



# Elementary Handbook

2016-17



**SALT LAKE CITY**  
**SCHOOL DISTRICT**  
*Your Best Choice*

rev. 6/8/2016

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# STUDENT AND PARENT AGREEMENT

We understand and are committed to supporting the principles, policies, and programs outlined in the Salt Lake City School District Elementary School Handbook.

Please sign and return this sheet only to your oldest child's classroom teacher or the principal's office.

<hr/>	<hr/>
Parent Signature	Date

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Student Signature	Date

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Student Signature	Date

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Student Signature	Date

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Student Signature	Date

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## **VISION STATEMENT**

Excellence and equity: every student, every classroom, every day.

## **MISSION STATEMENT**

Salt Lake City School District cultivates a love of learning in a diverse and inclusive school community, committed to educational excellence and integrity. In collaboration with families and community, we hold high expectations for all students, respond effectively to individual needs, and provide a safe, healthy environment in which every student can learn the academic, problem-solving, and social skills required for success in college, career, and life.

## **DISCRIMINATION PROHIBITED STATEMENT**

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Whitney Banks, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

## **SALT LAKE CITY BOARD OF EDUCATION MEETINGS**

Salt Lake City Board of Education meetings are held on the 1st and 3rd Tuesdays of each month at 6:30 p.m. at the Salt Lake City School District Administration Building, 440 East 100 South. You are welcome to attend and are encouraged to speak at these meetings provided you first notify the Superintendent's Office, 801.578.8351 to arrange a time.

For more detailed information on state curriculum, district activities, or school access, go to the district website at <http://www.slcschools.org/>.

## **SALT LAKE CITY SCHOOL DISTRICT STUDENT ACHIEVEMENT PLAN 2015-2020**

### ***Essentials of a Learning Community***

**Assessment and Evaluation:** Delivering traditional and computer-based assessments and leveraging state-of-the-art technology to provide immediate feedback; results are provided to students, parents, teachers, and schools to support decision making for educational goal attainment.

**Family and School Collaboration:** Families and schools engaged as partners in supporting and advocating for students. Students benefit when families are active participants in the school community and work collaboratively to promote social, emotional and academic growth.

**Early Childhood:** Providing a strong start in life for young children, birth to age 5, and their families, supporting optimal development in the early years and a foundation for success in school and throughout life. Creating enriched learning experiences for families and young children and establishing ongoing partnerships to empower parents.

**School Choice (Educational Flexibility):** No one educational approach meets the needs of all students. Therefore, varied educational opportunities and options will be available for students and families within the district and within each school.

**Communication and Community Engagement:** Communication among all stakeholders within the school district and throughout the community is clear, accurate, consistent, and uses a variety of different methods to reach the appropriate audience. Good communication builds trust inside and outside the district and encourages businesses, community groups, local leaders, and others to support our educational vision and mission.

**Equity and Advocacy:** Educational equity is raising the achievement of all students while narrowing the gaps between the highest and lowest performing students: and eliminating the racial predictability and disproportionality of which student groups occupy the highest and lowest achievement categories.

**Curriculum: The goals, the methods, and the materials used for teaching and learning.** The purpose of the curriculum is to enable each student to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

**Instruction: The practices and classroom strategies teachers use to support students in meeting the standards identified for learning.** Quality instruction integrates innovative and research-proven teaching strategies, modern learning technologies, and real world contexts to engage students in relevant, rigorous learning.

## ENROLLMENT INFORMATION

### *Age of Entrance Requirement*

Children seeking enrollment in kindergarten must be at least five years of age on or before September 1. Enrollment in a kindergarten program is optional, but strongly recommended.

If a parent has kept their five year old child out of school with the intention of enrolling that child in kindergarten as a six year old, the following will apply based on the child's date-of-birth:

- Turns six years old between July 1 and September 1, enroll in kindergarten and evaluate grade-level placement before the end of that school year; or
- Turns six years old prior to July 1, enroll in first Grade and evaluate grade-level placement before the end of that school year.

Children seeking enrollment in first grade must be at least six years of age on or before September 1. School assignment and grade placement of any k-12 student is determined by the district.

Students, who are entering the district after first grade, will be placed according to their age.

### *Registering for All Grades*

Registration is completed online. Parents will receive online registration information from the school. If a parent does not have access to the internet, computers are available at the school.

The following documents are required before a child can be registered in school:

- **Dental Examination:** This is strongly suggested—Make the appointment early to allow time for needed corrections to be made.
- **Birth Certificate:** Parents of children born in Utah may obtain their child's birth certificate from the Utah Department of Health, Office of Vital Records and Statistics, 288 North 1460 West (PO Box 141012), Salt Lake City, UT 84114-1012, 801.538-6105. The certificates may be ordered online, by mail, or in person. Appropriate identification is required. The cost is \$20. Information is online at <https://silver.health.utah.gov/birthinfo.html> . Birth certificates for a child born outside of Utah may usually be obtained from the department of health in the state in which the child was born. Information is online at National Center for Health Statistics website, "Where to Write for Vital Records": <http://www.cdc.gov/nchs/w2w.htm> .
- **Immunizations for students in grades K-6:** These are required by law for a child entering school:
  - DTaP/DT (4 doses of DTaP, if 4<sup>th</sup> dose is given on/after the 4<sup>th</sup> birthday
  - 4 Polio (3 doses, if 3<sup>rd</sup> dose was given on/after the 4<sup>th</sup> birthday) . The final dose of polio vaccine administered ON or AFTER August 7, 2009 must be given at a minimum age of 4 years AND a minimum interval of 6 months following the previous dose.
  - 2 Measles, Mumps, Rubella
  - 2 Hepatitis A
  - 1 Varicella (chickenpox)- history of disease is acceptable; a parent must sign the verification statement on the school immunization record.
- **Proof of Residence:** Please bring proof of Utah residency, except for determination regarding homeless or unaccompanied youth. Documents showing primary residence may include: a copy

of a lease and record of most recent rent payment, or other documents within the past 60 days such as; utility bill, payroll stub, bank or credit card statement, letter from approved government agency such as assisted housing or unemployment payments.

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### ***Withdrawing Students***

If you are moving and are withdrawing your child from school, please call, come by the school or send a letter with your child a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork.

### ***Transfer Students***

Students who wish to attend a school other than their resident school may submit a Standard Open Enrollment Application to Student Services during the Early Enrollment period, December 1 through the third Friday in February, for the upcoming year. Students may request a late enrollment period transfer by submitting the same form at any other time of the year. Students are accepted in district schools in the following order of priority:

- Student(s) whose sibling currently attends the school of choice
- Students whose parent/guardian is an employee of the school district
- In-district students
- Out-of-district students

### ***Class Assignment***

Each elementary school provides quality educational programs for all children in all grade levels. Class assignments are made by a uniform procedure, which applies to all students. We are fortunate to have versatile teachers with an array of strategies and techniques, who will help each child work toward his/her potential. Because of this, we strive to create diverse classrooms, balanced in both skill levels and demographic characteristics of the students.

The following factors are considered for each classroom:

- Range of academic performance/abilities
- Range of social and behavioral performance
- Balance of boys and girls
- Balance of independent and dependent workers
- Balance of special needs
- Balance of total class size

Through state funding formulas, we are provided with one teacher for every 50 students in K, 25 students in grades 1–3, and one teacher for every 28 students in grades 4–6. Because students do not come packaged in groups of 25 and 30, we often need to create split grade classes or other grouping patterns to stay within the number of teachers we are allotted and to keep classes as small as possible.

**We encourage parents to trust the school staff to make an appropriate educational placement for each student.**

Class lists are made on the projected grade level enrollment. If the actual enrollment differs significantly when registration is complete, it may be necessary to reassign students or teachers in the fall in order to balance class sizes.

If, as parents, you have special concerns during the first three weeks of school, it is appropriate to speak directly to your child's classroom teacher. After the first three-week period, any parent having concerns regarding a child's classroom assignment may make a request in writing for consideration.

## **ATTENDANCE**

### ***Student Attendance and Exemption from School***

Summary of [Policy S-4](#)

Student Services Department, Salt Lake City School District

Because of the Salt Lake City School District's commitment to quality education, we are concerned when a child misses school for any reason. The process of education requires a continuity of instruction, class participation, learning experience, and study. Frequent absences of students from day-to-day classroom experiences disrupt the educational and the instructional process.

Utah Compulsory Attendance Laws ([Code 53A-11-101-105](#)) requires that every school age child (ages 6-18) be enrolled in school and attend regularly. Parents and students are responsible for regular attendance. Students may be excused from school attendance for valid and legitimate reasons, including illness, medical appointment, family emergencies, death of family member or close friend, observance of religious holidays, and family activity or travel (approved and arranged in advance with the principal).

A note to the school explaining your student's absence is required each day your student misses school.

In the Salt Lake City School District:

1. After five (5) or more days of **unexcused** absences (or equivalent class periods) within a school year, a First Truancy Notification will be issued requesting parent support with ensuring their student attends school every day.
2. After ten (10) or more days of **unexcused** absences (or equivalent class periods) within a school year, a Second Truancy Notification will be issued. Parents must schedule a conference with school officials to attempt to resolve the student's attendance issues.
3. A student is considered to be "habitually truant" when he/she has received two or more truancy citations within a school year.
4. After fifteen (15) or more days of **unexcused** absences (or equivalent class periods) within a school year, a Third Truancy Notification and Notice of Pre-Court Hearing will be issued requiring an appearance at a Pre-Court Hearing. Parents or guardians with students under the age of 12, including school information, may be referred to Salt Lake County District Attorney. Students older than 12 years of age, including school information, may be referred to the Third District Juvenile Court.

To appeal a Truancy Notification, submit the appeal in writing to the Student Services Committee (SSC) at the school where your child is enrolled. Appeals must be submitted to the SSC within 10 days of the date the citation was issued. Refer to [Policy S-4](#) and [S-4 Administrative Procedures](#).

If you have questions about your child's attendance, including excused and unexcused absences, please contact the school where your child is enrolled. Your support and cooperation are appreciated.

### ***Scheduling Appointments***

Please try to schedule medical, dental, and other appointments outside of school hours. Private lessons should not be scheduled during school hours. If your child must leave during school hours, a parent or authorized individual who has been listed on the student registration form must sign him/her out at the school office.

## ***Prolonged Absence***

If you anticipate a prolonged absence, contact your child's teacher to identify the best way to make up missed work. Teachers are not expected to supply students with work that will be missed during an extended absence. Students will need to make up missed schoolwork upon return.

## ***Arriving Late***

Student attendance and tardiness are recorded at the school and reported to the district daily. Tardiness due to doctor and dentist appointments, with a note from the doctor, will be excused. All tardies not meeting these criteria will be considered unexcused unless excused by the principal.

Unacceptable reasons for being late include but are not limited to: baby-sitting, sleeping in, missing the bus, running errands, lack of transportation, visiting relatives, trouble with alarm clock, a bad morning, chores at home, etc.

# **STUDENT HEALTH**

## ***Illness***

Please follow these guidelines if your child is ill:

- Take time to notify the school.
- Before sending your child to school, be sure that s/he is well enough to be in school.
- Do not assume your child will get better at school.
- Understand that we have no provisions to care for sick children.
- Understand that our teachers are entitled to a duty-free lunch and cannot attend to children whose parents have requested they be kept inside. Only a physician or health care provider can request a temporary "staying in" from recess, unless it is mandated in the student's Health Care Plan.

## ***Illness at School***

If a child becomes ill at school, every effort will be made to contact the parents who should be available to check the child out at the office and take her/him home. It is very distressing for the sick child, when the school is not able to contact a person responsible for the child. ***Please notify the office of any updated emergency numbers.*** An ill child may not walk home alone. We request that you, or someone you designate, pick up your child.

## ***Chronic or Serious Conditions***

Diabetes, epilepsy, asthma, life threatening allergies to food or other substances (anaphylaxis), and other serious medical conditions must be brought to the attention of the school nurse and other school personnel immediately and noted on the registration card. ***This information is important for the safety of your child, and may require a School Health Care Plan.***

## ***Infections and Illnesses***

If you suspect your child has any of the symptoms listed below, please do not send him/her to school. We urge you to seek medical attention for diagnosis and treatment as needed.

- Fever of 100 degrees or above
- Abdominal pain
- Diarrhea or frequent, loose, watery stools
- Acute colds
- Runny nose (non-allergenic)
- Swollen glands around jaws, ears or neck
- Suspected impetigo
- Yellow, green or odorous pus in blister
- Nausea or vomiting
- Unusual drowsiness or tiredness
- Sore throat
- Persistent cough
- Red, inflamed, discharging eyes (non-allergenic)
- Suspected head or body live lice (not nits)
- Infected and/or bed bug or other insect bites
- Skin rash of unknown origin
- Any draining skin sore

Please contact your school nurse and keep your child at home as directed by the physician and in accordance with school district exclusion guidelines <http://slcschools.org/departments/health-services/documents/3GuidelinesforIllnessesRequiringExclusionfromSchool.pdf> if your student has been diagnosed with any of the following acute illness:

- Infectious mononucleosis
- Pink eye
- Mumps
- Strep infection
- Ringworm
- Measles
- Scabies
- Whooping cough
- Chicken Pox

***Note: Children who have chicken pox may not return to school until all the sores are scabbed.***

## ***Accidents and Injuries***

On your student's registration card, please indicate the names, addresses and phone numbers of individuals who should be contacted in an emergency. ***Update this information promptly if it changes.*** Students and parents may expect that these procedures will be followed in the event of an accident at school:

- The student should report to the teacher her/his injury and what happened.
- If minor medical attention is needed, the teacher will bring the student to the office.
- In a more serious situation, the parents will be called immediately.
- School personnel cannot take a child to a health care provider unless it is an absolute emergency.

- School faculty/staff do not diagnose injuries or illnesses and may not administer any medications in connection with an accident.

## ***Medications***

Medication can be administered at school under the following conditions:

- Students who need to take medication at school must have a medication authorization form (S-9) completed by a parent/guardian and the student's health care provider. (These forms are available in the office.)
- Prescription medication should be brought to the school office in its original pharmacy container.
- It is the parent's responsibility to keep medication in adequate supply.
- For student safety, medications must be brought into school by an adult.
- Parents are requested to pick up medication from the main office.
- If your child must take short-term medication (antibiotics, etc.) for any reason, please make arrangements to administer the doses yourself.
- Students may carry a daily dose of necessary medication for various health conditions or emergency medications for conditions such as asthma, anaphylaxis and diabetes, if the parent or guardian and the health care provider have completed and submitted the Student Medication Form (available in the office), and are in agreement with school personnel regarding the student's ability to safely and appropriately administer the medication.

## ***Vision Screening***

The State of Utah mandates periodic vision screening. The Salt Lake City School District routinely screens students in kindergarten, first, second, third, fifth, seventh, and ninth grades, self-contained special education classes and upon teacher or parent request, resource and general education students in other grades. A parent at any time may request that their child be exempt from the screening.

## **EMERGENCY PLAN**

### ***Drills***

Fire, earthquake, and other emergency drills are held at regular intervals as required by law and to ensure student safety. Instruction in safety procedures is given by the teachers in all classrooms at the beginning of the school year and reviewed periodically. It is essential that, when the signal is given, ***everyone in the building obeys orders promptly and clears the building by the required routes as quickly as possible.***

### ***School Closure, Delayed Start or Early Dismissal***

Salt Lake City School District schools will be open on all school days unless circumstances create health or safety issues for students and staff. Severe weather conditions may force school closures, delayed starts, or early release. Parents and employees should check television or radio news for school closures, delayed starts, or early dismissal of students. Authorization will come from the superintendent or his/her designee. All school closures, delayed starts, or early dismissals are for one day only. No television or radio announcements mean that schools are open and regular schedules will be followed.



## ***Family Plan***

It is advisable for each family to have a predetermined plan which children can follow should it be necessary for school to be dismissed early for emergency reasons.

## ***Emergency Procedures***

Emergency procedures are described in the school's Emergency Plan. A copy of the Emergency Plan is available at the school.

## **TRANSPORTATION ELIGIBILITY AND RULES**

The following rules govern the use of district transportation services:

- Students living farther than 1.5 miles from the school are eligible for transportation services. A courtesy stop may be arranged for children living closer than 1.5 miles provided space is available on the bus.
- All students who ride the bus are expected to behave in a courteous and respectful manner while waiting to board the bus.
- Students are to be on time at the designated bus stops and are to wait until the bus comes to a complete stop before attempting to board.
- Students are to arrive at the bus stop not more than five (5) minutes before pick-up time.
- Students are expected to conduct themselves in a courteous and cooperative manner on the bus at all times.
- While on the bus, the students are under the authority of the bus driver, who has direct responsibility. Loud and boisterous talking or laughing is prohibited on the bus while students are being transported.
- Students are to be properly seated while the bus is in motion and are prohibited from putting objects and/or body parts out the windows of the bus.
- Students are not permitted to have friends ride the bus with them nor are students living outside the bused area permitted to ride the bus.

Questions regarding transportation of students should be directed to the district Transportation Department at 801.974.8345.

## **SCHOOL MEALS PROGRAM**

SALT LAKE CITY SCHOOL DISTRICT schools participate in the Federal School Breakfast and Lunch Program. For an enrolled student, elementary school meals cost only \$1.00 for breakfast and \$2.00 for lunch; middle school meals cost only \$1.20 for breakfast and \$2.30 for lunch; and high school meals cost only \$1.20 for breakfast and \$2.50 for lunch. Adult meals and second meals cost \$2.50 for breakfast and \$3.50 for lunch. We also provide milk or juice for \$0.50 and fresh fruit and vegetables for \$1.00 per serving.

Under this program, some students are eligible to receive meals free of charge. While families can apply for free and reduced-price meal benefits at any time during the school year, parents are encouraged to apply for federal free and reduced-price meal benefits during the online student registration process. Parents may also elect to print out and submit a paper application to the school's kitchen manager or district's Child Nutrition Department. Applications can be obtained at the school office or cafeteria and are available in a variety of languages at: <http://www.fns.usda.gov/school-meals/family-friendly-application-translations>.

If the student's family receives benefits from the Special Nutrition Assistance Program (SNAP), the Family Employment Program (FEP), or the Food Distribution Program on Indian Reservations (FDPIR), the household qualifies for meals at no charge. Once the district is notified of the student's or family's eligibility based on participation in one of these programs, the family does not need to complete or submit a free and reduced price application. The child nutrition department will communicate in writing with the parents that their students are eligible for free meals. If a parent or family qualifies under one of these programs, and has not received such a letter before school starts, the parent should contact the child nutrition department.

If your child is not allowed to eat certain foods, please contact the school cafeteria manager for information and assistance. Students not buying school lunch are expected to bring a lunch from home. No glass containers should be sent in home packed lunches.

Additional information about the district's school lunch and breakfast program can be found at: <http://www.slcschools.org/departments/child-nutrition/> or by contacting the Child Nutrition Department by phone 801.974.8380 during regular school hours.

### ***Payments and Refunds***

It is the parents' responsibility to ensure that their child has money in his or her meal account. You may use a credit card to schedule automatic payments at no additional cost. Visit the district website at the link above, or go to [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) for more information and instructions about electronic payment methods. Payments may also be made by cash, check or money order, hand-delivered or mailed to the school kitchen manager. Payments should clearly indicate the account to which the funds should be credited. Please include students' names and student identification numbers. Make checks payable to Salt Lake City School District Child Nutrition. Should a check be returned from your bank for any reason, including insufficient funds, Child Nutrition will no longer accept checks from your student.

When a student has withdrawn from school or graduated, parents should contact the district's child nutrition department to obtain a meal account balance and request a refund. Any unused balance can also be transferred to a sibling's account upon request.

### ***Students with Insufficient or Negative Meal Account Balances***

The Child Nutrition Department staff will exercise sensitivity and confidentiality in serving students with insufficient or negative meal accounts. No district employee will subject a student to embarrassment or ridicule based on the balance in his or her meal accounts. If a student's meal account is inadequate to pay for a meal, the school will provide a full meal to the student and parents will be notified. No district employee may deny a meal benefit to any child as a disciplinary action.

The district's child nutrition program is subject to federally mandated cost principles which require the district to collect on all outstanding debts. Accordingly, the district will use all reasonable collection efforts, including the use of a collection agency, in order to ensure that parents, who have not qualified for free or reduced-price meals, pay for their students' school meals.

### ***Identification of and Notification of Delinquent Accounts***

The district will use its in-house notification system, School Messenger, to notify all parents of low or delinquent meal accounts. Parents using [MyPaymentsPlus](#) may also receive an automatic daily email notification until the account is replenished.

- When a student's account balance is between \$10 and \$0.01, the parent will receive a friendly reminder of the low balance every Friday afternoon.
- When a student's account balance is in the negative, parents will receive a daily notification until the account has been replenished.
- All communication about payments in arrears shall be directed to the students' parents. No district employee will ask students for meal payments nor ask them to remind their parents to send money for their meal accounts.

Parents who wish to change their notification settings or opt-out of district notifications, can do so at [www.slcschools.org/news/2014/Manage-Notifications.pdf](http://www.slcschools.org/news/2014/Manage-Notifications.pdf).

## **DRESS CODE**

Students, teachers, and staff are expected to dress in a manner that demonstrates they respect themselves and the learning environment (see [Policy S-5](#)). Clothing should be neat, clean, and appropriate for learning and weather conditions, and at no time should it cause a disruption to the learning environment. School administrators will determine consequences for students who violate the dress code and will provide appropriate due process. Parents may be called to bring the student a suitable change of clothing. Parents are also expected to observe the dress code whenever they are in the building.

The following would be considered ***in violation*** of the dress code:

- Clothing that is low enough to reveal a student's underwear
- Clothing advertising drugs, alcohol, tobacco, acts of violence or lawlessness
- Clothing associated with gangs, illicit drugs, or illegal substances
- Clothing with offensive and/or vulgar language and/or designs
- Clothing which calls attention to the body, including bike pants, spandex, unitard knit tights, body suits, sheer clothing or skin tight clothing
- Hats, caps, hoods, and sunglasses worn in the building
- Clothing with intentional cuts, slashes, fraying, or holes
- Short shorts, running shorts, or miniskirts (as a rule of measurement, shorts hem should reach the finger tips when arms are held loosely at the side)
- Crop tops showing midriffs
- Tube or tank tops or halters
- Coats worn in the building during instructional time
- Dangling jewelry, particularly earrings
- Flip-flops or any shoe not conducive to recess or PE activities

***Absolutely nothing will be allowed at school that is intended, recognized, or acknowledged by the Metro Gang Task Force, to signify affiliation with, participation in, or approval of a gang.***

## **POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS) PLAN**

### ***Student Discipline Procedures and Guidelines***

A copy of ***Student Discipline Policies Summary*** is included as [Appendix F](#) in this handbook. Any new student registering after general distribution shall be given a copy during registration. Copies of all policies are available in the offices of the Superintendent of Schools and the Director of Student Services. They are also available on the district's website at [www.slcschools.org/policies/](http://www.slcschools.org/policies/)

- Each school administrator and School Community Council (SCC) will develop a school discipline policy that contains expected behavior standards for students in the classroom as well as on the school grounds. The principal will review school discipline rules and policies with the School Improvement Council (SIC), students, and the School Community Council (SCC) every spring.
- Teachers or principals in elementary schools are not permitted to retain students in school during recess or noon lunch periods for any purpose unless such retention is in the interest of the health or education of those students. (See [Appendix I - Wellness Policy](#)).

Parents shall be notified if a student is being kept after school. Students may be detained after school for a short period to complete work missed or to participate in special activities with the consent of the principal and notification of the parents.

- A teacher may use disciplinary action, including isolating, detaining after school (with principal consent and parent notification), and removing privileges. School employees may not inflict nor cause the infliction of corporal punishment upon a student.
- Salt Lake City School District schools follow district guidelines and behavior policies to ensure the appropriate handling of any situation that would place students, staff or patrons in danger. (See *Student Discipline Policies Summary*, [Appendix F](#).) Any student removed from school for a reason or condition that threatens his/her welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to, law enforcement officers and medical personnel. The school shall make reasonable efforts to notify the parent prior to removing a student from school premises. If the parent cannot be notified prior to the removal, the parent shall be notified as soon as possible after the removal and informed of the reasons for it.
- Disciplinary records shall be made available to parents or the student, as appropriate, pursuant to the district's student records policy. Suspension and expulsion records are part of the student's record and shall be transferred with student records when the student transfers within or outside the school district.

### ***Rights and Responsibilities***

All students and staff have a right to learn and teach in a safe, caring and respectful environment in order to achieve their maximum potential academically, socially, emotionally, and ethically. Any behavior that is demeaning, lessens self-respect and esteem, or limits a student's ability to learn or a teacher's ability to teach will be considered a violation of personal rights.

It is inappropriate to improperly touch, pinch, write offensive messages, make obscene gestures, or bring inappropriate print/pictures to school.

Personal responsibility and respect for self and others is central to good citizenship.

- You have the right to personal respect and a safe environment in this school and on its grounds.
- You have the right to be protected from offensive or demeaning comments or behavior.
- You have the right to report any type of harassment or bullying immediately to school authorities.
- You have the right to learn in a quiet, cooperative place where you can work and think.
- You have the responsibility to treat others in a kind, understanding, and caring way.
- You have the responsibility to conduct yourself in a way that will enable others to learn.

## ***School Rules and Expectations***

### **Classroom Expectations**

- Respect school property.
- Use school materials and equipment appropriately.
- Keep hands, feet, and objects to self.
- Follow directions the first time given.
- Walk and talk quietly inside the school building.
- Use acceptable language.
- Dress appropriately.
- Attend classes, be on time, and follow classroom rules.
- Follow the rules of the school.

### **Lunchroom Expectations**

- Enter and exit quietly.
- Wait quietly in line.
- Sit at assigned tables and eat politely.
- Clean up your area and clear your tray properly.
- Leave all food in the lunchroom.
- No throwing food

### **Hall Expectations**

- Respect personal space.
- Use proper hallways to enter and exit the building.
- Walk quietly in the halls at all times.
- Carry a hall pass when outside the classroom.
- Be with your class or have a pass.
- Do not sit or slide on handrails.
- Carry playground equipment quietly.
- Walk on steps one at a time (do not jump).

### **Bus Expectations**

- Act in a safe, courteous manner while waiting for the bus.

- Always remain seated while the bus is in motion.
- Obey the bus driver or you will lose the privilege of riding the bus.
- Do not disturb the bus driver.

### **Playground Expectations**

- Respect yourself and others.
- Be concerned with safety always—for yourself and others.
- No fighting and no contact sports.
- Use appropriate language.
- Stay in assigned playground area.
- Use equipment properly.
- Remain outside during recess.
- Report problems to the adult on duty.
- If it looks too rough, it is too rough!
- Students not involved in school supported after-school activities must leave school property.

### **Auditorium Expectations**

- Enter and exit quietly with your class.
- Keep hands and feet to yourself.
- Sit flat and quietly in assigned places.
- Listen with respect.
- Applaud when appropriate.

### **Restroom Expectations**

- Use proper bathroom manners.
- Keep walls and floors clean.
- Use quiet voices.
- Use supplies and equipment appropriately.
- Wash hands every time you use the restroom.
- When finished, leave quickly.

### **Office Expectations**

- Use office for school business only.
- Make arrangements with parents before school for activities with friends.

## **STUDENT EDUCATION PLANS (SEPS)**

SEPs are Student Education Plans for students in grades K-6. These plans are collaboratively developed by the student, the student’s parent or guardian, and the student’s teacher. Elementary schools will implement at least two SEP conferences per year with the student, parents/guardians, and the teacher. Parents or guardians will be given prior notice of, and an invitation to the SEP conferences. Both SEP conferences will include the following:

- Identifying accomplishments and strengths of the student
- Reviewing relevant data about the student's progress, as well as developing goals for improvement
- Planning, monitoring, and managing the student's educational development

Board [Policy I-14](#) and Administrative Procedures for this policy further outline the purposes of the SEP conferences

**You can prepare** to maximize your time and the teacher's time spent in SEP conferences in the following ways:

- Jot down your questions, comments, and concerns prior to the SEP and bring them with you to the conference.
  - Are you concerned about special topics or issues?
  - What does your child think about school?
  - Are there some questions you can ask on your child's behalf?
  - What kind of information would be helpful for your child's teacher to know? Examples include your child's feelings about school, especially what has gone well and not-so-well for him or her; special needs or problems that may affect your child's behavior at school; your child's special activities, hobbies, and special talents.
- To ensure the time you and your child's teacher spend together is productive:
  - Please arrive promptly to allow the maximum time available for discussion of your child's progress and needs.
  - If you are unclear about anything the teacher tells you, be sure to ask him/her to clarify the information.
  - Ask questions and offer information. Perhaps your child's teacher can clear up something that has been bothering you. Or perhaps you can tell the teacher about a special circumstance at home that might be affecting your child's performance at school.
  - It might be helpful for you to jot down things you talk about to refer to at a later time when talking with others who are involved in your child's life.

***Please remember: You and your child's teacher have the same goal: a happy and successful child.***

Teachers will notify you before report cards are given or during SEP conferences if they have specific concerns about your student. You are encouraged to meet with your child's teacher any time you have concerns or perceive problems in your child's education in addition to the SEP conference.

## REPORT CARDS AND PROGRESS REPORTS

**Salt Lake City School District has developed a comprehensive grading system at the elementary level that is supported by current student learning and assessment research.** The report card, implemented in 2005, gives parents and guardians feedback about the following aspects of student performance:

- Academic achievement for each content area connected to grade-level standards
- Reading level and progress
- Programs in which the student is involved
- Interventions and additional support provided by the school
- Behavior and citizenship

## ***Curriculum Standards***

Standards are statements about what students should know and be able to do within each content area. Elementary content areas include language arts (reading and writing); mathematics; science; social studies; fine arts (visual, drama, dance, and music); physical education and health; and information technology. Salt Lake City School District publishes an annual brochure outlining elements of the curriculum's content standards to be taught at each grade level. Copies are available in English and Spanish from the schools. They can also be downloaded from the district's website at <http://www.slcschools.org/departments/curriculum/>. Curriculum standards for all grade levels and subjects may be found at the Utah State Office of Education website at <http://schools.utah.gov/core/default.aspx>.

## ***Grading Standards***

The report card should make it clear to you as parents or guardians whether your students are achieving at the expected level or whether additional help and support is needed. Clear standards and expectations are established at each grade level. Students must be able to demonstrate their knowledge of what has been taught. Students show evidence of learning in many ways, and teachers are encouraged to measure students' progress using a variety of methods.

Progress is reported in the following way:

**3 = Exceptional performance:** Performs consistently at or above grade-level standards.

**2 = At standard:** Achieves grade-level standards with minimum support.

**1 = Approaching standard:** Demonstrates increasing knowledge at grade-level standards with additional support.

**P = Progressing:** Below grade-level standards but progressing at an acceptable rate.

**N = Need for improvement:** Performing below grade-level standards, potential, or expectations.

**NA = Not applicable:** Inadequate information (reason should be stated).

## ***Reading Progress***

Your student's reading level will be measured using a research-based **assessment**, which will be named on the report card. The report will give an expected performance range for the appropriate grade level and tell you whether your child tested **above**, **below**, or **at the standard**.

## ***Performance Standards***

The report card also supports the district's commitment to developing strong student performance in citizenship, behavior, participation in class, completion of assignments, and growth toward the goals defined in Salt Lake City School District's **Performance Results**. Our goal is for each student to be:

1. A complex thinker and problem solver
2. An effective communicator
3. A cooperative group participant and leader
4. A contributor to the community
5. A quality worker and producer
6. A self-directed learner

For each sub-category, your student's performance will be graded **S (Satisfactory)** or **N (Need for improvement)**.



Additional information about the report card is available in the Curriculum Department's section of the district's website. Specific questions should be directed to your child's teacher or to the school principal.

## **PARENT INVOLVEMENT**

The greatest influence in the lives of children is their family. The second greatest influence may be their teachers. Of 8,760 hours in each year, children spend a minimum of 990 hours with teachers during their school years. It is critical that both home and school focus on helping children be the very best they can be. As parents, you are members of your child's educational team, which monitors the welfare of your child and makes decisions for his or her program. You can increase the effectiveness of the educational process in the following ways:

- See that your child is at school on time and has eaten a good breakfast.
- Attend all conferences as scheduled.
- Let your child's teacher or the principal know immediately if you must cancel a meeting.
- Ask questions.
- Give your ideas.
- Call the school if you have concerns or if you have information that would be helpful to the teachers as they work with your child during the day.
- Become a partner in the learning process by practicing and reviewing schoolwork at home with your child.
- Read with your child.
- Show support for the school in word and action.
- Support the PTA/O.
- Read all communication from the school. Remember to check book bags and pockets for important papers.
- Take responsibility for replacing lost or damaged textbooks, library books, and musical instruments.
- Check in at the office every time you visit.

Schools, parents, and teachers must all work together to ensure students are successful in schools. Responsibilities are shared and explained through a "School Compact" or "Parent, Administrator, Student, Teacher Agreement" (PASTA) which is reviewed and approved annually by the School Community Council. To further support parent involvement, schools have an employee assigned as a Family Support Advocate whose responsibility is to assist parents and families of students in schools, to provide information about activities and procedures, and to strengthen the relationship between families and schools.

### ***Volunteering***

Wanted: Adults willing to donate time, energy, and love toward the enrichment of students' education. Positions are available in all areas of school activity, to help teachers and students. Hours are flexible, whatever time you can spare. It pays well in smiles, happiness, gratitude, and the personal satisfaction of service to others. Please apply at the office.

Parents and community members can help in a variety of ways. Here are just a few ideas:

- Tutoring in math, spelling, reading, etc.
- Record keeping
- Clerical, typing or photocopying

- Helping in the library
- Helping in special programs
- Presenting special topics
- Volunteering in the classroom
- Volunteering to be a room representative
- Assisting on the playground
- Working on at-home projects in the evening
- Helping with computers

### ***Parent Teacher Association (PTA)/Parent Teacher Organization (PTO)***

The PTA/O provides a strong mechanism for you, as parents, to become involved in your child's education and school. You may help in literacy, legislative issues, health, student development, arts education, and other areas. Please contact the school to become involved. Utah PTA/O has had a major influence on our government officials to reduce class size, fully fund kindergarten, secure child abuse laws, provide safe sidewalks and crosswalks, and pass laws to put school trust land monies into the schools. Utah PTA/O continues to insist on comprehensive, equitable, and effective education and funding for all of Utah's children.

## **SHARED GOVERNANCE**

***The concept of shared governance*** has been central to the culture of the Salt Lake City School District since 1973. It was established to enable teachers, staff, and community to participate in the decision-making processes in schools. ***The shared governance process seeks consensus*** and is implemented at each school through the following councils:

### ***School Improvement Council***

**The School Improvement Council (SIC)** comprises:

- Grade level teacher representatives
- Teacher association faculty representative
- Administration
- Support staff representative
- Special program representative(s)

### ***School Community Council***

**The School Community Council (SCC)** comprises:

- School administration
- School staff members
- Parent or guardians of students in the school.

**Anyone is welcome to attend any meeting of the SCC.** If you wish to place an item on the agenda, please contact the principal or chair of the council prior to the meeting. If you are interested in becoming a member of this council, please contact the principal or current chair.

**SCC voting members are elected in a manner prescribed by state law.** Representation from minority groups and all geographic areas of the school should be considered in the selection of members. Parent members shall exceed employee members by at least two. The SCC meets at least once a month or more often if necessary. Meeting times will be set at the first meeting each school year.

With guidance from state law and Salt Lake City Board of Education policies, the **SCC makes policy decisions for the school.** It has the following specific responsibilities:

- Develop and approve the annual school improvement plan
- Approve the school's plan for spending state LAND Trust monies
- Evaluate and recommend improvements to the education programs and school environment
- Develop and review the school discipline policy
- Develop and monitor safe walking routes and general school safety plans
- Monitor the implementation of the district's wellness policy and anti-bullying plan
- Address community concerns
- Approve student fundraising activities ([Policy I-17](#))

Under shared governance, groups strive for consensus. When it is clear a decision cannot be reached through consensus, the law requires a simple majority vote using parliamentary procedures that must be recorded. More information can be found in the district's **Shared Governance Guide**. Copies may be downloaded from the district's website at [www.slcschools.org/board-of-education/shared-governance/documents/Shared-Governance-Guide.pdf](http://www.slcschools.org/board-of-education/shared-governance/documents/Shared-Governance-Guide.pdf)

## SPECIAL SERVICES

The following general and special services are available through Salt Lake City School District. All elementary schools may not participate in all programs.

### *After School Programs*

Students have the opportunity to participate in Extended Day school activities. Parents must register students, sign required forms and pay the necessary fees before a child can participate. To register for Extended Day your child must:

- Be enrolled as a student in the school in order to attend the Extended Day program at that school
- Be able to remain engaged in educational activities for a 60 minute block of time
- Be able to follow directions
- Be toilet trained

The same school rules and expectations of behavior that are in effect during the regular school day apply during Extended Day program hours. Students are expected to adhere to all school rules and expectations in place during daytime hours. Please be aware that:

- Any child may be removed from the program if his/her behavior threatens his/her welfare or the welfare of others
- Any child may be removed from the program if fee payments are not current

For more information contact Community Education at 801.578.8236.

## ***Alternative Language Services***

The Salt Lake City School District identifies potential English language learners through the registration process. The registration card asks:

- What language is used most by the student?
- What is the language used most often at home?

If *English* is the answer for both questions, the student does not qualify for Alternative Language Services. If a language other than English is listed on either question, the student will be assessed for English proficiency. If a student's test results indicate that s/he is a non- or limited-English speaker, reader or writer, s/he qualifies for Alternative Language Services. The Salt Lake City School District offers a variety of services including English language development instruction and bilingual instruction. If a student qualifies for Alternative Language Services, the school will notify parents in the parents' primary language. Parents have the right to decline Alternative Language Services for their student. For more information contact Alternative Language Services at 801.578.8296 or visit the district website at [www.slcschools.org/departments/educational-equity/alternative-language-services/](http://www.slcschools.org/departments/educational-equity/alternative-language-services/).

## ***Choice Initiatives***

Consistent with Salt Lake City School District's Student Achievement Plan, we offer a number of choice options based upon individual student needs, talents, and family values. At the elementary level, these include the Open Classroom, the Curriculum & Assessment (C&A) Lab classrooms, Extended Learning Program (ELP) and the International Pathways (IP) program (see ELP below). For information about these and other options, visit the district website at <http://www.yourbestchoice.org/>.

## ***Counselors***

A counselor is available during specified hours at each school to help students with personal, social, or academic issues or concerns. Counselors also present classroom guidance curriculum in the areas of anti-bullying, suicide prevention, truancy prevention, and drug & alcohol prevention, and College and Career Readiness. They also offer developmentally appropriate classroom and small group opportunities for students to learn more about themselves and others.

## ***Extended Learning Program (ELP)***

ELP services are provided to meet the needs of identified high ability and/or high achieving students within The Salt Lake City School District. Eligibility is determined through a district process that includes nationally-normed, standardized testing. The program offers students the opportunity to engage in learning with greater depth, complexity and rigor through differentiated curriculum and instruction. Pullout classes are available for fourth, fifth, and sixth graders at each elementary school. Classes are taught by a gifted-endorsed, certified teacher during the school day in collaboration with general classroom instruction. Fulltime instruction is also available for identified students in grades K – 6 through the Extended Learning Magnet Program. These are located at Hawthorne and Whittier Elementary Schools. The K-6 International Pathways Program at Emerson Elementary offers a Spanish-English, dual-immersion option. For more information about ELP, call 801.578.8573, or visit the district website at <http://www.slcschools.org/departments/curriculum/extended-learning-program>.

## ***Library Services***

Every district elementary school employs a full-time-library technology teacher. Regularly scheduled weekly visits to the school library/media center are available for kindergarten through sixth grade classes. Library technology teachers emphasize helping students develop research skills and appreciation for literature.

## ***Music Instruction***

The curriculum emphasizes basic skills, such as steady beat, singing, listening, and playing both melodic and percussion instruments.

## ***Nurses***

District nurses develop programs to meet student's basic health-related needs. Nurses offer emergency medical training for health conditions commonly seen in the school setting to school staff and ~~limited~~ medical attention to students when necessary. They consult with parents, school personnel, and health care providers to develop student health care plans and 504 plans. Nurses work with every school and student in the district to ensure that all state immunization requirements are met. Nurses direct the annual vision-screening programs mandated by the state of Utah. Salt Lake City School District routinely screens students in kindergarten, first, second, third, fifth, seventh, and ninth grades, self-contained special education students and upon teacher or parent request for resource and general education students in other grades. Parents may request that their student be exempted from the screening.

## ***Physical Education***

Time allotted for physical education instruction is consistent with state standards, which is 150 minutes per week for grades 1-6. All elementary students will be allowed a minimum of 15 minutes of recess each school day, not to include scheduled lunch time. Daily recess periods can be structured to be a part of the physical education instructional time.

## ***Preschool Program***

Serving children 4 to 5 years old, the district's preschool curriculum is developmentally appropriate with an emphasis on social skills and language. Eligible children with a developmental delay may attend at no cost. Neighborhood children may attend for a fee if space is available.

## ***Resource and Self-Contained Special Education Services***

If a teacher, other educator, or parent suspects that a student may need special education services as a result of a disability, a referral for an evaluation can be made through the school's Student Services Committee. Potential students must be evaluated to qualify under federal and state guidelines. An Individualized Education Plan (IEP) is developed for each student found eligible. Each elementary school offers Resource services for identified students. When a student needs more extensive special education support, the IEP team, including parents, will work together with the district special education department to determine what those services are and where they will be delivered. For more information about Resource services in elementary schools or about special classes in Salt Lake City School District, please call 801.578.8203 or visit the district website at <http://www.slcschools.org/departments/exceptional-children-services/special-education/>.

## ***Speech Services***

During specified hours at each school, a speech and language specialist is available to meet the needs of hearing-impaired or speech-delayed students. Speech services assist students with articulation, language, fluency, and voice disorders.

## ***Technology***

Every elementary school has a computer lab with access to software designed to help students develop skills in math, reading, writing, and keyboarding.

## **JUST SO YOU KNOW**

### ***Books***

Students are responsible for books taken home from school. When students damage or lose books or other school property, parents will be expected to pay to have the item replaced.

### ***Clothing Labels***

Each year many items of clothing are left at school and cannot be returned because there are no owners' names on the items. Please protect the investment you make in your children's clothing by labeling each item clearly with a laundry marker.

### ***Closed Campus***

We operate a closed campus which means that all students are to remain at school during the day. Students are required to stay on the school grounds during school hours. They are not to go to the store or a friend's home during the time they are in school including recess and lunch periods.

### ***Concerns***

The majority of problems arising in a school can be solved through consultation between the student, teacher, parents, and/or principal. Concerns should be brought to the attention of school personnel beginning with your child's teacher.

### ***Curriculum***

Salt Lake City School District follows the Utah State Core Curriculum. All textbooks used are from the state textbook adoption list.

### ***Disclosure Document***

Salt Lake City School District policy requires that each teacher send home a document disclosing the curriculum, expectations, homework policy, contact information, and grading policy for his/her class. In the beginning of each school year, you will receive a disclosure document from your child's teacher.

## ***Donations***

Your donations to the school are gladly accepted. Gifts may be given to a specific grade level or program through the Salt Lake Education Foundation. You will be given an IRS approved receipt for tax purposes.

## ***Field Trips***

Field trips are planned by teachers and designed to enrich the curriculum. Parents will be informed in advance of any scheduled field trip and provided with details such as place, departure and return times, and other special information. Teachers welcome the participation of parents on field trips but ask that you please **not** bring younger children with you on the field trip. Students must have **written permission** to go on field trips with their classmates. Verbal permission (such as a phone call) is not considered sufficient. Students without written permission will remain at school. If a student misbehaves during a field trip, the teacher may call the principal and have the student brought back to school. Students may not be allowed to participate in future field trips unless assurances are given that similar misbehavior will not occur. If misbehavior continues, the student will only be able to participate in field trips if accompanied by a parent or parent designee. School buses are used for most field trips. At times, parents are recruited to drive students to field-trip destinations. Parents need to fill out forms in the office and show driver license and up-to-date car insurance documentation. Parents need to understand that in case of an accident, their insurance will cover the cost. All students traveling in private vehicles must wear seat belts and restraining devices appropriate for their age and weight.

## ***Fundraisers***

Each school may conduct no more than **two** fundraising activities per year sponsored by the school and the PTA that involve students. All school related fundraisers must be recommended by the principal and approved by the SIC and SCC. Fundraisers that involve the sale of food products should comply with the district's Wellness Policy ([G - 3](#)). Any group proposing to raise funds on behalf of or for the benefit of a school or school program must comply with the district's fundraising policy ([I-17](#)). Each school may conduct no more than one school-wide fundraising activity for charitable purposes per year. Fundraising responding to special needs or emergencies that affect members of the school community may be conducted by the PTA with the permission of the principal and concurrence of the SCC.

## ***Gifts, Treats, and Outside Activities***

Invitations to birthday parties and other activities not related to school functions should be delivered outside of school hours. This will protect uninvited students from hurt feelings. Treats (for birthdays, special days, etc.) may be brought to school with advance permission of the teacher, but must include enough for the entire class. It is also recommended that treats be store bought and individually wrapped.

## ***Insurance***

All students are eligible for voluntary student accident insurance. If you desire coverage for the school year, information is provided through the school office or at <http://www.slcschools.org/departments/student-services/Student-Insurance-Resources.php>.

## ***Language***

Students are expected to use appropriate language while at school. Profanity and the use of obscene gestures are inappropriate, whether directed toward the staff or other students. Students who fail to observe these rules will be subject to disciplinary action.

## ***Messages***

For the safety of your children, the school staff will not deliver messages to students because it is impossible for school staff to verify the identity of the caller.

## ***Musical Instruments***

The school offers an instrumental program for 5<sup>th</sup> and 6<sup>th</sup> grades. Instruments are available to students at no cost. When instruments are damaged or lost, parents will be expected to pay to have the instrument replaced.

## ***Playground Use***

If your children would like to use the playground after school hours, you are responsible for their supervision. Organized sports teams must obtain a permit from the Department of Auxiliary Services (801.974.8367) before using the fields or playgrounds.

## ***Recess***

All students will be expected to go out for all recesses unless inclement weather requires all students to remain indoors. Under normal weather conditions, if a parent wishes to have a student remain indoors more than one day, a note from a doctor will be required.

## ***Respect for Property***

Students are responsible for the proper care of all equipment, supplies, and furniture supplied by the school and are expected to show respect for school and community property and for the personal property of others. Students who deface, damage, or destroy school property will be expected to pay for repairs or replacement costs for the items.

## ***Snowballing***

Salt Lake City ordinance forbids the throwing of any object on or across the streets or sidewalks. The throwing of snowballs on school grounds is forbidden.

## ***Special Accommodations***

In compliance with the law, Americans with Disabilities Act, individuals needing special but reasonable physical or language accommodations, such as interpreters—including sign language—or other methods of communications, during a meeting should notify the school secretary at least three working days prior to the meeting.

## ***Student Supervision***

Adult supervision will be provided when students are



- In school
- Traveling under school auspices
- At school for necessary intervals before (especially between the time bused students are brought to the school and the time school begins) and after school
- Engaging in school-sponsored activities

During school hours, or while engaging in school-sponsored activities, students will be released only pursuant to directions of custodial parents/guardians or other authorized persons.

### ***Student Visitors***

We request that students from the intermediate and high schools not be at the elementary school during regular school hours. This includes waiting for students to be dismissed as well as being in the building or on the grounds while school is in session. This behavior will be reported to the police as trespassing.

### ***Telephone***

Children should use the telephone only in cases of emergency. To reduce confusion and interruptions, please make arrangements for unusual situations. Students are not to use the phone for social reasons. School staff will not deliver messages to your children. Teachers or students may not be called to the telephone during instructional time.

### ***Visitors***

Parents, you are welcome anytime. However, it is expected that any person entering a school will check in at the office and receive a visitor pass or a badge. If you desire more than to just visit, such as a conference with your child's teacher or the principal, please call ahead to schedule a convenient time to meet. Parents need to respect teachers' time prior to school each day as teachers are preparing for students' arrival. All other individuals (brothers, sisters, relatives or ex-students) are not to visit in the classrooms.

### ***Walking to School***

Students will be held responsible for their conduct going to and from school, especially if that conduct affects the school climate, classroom instruction, or student and staff welfare and safety. Students are to show respect for school and community property. Students may be held responsible for any property they damage or deface traveling to or from school.

### ***Wheels***

Non-motorized transportation to school is encouraged. However, students are prohibited from riding all wheeled equipment (bikes, scooters, skateboards, "heelines", roller blades, etc.) on school grounds. Any wheeled equipment must be walked/carried while on school grounds and properly stored. The school/district is not responsible for lost or stolen items. Students who violate the rules may be prohibited from bringing wheeled equipment to the school in the future at the discretion of the school principal.

## **LEAVE ME HOME**

Salt Lake City School District is not responsible for lost or stolen personal belongings brought to school. The following items, if brought to school by students, will be confiscated and returned only to the parents upon

request. Some items may occasionally be brought for “show-and-tell” or classroom activities. Parents will be notified in advance, after the principal has approved the activity, if students are allowed to bring any of these items, and how they are to be removed from school property. The following should **not** be brought to school:

- **Sports equipment** such as hard balls or bats, basketballs, footballs
- **Musical equipment** such as radios, recorders, cassette players, tapes, CDs, CD players, iPods and other mp3 players
- **Electronics** Please see [Appendix C - Policy S-11: Personal Digital Media Devices](#)
- **Toys** such as trading cards, any board game, card game, or “toy” weapons
- **Pets** Animal Control will have to be called if pets follow students to school and remain at the school.
- **Grooming aids** such as makeup, perfume, nail polish, hair spray
- **Weapons** such as knives, firearms, matches, guns, darts, bullets, arrows, caps, firecrackers, stars.
- **Food** such as gum, candy, snacks (unless required for health purposes), bottled soda pop
- **Money** except for lunch money or book orders
- **Inappropriate reading material**

# APPENDICES

## Appendix A: S-2: Annual Notice




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### Annual Notice

The Salt Lake City School District Board of Education complies with all state and federal laws pertaining to protecting the privacy of student records, students, and their parents and families. Board policies and procedures ensure that students and their parents or guardians are notified of and afforded their rights under the law. Board Policy S-2, Student Records, Privacy Rights, and Release of Information, and its accompanying administrative procedures are available upon request or can be accessed on the district website. Questions about this policy or parent, guardian, or student privacy rights should be addressed to the school principal or the director of student services.

#### I. Student Records

- A. Parents, guardians, and eligible students (those over the age of 18 years or who have been emancipated), have the right to review official educational records, such as grades, attendance, and other information found in the student's cumulative/permanent record file. This right does not extend to classroom records held by an individual teacher, principal, counselor, or other staff.
  - 1. To review or obtain copies of a student's education records, you must submit a written request to the school principal or the principal's designee, identifying the requested record(s). The principal or designee will make arrangements for you to access the records within 45 days of receiving the request.
- B. Parents, guardians, or eligible students who believe an educational record contains information that is inaccurate, misleading, or in violation of the student's privacy may request that the record be amended or corrected.
  - 1. To request an amendment or correction of a school record, you must submit a written request to the school principal. The written request should clearly identify the part of the record in question and specify why you believe it is inaccurate or misleading.
  - 2. The principal will render a decision within 20 school days of the receipt of the request. If the principal's decision is to not amend the record, a written request for a hearing may be sent to the director of student services within ten days of the principal's decision.
  - 3. The director of student services will refer the appeal to a district hearing officer who will conduct a hearing within 20 days. Parents may be assisted or represented by one or more individuals, including their attorney, and will have the opportunity to present evidence supporting their request. Parents must give advanced notice of intent to include legal representation so that the district also has the opportunity to include legal representation as well.
  - 4. If the hearing officer's decision is to amend the student's record, parents will receive written notification of the amendment. If the record will not be changed, the parent may place a statement in the student's record commenting on the contested information and/or an explanation of why he or she disagrees with the hearing officer's decision.
- C. Prior written consent is not required for disclosures of student records to school officials with legitimate educational interests. Prior written consent is also not required to disclose education records, including disciplinary records, to officials of another school district in which a student seeks or intends to enroll.

#### II. Student Directory Information

- A. Certain student information designated as "directory information" may be made public without prior written consent. The district has designated the following as directory information:
  - 1. student's name, address, and telephone listing;
  - 2. participation in officially recognized activities and sports;
  - 3. weight and height of members of athletic teams;
  - 4. dates of enrollment at a school;

5. degrees and awards received;
6. the most recent or previous educational agency or institution attended by the student;
7. current grade in school and teacher(s); and
8. yearbook photos.

- B. Directory information may be included in student directories, school yearbooks, team rosters and class lists, graduation, theatrical, athletic, and music programs, videos of performances, school activities, and athletic events, articles about school activities and athletic events, lists and photos of students receiving honors, awards, or scholarships, and news media coverage of school events or programs.
- C. Parents or eligible students who do not want this information to be made public may submit a written request to the school principal within 20 days of completing the online student registration.
  1. By submitting this request, all student directory information will be withheld, regardless of item or circumstance of publication.
  2. The student's name and directory information will also be excluded from school documents that are typically made public (see, Section (B) above).
  3. Parents or eligible students may not select items or circumstances under which some information may or may not be released.

### **III. Military and College Recruiters**

- A. Recruiters for the military and institutions of post-secondary education, including colleges, universities, and trade schools, often request the directory information of high school juniors and seniors. The district will provide the name, address, and telephone number to recruiters unless a parent, guardian, or eligible student has opted out.
- B. To opt-out, you may either:
  1. submit a written request to the principal within 20 days of completing the online student registration; or
  2. complete the form S-2, Military and College Recruiting Opt-Out, and submit it to the principal within 20 days of completing the online student registration.
- C. The district cannot prevent recruiters or other entities from obtaining students' names, addresses, and telephone numbers through means other than an official release of information.

### **IV. Specific Privacy Protections and Parental Notification**

- A. Schools will obtain prior written consent from parents or guardians before students are asked to complete written assignments, answer questions, complete questionnaires, or take psychological or psychiatric examinations, tests, or treatments which reveal any of the following information about the student or the student's family, whether such information is personally identifiable or not:
  1. political affiliations or, except as provided for in state law, political philosophies;
  2. mental or psychological problems;
  3. sexual behavior, orientation, or attitudes;
  4. illegal, anti-social, self-incriminating, or demeaning behavior;
  5. critical appraisals of individuals with whom the student or family member has close family relationships;
  6. legally recognized privileged and analogous relationships, such as with lawyers, medical personnel, or ministers; or
  7. income, except as required by law.
- B. You will receive written notice at least two weeks before any planned activities or assignments involving information outlined in Section (A). This notice will provide you with an opportunity to obtain written information about the information requested, including: the purpose of the information; how the information will be gathered and reviewed; a way for you to grant permission to access personally identifiable information; and the individuals or entities who will have access to any personally identifiable information.
- C. School staff will provide consent forms and will monitor student participation so only students with prior written consent will participate.
- D. Unless otherwise agreed to by you and the person requesting written consent, the consent is valid only for the activity/assignment for which it was granted.
- E. The two week prior parental notification requirement is not applicable in a situation which a school employee reasonably believes to be an emergency, in relation to child abuse or neglect reports, or by order of the court.

**V. Media Requests and Internet Safety**

- A. Unless you have prohibited the release of a student's information, a student may be photographed or videotaped by news media during coverage of school events or programs.
- B. In accordance with the Children's Internet Protection Act (CIPA), the district has an Internet safety plan that protects students from the unauthorized disclosure, use, and dissemination of their personal information on the Internet. For more information, please refer to Board Policies I-23, Webpage Publishing, and I-18, Acceptable Student Use of Internet, Computers, and Network Resources, and their accompanying procedures.

**VI. Complaints**

- A. Complaints alleging failure by the school or district to comply with CIPA privacy requirements should be addressed to the school principal or the director of information technology.
- B. Complaints alleging failure by the school or district to comply with family privacy laws should be addressed to the school principal or to the director of student services.
- C. If complaints are not or cannot be resolved by the school or district, complaints may be filed with the Family Policy Compliance Office within the Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605, 202.260.3887.

## ***Appendix B: School Fees Notice for Families of Children in Kindergarten through Sixth Grades***

**[IF YOU NEED HELP IN UNDERSTANDING THIS LETTER, CALL YOUR SCHOOL OFFICE]**

**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.

State law requires schools or school districts to require DOCUMENTATION of fee waiver eligibility if parent must “apply for fee waivers.” Local/charter boards will have policies and/or guidelines for determining eligibility for fee waivers.

School district/school administrators shall request documentation of fee waiver eligibility from those who apply for fee waivers if fees or charges are required for non-regular school day activities, such as after-school music or foreign language programs or Friday ski programs.

**Fee waiver eligibility documentation is NOT required annually. Also, documentation shall NOT be maintained for privacy reasons. Schools may transfer fee waiver eligibility information to other schools to which students advance or transfer.**

NOTE: If your district/school does not require parents in the entire district area or parents and students in specific schools or sections of the district to “apply for fee waivers,” district administrators NEED NOT require verification of eligibility under this section.

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

School Leadership Support – 801.578.8284 or Utah State Office of Education – 801-538-7830

USOE 4/15/13

## Appendix C: Personal Digital Media Devices



### S-11: Administrative Procedures Student Electronic Devices in Schools

#### REFERENCES

[Board Policy S-11](#)

#### DEFINITIONS

**Electronic Device:** Any device used for audio, video, or text communication, or any other type of computer or computer- like instrument.

**Reasonable Suspicion:** Reasonable suspicion need not be based on a single factor, but on totality of the circumstances; aggregate effect of all information available at time of search; does not require absolute certainty, but only sufficient probability,' the sort of common-sense conclusion about human behavior upon which practical people are entitled to rely.

**School or School Events:** Any hours that make up a school day, during students' individual courses or during the entire period of the elementary/intermediate school day including school-provided transportation to and from curricular activities and extracurricular activities including athletic events, field trips, extended school-sponsored trips, or activities.

#### PROCEDURES FOR IMPLEMENTATION

##### *I. Use of Electronic Devices*

- A. Electronic devices may be used during school or school events as follows:
  1. All use must conform with Board Policy I-18, Acceptable Student Use of Internet, Computers, and Network Resources, and its accompanying administrative procedures.
  2. Students may have electronic devices in their possession during the regular school day.
  3. The devices must remain out of sight during instructional time AND be turned off OR on a silent mode.
- B. Electronic devices may not be used during school or school events as follows:
  1. Unless otherwise instructed by the teacher, electronic devices are not allowed to be used during class, quizzes, tests, or standardized assessments.
  2. Picture taking or recording by students is strictly forbidden in school or school activity private areas, such as locker rooms, counseling sessions, restrooms, and dressing areas.
  3. Unauthorized audio recordings, capture of images, transmissions of recordings or images, or invasions of reasonable expectations of student and employee privacy are strictly forbidden.
  4. Students are prohibited from using electronic devices in ways that bully, humiliate, harass, or intimidate school-related individuals or violate local, state, or federal laws (see, Board Policy G-20, Bullying, Cyber- bullying, Hazing, and Harassment). Use of devices in this way may justify disciplinary consequences, including expulsion from school and notification of law enforcement.
  5. Use of electronic devices to access inappropriate or pornographic images on school premises is illegal, may have both criminal and disciplinary consequences, and where appropriate,

- shall be reported to law enforcement.
- C. School handbooks will include specific disciplinary consequences that may be imposed for violations of these procedures.
  - D. Students bring electronic devices on school property or to school activities at their own risk. The school is not responsible for borrowed, misused, lost, stolen, or damaged electronic devices.

## **II. Exceptions**

A. School administrators and individual teachers, in exercising their professional judgment, may make exceptions to these procedures so long as such exceptions are consistent with board policies and school rules. Exceptions may be made based on the following:

- 1. Medical reasons
  - a. School administrators may give permission for students to possess electronic devices for good cause shown if the devices do not distract from the instructional or education process.
- 2. Parent request
  - a. Parents may request that a student possess an electronic device on active mode at all times during the school day, with the exception of during course or subject tests and standardized assessments. School administrators shall grant such requests in exceptional circumstances. (Exceptional circumstances may include medical needs or unusual family situations.)
  - b. Parents may make requests for an exception based on their belief that allowing their student to use an electronic device will enhance their student's learning, such as for students who would benefit from recording lectures or typing their notes into a personal device.
- 3. Teacher permission
  - a. A teacher may permit a student to have an electronic device in his or her possession at all times during a regular school day, including during assessments, based on a written 504 plan, an Individualized Education Program, or legitimate circumstances as determined by the individual teacher.
- 4. Emergency situations
  - a. Students may use electronic devices in situations that threaten the health, safety, or well-being of students (including themselves), school employees, or others.

## **III. Consequences for Violations**

- A. School administrators may take disciplinary action against students who violate these procedures as per [Board Policy S-3, Student Conduct and Discipline](#).
- B. School administrators will notify a parent of a student's violation and any imposed consequences.
- C. Students should receive one warning prior to being disciplined for a minor violation of these procedures.
- D. If students intentionally use or respond to electronic devices during instructional time or during time identified by teachers, electronic devices may be confiscated.
- E. If students do not cooperate with school administrators and/or will not surrender electronic device(s), the school administrator may take appropriate action for the safety and well-being of the student and other students or employees at the school. The school administrator shall notify the parent immediately of any such circumstances.
- F. Law enforcement may be contacted, at the school's discretion, if circumstances warrant such contact.
- G. A school may impose other disciplinary consequences for a student's violation of these procedures in conjunction with violations of other board policies and/or administrative procedures.
  - 1. More than one disciplinary consequence may be imposed, if warranted. Consequences may include, but are not limited to:



2. loss of electronic device privileges;
3. disciplinary letter;
4. in-school suspension;
5. suspension; or
6. loss of extracurricular or honor privileges or recognition.

H. The consequence for violation(s) of these procedures may vary depending upon the intentional nature of the violation, other disciplinary actions the student may have received, and specific circumstances of the violation.

#### **IV. Notice to Students and Parents**

- A. Parents and students shall receive annual written notice of the board policy and these procedures, as well as notice of changes in the policy, in a timely manner and through reasonable means.
  1. A copy of the most current policy shall always be available in the main office of the school and shall be posted online on the district website.
- B. Information to parents shall provide clear information of how best to contact students during school or school events in lieu of immediate contact to the student's electronic device.

#### **V. Confiscation and Searching of Electronic Devices**

- A. Only licensed school personnel may confiscate student electronic devices.
- B. Licensed school employees are discouraged from searching or reviewing material or numbers stored on student electronic devices except under compelling circumstances in which there is reasonable suspicion to believe the student has violated law, board policy, district administrative procedures, or school rule.
- C. Licensed school employees may search an electronic device for the limited purpose of determining the device's owner.
- D. Schools will do their best to guard and protect confiscated electronic devices, but are not responsible for loss, damage, theft.
- E. If a student's device has been confiscated, designated individuals, upon identification, may retrieve the student's electronic device during school hours or by appointment.
- F. Schools will make a good faith effort to notify parents or designated individuals that an electronic device is in the school's possession and, time and resources permitting, will maintain electronic devices until the end of the school year. Schools will then send the devices to the district's information technology department where they will be wiped of all personal data and subsequently disposed of.

#### **VI. Creative and Innovative Uses for All Electronic Devices**

- A. Individual teachers, school employees, and schools are encouraged to use electronic devices creatively to communicate effectively with students and parents and to enhance instruction.
- B. Creative uses might include:
  1. notifying absent students of assignments;
  2. teachers notifying students of news articles or events that would enhance discussion or student research; and
  3. providing immediate feedback to students on written work or assignments.

## ***Appendix D: Section 504 of the Rehabilitation Act of 1973***

Section 504 is part of the Rehabilitation Act of 1973, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment that substantially limits on one or more major life activities
2. has a record of such impairment
3. is regarded as having such an impairment

(The first prong is to provide a free appropriate public education (FAPE) the next two are for the purpose of non-discrimination and do not require formal 504 accommodations.)

The list of major life activities under Section 504 includes but is not limited to: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating and various major bodily functions.

Students can be referred to the school's Student Services Committee (SSC) for possible 504 eligibility by parents, guardians, teachers or other educators. A child's eligibility for 504 accommodations is determined by a team which includes the school building 504 Liaison, classroom teacher(s), parent or guardian and other relevant professionals as needed (i.e. occupational or physical therapists, school nurse, school counselor and/or 504 Coordinator).

Documentation of a disability is necessary for a student to qualify for 504 accommodations, although it does not have to be a medical diagnosis (unless a health care plan is required). However, if a child has a medical diagnosis or an outside psychological evaluation, he or she does not automatically qualify for accommodations. The 504 team must determine that the disability is substantially limiting a major life activity as listed above. If a child is found eligible, reasonable accommodations are written by the team and implemented in a timely manner. It is best practice to review the 504 plan on a yearly basis.

The intent of Section 504 is to provide fairness and equal access to education that is comparable to the student's general education peer group. It levels the playing field and allows for student effort to be meaningful.

If the parent or guardian disagrees with the determination or implementation of 504 accommodations, he or she has the right to initiate a complaint through the Salt Lake City School District Board Policy G-19: Discrimination, Harassment, and Retaliation Prohibited.

If there are questions, please feel free to contact the Section 504 Liaison at your neighborhood school or the district coordinator at the Salt Lake City School District: 801.578.8366.

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## ***Appendix E: Educational Equity and Advocacy***

# **Board Policy I-10: Educational Equity and Advocacy**

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### **REFERENCES**

[Administrative Procedures for Board Policy I-10](#)  
[Title VI of the Civil Rights Act of 1964](#)

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### **THE POLICY**

The Salt Lake City School District Board of Education provides educational equity for all students and advocates for the success of every student. The board recognizes that there are student groups that have not reached their potential, and therefore closing achievement gaps while raising performance for all students is a top priority for the board. The district is committed to offering services necessary to prepare students to become college and workforce ready.

The purpose of this policy is to support and prioritize educational equity through district policies, programs, and services.

In pursuing educational equity, the district recognizes and seeks to teach the dignity and worth of all human beings, regardless of age, culture, ethnicity, gender, gender identity, mental or physical abilities, national origin, race, religion, socioeconomic status, or sexual orientation. The pursuit of equity will be supported by a districtwide commitment to use culturally and linguistically responsive practices and instructional approaches to support all students in achieving at the highest levels.

The district will engage community-based organizations, businesses, cultural organizations, the Utah State Office of Education, and institutions of higher learning in developing and promoting educational equity and advocacy.

## ***Appendix F: Student Discipline Policies Summary***

Refer to Policies [S-3](#) & [G-19](#) and Administrative Procedures

**I. Purpose – to foster a safe and positive environment for learning.**

### **II. Prohibited Conduct & Related Discipline**

Prohibited conduct is forbidden at school, on school property, including school vehicles and at any school activity. A serious violation that threatens or harms a school, school property, a person connected with school or property associated with a person connected with school is forbidden regardless of where it occurs.

A. You **MAY** be removed from school for:

1. willful disobedience or violating a school or district rule;
2. defying authority;
3. disruptive behavior;
4. assault/battery;
5. foul, profane, vulgar or abusive language;
6. defaming or false statements about students or staff;
7. destroying, defacing or vandalizing school property; criminal mischief;
8. burglary, theft or stealing;
9. posing a significant threat (including harm to self or others) to the welfare or safety of a student, school personnel or the operation of the school;
10. possessing, using, controlling or being under the influence of alcohol, a drug, an imitation drug or drug paraphernalia or misusing (including inhaling) any substance;
11. possessing or using tobacco;
12. hazing, demeaning, intimidating or assaulting someone or forcing someone to ingest a substance;
13. sexual or other harassment (as defined in Policy G-19 – Discrimination, Harassment, and Retaliation Prohibited); inappropriate exposure of body parts;
14. bullying – aggression, verbal or physically threatening or intimidating behavior including cyber bullying;
15. gang-related attire or activity that is dangerous and disruptive.

B. You **WILL** be removed from school for:

1. possession, control of a real weapon, explosive or noxious/flammable material, or the actual or threatened use of a lookalike or pretend weapon;
2. possession, control, sale, or use of an alcoholic beverage, drugs, or controlled substance;
3. using or threatening to use serious force; or
4. any serious violation of Section II. A. affecting a student or staff member. Depending on the nature of the violation, you may be removed for up to one year. You may be required to attend a District Due Process Hearing as a result of your violation.

C. The decision to remove or to discipline in some other way is made by your school administrator based on all the circumstance of the situation.

D. The type and length of discipline is based on factors such as previous violation, severity of conduct and other relevant educational concerns.

E. When appropriate, a student may be placed on a behavior contract.

F. School personnel will use reasonable physical restraint if necessary to protect a person or property from physical injury or to remove a violent or disruptive student.

### **III. Searches**

- A. School personnel can search your personal property based on reasonable suspicion.
- B. School personnel can also conduct searches that might include all lockers and other school property.
- C. You have no expectation of privacy in your locker or in your vehicle when parked on school property. The school can search those with or without reason.

### **IV. Suspension and Expulsion Defined**

- A. Suspension is removal from school for a defined period of time not to exceed one year. A procedure will be established for returning to school after the defined period of time.
- B. Expulsion is removal from school for one year or more or permanently without the offer of educational services.
- C. Assignment to another school, including an alternative school, is not a suspension or expulsion.

### **V. Readmission and Admission**

- A. If you are removed from school under II A, you can be readmitted after your parents/guardian meets with school officials after you complete your days of suspension.
- B. If you are removed from school under II B, readmission depends upon satisfactory evidence that you will not be a danger to yourself, others, or school property.
- C. The district may deny admission to a student who has been expelled from any school in the last twelve months.

### **VI. Record of Suspension**

- A. Your suspension or expulsion becomes a part of your cumulative student record.

### **VII. Due Process**

- A. If you are removed from school or otherwise disciplined, you can meet with your school administrator to tell your side of the story.
- B. If your school administrator recommends removal for more than 10 school days, a due process hearing will be scheduled at the district office with you and your parent or guardian.
- C. If you are removed from school for more than 10 school days, you can appeal the decision by writing to the Counseling & Student Services Department within 10 days of the decision. Your parent or guardian is responsible to plan for your education during suspension and to pay for any services not provided by the district.

### **VIII. Students With Disabilities**

If you are a student with a qualified disability, your school administrator will explain the separate procedures that may apply based on the procedural safeguards under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act. Parents may contact the Department of Special Education Services for more information (801.578.8202).

Revised February, 2011 **Student Services Department, Salt Lake City School District, Salt Lake City, Utah**

## ***Appendix G: Acceptable Student Use of Internet, Computers and Network Resources***

### **I-18: Administrative Procedures**

## **Acceptable Student Use of Internet, Computers, and Network Resources**

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### **REFERENCES**

[Board Policy I-18](#)

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### **PROCEDURES FOR IMPLEMENTATION**

- I. Authority**
  - A. The district has the right to, and in some instances a legal obligation to place restrictions on students' use of and access to its computer systems, computer networks, district-adapted tools and devices, software applications, email, and the Internet (collectively "electronic resources").
  - B. In general, all students are responsible for the responsible, ethical, and legal utilization of the district's electronic resources. When using these resources, students must comply with these administrative procedures as well as Board Policy S-3, Student Conduct and Discipline.
  
- II. Access to District Electronic Resources**
  - A. Through the registration process, parents and students will attest that they have read and understand these administrative procedures and the accompanying board policy ("Responsible Use Contract").
  - B. After enrolling in the district, all students will be provided a password in order to access the district's electronic resources.
  - C. The district provides access to its electronic resources for educational purposes only, which includes accessing and sharing information with teachers and other students, storing files, conducting research, and collaborating on projects with others.
  - D. In some instances, students may be directed by their teachers to use the district's electronic resources in conjunction with their curriculum, an assessment, or any behavior support program.
  - E. At a minimum, teachers shall review these administrative procedures and other applicable rules and regulations with students on an annual basis, but teachers are encouraged to discuss appropriate use guidelines with students on a regular basis when they are using the district's electronic resources.
  - F. Parents may terminate their student's access in accordance with Section VI (6)(c).
  
- III. Privileges**
  - A. The use of the district's electronic resources is a privilege, not a right. Inappropriate use may result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The system administrators have the authority to close an account at any time. An administrator or faculty member may request the system administrator deny, revoke, or suspend a specific user's access and/or his or her user accounts.
  - B. By accessing the district's network resources, students acknowledge that they have read, understand, and agree to comply with the provisions of Board Policies I-18 and S-3, and their accompanying administrative procedures.

#### IV. Acceptable Use

- A. A student's use of the district's electronic resources shall be for educational purposes.
- B. Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - 1. Be polite.
  - 2. Do not be abusive in your messages to others.
  - 3. Use appropriate language.
  - 4. If told by a person to stop sending messages, the sender must stop.

#### V. Prohibited Uses

The following uses of the district's electronic resources are prohibited:

- A. Illegal use: any use that violates, or supports the violation of, federal, state, or local laws, board policy, school rules, and/or the student code of conduct (including any form of cyber-bullying); use of copyrighted materials or material protected by trade secrets; any use in violation of software license agreements. Rules against plagiarism will be enforced.
- B. Vandalism and/or theft: any deliberate attempt to damage the hardware, software, or information resident on the district's network or any other computer system attached through the Internet; violating, or attempting to violate, the integrity of private accounts, files, or programs; deliberately infecting a computer with a virus; hacking computers using any method; interfering with computer or network performance; interfering with another's ability to use equipment and systems; destroying data.
- C. Commercial use: any use for commercial purposes or activities resulting in personal financial gain, including product advertisements and solicitations.
- D. Offensive or harassing behavior: any use of material, whether visual or textual, that may be deemed profane, vulgar, abusive, threatening, obscene, or sexually explicit; distribution of disparaging or harassing statements including those that might incite violence or that are based on race, national origin, sex, sexual orientation, age, disability, or political or religious beliefs; posting of anonymous messages.
- E. Religious or political use: any use for a religious or political purpose, including religious proselytizing and lobbying for student body elections.
- F. Security violations: using an account other than your own; accessing, or attempting to access accounts, sites, servers, files, databases, or other systems for which a student is not authorized (e.g. "hacking" or using "spyware"); spreading computer viruses; degrading or disrupting network equipment, software, or system performance; running applications or files that create a security risk; any other action that threatens the security of the district's electronic resources.
- G. Disseminating or accessing confidential information: transmitting confidential information about other individuals; violating the privacy of others by reading or posting e-mail or other private communications without obtaining the appropriate consent; providing personal addresses, phone numbers, or financial information in any network communication whether that information belongs to the student user or any other individual unless it is related to an appropriate education objective in the curriculum.
- H. Unnecessary uses: downloading or streaming audio or video files, or any other files that are not directly related to course curriculum; playing non-educational Internet games; accessing or using services on the Internet that impose a fee on the student.
- I. Tampering: any attempt to bypass state, district, or school security; attempting to disable or bypass the district's Internet blocking/filtering software without authorization; adding, modifying, repairing, removing, reconfiguring, or tampering with any device on the district's network infrastructure.

**VI. Discipline and Termination of Accounts**

- A. Authorized district employees will be responsible to determine what constitutes a violation of this policy. Authorized district employees have the right to intercept or read a student's email, review any material, edit or remove any material which they believe may be unlawful, obscene, defamatory, abusive, or otherwise objectionable.
- B. If the district intends to impose any discipline, other than revoking privileges for the remainder of the school year, the user will be afforded appropriate due process.
- C. An account will be terminated when:
  - 1. the student's parent and/or guardian makes a request in writing to the principal that the account be terminated;
  - 2. any authorized district employee believes the account should be terminated; or
  - 3. a student leaves the district.

**VII. Privacy Information**

Nothing is private on the network. A student has no expectation of privacy as to his or her communications on or uses of the Internet. Frequently internet sites maintain records that can be subpoenaed to identify what the user has been viewing and downloading on the Internet. The district reserves the right to monitor whatever a user does on the network.

**VIII. Security**

- A. Security is a high priority on computer networks.
- B. If a security problem is identified, the user must notify the system administrator immediately. Students should not demonstrate the problem to other users.
  - 1. Users may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.
  - 2. Do not share passwords with other users, and change passwords frequently.
  - 3. Do not leave a workstation without logging out of the network.
- C. You must report any of the following to a teacher or administrator:
  - 1. if you receive or obtain information to which you are not entitled;
  - 2. if you know of any inappropriate use of the network by others; or
  - 3. if you believe the filtering software is not filtering a site or sites that should be filtered under this agreement.

**IX. Disclaimer**

The district makes no warranties of any kind, whether expressed or implied, for the services it is providing. Electronic resources are provided on an "as is, as available" basis. The district will not be responsible for any damages a student may suffer while using its electronic resources. These damages may include but are not limited to: loss of data resulting from delays, non-deliveries, or service interruptions caused by the system or by an individual's negligence, error or omission. The district makes no promise or warranty to maintain or update its network, or the information contained therein. The district may suspend or discontinue these services at any time. Use of any information obtained via the information system is at the student's own risk. The district specifically denies any responsibility for the accuracy or appropriateness of information obtained through electronic resources.

**X. Filtering/Blocking Software**

In accordance with state law and the Children's Internet Protection Act, the district utilizes filtering/blocking software to block access to sites and materials that are inappropriate, offensive, obscene, contain pornography, or are otherwise harmful to minors. The district will utilize its best efforts to block access to such sites and materials, but cannot warrant the complete effectiveness of its filtering/blocking software.



## ***Appendix H: Discrimination, Harassment, and Retaliation Prohibited***

# **Board Policy G-19: Discrimination, Harassment, and Retaliation Prohibited**

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### **REFERENCES**

[Administrative Procedures for Board Policy G-19](#)  
[Form G-19: Complaint for Equity and Compliance](#)  
[20 U.S.C. §1681-86, Title IX of the Education Amendments of 1972, 34 C.F.R. Part 106](#)  
[20 U.S.C. §7905, Boy Scouts of America Equal Access Act, 34 C.F.R. §108 et seq.](#)  
[29 U.S.C. §206\(d\), The Equal Pay Act of 1963](#)  
[29 U.S.C. §621 et seq., Age Discrimination in Employment Act of 1967, 29 C.F.R. §621-634](#)  
[29 U.S.C. §794, Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. §104 et seq.](#)  
[29 U.S.C. §2601, The Family Medical Leave Act of 1993, 29 C.F.R. §825](#)  
[32 U.S.C. §2000\(d\), Title VI Civil Rights Act of 1964, 34 C.F.R. §100 et seq.](#)  
[38 U.S.C. §4212 et seq., The Vietnam Era Veterans' Readjustment Assistance Act of 1974](#)  
[42 U.S.C. §2000\(e\), Title VII of the Civil Rights Act of 1964](#)  
[42 U.S.C. §6101-6107, Age Discrimination Act of 1975, 34 C.F.R. 110 et seq.](#)  
[42 U.S.C. §12101 et seq., ADA Amendments Act of 2008, 29 C.F.R. §1630](#)  
[42 U.S.C. §12111 et seq., Title II of the Americans with Disabilities Act of 1990 \(ADA\), 29 C.F.R. §35](#)  
[The Pregnancy Discrimination Act of 1978](#)  
[29 C.F.R. §1635, Title II of the Genetic Information Nondiscrimination Act of 2008](#)  
[October 26, 2010 Dear Colleague Letter](#)  
[April 4, 2011 Dear Colleague Letter](#)  
[May 6, 2011 Dear Colleague Letter](#)  
[May 26, 2011 Dear Colleague Letter](#)  
[December 2, 2011 Dear Colleague Letter](#)  
[Utah Code Ann. §34A-5-101 et seq., Utah Antidiscrimination Act](#)  
[Utah Code Ann. §71-10-1 et seq., Veteran's Preference](#)  
[Utah Admin. Code R277-112, Prohibiting Discrimination in the Public Schools](#)  
[Board Policy G-20: Bullying, Cyber-bullying, Hazing and Harassment](#) [Board Policy S-3: Student Conduct and Discipline](#)  
[Board Policy S-3: Student Conduct and Discipline](#)

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### **This policy must be published annually in all student and employee handbooks.**

The Salt Lake City School District Board of Education is committed to providing a working and learning environment free from harassment, prohibited discrimination and retaliation. The board values diversity among its students and employees. Accordingly, no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to unlawful discrimination in any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status (Protected Classes)

These protections apply to students, employees and other members of the public. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal

Employment Opportunity matters. The district shall operate as an equal opportunity employer and will provide and safeguard the opportunity for all persons to seek, obtain, hold and advance in employment within the district without discrimination. The district will also proactively recruit underrepresented groups, including women, minorities, people with disabilities and eligible veterans. Employment decisions shall be based on job related qualifications and competence.

The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Code, including scouting groups.

The district prohibits harassment, discrimination or retaliation against individuals who report allegations of discrimination, file a formal complaint, or participate in the investigative process. It is also a violation of this policy for any district employee to ignore harassment or discrimination or retaliation. Violations of this policy may result in discipline for both students and district employees.

The purpose of this policy is to promote a work and educational environment at the district that is free of discrimination, harassment and retaliation, and to affirm the district's commitment to non-discrimination, equity in education, equal opportunity for employment, and affirmative action.

Students or employees who believe that they have been subjected to unlawful discrimination harassment, or retaliation should report the incident immediately to the school principal, department supervisor, or designee, as outlined in the administrative procedures to this policy. Complaints will be investigated with fairness and reasonable speed.

Refer to Board Policy G-20, Bullying, Cyber-bullying, Hazing and Harassment, and its associated administrative procedures for guidance on those issues. Board Policy G-20 pertains to both students and employees. Board Policy S-3, Student Conduct and Discipline, and its associated administrative procedures describes student rights and responsibilities. Employees should consult the appropriate employee handbooks and/or negotiated agreements for a description of their rights and responsibilities.

#### Discrimination Prohibited Statement for publications and applications

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Codes, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Whitney Banks, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

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## ***Appendix I: Wellness***

# **Board Policy G-3: Wellness**

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### **REFERENCES**

[Administrative Procedures for Board Policy G-3](#)

[42 U.S.C. §1751, Healthy Hunger-Free Kids Act of 2010, 7 C.F.R. §220 42 U.S.C. §1751 et seq., National School Lunch Program, 7 C.F.R. §210 42 U.S.C. §1773, National School Breakfast Program, 7 C.F.R. §220](#)

[42 U.S.C. §1786, Child Nutrition and WIC Reauthorization Act, 7 C.F.R. §246 National Standard for Physical Education](#)

[Board Policy G-6, Child Nutrition Food Service Management](#)

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### **THE POLICY**

The Salt Lake City School District Board of Education is committed to the optimal development of every student. The board recognizes that positive, safe, and health promoting learning environments are necessary in order for students to have the opportunity to achieve personal, academic, developmental, and social success. To that end, the district adheres to all applicable federal wellness laws to ensure environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day. All school-based activities will be consistent with this policy and the accompanying administrative procedures. District staff are also encouraged and supported to make healthy lifestyle choices.

The purpose of this policy is to provide a school environment that enhances learning and development of lifelong wellness practices.



## AN IMPORTANT MESSAGE

An important message for all Salt Lake City School District students . . .

Schools are one of the safest of all public places to be. Every day your teachers, your principal, and all the other staff members who come into contact with you at school think about how to help you feel safe, protected, and comfortable at school. We know that your best learning happens when you feel safe.

Sometimes students don't realize or maybe they forget that everyone - including students - has a responsibility to help keep us all safe at school.

Remember these things create an unsafe school environment and are against school rules, Board policy and state law:

- **Guns** - including any real gun, BB guns, pellet guns, or look a-likes
- **Knives** or sharp edged weapons; brass knuckles or other weapons
- **Drugs, Alcohol, or Tobacco**
- **Violent Acts**

If you act violently or bring guns, knives, or drugs/alcohol to school, you will **be suspended from school** and you could face possible expulsion. Expulsion means that you can't attend a Salt Lake City school for up to 180 days. You may be referred to a police officer and may be charged with a crime in addition to your suspension from school.

If you think that someone has brought a weapon or drugs/alcohol to school or if you hear rumors that someone could be in danger in some way or if you believe that you or someone else is in danger, please tell an adult. Ask an adult at school for help if:

- You hear that students may be planning to fight.
- You or someone else is being bullied.
- Someone threatens or harasses you or another person.
- You think someone has a gun, knife, drugs or alcohol at school.
- **You feel unsafe for any reason.**

We all have the responsibility to help keep our schools safe! **Don't be afraid to tell someone or to ask for help.** Your teachers, principal, counselor, coach, classroom assistant, or any other staff member can help you, or they can help you find the right person to help you when you need it.

Student Services Department  
Revised May 2015

# NOTES





# Elementary Handbook

2016-17

rev. 6/8/2016



**SALT LAKE CITY  
SCHOOL DISTRICT**  
*Your Best Choice*

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