rash should be checked by your doctor. The doctor will send a note with the student that will describe what the rash is and the treatment for it.

**LICE-** Lice are a common problem among school children. The most telltale sign is persistent itching. Head lice are insects about the size of sesame seeds. Nits (the eggs that the lice lay) are what are most commonly seen. They are located near the hair shaft and are firmly attached. They cannot be easily brushed away like dandruff. Lice are spread through direct contact with someone who is infested or through personal articles that have come in contact with the hair. Treatment should be started immediately and the school notified. Your child will return to school the day after treatment is started.

**VOMITING AND DIARRHEA OR ABDOMINAL PAIN-** Student should be at home.

**PERSISTENT COUGH-** Any heavy or hacking cough or persistent runny nose with yellow or green discharge should be evaluated by your health care provider.

****

earth_b **DAVIS SCHOOL DISTRICT**

**SAFE SCHOOLS POLICY**

**SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and Whitesides to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the District Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual’s age, disability status, intent, academic status, and prior disciplinary records.

**WEAPONS AND EXPLOSIVES – AUTOMATIC ONE YEAR EXPULSION**

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the District Case Management Team determines, on a case-by-case basis, that a lesser penalty 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.

**SERIOUS 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, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (I.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language

**DUE PROCESS**

When a student is suspected of violating Whitesides **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 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. Whitesides Elementary policy may be found at 5S-100 Conduct and Discipline, or a copy may be obtained in the school office.

**SEARCH AND SEIZURE**

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

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School Lockers, desks or other storage areas are the sole property of the Davis School District and Whitesides Elementary. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

**EXTRACURRICULAR ACTIVITIES**

Participation in interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities during the period of discipline and will not be afforded due process procedures to challenge the denial of participation.

**theteam_b**

**backpack_bDAVIS SCHOOL DISTRICT**

**POLICY NOTICES**

**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.

**EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY**

It is the policy of the Davis County School District and Whitesides Elementary to provide equal educational and employment opportunities for all individuals. Therefore, the District and Whitesides Elementary prohibit all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. This policy extends to all aspects of the District and Whitesides Elementary educational programs, as well as to the use of all District facilities, and participation in all District-sponsored activities.

**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 [name of your school] will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator [name and school phone number], 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.

**NOTICE OF NON-DISCRIMINATION**

Davis School District and Whitesides Elementary do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by law, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

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

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

**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](mailto:mclough@dsdmail.net)

**Caray Long**, Educational Equity Department Compliance Coordinator Race, Color, National Origin, or Gender in other than Athletic Programs Davis School District 70 East 100 North, P.O. Box 588 Farmington, Utah 84025 tel: (801) 402-5357 [clong@dsdmail.net](mailto:clong@dsdmail.net)

**Bianca Mittendorf**, Educational Equity Department Title IX Coordinator Gender in other than Athletic Programs Davis School District 70 East 100 North, PO. Bo 588 Farmington, Utah 84025 tel: (801) 402-5447 [bmittendorf@dsdmail.net](mailto:bmittendorf@dsdmail.net)

**Tim Best**, Healthy Lifestyles Coordinator Title IX Compliance Coordinator Gender 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](mailto:tbest@dsdmail.net)

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

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

**tag7_b**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Student Education Records and Privacy **The Family Educational Rights 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 changes. 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; 11) 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 [name of your school] to disclose limited directory information of your child without your prior written consent, you must notify the school in writing annually.

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

**Student Privacy Policy Office (SPPO)**

**U.S. Department of Education**

**400 Maryland Avenue, SW**

**Washington, D.C. 20202-5920**

**(202) 260-3887**

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

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

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

**Student Directory Information**

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

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

.

**RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

**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. Whitesides Elementary will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities. Parents who believe their rights have been violated may contact the school’s administration or file a complaint with:

**Student Privacy Policy Office (SPPO)**

**U.S. Department of Education**

**400 Maryland Avenue,**

**SW Washington, D.C. 20202-5920 (202) 260-3887**

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

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

**PARENTAL RIGHTS IN PUBLIC EDUCATION**

The Davis School District and Whitesides 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.

**SCHOOL FEE NOTICE**

FOR FAMILIES OF CHILDREN IN KINDERGARTEN THROUGH SIXTH GRADE

*The Utah Constitution prohibits the charging of fees in elementary schools.*That means that if your child is in kindergarten through grade six (unless your child is in grade six and attends a school that includes one or more 7-12 grades), you cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

*If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.*

Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If you cannot afford to pay, you may be eligible for free or reduced price meals or milk. Your school will give you information about applying for free or reduced price meals and milk. *All information which you provide in your application will be kept confidential.*

State law and State Board of Education *rules do not permit schools to charge fees for anything that takes place during the regular school day*unless your child is in grade six and attends a school that includes one or more 7-12 grades**!** Fees may only be charged for programs offered before or after school, or during school vacations. *If your child is eligible based on income verification or receives SSI payments (QUALIFIED CHILD WITH DISABILITIES), or if you are receiving TANF (currently qualified for financial assistance or food stamps) or if the child was placed in your home by the government as a foster child, the school must waive the fees.* If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, you *might*be eligible for a waiver even if other eligibility criteria are not met. *If your local school board/charter school allows your school to charge fees, a Fee Waiver Application (Grades K-6) is enclosed.*Your school will give you additional information about fee waivers if you ask.

School funds are limited, and your school may need help. As a result, *the school may ask you for tax-deductible donations of school supplies, equipment, or money,* but the school *cannot require donations*or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). *No child may be penalized for not making a donation.*For example, if donations are used to pay for a field trip, every child must be allowed to go on the trip even though some may not have made a donation.

If you have questions, first talk to your school or school district representative listed below. If you still need help, contact one of the agencies listed:

**School telephone no: (801) 402-3600 .**

**Ask for: Diane Roberts**

**Utah Issues Information Program, Inc.**

**385 West Indiana Avenue**

**Salt Lake City, Utah 84104**

**District telephone no: (801) 402-5109**

**(801)521-2035 (Salt Lake area)**

**Ask for: Legal Issues Specialist**

**or 1-800-331-5627 (other areas)**

**Utah Legal Services, Inc.**

**245 West 400 South, 2nd Floor**

**Salt Lake City, Utah 84101**

**(801)328-8891 or 1-800-662-4245**

**Utah State Office of Education**

**250 East 500 South**

**Salt Lake City, Utah 84114**

**(801) 528 7830**

**Opportunity to apply for fee waiver**

**abcblocks_b** *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.*

**DSD STUDENT SCHOOL FEES FEE WAIVER APPLICATION PROCESS**|

The principal in each school shall designate at least one person at the appropriate administrative level to review and grant waiver requests. • The school shall use the standardized state board fee waiver applications. • The school shall provide written notice of its decision to grant or deny a fee waiver request to parents using the standardized state board fee waiver decision and appeal form. • Once granted, a fee waiver lasts for the duration of the school year in which it was granted or circumstances of the family change. The process for obtaining a fee waiver or pursuing an alternative shall be administered fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

**APPEAL PROCESS**|

A parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial to the school principal within ten (10) school days of receiving notice of denial

* The school shall contact the parent within two weeks after receiving the appeal and schedule a meeting with the school principal to discuss the parent’s concerns.
* If after meeting with the school principal the waiver is still denied, the parent may appeal, in writing, within 10 school days of receiving notice of denial, to the school director at the District level.

**STUDENT ELIGIBILITY**| A student is eligible for a fee waiver if the school receives verification of any of the following:

* The student’s family’s income meets the levels set by the Superintendent (all income received by the household is considered, including salary, public assistance benefits, social security payments, pensions, unemployment compensation, and child support payments);
* The student to whom the fee applies receives Supplemental Security Income (SSI);
* The student’s family receives Temporary Assistance for Needy Families (TANF); •
* The student is in foster care or state custody. • The student to whom the fee applies is a homeless child or youth. •
* The student to whom the fee applies is in foster care or is in state custody.

A school may grant a fee waiver to a student, on a case-by-case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances is not reasonably capable of paying the fee. An opportunity will be provided for those requesting a fee waiver under this process.

**Whitesides Elementary**

**Title I Information**

**TEACHER QUALIFICATIONS**

As a parent of a student at **Whitesides 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 **Diane Roberts** at **801-402-3600**.

**WHITESIDES TITLE I PARENT INVOLVEMENT POLICY 2020-2021**

**(ESEA Sec. 1118 B)**

Whitesides Elementary School regards parental involvement vital to the academic success of students. Parents are the primary teachers of their children and are partners with the school in helping their children achieve academic success.

Whitesides Elementary School will inform parents of the schools participation in Title I by:

* Convening an annual meeting to explain the Title I program to parents and inform them of their right to be involved in the program,
* Offering a flexible number of meetings to meet parent’s needs, and
* Involving parents in planning, reviewing and implementing Whiteside’s School Improvement Plan (SIP).

Whitesides Elementary School will provide program information for parents on the state’s academic content and standards to monitor their children’s progress by:

* Providing information on State Standards and distributing a description of the curriculum used at the school,
* Providing parents information on academic assessments, and
* Providing information to parents on the proficiency level their student is expected to meet.

Whitesides Elementary School will provide materials and training to help parents work with their children by:

* Providing training on literacy/math nights, and
* Encouraging parents to attend SEPs.

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

* Providing training on effective communication, and
* Implementing and coordinating parent programs that build ties between parents and the school.

Whitesides Elementary School will coordinate with Head Start, other preschool programs, and parent resource centers to involve parents in the education of their children by:

* Providing information on programs, district resources, Parent Informational Resource Center (PIRC), and
* Organizing a Kindergarten Round-Up for Pre-K children.

Whitesides Elementary School will ensure that 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 key documents and posting translated documents on the school web, and
* Communicating with parents using school callouts and sending printed notes home.

Whitesides Elementary School will provide support for reasonable activities parents may request.

****

****

**TITLE I SCHOOL/ PARENT/ STUDENT COMPACT**

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

**Whitesides Elementary School** faculty and staff will develop an effective learning environment for students to receive a quality instruction by:

* Providing quality curriculum to meet state achievement standards,
* Participating in professional development opportunities to improve teaching skills,
* Providing a safe and inviting environment for students,
* Meeting with parents and students three times a year during SEP conferences,
* Providing reports to parents on student success through DESK,
* Providing parents reasonable access to staff through email, or upon request,
* Providing parents guidelines and opportunities to volunteer and participate in their child’s class, and
* Providing reasonable equitable access to all parents of children in the classroom through written communication by the school or teacher.

As the **parents of a student** at Whitesides Elementary, we will be supportive of our child’s learning by:

* Enforcing consistent and punctual school attendance,
* Ensuring the completion of homework,
* Setting reasonable limits for use of media,
* Attending SEP conferences and supporting school-sponsored activities,
* Establishing, reviewing and supporting the academic goals of my child, and
* Taking opportunities to volunteer and be involved with my child’s education.

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

* Being on time and ready to learn,
* Following school/class rules,
* Requesting clarification or assistance when needed,
* Taking all communication home,
* Returning completed homework,
* Respecting myself and others, and
* Having a positive attitude.