

# NORTH DAVIS JUNIOR HIGH HOME OF THE NORSEMEN



## **75+ Years Strong**

*North Davis Junior High; School we all love.  
We'll fight for you. We'll shine for you,  
Just like the stars above! Rah! Rah! Rah!  
Stand by the green and gold.  
Strike up the band.*

*For, North Davis Junior High is the best in all the land!*

835 South State Street  
Clearfield, UT 84015  
(801) 402-6500  
Fax: (801) 402-6501

<https://northdavisjr.davis.k12.ut.us/>

Office Hours: 7:45 – 3:15

Tyler Poll, Principal  
Tim Allen, Assistant Principal  
Stacey Jackson, Assistant Principal  
Trent Brown, Dean of Students

## **USING THE STUDENT HANDBOOK**

This manual is not all inclusive, but simply intended to be an overview of school policies in order to help each student become academically and socially prepared for junior high. Parents and students should review this manual and become familiar with these policies and guidelines.

## TABLE OF CONTENTS

North Davis Junior High School Staff and Student Leaders .....	3
Davis School District Statement of Non-Discrimination/Privacy Acts .....	4
Family Educational Rights and Privacy Act .....	5
Parental Rights in Public Education.....	6
Religious Expression in Public Schools .....	6
Safe & Orderly Schools .....	7
Bullying and Harassment Policy .....	9
2019-20 Title I Parent and Family Engagement Policy (ESSA).....	10
2019-20 Title I School / Parent / Student Compact.....	11
Policies, Rules, and Procedures .....	12

### **STEPS TO ACCESS GRADES, HOMEWORK, AND STUDENT INFORMATION THROUGH THE INTERNET – myDSD**

1. Go to the Davis District Web site: [www.davis.k12.ut.us](http://www.davis.k12.ut.us).
2. In the upper right-hand corner hit “my.DSD”
3. Log in using your Username and Password OR create a new account by hitting the “Request a New Account” line. You will need to know your students’ ID # and students’ Pin #.
4. If you don’t know the Pin #, you can request your students’ Pin # as part of creating a new account and entering the requested information.
5. To see individual scores click on the class grade.
6. It is also possible to view your child's attendance, homework, transcripts, lunch accounts, etc.

## North Davis Junior High School Staff and Student Leaders

### Administration

Principal  
Assistant Principal  
Assistant Principal  
Dean of Students  
Expedition Program

Tyler Poll  
Tim Allen  
Stacey Jackson  
Trent Brown  
Trent Brown

Mr. Ellsworth  
Mr. Elmer  
Ms. Griffith  
Ms. Holgreen  
Mr. Hair  
Mr. Harvey  
Mr. Heward

Social Studies  
Math  
Science  
Science  
Social Studies  
Science

### Secretarial Staff

Head/Financial  
Attendance  
  
In-School Suspension

Jeanette Ellsworth  
April Thompson  
Sandra Owen  
Amanda Garza

Mr. Holtry  
Ms. Hoopes  
Mr. Hull  
Ms. Hutchinson  
Ms. Johnson  
Ms. Jones

Science  
P.E./Health  
CTE  
ROTC  
English/Health  
English

### Counseling Staff

A-G  
H-O  
P-Z  
Counseling Secretaries

Eric Bitton  
Kim Nielson  
Chelsea Nielsen  
Michelle Fredericks  
Michelle Hobbs

Mr. Lee  
Mr. McClure  
Ms. Meyer  
Ms. Mills  
Ms. Mittendorf  
Ms. Moss  
Mr. Mudrow

English  
Special Education  
Social Studies  
English  
CTE  
Special Education  
Special Education

### Custodial Staff

Head Custodian  
Assistant Custodian

Bryan McNally  
Yesenia Mendoza

Mr. Nielson  
Ms. Oberg  
Ms. Parmer  
Ms. Pullan

Special Education  
Math  
English  
English

### Cafeteria Staff

Manager

Shaunna Abbott

Ms. Purser  
Ms. Rawlings  
Ms. Riding  
Ms. Scott

Math  
Math  
Media Specialist  
Choir

### School Technology Specialist Resource Officer

Expedition Program Coordinator  
ESL Tutors

Aleesa Thomson  
Officer Hernandez  
Tory Johnson  
Ms. Sharpe  
Ms. Perez

Mr. Nielson  
Ms. Stuart  
Ms. Udy  
Ms. Warden  
Mrs. Young

Special Education  
English  
Math  
CTE

### Faculty and Staff

Ms. Arnold  
Ms. Baldwin  
Mr. Barker  
Ms. Bateman  
Ms. Bates  
Ms. Beecher  
Mr. Bernard  
Ms. Black  
Mr. Browning  
Mr. Burger  
Mr. Christensen  
Mr. Chowen  
Ms. Cutler  
Mr. K. Davis  
Mr. N. Davis  
Ms. Dodge  
Ms. Eisert

### Department

Math  
Orchestra  
Science  
Art  
Science  
English  
Math  
Special Education  
Spanish  
Band  
Math  
Special Education  
P.E.  
Math  
CTE  
CTE  
English

### Seminary

Kurt Hammond

801-774-2292

### Advisors and Coaches

Cheerleading  
Girls Who Code  
Latinos In Action  
Lego League  
National Academic League  
Student Government  
Yearbook  
Boys/Girls Basketball  
Boys/Girls Track  
  
Volleyball  
  
Wrestling

Ms. Rawlings  
Ms. Riding  
Mr. Brown  
Ms. Riding  
Mr. Bernard  
Ms. Warden  
Ms. Udy  
Coach Ellsworth  
Coach Chowen  
Coach Nielsen  
Coach Bateman  
Coach Purser  
Coach Holtry  
Coach Brown

# Davis School District Statement of Non-Discrimination/Privacy Acts

## Notice of Non-Discrimination

Davis School District and North Davis Junior 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

Dr. Bernardo Villar, Director of Equity

### **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

## 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 North Davis Junior High School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator Ms. Jackson (801-402-6500), their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, MiDori Clough (402-5180) for student accommodations. (TDD hearing impaired 801-402-5358)

# Family Educational Rights and Privacy Act

## Student Education Records

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

These rights are:

1. *Inspect and review* all of their student's education records maintained by the school within 45 days of a request for access.
2. *Request* that a school correct 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.)
3. *Provide consent* before the school discloses personally identifiable information (PII) 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 that have requested the records and in which the student seeks or intends to enroll or where student is already attending to which a student is transferring; or
  - 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; etc.
  - 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.

## 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 and awards received;
9. photograph; and
10. most recent educational institution attended by the student.

If you, as a parent, do not want North Davis Junior High School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually. 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.

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. 20202-5920  
1-800-872-5327

Informal inquires may be sent to FPCO via the following email address: FERPA @ ED.Gov

## Parental Rights in Public Education

The Davis School District and North Davis Junior High shall reasonably accommodate\*\* a parent's or guardian's:

1. 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.
2. Written request to excuse the student from attendance for a family event or visit to a health care provider, without obtaining a note from the provider. (*An excuse does not diminish expectations for the student's academic performance*).
3. Written request to place a student in a specialized class or an advanced course. (*In determining whether placement is reasonable, the District shall consider multiple academic data points*).
4. Request to excuse the student from taking a test that is administered statewide or the National Assessment of Educational Progress.
5. Initial selection of a teacher or request for a change of teacher.
6. Request to visit and observe any class the student attends.
7. 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.

### 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.

## 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:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas participate in any survey, analysis or evaluation that reveals information, whether personally identifiable or not, concerning the student's or any family member's:
  - a. Political affiliations or beliefs of the student or student's parent;
  - b. Mental or psychological problems of the student or student's family;
  - c. Sexual behavior, orientation or attitudes;
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - g. Religious practices, affiliations, or beliefs of the student or parents; 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:

1. Protected information surveys designed to be administered to students; and
2. 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. North Davis Junior High will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington D.C. 20202-5920  
1-800-872-5327

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

## **Safe & Orderly Schools**

It is the policy of the Davis School District and North Davis Junior High 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 a school disciplinary action as determined by school administrators, district disciplinary action as determined by the Department of Student Services Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

### **Weapons and Explosives (Automatic One Year Suspension)**

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, 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.

### **Drugs & Controlled Substances**

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of real, look-alike, or pretend illegal drugs or controlled substances, ( 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.

### **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, regardless of where the conduct occurs;
2. Committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic material on school property;
3. Engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang-related clothing or apparel, or soliciting others for membership in a gang.

### **Disruption of School Operations**

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 and clubs); or the use of foul, profane, vulgar, harassing or abusive language.

### **Due Process**

When a student is suspected of violating North Davis Junior High 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.

### **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/Harassment/Hazing**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, or discrimination of any school employee or student at school or school-related activity regardless of location or circumstance, including but not limited to bullying, hazing, or sexual, racial, ethnic, religious, or disability related harassment. North Davis Junior High's policy is outlined below or a copy may be obtained in the school office.

### **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 North Davis Junior High. Periodic general inspections of lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

### **Extracurricular Activities**

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

### **Compulsory Educational Requirements**

A parent or 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.



# Bullying and Harassment Policy

## Types of Bullying and Harassment

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, initiation, or discrimination of any school employee or student at school or school-related activity regard-less of location or circumstance, including but not limited to bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment.

1. **Cyber-Bullying** is the use of cell phones, instant messaging, e-mail, chat rooms or social networking sites to harass, threaten, or intimidate someone. The *National Crime Prevention Council* defines cyber-bullying as the process of using the internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person.
2. **Racial & Ethnic Harassment** includes, but is not limited to: racial name-calling, use of racial slurs, taunting, and wearing or displaying racially offensive symbols or messages.
3. **Inappropriate Conduct of a Sexual Nature and Sexual Harassment**, sexual harassment means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender-based harassment, whether initiated by students, school employees, or visitors. Examples of sexual harassment include, *but are not limited to* the following:
  - a. Sexual displays of affection;
  - b. Sexually explicit jokes, notes, pictures, ratings lists, rumors, and graffiti;
  - c. Catcalls and whistles;
  - d. Unwelcome and offensive touching;
  - e. Sexually suggestive dancing;
  - f. Sexually suggestive or degrading name-calling or gestures;
  - g. Profanity that is sexually suggestive, degrading, or based on stereotypes or preference;
  - h. Clothing with sexually obscene or explicit slogans or messages;
  - i. Possession or distribution of pornography (including sexually explicit Internet sites) of any kind; and
  - j. Harassment through phones, computers or email (see *cyber-bullying* above.)

No form of sexual harassment by students, school employees, or visitors shall be tolerated. If this happens, immediately tell the person that their behavior is unwelcome and to stop. Victims of sexual harassment and persons with knowledge of sexual harassment are required to report the harassment immediately. Any criminal violation will be reported to the proper legal authorities. All complainants have the right to be free from retaliation of any kind. Retaliation will result in referral to our School Police Resource Officer.

## Response to Bullying and Harassment

Do not ignore harassment to you or others! If you feel you or someone else is being harassed or bullied, take charge by saying, I do not like it when you are harassing me and I want you to stop. If they harass/bully you again, explain that you will report it to a teacher or an administrator and tell a teacher or administrator immediately.

## What Happens If Someone Bullies or Harasses Others

If the bullying and harassment is major, such as sexual or violent, you need to report it immediately. Consequences for this type of harassment would automatically fall under level three consequences (see discipline policy below). Those observing another person being bullied or harassed are asked to report it to a trusted adult at North Davis Junior High. Parents, if you have concerns that your student is being bullied or harassed, please **contact a school administrator 801-402-6500**.

**North Davis Jr. High**  
Parent and Engagement Policy (U.S.C. 6318)  
2019-2020

North Davis Jr. High regards parental involvement vital to the academic success of students. Parents are the primary teachers of their student and are partners with the school in helping them achieve academic success.

**North Davis Jr. High will inform parents of the school's participation in Title I by:**

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

**North Davis Jr. High will provide program information and assistance, as appropriate, to parents on academic standards, assessments, and achievement levels by:**

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

**North Davis Jr. High will provide materials and training to help parents work with their student by:**

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

**North Davis Jr. High will educate teachers and staff on effective ways to communicate with and reach out to parents by:**

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

**North Davis Jr. High will coordinate with other Federal, State and local programs that encourage and support parents in educating their student by:**

- Providing information on Wasatch Community Center, Davis Technical College (DTC), etc., and
- Providing classes and services as needed from Family Services to assist students and families.

**North Davis Jr. High will ensure that the policy and information related to school programs, meetings, and activities is sent home in a format and, to the extent practicable, language the parents can understand by:**

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

**North Davis Jr. High will provide support for reasonable activities parents may request.**

**North Davis Jr. High  
School – Home Compact  
2019-2020**

**North Davis Jr. High, in conjunction with parents and students, have developed this compact to improve academic achievement and promote student success.**

**North Davis Jr. High faculty and staff will provide quality instruction in an effective learning environment by:**

- Providing quality engaging curriculum and instruction on academic standards in a supportive learning environment,
- Sending progress reports home four times per year,
- Providing reasonable access to faculty and engaging in meaningful communication by written notes, email, or phone,
- Providing timely and meaningful feedback on assignments and homework,
- Communicating with parents throughout the year to enhance student learning,
- Providing opportunities for students to have questions answered and be tutored, and
- Providing opportunities and guidelines for parents to participate in decision making, observe, or volunteer.

**As the parents of a student at North Davis Jr. High, we will be supportive of their learning by:**

- Ensuring consistent and punctual school attendance,
- Communicating with teachers and attending conferences,
- Establishing, reviewing and supporting the academic goals of my student,
- Participating in activities, committees or volunteering when possible, and
- Establishing a place free of distractions for completion of homework and study.

**As a student of North Davis Jr. High, I will take responsibility for my academic success by:**

- Arriving on time and ready to learn,
- Listening, participating, initiating assistance and attending tutoring,
- Respecting myself, other students, adults, and their property,
- Spending the time necessary to complete and return all homework and study, and
- Having a positive attitude and growth mindset.

**Teacher Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Policies, Rules, and Procedures**

### **Accidents**

Every accident that occurs in the school building or on the school grounds should be reported to the main office as soon as possible.

### **Address Change**

When a student's home address or contact telephone number changes, a parent/guardian should notify the main office as soon as possible.

### **Academic Flex Period**

Academic Flex Period is held once a week, on Thursdays. This time is provided for 50 minutes and held after 5<sup>th</sup>/10<sup>th</sup> period. During 5<sup>th</sup>/10<sup>th</sup> Period, on Thursday, students will be given their daily grade report. This is their "ticket" to get in to either Intervention or Enrichment class. If students have a failing, an incomplete grade, or have been flagged in any class, they will be going to an Intervention class with that teacher. Students who have no failing grades, no incomplete assignments, or have not been flagged will be allowed to choose an Enrichment class. Intervention classes are used to give students the additional time and support needed to be successful in school. Students must be in an intervention or enrichment classroom during this time and will receive a truancy citation for non-attendance. If students still need more time to make-up work or learn new information they may attend after-school tutoring, Mondays thru Thursdays. For more information about tutoring please call the counseling center at (801) 402-6507.

### **After-School Program**

The EXPEDITION Program (formerly Program CARE) is a before and after school program at North Davis Junior High. The EXPEDITION program offers both academic and enrichment activities through the collaboration of many community agencies. Please call Mr. Brown for additional information about this program at (801) 402-6500.

### **Attendance**

The Davis School District Board of Education, following the Utah Compulsory Attendance Law, requires parents to have their children, between the ages of 6 and 18 years, attend school every day in order to receive maximum benefit from their education. ***North Davis Junior High is a closed campus. Students will not be permitted to leave the campus or loiter out front during the school day. Students are to remain on campus during the entire school day unless properly checked out by a legal guardian or person appointed by the guardian.***

**Checking In:** Any student who arrives at school late must check in at the front office to pick up a note that will admit them to class. This note will not excuse their tardy. The tardy or absence will be unexcused unless properly excused with a legitimate reason. Students who fail to check in and pick up an "Admit to Class" note may be cited as truant. In addition, students who have established a pattern of arriving to school late may be issued truancy citations.

**Checking Out:** For the safety and protection of students, checkout or release from school requires a parent/guardian to come into the main office with identification. The administration cannot authorize the dismissal of a student to an adult or older brother/sister who is not listed on the student's emergency card without prior approval from a parent. Students will not be permitted to leave unless properly checked out. Students who leave campus without checking out will be marked truant and will be issued a truancy citation.

**Excusing Absences:** For educational and safety reasons, parent/guardian notice is required for any absence. Students are considered absent if they miss 15 minutes or more of class time. If a student's absence is not cleared by a parent/doctor within 5 school days, then it will move to truancy. The student will be marked excused when absence is verified. Call-outs go out every night if a student has been marked absent for 1 or more periods in a day. Parent/guardian must clear absences immediately with the office. They can send in a note with a student, email Ms. Thompson (aphompson@dmail.net) or call (801-402-6500) to clear absences. ***Excused absence guidelines established by Utah State Legislature/Board policy includes: illness, medical or dental appointments; death and funeral services of a family member; occasional home or personal emergency, verified by parent/guardian; extreme hardship; and education tours, family vacations, school field trips or activities.***

**Excessive Excused Absences:** Students having excessive excused absences may require written documentation from physician or parent.

**High Absenteeism:** If a student is absent for 10 consecutive days without any contact with the school, a registered letter will be sent to the parent notifying them that their student will be withdrawn by a certain date if no contact is made with the school. A school administrator must be contacted prior to re-enrolling a student. **Please refer to the NDJH Attendance Policy.**

**Pre-Arranged Absence:** According to Davis County School Board policy, students may miss school only in the case of family emergencies, illnesses, or extreme extenuating circumstances. Students who miss school for scheduled hospitalization, family trips, etc. that cannot be arranged at more appropriate times should contact the main office.

### **Attendance Policy**

Parents/guardians are required by state law to insure that their students attend school regularly. Students are expected to attend classes, on time, every school day from 8:10 a.m. to 2:55 p.m. (8:10 - 2:00 p.m. on Fridays).

The goal of North Davis Junior High School is to have each student attend school at least 95% of the 180 school days. **Each student should miss no more than 9 days in a school year.** Students identified as chronically absent will be contacted to resolve the matter. Attendance interventions may include a tracker, home visit, parent/administrator/SRO meeting, and/or referral to the appropriate district or state agency.

In coordination with the District's School Attendance and Truancy Intervention Policy, teachers shall consider attendance in determining a student's citizenship grade. Three unexcused absences within one term are considered excessive and may result in a student receiving a "U" citizenship grade.

### **Bus Use**

Students who live more than two miles from the school are generally eligible for bus transportation. Eligibility is determined by the Davis School District Transportation Department (801-402-7500). In order to maintain the privilege to ride the bus, students are expected to follow all the bus rules and regulations as outlined in the registration pamphlet, given to each student prior to registration for school. Improper conduct on the bus may result in denial of bus privileges.

### **Changes to Personal Information**

Current demographic information is critical for student safety. A parent/guardian must notify the school office immediately of all changes in work, home, or "emergency contact" information.

### **Citizenship Credit Policy**

High School Graduation requirements in the Davis School District include satisfactory citizenship grades and adherence to the rules and policies of the school. An Unsatisfactory Citizenship Grade (a "U") can result from an uncorrected series of negative behaviors, attendance problems, tardiness, one serious incident of negative behavior, or a combination of these behaviors. Failure to earn the required citizenship credits during 9th through 12th grades shall result in withholding the high school graduation certificate. All 9th graders who receive Unsatisfactory citizenship grades or "U's" shall lose 0.25 citizenship credits (loss of 0.25 per U earned). Students may earn make-up citizenship credit. Contact the main office for options to recover lost credit. We encourage parents to assist their student to make up any lost citizenship credit as soon as it is received, so it doesn't become a problem at the time of graduation.

### **Creating a False Emergency**

Any student who creates a false emergency by setting off the fire alarm, creating a false SafeUT tip, calling 911, etc. is violating the law and will be suspended from school and/or referred to juvenile court. A referral to the district for expulsion may also be given.

### **Discipline**

North Davis Jr. High takes pride in being a school that focuses on character education as well as academics. All teachers are responsible for putting in place classroom management procedures that will enhance the opportunity for learning to take place for all students.

### **Interventions**

The following classroom interventions will be used to correct student behavior:

1. Warning-Verbal Correction (Teacher documents incident in intervention screen of Encore)
2. Student Conference (Teacher documents incident in intervention screen of Encore)
3. Parent Contact (Teacher documents parent contact in intervention screen of Encore)
4. Office Referral (Administration documents in the discipline screen of Encore)
5. Parent, Student, Teacher, and Administration Meeting – possible behavior contract (Administration documents intervention in the discipline screen of Encore)

Note: Teachers are not limited to, nor required to use all steps, before writing a discipline referral

**A NDJH violation occurs when students do not follow school or classroom rules. The following may occur:**

Level 1 Behaviors/Offenses	Level 1 Consequences
Bullying, violation of classroom rules, inappropriate school behavior, and/or school policy violation. May include, but is not limited to, the following: Non-compliance Public Display of Affection (PDA) Dress Code Violation Cell Phone/Electronics Lunchroom/Assembly/Media Center/Bus Misbehavior Pushing/kicking/hitting/spitting/horseplay Hall disturbance/no hall pass Gossiping/spreading rumors Embarrassing/deceiving/playing a dirty trick on someone Mocking/mimicking Name-calling Dirty looks Taunting Threatening to reveal personal information Publicly challenging someone to do something	Parent will be contacted + any of the following consequences: <ul style="list-style-type: none"> <li>• 10-30 discipline points</li> <li>• Student may be required to make verbal amends</li> <li>• Student may be required to make written amends</li> <li>• Policy Review of rules/expectations</li> <li>• Parent meeting and possible Behavior Contract</li> </ul>

Level 2 Behaviors/Offenses	Level 2 Consequences
Bullying, defiance of faculty/staff, violation of ethics (i.e. cheating, etc.). May include, but is not limited to, the following: Continued Level 1 Behaviors/Offenses Truancy Harassment Vandalism Continued Classroom Disruptions Substitute Teacher Disruption Cheating/Plagiarism Defacing property/graffiti Stealing Demeaning acts that are not physically harmful Locking someone in a closed or confined space Ethnic/Ethnic slurs Setting someone up to take blame Public humiliation Excluding someone from peer group activities Teasing about appearance or possessions Intimidating telephone calls & text messages Extortion Sexual or racial taunting Intimidating on Facebook, Instagram, Twitter, Email, etc.	Parent will be contacted + any of the following consequences: <ul style="list-style-type: none"> <li>• 15-30 discipline points</li> <li>• Office Referral</li> <li>• Letter sent home</li> <li>• Loss of privileges, which may include computer use, sports participation (in or out of season), school activities (assemblies, dances, fieldtrips, incentive activities, year-end activities, etc.)</li> <li>• Lunch Detention, in-school suspension (ISS), and/or out-of-school suspension (OSS)</li> <li>• Shortened Schedule / Alternative Schedule</li> <li>• Administrative "U"</li> <li>• Local Case Management Referral</li> <li>• Possible District Case Management Referral</li> </ul> Making amends: <ul style="list-style-type: none"> <li>• Repairing/cleaning/replacing an item</li> <li>• Written/verbal amends</li> <li>• School/community service</li> </ul>

Level 3 Behaviors/Offenses	Level 3 Consequences
Bullying, violation of the law, safe school violation. May include, but is not limited to, the following: Continued Level 2 Behaviors/Offenses Serious misbehavior that is deemed to be a particularly egregious or dangerous Violation of the District Safe Schools Policy Arson, matches, lighters Fighting/promoting a fight Physical violence/inflicting bodily harm Threatening with a weapon Malicious exclusion or rumor-mongering Manipulating the social order to isolate or marginalize someone Sexting Terroristic threats (verbal or written) Verbal and/or written threats of aggression or substantial risk Violence and/or destruction of possessions Coercion or threats of using coercion against family or friends	Required parent conference with principal + any of the following consequences: <ul style="list-style-type: none"> <li>• 30-50 discipline points</li> <li>• Small-group or one-on-one intervention sessions (may include parents, administrators, counselors, teacher)</li> <li>• Referral to District Case Management</li> <li>• Short-term suspension- 3 days</li> <li>• Long-term suspension- 4+ days</li> <li>• Shortened Schedule / Alternative Schedule</li> <li>• Administrative "U"</li> <li>• No Contact Contract</li> <li>• Behavior Contract</li> <li>• Possible Expulsion</li> <li>• Possible Referral to Law Enforcement</li> </ul>

**Level One and Two behaviors/offenses may be handled by a teacher/counselor or an administrator.  
 Continued Level One, Two and Three behaviors/offenses will be handled by the teacher and/or administration.  
 Criminal behavior will be referred to law enforcement for further action.**

\*In-school suspension (ISS) is an administrative intervention used to encourage students to improve behavior and/or grades. Students in ISS study under the direction of the ISS supervisor.

\*Having 75 or more discipline points will result in student suspension the last week of the school year.

## **How Points may be Reduced and/or Cleared**

15 school days without incident	Student receives 50% reduction
30 school days without incident	Student receives 100% reduction

### **Dress Code**

All students are expected to take pride in their appearance and to dress and groom in a manner that will not disrupt the instructional climate at North Davis Jr. High. The Davis School District recognizes that dress and grooming affect student behavior and safety. Students, parents and staff are expected to adhere to these dress standards and those who violate these standards will not be allowed to attend class or activities until standards are followed.

The NDJH Administration recognizes the importance of school, parent, and student collaboration in encouraging students to attend school dressed in a neat, clean, safe and modest manner. If any clarification is necessary, please contact an administrator at 801-402-6500.

### **Please be aware of the following dress code when purchasing clothing for students at North Davis Jr. High.**

#### **Accessories**

- Any accessory which may be considered a risk to the health or safety of others, or a distraction to the educational process, may not be worn.
- Chains or spikes on wallets, bracelets, chokers, etc. are prohibited.
- Belts, bracelets, earrings, purses, necklaces, etc. with sexual connotation are prohibited.
- Sunglasses may not be worn in the school building, unless diagnosed by a doctor.
- Contact lenses that obscure the natural eye are prohibited.

#### **Body Piercings and Tattoos**

- Body piercing(s) may not distract from learning or inhibit safety.
- No distracting or inappropriate visible tattoos are allowed.

#### **Cosmetics/Body Paint**

- Extreme or excessive cosmetics, body paint, or ink/marker is prohibited at school.

#### **Hair**

- Hair should be clean and well-groomed.
- Extreme and disruptive hairstyles are not allowed.

#### **Head Gear**

- Hats, visors, and hoods are not to be worn inside the building.

#### **Pants, Skirts, Shorts**

- Underwear (or private body parts) should not be visible at any time.
- Pants should be within 2 inches of the natural waist and not be excessively baggy, sagging, or tight and revealing.
- The acceptable length for shorts and skirts is no more than 4" above the knee cap.
- Excessive rips, frays, or holes in pants 4" above the knee will not be permitted.

#### **School Appropriate Clothing**

- Clothing must not display obscene, vulgar, lewd, sexually explicit messages or advertise illegal substances.
- Clothing which displays obscene or sexually explicit words, pictures, slogans, and messages is prohibited.
- Gang attire, defined by the police and/or Davis School District, is prohibited.
- Pajamas and slippers are prohibited.

#### **Shirts, Blouses, Dresses**

- Shirts and blouses must have sleeves that extend to the end of the shoulder.
- They must be long enough to cover the midriff and may not be see-through.
- Necklines must not be low cut or revealing.
- Bare backs, visible bra straps, and uncovered shoulders or torsos are not permissible.

#### **Shoes**

- Shoes are to be worn at all times.

- Skate-shoes (shoes with wheels) may not be worn.

### **Electronics Policy**

“Electronic device” means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including: (1) a smart phone; (2) a smart or electronic watch; (3) a tablet; or (4) a virtual reality device.

“District-owned electronic device” means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is identified as being owned, provided, issued or lent by the District to a student or employee.

“Privately-owned electronic device” means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by the District to a student or employee.

- Students may use electronic devices before school, during passing periods, at lunch, and after school.
- Electronic devices shall not be visible or heard in the classroom unless stated otherwise by the classroom teacher.
- Electronic devices used at school must not be heard by other students. Headphones are an appropriate alternative.

### **Consequences for Using Electronic Device during Class without Permission**

1<sup>st</sup> offense: Student will be able to pick the electronic device up from the office after school.

2<sup>nd</sup> offense: Student will receive discipline points and a parent will need to pick up the electronic device from the office after school.

3<sup>rd</sup> offense: Student will receive discipline points. Parent/guardian must pick the electronic device up from an administrator/the office after school. School will hold the device for 3 school days.

4<sup>th</sup> offense: Student will have lunch detention, the electronic device will be held for three school days and a parent/guardian must pick the device up from an administrator after the three school days.

5<sup>th</sup> offense: Student will be placed in I.S.S. for the rest of the day and the electronic device will be held for six school days and parent/guardian must pick the device up from an administrator after the sixth day.

- Any electronic device used in a safe school violation (i.e. bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guests; or violates local, state, or federal laws) will be confiscated and given to a parent or guardian. Additionally, students are prohibited/restricted from unauthorized use that would cause invasions of reasonable expectations of student and employee privacy.
- Students who refuse to give any electronic device to an adult when asked will be suspended for the rest of the day, and the device may be searched.
- Students are required to follow the Davis School District Acceptable Use Agreement with any electronic device used at school or any electronic device provided by the school. This agreement is signed by each student and can be found at <https://www.davis.k12.ut.us/domain/106>
- Parents/guardians that need to contact their student at school may call the main office anytime and a message will be delivered to their student as soon as possible. Parents please help us by not calling or texting your student at school.
- The digital contents of electronic devices entering North Davis Jr. High School are subject to be searched by school administration based on the “reasonable suspicion” standard.
- District-Owned Electronic Devices: Students will have access to an electronic device that they will be able to use, as designated by the teacher, during the school day in most classrooms. North Davis junior high is trying to take our school technology from a tool substitution (calculator, dictionary) to technology that allows students and teachers to redesign assignments and assessments and ultimately create new types of assignments that were previously inconceivable. Thus allowing our students to be ready for the 21st century job market.



- Exceptions may be granted for special circumstances, health-related reasons, use consistent with a current and valid IEP, 504, or in an emergency situation.
- Students may report violations of the electronics policy to any school personnel.

### **Eligibility Standards**

Participation in athletics, cheerleading, student government, student clubs, intermural sports, 9<sup>th</sup> grade honors night, and other extra-curricular activities is not a constitutionally protected civil right. **Therefore, students who are truant, suspended, transferred to an alternative placement, expelled, or excluded from school for any reason; may lose the privilege of participation in all extra-curricular activities during the period of discipline. They may not be afforded due process procedures to challenge the denial of participation, as well.**

Participants may 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 ineligible to participate in extra-curricular activities for a minimum of two (2) games/events. Assessment and counseling will be required. Students will not be allowed to resume participation until he/she has met all school and district mandates. This applies at any time during the school year. Subsequent violations of this provision will result in permanent ineligibility and possible exclusion for remainder of the school year.

Prior to trying out for a school team (athletics and cheerleading) or running for an elected student body office, and during participation a student must meet the following criteria:

- Athletic teams: a GPA of 2.0, with no more than one “F” or “U”.**
- Cheerleaders: a GPA of 3.0, no “F” or “U” grades, no more than two “N” grades.**
- Officers: a GPA of 3.0, no “F” or “U” grades, no more than two “N” grades.**

### **Emergency Evacuation Plan**

North Davis Junior High has formulated an emergency evacuation plan. In the event of an actual emergency, when the school building is determined to be unsafe, you are to pick up your student at alternate locations as explained below:

1. Students will meet on the east athletic field, behind the school, where they will remain unless it is deemed dangerous to do so.
2. If they cannot remain in the athletic field, the students will be escorted to an alternate site, which may be Clearfield High School, South Clearfield Elementary, the L.D.S. Church Meetinghouse (800 East & 600 South) or the Clearfield City Park (800 East and 600 South.)
3. Students will stay at these sites until they are either released to a responsible adult, advised by a parent/guardian to walk home, or transported to their normal bus stops, if buses are available.

You will be notified of any evacuation by telephone or by the local news media, usually KSL Radio (1160) or T.V. Please remember to go to the locations listed above to pick up your student.

### **Extra-Curricular Activities**

North Davis Jr. High offers a variety of specialty programs, clubs, and activities to enhance the students' educational experience. All Norsemen are encouraged to participate in any and all of the groups that they are interested in, or for which they qualify. Visit our school calendar on the website, or contact the counseling center, for a listing of extra-curricular activity dates/times at NDJH.

### **Fighting**

Participating in or encouraging a fight (including filming the fight) is not allowed and will lead to administrative suspension, and/or police action. Students should avoid fighting at all costs and report potential fights to any school personnel.

### **Grades, Grading Periods, Report Cards**

Report Cards and Mid-Term Notices will be available online (myDSD) and may be printed by the counseling center upon request from a parent/guardian. Please refer to the yearly calendar and make note of the dates when Mid-term and Term End report cards will be available online. Parents are encouraged to frequently monitor students' progress with the teachers, or through the internet. Permanent academic and citizenship records are recorded by terms only. Progress Reports are given to students each week during flex time.

### **Hall Pass**

A hall pass must be used/worn whenever a student is out of class, including the beginning minutes of the class; the student is to receive a written hall pass from that period's teacher before leaving the classroom for any reason, including going to the office, the restroom, to use the phone, etc.

### **Honor Rolls**

Honor recognition will be determined by the student having achieved a grade point average of at least 3.50 for honor roll and 3.75 or above for high honor roll. The grade point average (GPA) is based on the scale below:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.4	D+	1.4
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.4	F	0.0

### **Home and Hospital Program**

The Home/Hospital Teacher program is handled through the Attendance Office and Administration. If a student will be absent for a minimum of 10 consecutive days due to medical reasons, parents should notify the school immediately to complete a Home Hospital Application. The completed form, along with a doctor's statement, will then be sent to the Davis School District Student Services for consideration.

### **Lockers**

School-owned lockers are available for school supplies and limited personal belongings, and may be inspected at any time. Valuables, such as money, cell phones, and other electronic devices, are not to be put into lockers. The school is not responsible for lost or stolen articles. Locker assignments are made according to gender. Lockers are assigned by the computer. Locker combinations or locker space should not be shared with anyone. The lockers are too small for more than one person's belongings.

### **Lunch and Learn**

Lunch and Learn is an academic intervention where students work with teachers and mentors during a portion of their lunch period to complete assignments, quizzes, tests, etc. Students are referred by their classroom teacher and/or data indicating that a student is failing one or more classes (participation is not optional and a student may receive a truancy for nonattendance). Students will receive their Lunch and Learn invitation in their class prior to lunch. Students are to report directly to Lunch and Learn during their lunch period where they will work for approximately 15 minutes and are then excused for lunch (the cafeteria staff are available and waiting to serve Lunch and Learn students). The mentor is responsible for sending invitations to students, checking attendance, and working with counselors and administration when students choose not to attend.

### **Meals (School Lunch/Breakfast)**

Lunches are sold in the cafeteria by the lunch manager. Parents can either send money to school for lunch or pay online @ my.DSD. Those students who qualify for free or reduced price lunches must file the appropriate federal form online @ my.DSD or with the lunch manger. Students use their student id# for their lunch number. Students eating lunch are allowed in the school cafeteria when breakfast and lunch is being served. Only one meal is given per person and meals cannot be shared. Students may bring their lunch from home and eat in the cafeteria. Vending machines are available, before and after school, as well as during the lunch periods. All food must remain in designated areas.

### **Media Center/Library Policies & Procedures**

#### **Norseman Nook Library Guidelines & Procedures**

**Hours: Students are encouraged to visit the library often.**

- Monday through Thursday 7:50 a.m. to 3:10 p.m.
- Friday 7:50 a.m. to 2:00 p.m.
- Open during Flex to students with enrichment tickets.
- Open during lunch, unless reserved for a class or testing.
- Students are welcome during class times with a hall pass.

**Expectations: All students are welcome in the Norseman Nook.**

- Appropriate behavior and voices are expected upon entering.
- Respect other patrons and library materials.

- Food and drink are allowed only during special functions in designated areas.
- Permission from the librarian is necessary before using computers in the media center.
- Computer use will be denied to students who do not follow the Davis District Acceptable Use Agreement.

**Checking out Materials: *The library catalog is available online.***

- Books are checked out for three weeks, 15 school days, with a 7 day grace period.
- Books may be renewed if no other students are on hold for the book.
- Textbooks are checked out for one day.
- Students are responsible for all materials checked out to their student ID number.
- Ebooks may be checked out using a computer or mobile device and will automatically expire after three weeks.
- Students may view their library accounts using the Destiny Discover app or the Destiny website to see all materials checked out, due dates, and fines due.

**Overdue Materials: *Patrons should consult the school librarian with questions.***

- A late fine of \$0.25 per school day, per item will accumulate until the book is returned.
- When the book or textbook is overdue for 20+ school days it will be marked lost, and the full cost of the book will be charged.
- When a lost book is returned to the library in useable condition, during the same school year, the cost of the book is credited, and a \$5.00 overdue fine is assessed.
- Damaged items will be charged for the necessary repairs, or if no longer useable, for the full cost of the materials.
- As a courtesy, overdue notices will be emailed to student school email addresses on a regular basis.
- Fines may be viewed on the Destiny Discover app or my.DSD; and paid using my.DSD or in the office.

**Parent-Teacher Communication**

Parent contact is encouraged either by phone or e-mail. Conferences can be arranged directly with a teacher, through the counseling center, or can be facilitated by a school administrator. Teachers will not be called out of class for conferences or phone calls, except for emergencies. Parents may not go directly to a classroom; all visitors must report to the office when entering campus. Parents need to make arrangements ahead of time, if they want to visit a classroom with their student. Parents need to follow dress code for North Davis Junior High when visiting classrooms.

**Parent-Teacher Conferences**

The Parent/Student/Teacher Conferences (3 during the year) are held in the Commons/Cafeteria area. They are open-house style; dates and times are available on the school website or by calling the front office at (801) 402-6500.

**Payment Policies**

Cash, checks, online payments, and/or credit cards are accepted for school purchases and fees. A 3.5% charge will be added to credit card transactions. A \$20.00 service charge will be charged on all returned checks, which will be collected by Bonneville Collection/Recovery Services. Any charges incurred during the collection process (Including 20% collection fee) are the sole responsibility of the parent/guardian. All fees should be paid immediately and will be referred to collections if not paid by the end of the school year.

**Public Displays of Affection**

Students must not engage in kissing, cuddling, hand-holding, hugging, or other acts of affection on school grounds or at school sponsored activities.

**Schedule Changes**

Schedule change requests that involve moving from one class to the same class taught by another teacher will not be granted. Should problems with a specific teacher arise, please discuss them with a member of the administration. Other schedule changes (moving from one class to a different class after initial registration) will cost \$10.00 per class, except in the case of computer error or teacher/administration recommendation. Please see the school calendar for schedule change/correction days.

**Tardy/Truancy Policy**

**Students are expected to be on time to class, prepared and ready to work when the tardy bell rings. There is a 4 minute passing period between each class. Music begins playing 1 minute before and ends 20 seconds prior to the tardy bell ringing.**

- Any student not in the classroom before the doors are closed is considered tardy (a teacher may determine if a student needs to be in their seat at the time the bell rings to be considered on time).
- Students reporting to school more than 20 minutes late must check in with the front office.
- Excessive unexcused and excused check-ins will be addressed by the administration.
- A "U" citizenship grade shall result from excessive tardies. FOUR (4) tardies per term in any given class are considered excessive. A teacher may (but is not required to) allow make-up for tardies.

A "tardy problem" constitutes 3 or more tardies in one week. Consequences for unexcused tardies include the following:

# of weeks with a tardy problem	Consequences	Student Referred To
1 week	Student is warned, reads and signs the tardy policy showing they understand what is expected of them.	Ms. Garza
2 weeks	Student phone call to parent(s). Parent is notified that the next tardy will require a parent/guardian to sign an attendance contract. Review Citizenship "U" policy/extra-curricular eligibility.	Ms. Garza
3 weeks	Parent is required to sign a contract regarding tardy/lateness to school. Student serves 1, 30 minute, lunch detention if parent does not sign and return contract within 2 school days. Review Citizenship "U" policy/extra-curricular eligibility.	Ms. Garza/ Counselor
4 weeks	Parent is contacted and student is assigned 1 lunch detention. Review Citizenship "U" policy/extra-curricular eligibility.	Ms. Garza/ Attendance Tracker
5/6 weeks	Parent is contacted and student is assigned 2, 30 minute, lunch detentions and is given an administrative "U" making him/her ineligible to participate in extra-curricular activities.	Administration
7/8 weeks	Parent, Student, Administration meeting. Student is given 3 lunch detentions.	Administration
9+ weeks	Parent is contacted and student assigned to ISS for the day.	Mrs. Garza
<b>Single Class Truant</b>	<b>Time for Time:</b> 2, 30 minute, lunch detentions for every class missed. Parent is contacted via email with truancy citation/fine (student receives copy). Discipline points given.	Attendance
<b>All Day Truant</b>	Parent is contacted via email with truancy citation/fine (student receives copy). <b>Time for Time</b> consequence will include 5 consecutive days of lunch detention. Discipline points given.	Ms. Garza
<b>Continued Truant</b>	Referral to Attendance Tracker and District Student Services Case Management Team.	Administration

### Telephone

- The telephone at the attendance window is for official school business with limited access to students during school hours only when a student is ill or has an emergency.
- Teachers and students are called to the phone for emergencies only. Messages from a parent/ guardian will be taken in all other instances.
- Students may have cell phones at school, but they may only be used during approved times (see NDJH Electronics Policy).

### Textbooks /Computers/Other Materials

All school texts, computers, and other materials are loaned to students for their use during the school year. Items assigned to students are expected to be returned in good condition; damage or loss will result in a fine which will need to be paid before the end of the school year.

### Title 1 School

North Davis Jr. High is a Title I school. The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. A copy of the parent policy is included in this handbook and is available online. Parents will also be required to review and sign the School/Parent/Student compact.

### Truancy

Students are considered truant when they are out of class, or out of school without an official excuse. Disciplinary consequences for truancy include a truancy citation, 30 disciplinary points, and parent notification (a copy of the citation is either emailed or mailed to the economic guardian). See Tardy/Truancy Policy table above for further consequences. Truancy citations are issued according to the following schedule:

<u>Citation</u>	<u>Fine</u>
1st	Warning
2nd	\$10.00
3rd	\$15.00
4th	\$20.00
5 <sup>th</sup> +	\$25.00

*Teachers are not obligated* to allow students to make-up assignments or tests that have been missed due to truancy. Students who are truant may be assigned a “U” in citizenship in the class or classes from which they are truant.

### **Valuables**

DO NOT BRING VALUABLES TO SCHOOL. Students are cautioned to NOT bring money or valuables to school. The best way to protect your belongings from theft is to leave your electronic devices, cell phones, game devices, etc. at home.

### **Visitors**

All visitors MUST check in at the main office, or they may cited for trespassing.

### **Withdrawal (Moving) From School**

Prior to moving from the area, the parents must notify the school of the last day the student will be attending school, so that the student can return all books and receive the necessary withdrawal papers. All fines must be paid or cleared at the time of withdrawal from school.

### **Yearbook**

All fines or fees must be paid before students may obtain their yearbook. If students are suspended the last day of school when yearbooks are distributed, they will not be allowed to collect their yearbook until Monday, June 1, 2020.