Dear Parent,

Rarely, if ever, are schools closed because of emergencies. Canyons School District’s policy is to maintain regular hours every school day including days with inclement weather and/or most other intense situations. Previous studies have shown that students are generally safest at school. However, it is important to have preparations in place should an extreme emergency such as an earthquake or fire make it necessary to evacuate the school.

As part of all Canyons District schools’ emergency preparedness, we need parents'/guardians’ help to accomplish the following:

1. Designate a location within walking distance of the school building where you would like your child to go if it becomes impossible for him/her to stay at the school or to go home. Select a friend or acquaintance that could speedily shelter your child during an emergency.
2. Communicate these decisions with your child/children.

While a major disaster is not anticipated, emergency plans help ensure the safety of school children. Thank you for your help with these important details.

Sincerely,

Canyons School District Administration
The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the School and/or District disclose education records without consent to officials of another school system or institution of postsecondary education where the student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW, Washington, DC 20202-4605

Canyons School District Legal Designations

Canyons School District designates Risk Management as the District’s Law Enforcement Unit and School Resource Officers as the School’s Law Enforcement Unit as provided under FERPA (Family Educational Rights Privacy Act), pursuant to 20 U.S.C. 1232g(a)(4)(ii) and 34 C.F.R. 99.8.

School security equipment shall be the responsibility of the District’s law enforcement unit. School security records, including but not limited to, school security campus videotapes or school bus videotapes, are created and maintained under the direction of the District’s law enforcement unit. These records are not deemed to be student records or educational records [20 U.S.C. 1232g(a)(4)(ii)]. In addition, records created by the School’s Law Enforcement Unit are not deemed to be student records or educational records [20 U.S.C. 1232g(a)(4)(ii)]. If the District’s law enforcement unit or School’s law enforcement unit provides these records to the School’s officials for student disciplinary purposes, the records maintained by the School officials may become student records or educational records.
Directory Information Notice

The Family Education Rights and Privacy Act (FERPA) require that Canyons School District, with certain exceptions, obtain your written consent prior to disclosure of personally identifiable information from your child’s records. However, Canyons School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. Directory information means information contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed.

The primary purpose of directory information is to allow your student's school to include this type of information from your student's education records in certain school publications, including, but not limited to, school directories, a playbill showing your student's role in a drama production, yearbooks, team rosters, honor roll lists, graduation lists, and other school purposes, which would not normally be considered an invasion of student privacy. Directory information may also be disclosed to outside agencies. Outside organizations may include, but are not limited to, companies that manufacture class rings, publish yearbooks or take school pictures.

Canyons School district has designated the following information as “directory information”: student's name, address, telephone listing, grade, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, dates of attendance, honors and awards, date of graduation, school awarding graduation credential, title of credential, and most recent school attended. If you do not want your child's local school or Canyons School District to disclose directory information from your child's educational records without your prior written consent, you must notify your local school principal in writing within fourteen (14) days after the beginning of the school year.

Federal law requires local educational agencies receiving assistance under the Elementary and Secondary Education Act (ESEA) to provide military recruiters, upon request, with the following directory information - names, addresses and telephone listings of high school juniors and seniors - unless parents have advised the local school that they do not want their student's information disclosed to military recruiters without their prior written consent. If you do not want your child's local school or Canyons School District to disclose directory information from your child's educational records without your prior written consent, you must notify your local school principal in writing within fourteen (14) days after the beginning of the school year.
Section 504 and the ADA are laws which prohibit discrimination against persons with a disability by any institution receiving federal financial assistance. Definition of a Qualified Individual with a Disability under Section 504 and the ADA are outlined as such:

1. A person with a disability is any person who:
   - A. Has a physical or mental impairment which substantially limits one or more major life activities;
   - Determining whether the impairment substantially limits a student’s ability to learn is often critical to the Section 504 eligibility decision. In this regard, the only guidance that the Office of Civil Rights (OCR) has provided is the statement that “by definition, a person who is succeeding in regular education does not have a disability which substantially limits the ability to learn.”

   - B. Has a record of such an impairment; or

   - C. Is regarded as having such an impairment. The 2008 Amendments further define the term “regarded as having an impairment” to mean that the individual must establish that he/she has been subjected to an action prohibited under the ADA because of actual or perceived physical or mental impairments whether or not the impairment limits or is perceived to limit a major life activity. This section of the law does not apply to impairments that are transitory and minor, which is an impairment with an actual or expected duration of six months or less.

   [Note: The second and third prongs of the definition referring to individuals with a record of or regarded as having an impairment is relevant only when some negative action is taken based on the perception or record. They cannot be the basis upon which the requirement for a free appropriate public education (FAPE) is triggered. The mere fact that a student has a “record of” or is “regarded as” disabled is insufficient, in itself, to trigger Section 504 protections that require the provision of FAPE. Therefore, a school district is not required to develop a Section 504 plan for such student]

In order to fulfill obligations under Section 504, the Canyons School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and/or practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

A parent must sign a form to give consent for testing of their student. A parent may request this form by contacting the principal of any school in the Canyons School District or the school building’s Section 504 Coordinator.

If a parent or guardian disagrees with the determination made by the multi-disciplinary team or the school district, he/she has a right to a hearing with an impartial district hearing officer.

If there are any questions, please free to contact the Canyons School District Section 504 Compliance Officer (801-826-5350).
Notice of Parental Rights

U.C.A. §53A-15-1401, et seq., requires each school district to provide annual notice to parents or guardians of certain rights, including, but not limited to the following:

Parental right to academic accommodations.

A parent or guardian has the right to reasonable academic accommodations from the student's school district. Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or lesser extent than any other student. The parental rights listed do not include all the rights or accommodations that may be available to a student's parent or guardian as a user of the public education system.

Reasonable accommodation means the school district shall make its best effort to enable a parent or guardian to exercise a parental right:
(a) without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; and
(b) while balancing: (i) the parental rights of parents or guardians; (ii) the educational needs of other students; (iii) the academic and behavioral impacts to a classroom; (iv) a teacher's workload; and (v) the assurance of the safe and efficient operation of a school.

A school district shall reasonably accommodate:

- In grades K-8, a parent’s or guardian’s written request to retain a student on grade level based on the student’s academic ability or the student’s social, emotional, or physical maturity.
- A parent’s or guardian’s initial selection of a teacher or request for a change of teacher.
- The request of a student’s parent or guardian to visit and observe any class the student attends.
- (a) A written request of student’s parent or guardian to excuse the student from attendance for a family event or visit to a health care provider, without obtaining a note from the provider; (b) An excused absence under (a) does not diminish expectations for the student’s academic performance.
- (a) A parent's or guardian's written request to place a student in a specialized class or advanced course. (b) A district shall consider multiple data points when determining an accommodation.
- Consistent with Section 53A-13-108, a district shall allow a student to earn course credit toward high school graduation by completing a course in school by: (a) testing out of the course; or (b) demonstrating competency in course standards.
- A parent’s or guardian’s request to meet with a teacher at a mutually agreeable time if the parent or guardian is unable to attend a regularly scheduled parent teacher conference.
- (a) Upon the written request of a student’s parent or guardian, the district shall excuse the student from taking a test that is administered statewide or the National Assessment of
Notice of Parental Rights

Educational Progress. (b) The State Board of Education shall ensure through board rule that neither the district nor its employees are negatively impacted through grading or employee evaluation of a student not taking a test pursuant to (a).

- (a) A district shall provide for: (i) the distribution of a copy of a school’s discipline policy to each student; and (ii) a parent or guardian's signature acknowledging receipt of the school’s discipline and conduct policy. (b) A district shall notify a parent or guardian of a student’s violation of a school discipline and conduct policy and allow parent or guardian to respond to the notice.
The school controls access to the child during the school day. Neither custodial nor non-custodial parents have a right to disrupt or interfere with their child’s educational process with activities such as: visiting with the child during school hours, lunch, activity periods or visiting in classes. That being said, biological parents (custodial and non-custodial) have equal rights when it comes to their children while they are at school UNLESS a court has instructed otherwise. Schools should accommodate parents in their requests regarding access to their children as long as it is consistent with valid court orders and the best interest of the child.

Our teachers, staff, and administration should never put themselves in a position where they become a player in a civil divorce action. Divorced or divorcing parents should be instructed that the school cannot and will not take sides in matters of custody and/or divorce.

The following administrative guidelines should be followed when a school receives a request from a non-custodial parent of a minor child for the following:

A. Request to speak with a minor child:

A non-custodial parent shall be allowed to communicate with his or her minor child during times when the child is under the control of the school, under the same general requirements for parents to communicate with their children during school hours, unless the custodial parent has supplied to the principal or principal’s designee a certified copy of a valid divorce/custody decree or any other applicable court order, which forbids or restricts the non-custodial parent’s contact with the child.

B. Request to remove minor child from the school campus:

A non-custodial parent shall be allowed to remove his or her minor child from the school campus during times when the child is under the control of the school, under the same general requirements for parents to remove their children from school, unless the custodial parent has supplied to the principal or principal’s designee a certified copy of a valid divorce/custody decree or any other applicable court order, which forbids or restricts the non-custodial parent contact with the child.

C. Request to inspect and/or review the educational records of a minor child:

A non-custodial parent shall be allowed to inspect and review the education records of his or her child, under the same general requirements for parents to review education records, unless the custodial parent has supplied to the principal or principal’s designee a certified copy of a valid divorce/custody decree or any other applicable court order, which forbids or restricts the non-custodial parent from reviewing educational records.

D. Request to attend parent-teacher conferences, school activities, or consult with their child’s teachers:

Both custodial parents and non-custodial parents are allowed to attend parent-teacher conferences unless the school/principal is provided with a certified copy of a divorce/custody
decree or any other applicable court order, which forbids or restricts the non-custodial parent’s contact with the child.

If the court order/decree does not limit access, and, if the custodial and non-custodial parent is unable to attend the parent-teacher conference jointly, the teacher/school shall conduct a parent-teacher conference with the custodial parent, if available. If the school and the teachers have the time and resources to conduct a second parent-teacher conference with the non-custodial parent, they may do so. Parents—custodial and non-custodial—should be encouraged to attend the regularly scheduled conferences.

Non-custodial parents may also consult directly with their child’s teacher, and attend activities unless a decree/order limits such access.

E. Request to have their name, phone number, etc., recorded on the child’s education records and/or be informed of the child’s school progress and school activities:

Non-custodial biological parents have the right to have their name, phone number, etc., recorded on the child’s education records, by making such a request in writing, unless there is a court order outlining a restriction regarding said contact. THIS INCLUDES IDENTIFICATION ON THE REGISTRATION CARD.

The school has no obligation to communicate information about school progress or school events to non-custodial parents, unless the non-custodial parent requests in writing such information or communication. In that case, a non-custodial parent is able to have information communicated to them, unless the other party has provided a certified court order, which limits such information or communication to the non-custodial parent.

F. Notification to parent of a sick or injured child

The school shall notify the custodial parent and, if requested in writing by a noncustodial parent, make reasonable efforts to notify the noncustodial parent if their child is injured or becomes ill at the school during the regular school day if the injury or illness requires treatment at a hospital, doctor’s office, or other medical facility not located on the school premises; and the school has received a current telephone number for the party it is required to notify or make reasonable efforts to notify. The school will not notify the non-custodial parent if the custodial parent has supplied to the principal or principal’s designee a certified copy of a valid divorce/custody decree or any other applicable court order, which forbids or restricts the non-custodial parent’s contact with the child.

G. Court order/decree provided by custodial parent.

1. If the custodial parent has supplied to the principal or principal’s designee a certified copy of a valid divorce/custody decree or any other applicable court order which forbids or restricts the non-custodial parent from one of the above outline activities, it is the responsibility of the custodial parent to identify what the parent believes is the applicable restriction or termination of parental rights in the court order or decree. These court documents should be kept in a student’s CUM file. Any counseling/psychological/DCFS paperwork must be kept separately.

2. The school may reasonably rely upon a certified divorce/custody decree or any other applicable court order that the school determines to be valid; however, the school may, in its discretion, make a reasonable determination of the applicability
of the order/decree. The Civil Rights and Accommodations department should be consulted prior to making a decision in this regard.

3. The school shall reasonably retain a copy of all court orders or other legally binding documents related to an enrolled student.

4. Any notes regarding custody/restraining orders/temporary restraining orders in the comment box in Skyward. Always enter document expiration dates, if any.
Canyons School District

CODE OF CONDUCT FOR RIDING THE SCHOOL BUS

Don’t Lose Your Riding Privilege!

Follow these rules!

1. I will follow the driver’s instructions. The driver is in charge of the bus and may assign seats.
2. I will be courteous, respect property and use appropriate language.
3. I will behave as expected in the classroom.
4. I will not bring objects on the bus if they create a safety hazard.
5. I will not eat or drink on the bus, without the drivers’ permission.
6. I will keep the bus clean.
7. I will remain seated while on the bus.
8. I will keep all body parts and objects inside the bus.
9. I will arrive at my bus stop 5 minutes early and behave appropriately.
10. I will understand that buses are equipped with video cameras and I may be subject to video monitoring.

WARNING: It is Unlawful To...

- Enter a school bus with the intent to commit a crime.
- Enter a school bus and disrupt or interfere with the driver.
- Refuse to disembark after ordered to do so. (76-9-107, Utah Code)