

**Better Together**  
**2018-2019**



**Policies and Planner**

## NORTHRIDGE SCHOOL SONG

Stand tall for the Alma Mater,  
We'll make our voices ring,  
With honor, praise, and dignity,  
For thee, Northridge we sing.



Stand tall for the Alma Mater,  
May our hearts beat strong and true,  
With pride and might, courage and right,  
Northridge stand tall.

From the shadows of the mountains  
to the shores of the silvery sea,  
We'll raise our standard higher  
'Till all around us see,  
That we stand tall, Northridge stand tall.

## NORTHRIDGE FIGHT SONG

The Knights of Northridge proud we stand;  
Knights will conquer all.  
Bearing our sword and shield,  
Onto the battlefield,  
Fighting with honor and pride,  
Fight! Fight! Fight!  
Cardinal and Silver proud we stand,  
On a hill set above the rest.  
Onward we march to victory.  
The Northridge Knights we are the best!

### **This handbook belongs to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

402-8500 Main Office  
402-8501 Fax  
402-8506 Attendance (525-7032 So. Weber)  
402-8507 Student Services  
[www.davis.k12.ut.us/schools/nhs](http://www.davis.k12.ut.us/schools/nhs)

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## Welcome to Northridge High School 2018 - 2019

The Northridge High School community, the entire staff and students, have distinguished themselves and been recognized as one of the outstanding educational institutions in America. This institution is committed to personalization for every student and we pride ourselves on the opportunity for academic excellence, innovations in the classroom, advanced placement, concurrent college enrollment courses, career and technical education.

You will find Northridge High School one of the safest, friendliest, and forward thinking schools in the area because of the pride in our community and trust that we develop for one another. The Northridge family encourages you to take advantage of our many clubs, organizations, and extra-curricular activities. We will push you, encourage you, and help you to discipline yourself to reach and exceed your own expectations. The Northridge High faculty expects you to set high standards for yourself and will help guide you to a great high school experience.

At Northridge we strive to emulate the six character traits of the “Knights Code”.

### THE KNIGHTS CODE

**HONOR** Trust, integrity, honesty. The foundation of all relationships and success! A Knight is always faithful to his or her promises, no matter how big or small they may be. Upholding one’s convictions at all times, especially when no one else is watching.

**COURAGE** Do what is right. A Knight must have the character necessary to undertake tasks, which are difficult, tedious, or unglamorous and willingly accept the sacrifices involved. Be a fierce competitor. Uphold your personal convictions and standards.

**DEPENDABILITY** Always be in the right place at the right time. Attend all classes, every day. Be on time. Be prepared, and always work hard. Hold yourself to the highest standards. “Bending” the rules weakens the fabric of society.

**RESPECT** Create a sense of peace and community. Treat others, as you would want to be treated. Keep our school clean and bright. Be friendly and welcoming to all who enter our school. Always be polite and attentive. Respect yourself and others.

**EXCELLENCE** The shield of a Knight is a personal commitment and dedication to excellence. A positive outlook and a cheerful demeanor inspire others. Self-discipline and perseverance in doing your best to become the best you can be.

**TEAMWORK** Commit to each other and a greater good! Join with other Knights in our quest to make Northridge High School the very best. **We** not me!

Our theme for 2018-2019 is, **Better Together**

The class and student body officers that you have elected are so committed to making this a great year. Get involved every way that you can and you will hold your head high as a proud member of our **Northridge Knight** family.

## **ADMINISTRATION**

Brian Hunt, Principal  
BJ Lovell, Assistant Principal  
Matthew Christensen, Assistant Principal  
Jo Richins, Assistant Principal  
Wilson McConkie, Assistant Principal

RaDon Andersen, SLC Coordinator  
Selena Campbell, Media Center  
Kristen Davidson, CTE Coordinator  
Chad Jones, Resource Officer  
Kelly Moon, School Foods Manager  
Kandy Borup, Child Care Coordinator  
Allen Miller, Technology Specialist  
John Miller, Head Custodian

## **COUNSELORS**

Diana Johanson	A-Ch
MacKenzie Tiner	Ci-G
Evette Ashton	H-Li
Heather Jensen	Lo-Mo
Joanna Mulert	Mu-Sh
Sara McKay	Si-Z

## **STUDENT BODY OFFICERS**

Anna Berrong, President  
Brooklyn Braegger, Executive Vice President  
Raider Gee, Publicity  
Jake Burchell, Student Relations  
Ailya Decaria, Service  
Raimee Smith, Spirit  
Alyssa Morris, Secretary  
Sophie Poll, Artist  
Lezlee Jackson, Clubs  
Indy Cooper, Historian

## **SENIOR CLASS OFFICERS**

Josie Clark, President  
Stephen Morris, Vice President  
Bridger, Altice, Vice President  
Anthony Jacobo, Vice President  
Bella Wheadon, Vice President

## **SUPPORT STAFF**

Debbie Calder, Head Secretary  
Ann Bitton, Citizenship/Attendance Secretary  
Sherisse Hansen, Main Office Secretary  
Diane Larkin, Counseling Secretary  
Amy Johnson Office Assistant  
Richelle Pearce, Copy Room  
Esther Powell, Registrar  
Cheri Slager, Main Office Secretary  
Erica Williams, Office Assistant  
Sherry Wootton, CTE Secretary

## **PTSA**

, President  
, President Elect  
Melissa Cowan, Secretary  
Dora Skeen, Treasurer

## **COMMUNITY COUNCIL**

Jordan Jeppsen  
Julie Jordan  
Marlene Monson  
Debbie Rios  
4 Parent Open seats – CC election held in Aug.  
Brian Hunt  
Julie Banta  
Robert Shaffer  
Faculty open seats (3)

## **JUNIOR CLASS OFFICERS**

Abigail Howard, President  
Josie Looock, Vice President  
Devry Caperton, Vice President  
Mark Bell, Vice President  
Halle Nilsson, Vice President

## **SOPHMORE CLASS OFFICERS**

Grace Johnson, President  
Stevie Larsen, Vice President  
Boston Heywood, Vice President  
Taylor Smith, Vice President  
Owen Wayment, Vice President

# The Mission of Northridge High School

## Our Mission “Learning First”

*We, at Northridge High School, will  
provide all students with rigorous,  
relevant educational opportunities that  
will enable them to reach  
their potential and be responsible,  
productive citizens.*

### Our Motto

*All for One and One for All*

### Our Values

*We respect diverse talents*

*We foster approaches that focus  
on learning rather than teaching*

*We continually assess and provide  
prompt feedback*

*We promote active learning*

*We know school improvement  
belongs equally, to all of us*

*We have the highest of  
expectations*

*We initiate communication  
between students, parents, staff,  
and community*

*Relationships are at the core of all  
we do*

*We will focus on results*



## 2018 – 2019 DISTRICT AND SCHOOL POLICIES

School policies exist to improve and maintain safety for all students. Policies are designed to prevent distraction in the classroom and help students focus on instruction rather than fashion, personal statements or causes. The job of a student during high school is to attend school. We make every attempt to allow individual expression and growth. However, our primary mission is to educate students in a safe and orderly environment.

The purpose of adopting these standards is not to infringe on any individual students right to freedom of expression, but rather to ensure the maximum safety of everyone and encourage students to prepare for success and learning. We encourage you to attend school properly prepared to participate in the educational process.

### ACADEMIC INFORMATION

#### Academic Dishonesty

Academic Dishonesty may result in loss of points for the test assignment or in some courses loss of credit (i.e., C.E. classes), a 'U' unsatisfactory citizenship and/or loss of standing in graduation recognition (valedictorian, end of year awards, etc.)

**Cheating** means getting unauthorized help on an assignment, quiz, or examination. (1) You must not receive from any other student or give to any other student any information, answers, or help during an exam. (2) You must not use unauthorized sources for answers during an exam. You must not take notes or books to the exam when such aids are forbidden, and you must not refer to any book or notes while you are taking the exam unless the instructor indicates it is an "open book" exam. (3) You must not obtain exam questions illegally before an exam or tamper with an exam after it has been corrected.

**Plagiarism** means submitting work as your own that is someone else's. For example, copying material from a book or other source without acknowledging that the words or ideas are someone else's and not your own is plagiarism. If you copy an author's words exactly, treat the passage as a direct quotation and supply the appropriate citation. If you use someone else's ideas, even if you paraphrase the wording, appropriate credit should be given. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write.

#### Career Pathways

Northridge High School offers many Career Pathways: Students are encouraged to select a pathway based on his / her post-high school career goals. Students are allowed to take courses from a variety of pathways to determine their interests and skills.

Each pathway prepares students with knowledge and skills to succeed in a variety of careers. Many of these courses offer college credit and work-based learning opportunities. In addition, each Career Pathway has at least one club or student organization that provides opportunities to prepare them for college and career.

#### Citizenship Policy

Graduation requirements in Davis School district include satisfactory citizenship and adherence to the rules and policies of the school. Failure to earn the required citizenship credits shall result in withholding the graduation certificate. For graduation, a student is required to earn 35 units of citizenship credit in grades 9 through 12. Students can earn .25 units of citizenship credit in each class per term. In addition, credit is awarded by the administration.

**The administration shall award one citizenship credit per year (.25/term) to cover the school period before, during and after school and all school sponsored activities** and for released time (such as work release, part day schedules, religious instruction). Citizenship credit will be awarded unless a student is involved in negative citizenship behavior, which results in a "U" citizenship grade.

### Unsatisfactory Citizenship Grade

Teachers shall make reasonable attempts to notify a parent/guardian when their student's behavior or lack of attendance may result in a "U" citizenship grade. Teachers shall give students sufficient warning to remedy an impending "U" and provide an opportunity to make-up a "U" before the end of the grading (report card) period. "U" grades may result from the following or combination of the following: *Attendance, Tardiness, and Negative Behavior*. A "U" citizenship grade may result from excessive absences as follows:

- Any time a student is verified to be truant from any class.
- Any time a student fails to meet "Student Contracts"
- A "U" citizenship grade may result from excessive tardies. Four(4) or more tardies per term per class are considered excessive.
- Serious negative behavior might include, but is not limited to, documented conduct such as:
  - Disrespect for school authority or staff
  - Direct and willful disobedience of school rules and policies
  - Possession or use of a of a real or imitation controlled substance, drug paraphernalia, alcohol or tobacco
  - Fighting
  - Theft, vandalism or destruction private or public property
  - Cheating
  - Trespassing
  - Disruption of learning activities
  - Harassment
  - Extortion
  - Possession of weapon(s)
  - Hazing
  - Use of vulgarity or profanity
  - Dress Code violation

### Citizenship Make-Up Credit

Citizenship make-up credit (3 hours per "U") must be pre-approved through the Citizenship Coordinator located in the Attendance/Citizenship Office. Students may earn make-up citizenship credit in one or more of the following ways:

1. Attending the Alive at 25 class will clear 3 U'
2. Attending Study Hall 3 times will clear 1 U (\$5 fee)
3. Completing a ***pre-approved*** service/work make-up program (3-hours per "U") designed by the school Citizenship Coordinator. Recording fee is \$5.00 per "U".

Information on make-up projects is available in the Attendance/Citizenship Office. Forms must be signed with fees documented in order to clear "U's." Although credit may be made up and recorded, the "U" will remain on the student's permanent record with the proper notation of made-up citizenship credit. **Students will be unable to make a schedule change after the beginning of the year if they have U's, unless it is seen as necessary by the school.**

### Class Disclosure

Each teacher shall have expectations that address discipline and citizenship procedures in their class disclosure. Class disclosures should set forth high yet attainable expectations in the area of discipline.

### Classroom Management

In school classroom management, the first line of discipline is the teacher.

This systematic approach to less than crisis situations must be documented and must follow these steps:

Step 1 - Class and school policies are given to students.

Step 2 - A teacher-student conference is held (INITIATED BY THE TEACHER).

Step 3 - Parent or guardian contact is made (INITIATED BY THE TEACHER) and a conference is held.

Step 4 -Student is referred to the counselor or administrator. Teacher will fill out an incident report when referring a student to the office. When a student is asked to leave class, it will always be with a referral from the teacher, directing him/her to a specific destination. Teacher will always provide appropriate follow-up. Over-riding of the above steps must be for crisis situations only.



### Concurrent Enrollment Classes

Juniors and seniors registered at Northridge High may take advantage of concurrent enrollment by registering for college courses usually held during the regular school day yielding both college and high school graduation credit. To be eligible juniors and seniors must:

1. Demonstrate readiness for college level work.
2. Complete concurrent forms.
3. Complete financial obligation.

Students should contact their counselors about available classes and contractual/non-contractual arrangements. Plans for concurrent enrollment course credit should be identified on the Student Education/Occupation Plan (CCR) to count for completion of high school graduation requirements. *Students who pursue concurrent enrollment without making proper arrangements through their counselors run the risk of being ineligible for high school graduation.* Additional information may be obtained in the Career Center. Books and material fees may apply.

### Course Change Policy

- Class changes must be requested through your assigned Counselor within the first week of a given semester
- Students requesting a drop from a class after week 3 or prior to the end of a term may be subject to a failing grade.
- Class changes should be made after careful planning with parents and counselor's input concerning graduation requirements planning. The class change fee is \$10.00.

### Credit Retrieval Program

NHS Strongly encourages students to recover lost credit in a timely manner to help facilitate on-time graduation. Credit retrieval opportunities must be pre-approved by an NHS counselor. NHS offers credit retrieval opportunities after school (2:30 pm) and during summer school sessions, as well as during the school day (see your counselor).

### Early Graduation

Students interested in graduating from high school after their junior year or mid-way through their senior year may do so if they plan carefully, usually beginning in the 9th grade. After reviewing credits with their counselors, such student should submit a completed INTENT TO GRADUATE EARLY application to the principal no later than October 1 of the junior year. Students who satisfy the high school graduation requirements early, follow their College & Career Readiness (CCR), *may* receive a regular graduation diploma and may take part in graduation exercises if they so desire. Additional information may be obtained in the Career Center.

### Grading

Parents are encouraged to appropriately contact teachers by phone, email and letter. Individual teachers have COMPLETE discretion on grades and citizenship. Please contact them if you have concerns in this area. Administrators cannot change or influence grading. Up to date grades can be located on the web at [www.davis.k12.ut.us](http://www.davis.k12.ut.us) or on my.dsd.

### Graduation Requirements

The Utah State Board of Education requires 24 units of credit for high school graduation to be earned in grades 9 through 12. The Davis Board of Education has increased this requirement to 27 units of credit. This policy and detailed, current requirements can be found on the Davis District website at [www.davis.k12.ut.us](http://www.davis.k12.ut.us). **Students will not be allowed to participate in the graduation exercise if they do not obtain the necessary 27 credits.** Credit is awarded on a quarterly basis with classes being offered on a semester basis and .25 credit given for each successfully completed quarter.

The Northridge High School Registration Booklet contains a listing of courses that fill these requirements. A list of required credits follows:

<b><u>CREDITS</u></b>	<b><u>COURSE</u></b>
4.0	English (No substitutes)
3.0	Math
3.0	Science
(1.0)	<i>Physical Science</i>
(1.0)	<i>Biological Science</i>
3.0	Social Studies
(.5)	<i>9th Grade - Geography</i>
(1.0)	<i>World Civilization</i>
(1.0)	<i>U.S. History</i>
(.5)	<i>US Government and Citizenship, AP American History may substitute for U.S. History</i>
1.0	Applied Technology- Technology Education, Consumer & Family Science, Business, Commercial Art, Graphic Art, Photo, Marketing, Health Occ.
1.5	Fine Arts - Art, Music, Dance, Drama
(.5)	Health - 10th, 11th, or 12th Grade
1.5	Physical Education
(.5)	Fit for Life
(.5)	Computer Technology
(.5)	Financial Literacy
8.5	<u>Electives</u>
<b>27</b>	<b>Total Credits (9<sup>th</sup> – 12<sup>th</sup> grade)</b>

It is a student's responsibility to check credits for graduation. Credit for graduation should be completed 3 weeks prior to graduation date. A student that does not attend Northridge High school the final semester of their senior year may not participate in graduation ceremonies.

**Students must take a minimum of 3 core electives yearly** –These may be earned in Math, Science, Social Studies, English, or Foreign Language. Your CCR will drive these core class selections and your counselor will provide input.

### **Make-Up Work**

It is the student's responsibility to request make-up work in a timely manner when absent for illness or other legitimate reasons; including absence for extracurricular school sponsored activities and suspensions. This process is a part of each teacher's class disclosure. Teachers will provide the opportunity to make up assignments and tests after returning from an absence. Students are required to clear all absences within two (2) days to be able to receive credit for make-up work. Teachers are not required to provide make-up opportunities for work, tests, etc. missed because of truancy.

### **Midterms**

Midterms will be mailed out in the middle of each term to parents/guardians whose students are in danger of losing academic and/or citizenship credit.

Parents/guardians may request student progress reports from their student's counselor in Student Services. Parents may also check their student's progress through my.dsd.

Parents of students who are failing for either academic or citizenship reasons should receive contact from teachers at mid-term. Students, with encouragement from home, have the responsibility of solving academic and/or citizenship problems. It is possible that a student may lose academic and/or citizenship credit between midterm and the end of the term.

### **National Honor Society**

National Honor Society application forms - for membership - can be picked up from the NHS advisor, Mr. Peterson – room C215, during third term. A committee will select next year's members based on an adjusted GPA of 3.65 or higher, extracurricular activities, leadership experience, community activities, and work experience, recognition, and awards.

## **Student Recognition**

**Academic Letters.** Students may letter in academics if they:

1. Attain a GPA averaging 3.85 or higher for four quarters in a row in 7 or more classes/term during 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade. Students will be able to letter more than once with a pin indicating each new letter. Students who letter will receive a Northridge High School Academic Letter Certificate and may purchase the official Northridge High School Academic Letter. Academic letters may be worn on specially designed academic letter jackets or sweaters. Students who letter more than once will receive a certificate for a pin to be worn on a jacket. See the main office for more information.

**Honor Roll.** Students who demonstrate academic excellence will be recognized on the Honor Roll and receive a certificate after the completion of each term. Northridge High School has three grade categories based on registration in a minimum of six classes:

Highest Honor Roll - 4.0

High Honor Roll - 3.75 - 3.99

Honor Roll - 3.5 - 3.74

**Honor Graduates (Girls - One Silver Cord; Boys - One Cardinal Cord)**

1. Meet district graduation requirements.
2. Have a cumulative GPA of 3.5 – 3.74. (Grades 9-12, excluding 4<sup>th</sup> term Senior year)
3. Be enrolled in a minimum of six classes each year of high school.

**High Honor Graduates (Two Cords - Silver & Cardinal)**

1. Meet district graduation requirements.
2. Have a cumulative GPA of 3.75 or better (Grades 9-12, excluding 4<sup>th</sup> term senior year).
3. Be enrolled in a minimum of six classes each year of high school.

**Valedictorian.**

1. One Valedictorian will be selected from the High Honors candidates.
2. The student with the highest college admission index will be determined as Valedictorian. In the event of a tie, a pre-determined tie breaker system (E.g. AP classes, CE classes, extracurricular involvement, community involvement, scholarships/awards, school involvement, etc.) will be used by a committee appointed by the principal.
3. To be eligible for Valedictorian, the student must take at least 6 classes per year, in 11<sup>th</sup> and 12<sup>th</sup> grades at Northridge High School.
4. In situations where multiple students are very close to valedictorian, salutatorians may be added.

## ATTENDANCE

**WE WOULD ENCOURAGE ALL STUDENTS AND PARENTS TO STRONGLY SUPPORT GOOD ATTENDANCE HABITS AS THERE IS A DIRECT LINK WITH GOOD ATTENDANCE AND ACADEMIC SUCCESS.**

### **Attendance Matters!**

When students miss school, we all lose

**\*Students** lose **\*Their family** loses

**\*Their school** loses **\*Their community** loses

When students are in school, they are learning—we **ALL** win.

- Chronic absence impacts student success at every grade level.
- Chronic absenteeism is defined as missing 10% or more of class *for any reason*.

Let's break down: **4.5 days/term = 10% = Chronic absenteeism**

Please be aware, if students miss 4.5 days of class, they may be at risk of not graduating high school.

<b># of Years Chronically Absent</b>	<b>% of Students Who Dropped Out</b>
0	10.3%
1	36.4%
2	51.8%
3	58.7%
4	61.3%

### **Attendance Check-In**

Students arriving up to twenty minutes late to school 1st or 5th period need not check in with the attendance office. They should go directly to their 1st or 5th period and check in with the teacher. Students arriving later than twenty minutes to the first period of the day will be marked absent. They will need verification by a parent or guardian explaining why they are late. At that time, an admit will be issued by the Attendance Office Secretary.

### **Attendance Check-Out**

Students will be allowed to check out of school for medical appointments, court appearances, illness, funerals, and other events deemed essential by the student's family. Students may not check out without parental contact. This can be done either by a note or phone call. Students failing to check out through the Attendance Office and missing classes will be considered **truant** for those classes missed. **Parents calling from South Weber and Ogden area call 801-525-7032. All others call 801-402-8506 direct to the Attendance Office.**

### **Compulsory Education Requirements**

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

### **Home & Hospital Instruction**

Like other schools in Davis School District, Northridge High School will facilitate home and hospital instruction for those students with a verified, long-term (more than two weeks) need to be out of school. Further information is available in Student Services. Students that will be absent for one to two weeks, due to illness, may complete a "Pre-

arranged" absence form. Forms are available in the Attendance Office. It is the student and/or parent's responsibility to contact student services for this service.

### **Parent Notification**

Parents or guardians will be notified of students' absences by:

1. The calling machine will call your home in the evening if you were absent that day. You may also check attendance on mydsd.
2. Attendance will be reported on mid-term notices and report cards at the end of each term.
3. Parents/students may request a computer print-out of the student's attendance by contacting the Attendance Office.
4. Teachers will make reasonable attempts to notify a parent/guardian when their student's attendance is inhibiting the student's academic success.

### **Tardies**

Tardiness can be a tremendous deterrent to the educational process for all students. Generally on a fourth tardy, teachers will be giving a "U" citizenship grade, which will have to be made up before graduation.

**Each teacher will disclose the tardy policy for their classes.**

### **Truancy**

Truancy is any time a student is out of class without proper permission of teacher or parent. It is a violation of state law to be absent without being excused from school. Teachers are not obligated to allow students to make-up assignments or tests that have been missed due to truancy. If an absence is not cleared within 2 days it is considered a truancy. **Students excessively late to class or in the halls without a hall pass during class time will be considered truant and dealt with accordingly. Excessively late is defined as not making a reasonable effort to get to class. There is no time limit on this.**

#### **Consequences of Truancy**

1. A "U" citizenship grade may be given in classes missed.
2. Not allowed to make up assignments or tests missed.
3. Truancy citation issued per violation-up to \$25.
4. Layton Youth Court referral.
5. Parent conference may be required for student to return to school.
6. District referral for alternative placement.

### **Verifying Absences**

Students are required to clear **all** absences within **three (3)** days of missing class. This may be done by having a parent or guardian clear the absences through my.dsd, by responding to an automated email, a written note, or by calling the Attendance Office directly. Notes should include student number and a daytime phone number where parent can be reached. All notes will be verified. Absences must be cleared for makeup work to be accepted. Extenuating circumstances must be discussed with the administrator assigned to that student.

## CONDUCT & DISCIPLINE

### Authority to Suspend or Expel

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

### Bullying/Cyber-Bullying/Hazing/Retaliation/Abusive Conduct

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or school-related activity regardless of location or circumstance, including but not limited to bullying, cyber bullying, hazing, or retaliation. Northridge High School policy may be found at [www.davis.k12.ut.us/policy/manual](http://www.davis.k12.ut.us/policy/manual) or a copy may be obtained in the school office.

### Disruption of School Operations

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

### Dress Code

The Davis School District Board of Education recognizes that standards of proper dress and grooming affect the learning environment and behavior of students. The school community needs clear dress and grooming guidelines so that rules of dress can be enforced consistently. Clothing shall not be worn which may disrupt or interfere with the learning environment or school functions. Certain student activities such as assemblies, plays, programs, and athletic events may warrant a variance from the dress code expected within the regular school day. Exceptions for these activities will be monitored by the appropriate advisors and coaches. The school administration retains the right to determine the appropriateness of school dress.

Northridge High School students will be expected to comply with the following:

- Students must be fully clothed at school and extracurricular activities.
- Shoes must be worn at school and extracurricular activities.
- Shorts, skirts, and dresses must be mid-thigh or longer when standing and sitting.
- Shirt straps must be a minimum of 3 inches in width, i.e. no tank tops or spaghetti straps.
- Clothing that allows underwear to be exposed (bra straps, boxers, etc.) may not be worn at school.
- Clothing that shows midriffs, torso, buttocks, open back, cleavage, or the upper thigh may not be worn at school.
- Clothing which displays obscene, vulgar, lewd or sexually explicit words or implicit words, messages or pictures may not be worn at school.
- Clothing that advertises or may represent gang affiliation, including colors, numbers, bandanas, or brand names may not be worn at school.
- Clothing that advertises a substance a student cannot legally possess or use may not be worn at school. Such as tobacco, alcohol, obscene or inappropriate material will not be permitted.
- Hair will be worn in a clean and well-groomed manner. Extreme styles will not be permitted.
- Eyewear: no dark glasses or contact lenses that obscure the natural eye.
- Jewelry, piercings, or accessories that may be deemed as a hazard for the wearer or others are not appropriate for school. This includes but is not limited to: wallet chains, heavy chains or necklaces, rings with jagged or sharp ornamentation, spikes, etc.
- Students shall have the right to dress in accordance with their gender identity and expression that is identified with the school, including maintaining a gender-neutral appearance within the constraints of the dress codes adopted by the school.

Students who violate the dress code will be put on contract and given a reasonable period of time to comply with the policy. Failure to comply shall result in appropriate administrative action, including possible suspension from school.

### **Drugs/Controlled Substances**

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

### **Due Process**

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

### **Electronic Policy**

Electronic devices are a common means of communication and accessing information. However, these devices have the potential of disrupting the learning environment and orderly operation of the school. Northridge High School has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school sponsored activities, and on school transportation. Individuals wishing to report a violation of this policy should contact a school administrator.

**Possession and Use of Electronic Devices.** Students may use electronic devices before school, during passing periods, at lunch and after school. Any electronic device used in the classroom will be at the discretion of the teacher in that classroom. Each teacher will determine the electronic policy for their individual classrooms.

**Prohibitions.** Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates individuals, including students, employees, and visitors; or violates local, state, or federal law. Devices may not be used to annoy, alarm, intimidate, offend, abuse, threaten, harass, frighten, or disrupt the electronic communications of another. Students should not film or take pictures of others on the school premises without their consent and for non-educational purposes. A person is guilty of voyeurism that intentionally uses any recording device that is concealed or disguised to secretly or surreptitiously record or view electronically any portion of an individual's body for which the individual has a reasonable expectation of privacy. It is also prohibited for any individual to record, display or forward any material that could be considered pornographic, lewd or inappropriate in a high school setting. Electronic devices used at school must not be heard by other students—headphones are an appropriate alternative. Electronic devices may not be used during assessments unless specifically allowed by law, student IEP, or assessment directions.

### **Exceptions.**

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

**Discipline and Confiscation.** If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device or turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence imposed.

Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities. A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.

- 1st confiscation:** student may pick up electronic device at the end of the school day from the teacher or administrator.
- 2nd confiscation:** parent may pick up electronic device at the end of the school day from the teacher or administrator.
- 3rd confiscation:** parent may pick up electronic device at the end of the next school day from the administrator.
- 4th confiscation:** student will lose privilege to have any electronic device at school.

### **Security of devices**

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

### **Electronic Use Contract**

**Acceptable Use.** The use of an assigned account must be in support of education, business and/or research and within the educational goals and objectives of the Davis School District (these may be found in the District document entitled **Davis School District Strategic Plan**). Each user is personally responsible for this provision at all times when using the electronic information service.

**Network Etiquette.** Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following: Use appropriate language. Remember that you are a representative of your school and district on a non-private system. You may be alone on a computer, but what you say and do can be viewed globally! Never use vulgar or any other inappropriate language. Email is not guaranteed to be private. Everyone on the system has access to mail. Messages relating to or in support of illegal activities must be reported to the authorities.

**Privileges.** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources will result in the loss of computer services, disciplinary action, and/or referral to legal authorities. The systems administrator will close an account if necessary. An administrator or faculty member has the right to request, for cause, that the systems administrators deny, revoke, or suspend specific user accounts.

- a. Use of other organizations' networks or computing resources must comply with rules appropriate rules.
- b. Transmission of any material in violation of any United States or other states' organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
- c. Commercial activities by for-profit institutions is generally not acceptable.
- d. Use of product advertisement or political lobbying, including lobbying for student body office, is prohibited.
- e. Time and bandwidth are costly. While accessing the Internet no games (e.g., MUD's) may be played.
- f. Illegal activities of any kind are forbidden.
- g. Do not reveal personal information, i.e., home address, phone numbers, password, or social security number; this also applies to others' personal information or that of organizations.
- h. Do not use the network in any way that would disrupt network use by others.

**Security.** Security on any computer system is a high priority because there are multiple users. Do not use another individual's account or log on to the system as the systems administrator. If you identify a security problem, notify the systems administrator at once. Do not demonstrate the problem to other users.

**Services.** The Davis School District makes no warranties of any kind whether expressed or implied, for the service it is providing. Davis School district will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Davis School District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

**Updating.** If any information on your account changes, e.g., phone number, location, address, it is your responsibility to notify the systems administrator.



**Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy property of another user or of any other agencies or networks that are connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

## Facilities

**Auditorium, Main Gym and Little Theater.** Because the auditorium, main gym, and little theater will serve as focal points for school and community functions, students will need to take special care of these facilities by adhering to the following rules:

- No student shall be in the auditorium, main gym, or little theater without an instructor present.
- Food and drinks are not allowed in the auditorium at any time.
- Students will ONLY operate theater equipment under the teacher's direction.
- Students should respond politely and respectfully at all performances.
- Whistling, cat-calling, booing, throwing item, lighters and etc. fall outside the bounds of civilized behavior.
- Students will be asked to go to the cafeteria for any behavior deemed inappropriate by staff and/ushers.

**Cafeteria.** Students using the cafeteria are under the same rules of behavior applied to the classroom. Throwing food, crowding in line, abusive or rude behavior toward staff and other students is prohibited. Breakfast food purchased in the cafeteria must remain in the cafeteria.

**Halls and Commons.** In the interest of safety, students may not sit on or throw objects over the railings in the halls and Commons.

**Garbage.** Students should place trash in trash cans. Please have pride in yourself and in Northridge High. Pick up your garbage and at least one trash item. Help us keep the school a welcoming healthy environment.

**Lockers.** Lockers permit students to store books and outside clothing. All students may be able to have their own locker depending on how many lockers are requested. Juniors and Sophomores may need to share a locker if locker assignments fill up. It is very important to keep these lockers locked at all times and not to give combinations to friends or acquaintances. Students should not leave money, watches, jewelry, or other valuable property in the lockers. If a student loses anything from the lockers, he/she is responsible, not Northridge High School. Change of locker combinations must be arranged in the Attendance Office. There will be a fee of \$5.00 unless the combination malfunctions through no fault of the student. **Anyone found changing lockers without permission from the office will be fined \$10. This is to protect all students. Students do not have the right to privacy in the matter of lockers. This means administrators may search lockers if there is reasonable suspicion that contraband, illegal substances, or abuse of property is involved. Students who violate locker privileges will lose them. Lockers must be kept clean both inside and out at all times!**

**Parking Lot.** The speed limit in the parking lot is 10 MPH. **All cars must have a parking pass or be cleared in the main office.** CARS MAY NOT BE DECORATED OR WRITTEN ON. Damage often occurs when students place items on cars. Safety issues, trash, and harassment concerns also exist. Students found decorating or placing items on cars will be cited for vandalism and littering.

**Posters and Flyers.** All posters and flyers must be approved by an administrator or their designee prior to being displayed. Posters are not allowed to be taped, glued, or stapled to any painted surface in the building. Any posters not hung properly will be removed. **Only posters and flyers associated with official school sponsored activities will be allowed to be displayed in the building.** All flyers and posters will be displayed in display cases. No flyers are allowed in the parking lot.

## Fighting

Students who fight, threaten to fight or threaten the safety of another student during school and/or any school sponsored activity-on or off campus- will be suspended and suffer appropriate legal consequences. FIGHTING (OR THREATS TO FIGHT) **MAY RESULT IN A MINIMUM 3 DAY SUSPENSION.** Fighting may also result in a referral to the District Case Management Team for possible 180 day expulsion or alternative placement. Students who fight during any school sponsored extra-curricular activity or sports event may not be allowed to participate in any extra-curricular activity for the remainder of the season.

### **Gangs & Gang Paraphernalia**

A gang is defined as a group of three or more individuals with a unique name or identifiable marks or symbols who may claim a territory or turf, who associate on a regular basis, and who engage in criminal, violent, or anti-social behavior, or who encourage or create an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a school.

1. The wearing of gang paraphernalia or apparel that identifies a student as a gang member is prohibited in school and at extra-curricular or school-related activities.
2. Any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute denotes membership in a group that advocates drug/alcohol use or exhibits behavior that interferes with the normal or orderly operation of a school is prohibited.
3. Students aligning themselves with gangs or involving themselves in gang activities may be suspended from school.
4. Gang paraphernalia or apparel may be confiscated by school officials.

### **Hall Passes**

Students who need to be out of class during class time must carry an official Northridge High School hall pass or a permission to leave class note issued by a teacher of that class. Only one student may use a hall pass at a time. Students who are in the hall during class without a regulation hall pass or who accompany another student with a pass may receive a truancy citation.

### **Hall Sweeps**

Periodically, the Administration, Teachers and Resource Officer will combine to do sweeps of the halls to check for students who should be in class. **Every** student without an appropriate hall pass will be brought to the office for clearance. Failure to adhere to the following guidelines may result in a Truancy Citation.

- 1- Students enrolled in **Physical Education Classes will be expected to be in D Building** when the bell rings to begin or end the class period.
- 2- Students enrolled in **Seminary will be expected to be outside the main** building when the bell rings to begin or end the class period.
- 3- Students on **Home Release, DATC, or any other off campus assignment will be expected to be outside the main building** when the bell rings to begin or end the class period. Students returning early from those assignments should be seated in the west portion of the cafeteria.
- 4- Students called to the office from the administration, counselors, or secretaries will not need a hall pass or permission to leave class note.
- 5- Students initiating the request to leave class must have their Hall Pass or a permission to leave class slip.

### **Pledge of Allegiance**

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

### **Profanity**

Profanity is inappropriate and will not be tolerated at Northridge High School.

### **Public Displays of Affection**

Displays of affection, other than hand holding will be considered excessive on school grounds, during regular school hours and during extracurricular activities. PDA could result in an administrative "U".

**Respect for Others:** Students, teachers, administrators, and staff at Northridge High School deserve to be treated with respect. Teachers, administrators, and staff have the right to direct student behavior, and students should respond quickly and pleasantly. Students have the right to a safe, pleasant environment free from vulgar language, obscene remarks, ethnic slurs, and harassing or abusive speech. Any horse play (throwing snowballs, water guns, hanging, sliding down or climbing over railings, etc.) that may be distracting or dangerous is prohibited. Violation of this policy may result in loss of citizenship credit and/or suspension from school. Those who refuse to respect the rights of others or to cooperate will be subject to disciplinary action ranging from reprimands to suspension from school and/or alternate placement.

### **Restricted Items**

CELL PHONES are not allowed to be turned on during instructional time such as classrooms, computer labs and assemblies. If parents need to contact a student during school hours please call the attendance office. See Northridge High's **"Electronic Device Policy"** in this handbook and on the school website for more details. Electronic devices that disrupt computers, projectors, TV or video signals may be confiscated and not returned.

### **Safe & Orderly Schools**

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

### **Search & Seizure**

School officials have the authority to search a student's person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule. Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School lockers, desks or other storage areas are the sole property of the Davis School District and Northridge High School. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

### **Security of Personal Items**

Hand held games, cell phones, headphones, disc players, music devices, wallets, purses, skateboards, roller blades, calculators, etc. are often the target for theft in our schools and parking lots. It is the sole responsibility of the owner to secure and care for these items. **Northridge High and Davis School District will not be responsible for any items stolen from the school premises.** These items may be confiscated by staff members if their use is found to be disruptive to the learning process.

### **Serious Violations**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property; 3) engaging in any gang activity, including, but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang-related clothing or apparel, or soliciting others for membership in a gang.

### **Vandalism**

Any willful destruction of the building and/or equipment will result in citations, police referral, suspensions, and/or alternate placement in addition to restitution for damages.

### **Weapons & Explosives–Automatic One-Year Expulsion**

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

## EXTRACURRICULAR ACTIVITIES

### Activities/Athletics Eligibility

In accordance with guidelines and requirements established by the Utah High School Activities Association and the Davis County School District, eligibility to participate in school and athletic activities have minimum standards. Eligibility to participate will be determined by the citizenship and academic grades of the term prior to the activity. Eligibility continues through each term that an activity is calendared. Minimum academic and citizenship grade requirements at Northridge High School are as follows:

<u>Activity</u>	<u>GPA</u>	<u>Citizenship</u>
Athletics	2.0 no more than 1 "F"	No Uncleared "U's
Additional Region Activities	2.0	No Uncleared "U's
Student body Officers	3.0	No Uncleared "U's
Class Officers	3.0	No Uncleared "U's
Cheerleaders	3.0	No Uncleared "U's
Drill Team	2.0	No Uncleared "U's
Dance Royalty	2.0	No Uncleared "U's
Out of State Travel Participants	2.0	No Uncleared "U's

- A grade of "I" is considered an "F" for purposes of determining eligibility.
- Participants must maintain a prior term G.P.A. of 2.0 or 3.0 in order to be eligible.
- Participants receiving a "U" will be ineligible to participate. Any "U's" received during any prior grading period must be made-up before the student can participate in any activity.
- Students are expected to be in all classes.
- Students may be ineligible to compete in the next event if truant.
- Participants must not possess, use, deliver, transfer, or sell alcohol, tobacco, or any controlled substance or have in their possession any drug paraphernalia. First time offenders will be suspended and be ineligible to participate in extra-curricular activities for the next two (2) games/events. Assessment and counseling will also be required. This applies at any time during the year. Subsequent violation of this provision will result in permanent ineligibility and possible exclusion for remainder of the school year.
- Students involved in music, drama, and forensic competitions; cheerleading; assemblies; class officer, drill team and out of state travel must meet the eligibility standards of their various programs. (See individual group constitution for their eligibility requirements).
- Northridge High School completely supports all rules established by the Utah High School Activities Association. Any exception to the eligibility rules must be made in writing as an appeal to the administration.

### Clubs

Students or school staff seeking authorization to establish a club at Northridge High shall prepare a club charter setting forth the name and purposes of the club, describing the types of activities in which club members may be engaged. Those limitations shall include prohibitions and requirements noted in District policy 4I-412. This charter and all supporting documentation must be submitted to the Student Body Officers for approval by the first of October EACH SCHOOL YEAR. Selection and appointment of club sponsors, supervisors, and monitors shall be the responsibility of the school principal. Persons who are not part of the school shall not be allowed access to clubs to direct, conduct, control, or regularly attend club meetings. The sponsor, supervisor, or monitor shall oversee club programs and activities to ensure compliance with the approved club charter and applicable laws and rules. Only approved clubs will have access to the, yearbook, bulletin boards, and public address system.

### Extracurricular Activity Policy

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

**Northridge High School, our students and athletes have a proud tradition of always conducting themselves with class and dignity. We compete hard in all that we do, but never lose sight of who we are. One of the six 'swords' of the "Knights Code" is RESPECT--"Create a sense of peace and community rather than hostility and antagonism. Treat others as you want to be treated. Be friendly and welcoming to all who enter our school. Respect others and yourself."**

Taunting, trash-talking, gloating, showboating, a lack of character and cheap shots have become all too common in sports. Some athletes take their own successes too seriously, they celebrate a goal with a prolonged victory dance or constantly brag about their abilities. This is the exact opposite of what sportsmanship is all about. Knights have "CLASS". Having class means not chanting outdated and overused phrases such as: "warm up the bus," "you got swatted", "who's your daddy". **We never point out any single player, or other fans with taunts, comments or organized cheers.** This kind of behavior might make you feel tough or that you are intimidating to an opponent, but keep in mind it can also cause us to lose the match. Plenty of games have been lost to penalties gathered from "unsportsmanlike conduct." Often your actions may motivate another player or opposing team to excel.

**Being disrespectful does nothing to help our team win.** We loudly, chaotically, fanatically, cheer and support OUR team. Good sportsmanship takes maturity and courage.

Sometimes it's hard to swallow your pride and walk on. It's pretty tough to lose, so it definitely doesn't help matters if someone continues taunting you or your team. When we win, we will be gracious and generous winners. When we do lose, don't take it out on an opponent, blame the officials, or blame the team. If we lose, lose with dignity. Cheer your teammates on with positive statements - and avoid trash-talking the other team. Acknowledge and applaud good plays, even when someone on the other team makes them.

In the Medieval Ages opposing soldiers would greet each other on the battlefield and "embrace them with a soldiers arm" (Henry IV, Shakespeare), they would respect their competitors. Let us always emulate Knights with class and character. Other schools may violate the Region or State policies, or demonstrate a lack of maturity and class...that is not an excuse for us to do so. We will always be fierce competitors, but never lower our standards. We will always do the right thing...We will not let others dictated our standards. We will always do what is right.

### **Dance Policy & Schedule**

Students are required to bring their student ID cards to all dances. If an ID card was forgotten, an Administrator will need to approve entrance to the dance and an extra \$2 fee will be required. The charge for admission for dances is determined by the organization sponsoring the dance, with administrative approval, up to a maximum of \$25.

"Slam-dancing", "moshing", "freaking", "suggestive dancing", or any other unacceptable student behavior will not be tolerated. No public display of affection is permitted. Canes or walking sticks are not allowed. Students wearing clothing that is determined to be too revealing or in-appropriate, **WILL NOT** be allowed. Any violations of these policies will result in removal from the dance. **NO REFUNDS – NO WARNINGS.**

A "guest" may be invited to each "dance." No junior high students or guests 21 and older. **GUESTS WITHOUT A VALID PICTURE ID WILL NOT BE ADMITTED.** "STOMPS" are for Northridge High Students Only.

Northridge Dances will be identified as 3 Star, 2 Star, or 1 Star

- 3 Star = Semi-formal Dance                      Maximum charge \$25 if off campus.

\*Tuxedo optional, Formal gowns optional, Corsages in order **(No levis, or t-shirts allowed)**

- 2 Star = Best Dress Dance                      Maximum charge \$20

\* Best dress for all participants, Tuxedo and formal attire *highly discouraged*, 1 Rose  
**(No levis, or t-shirts allowed)**

- 1 Star = Casual Attire Dance                      Maximum charge \$15

\* No flowers

The Northridge Community Council recommends that the dance be the focus for the day's activities. A meal and the cost for the dance should be the order. The extended activities, particularly those that incur added costs to the event, are discouraged.

Picture packets will be available at school dances. Picture packages range from \$15- \$25.

<b>Dance</b>	<b>Star</b>	<b>Date</b>	<b>Choice</b>	<b>Supervising Group</b>
Homecoming	2 Star	September, 15	Boy's Choice	Senior Class
Harvest Dance	1 Star	November, 3	Girl's Choice	Sophomore Class
Sweetheart	2 Star	February, 9	Girl's Choice	SBO's
Prom	3 Star	April 20	Boy's Choice	Junior Class
Sr. Cotillion	2 Star	May, 18	No dates Seniors only	Senior Class

## STUDENT SERVICES

### **Counseling: Personal Assistance**

In addition to being involved in guidance and planning, counselors also serve the developmental and emotional needs of young people. At Northridge High School our counselors know that a successful school experience requires healthy minds and bodies. Students involved in stressful situations, substance abuse, or the simple anxiety associated with growing up are welcome to drop by Student Services for appointments with their counselors at any time. In emergency situations, students may see a counselors without an appointment.

### **Lost & Found**

Lost and found articles will be held in the Main Office. Items not claimed in 90 days will be donated to charity.

## **Federal Compliance Information**

### **Accommodations for Individuals with Disabilities**

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and **Northridge High School** will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator **Julie Barlow (402-8500)**, their principal or supervisor. Or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Adam King (402-5180) for student accommodations. (TDD hearing impaired 402-5358)

### **Equal Educational & Employment Opportunity**

It is the policy of the Davis School District and **Northridge High School** to provide equal educational and employment opportunity for all individuals. Therefore, the District and **Northridge High School** prohibit all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status in its programs and activities, and provides equal access to the Boy Scouts and other youth groups. This policy extends to all aspects of the District's and **Northridge High School's** educational programs, as well as to the use of all District facilities, and participation in all District-sponsored activities.

### **Family Educational Rights & Privacy Act**

#### **Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their student's education records. These rights are: *Inspect and review all* of their student's education records maintained by the school within 45 days of a request for access. *Request* that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. *Provide consent* before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to: (a) school officials with legitimate educational interests; (b) other schools to which a student is transferring; (c) individuals who have obtained court orders or subpoenas; (d) persons who need to know in cases of health and safety emergencies; (e) juvenile justice system; (f) a State agency or organization that is legally responsible for the care and protection of the student; (g) specified officials for audit or evaluation purposes; or (h) organizations conducting studies for or on behalf of the District.

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

**Notice of Non-Discrimination**

Davis School District and Northridge High School do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or veteran status in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

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

Steven Baker, Associate Director Human Resources

**ADA (Employment Issues) Coordinator**

Davis School District

45 East State Street

P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5315

Midori Clough, District 504 Coordinator

**504 (Student Issues) Coordinator**

Davis School District

P.O. Box 588

70 East 100 North

Farmington, Utah 84025

Tel: (801) 402-5180

Bernardo Villar, Equity Director

**Title IX Compliance Coordinator****Race, Color, National Origin, Religion, or Gender in other than Athletic Programs**

Davis School District

P.O. Box 588

70 East 100 North

Farmington, Utah 84025

Tel: (801) 402-5319

Tim Best, Health Lifestyles Coordinator

**Title IX Compliance Coordinator****Gender Based Discrimination in Athletic Programming**

Davis School District

P.O. Box 588

70 East 100 North

Farmington, Utah 84025

Tel: (801) 402-5113

Scott Zigich, Director of Risk Management

**Physical Facilities Compliance Coordinator**

P.O. Box 588

20 North Main Street

Farmington, UT 84025

Tel: (801) 402-5307

**Parental Rights in Public Education**

The Davis School District and Northridge High School shall reasonably accommodate a parent's or guardian's:

- a. Written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- b. Written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. (Student agrees to make up course work for school days



missed for the scheduled absence).

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

Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or lesser degree than any other student. Reasonably accommodate for purposes of this section means the District or school shall make its best effort to enable a parent or guardian to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents or guardians; the educational needs of other students; the academic and behavioral impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school. The parental rights specified here do not include all the rights or accommodations available to parents or guardians from the public education system.

### **Religious Expression in Public Schools**

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

### **Rights Under the Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information. These include the right to:

*Consent* before students are required to participate in any survey, analysis, or evaluation that reveals information, whether personally identifiable or not, concerning the student's or any family member is:

- a. Political affiliations or beliefs;
- b. Mental or psychological problems;
- c. Sex behavior, orientations or attitudes;
- d. Illegal, anti-social, self-incrementing, or demeaning behavior;
- e. Critical appraisals of others with whom the student or family have close family relationships;
- f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- g. Religious practices, affiliations, or beliefs; or
- h. Income, other than as required by law to determine program eligibility

*Receive notice and an opportunity to opt a student out* of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.

*Inspect*, upon request and before administration or use of:

- a. Protected information surveys designed to be administered to students; and
- b. Instructional material used as part of the educational curriculum.

Davis School District has policies in place to protect student privacy as required by both State and Federal law.

**Northridge High School** will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities.

Parents who believe their rights have been violated may contact the school's administration or file a complaint  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
1-800-872-5327

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

### Fee Waiver

Fees may be charged for some classes or student activities as outlined; however, no student will be prohibited from participation solely because he/she may be unable to pay. When students or parents are unable to pay fees, the matter should be taken up with the school administration. Information is available in the main office.

### Parking Regulations

#### Decorating cars, writing or posting any item on cars is prohibited!

Students who wish to drive to school are welcome to park in the student parking lot in parking stalls after they have purchased a parking permit and display a parking decal as instructed. Students may not park in the numbered faculty/visitor parking lot, behind the school in all areas, in red zones, in handicapped stalls, in front of emergency access zones, in numbered stalls, in the bus loop or by the seminary. Students who park illegally will receive a citation the first time. Future violations may result in revocation of the parking permit, in impounded cars, and/or an administrative "U". The speed limit on campus is 10 miles per hour. Students must stop at all stop marks painted on the ground and where posted.

Parking fines are as follows

Fine for parking without a decal .....	\$15.00
Speeding or driving recklessly.....	\$15.00
Parking in restricted (red) zones, "reserved," visitor, numbered faculty spaces, or other designated areas requiring a special permit .....	\$15.00
Parking on snow banks or on curbs .....	\$15.00
Parking in handicap space .....	Police Citation
Late fee (after 7 days from citation date) .....	\$10.00

**Anyone parking in a Handicap Space or Red Zone is subject to Layton City Police Citation, which carries higher fines.**

### Sick Room

Students, who are ill, should check out through the Attendance Office. They may either leave the school or report to the sick room, located in student services, as the case requires. The school will notify parents/guardians if the student's illness persists.

### Student Directory Information

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

The Davis School District has designated the following information as directory information: 1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 5] parent email address 6) participation in officially recognized activities and sports, 7) weight and height of members of athletic teams, 8) degrees, honors, and awards received, 9) photograph, 10] most recent educational institution attended by the student. If you, as a parent, do not want **Northridge High School** to disclose directory information from your student's education records without your prior written consent, you must notify the school in writing annually. Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
(801) 872-5327

Informal inquiries may be sent to FPCO via the following email address: FERPA @ED.Gov  
Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

### **Scholarship Information**

Students interested in earning post-high school scholarships should keep in close contact with their counselors. All scholarship information are posted on the NHS website at [www.davis.k12.ut.us/nhs](http://www.davis.k12.ut.us/nhs). The deadlines come as early as November and most applications are due by February 1st of each school year.

### **Transcripts**

Transcripts of grades, attendance and citizenship reports are available in Student Services. Transcripts will be withheld if students have not cleared all fees and/or fines. An official transcript costs \$2.00 and an unofficial transcripts are at no cost. Please allow up to 48 hours turnaround time.

### **Yearbook**

**Senior Tributes.** Parents and guardians have the option of purchasing a Senior Tribute for their senior student. Sales for Senior Tributes will begin September 18, 2018. You will be uploading your own pictures, designing and creating the ad on the Herff-Jones ad website. The link will be on the school website beginning September 17<sup>th</sup>. There will also be a step-by-step instructional flyer on the website to help you. If you have questions or problems doing this, please email [jbanta@dsdmail.net](mailto:jbanta@dsdmail.net). All ads will be approved by yearbook staff before placement in the book. There are two sizes available for Senior Tributes. The sizes and costs are: 1/8 page for \$45 and 1/4 page for \$85. The payment will be done at the time of the ad design through the Herff Jones website. If you do not have access to a computer to design your ad, there will be a computer lab made available with yearbook staff to assist during Parent-Teacher Conferences in September.

**Yearbook Fees.** Prior to October 31<sup>st</sup> yearbooks are on sale for \$50.00. After October 31<sup>st</sup>, yearbooks will cost \$55. The final yearbook order will be placed on January 5<sup>th</sup>. Once the yearbooks are sold out, no more books will be ordered. NOTE: No refunds will be given **for any reason** after January 5<sup>th</sup>.

**Yearbook Photos.** Year photos are taken during the first weeks of school by Bell Photography. Retake pictures are taken approximately one month after the first picture day, and will replace the original image (if one was taken). After retakes, Bell Photography provides one image of each photographed student to the yearbook staff. These images are used in the first yearbook deadline, submitted at the end of October. Therefore, any pictures taken or submitted after this deadline may not be featured in the yearbook. For school pictures to be featured in the yearbook senior students will be photographed in graduation gowns. Junior and sophomore students will be required to follow the NHS dress code policy. No hats may be worn in yearbook photos. No props/costumes will be allowed in yearbook photos. Any students found not following these guidelines will be requested to take a compliant picture during retake day. It is the yearbook staff's goal to picture all students in the yearbook if possible and as a last attempt to include all students, images may be digitally altered to comply. If not possible, the image will not be included.

**YEARBOOK DISTRIBUTION:** Regular distribution of the Yearbooks will take place following the end-of-year assembly the day prior to graduation. All students will proceed to class after the assembly and be released by grade-level and class to line up outside the northwest cafeteria doors. There may be a chance for an early distribution time period for students. Information will be posted by May 1 regarding any change in distribution. **No yearbooks will be given out prior to the distribution days for any reason.**