

Lancers,

Welcome to the new school year. We expect that 2019-20 will be one filled with opportunities to excel in academics, in athletics, and in activities. Layton High is a school with a rich tradition of great student involvement - we encourage all of our students to get involved in an academic group, in an extra-curricular club, or in a sport. Students who are involved in high school life outside of their academic classes contribute so much to the school and community. High school is a time to push yourself to do your best academically, to expand your circle of influence to make as many friends as possible, and to overcome obstacles to achievement; Layton High is a great place to do all of those things. It is full of caring teachers and staff members who want to help you succeed and challenge you to do your best. When we're all working together, we are stronger than any of us can be individually.

Make it your best year!

LHS Administration

### Layton High Phone Numbers

**General** 801-402-4800      **Attendance** 801-402-4806

**Cafeteria** 801-402-4855      **Day Care** 801-402-4930

#### Secretaries

Debbie Hoehne Jewelia Wall

Judy Hales, Marian Robinson

Michelle Vimahi, Lori Moss

Amanda Nelson

#### Counselors

Brad Lloyd, Marianne Duke

Twila Bisk, Kylie Bronson

Teena Carper

Allyne Hall

#### Copy Room

Pat Barlow

#### Truancy Assistant

Jody Rutter

#### Work-based Learning Coordinator

Robert Shaffer

Stacy Johnson (CTE Coordinator)

#### Custodians

Rod Southam

Daryl Matson

#### Police Officer

Russ Godfrey

#### STS

Jon Grove

### Faculty

Bretten Allen

Jeremiah Allen

Shadd Allsup

Stacy Anderson

Scott Applegate

Steve Batchelor

Stacie Bateman

Darin Beardall

Nicole Beckstead

Aaron Bell

Kelsey Bernards

Susan Bingham

Kayla Blackford

Hayley Bryson

Kevin Campbell

Ingrid Campos

Shauna Christensen

DeLose Conner

Rhett Cook

Chad Crane

Marc Curtis

Tina Eggli

Maria Ellis

Becky Erickson

Adam Fager

John Fager

Robert Ferneau

Tara Ferrin

Jim Follett

Katie Francom

Tyler Gladwell

Mike Gourley

Alex Grimes

Jared Hadley

Erin Halbasch

Michaela Hamblin

Tracy Hancey

Samantha Harris

Scott Harrop

Derek Hathaway

Dustin Hawkins

Rachel Helwig

Cristin Hill

Dave Hopkins

Sabrina Hornbeck

Paul Jennens

Kim Jensen

Stacy Johnson

Karen Jones

Elizabeth Katoa

Janell Leary

James Lindsay

Alexis Loosle

Mandolin Martini

Shalise Marx

Kelby Miller

Eric Mortensen

Robert Mortensen

Cicely Moss

Barbara Munns

Julie Nybo

Stephen Petersen

Rob Reisbeck

Michelle Reed

Stephen Richards

Sarah Roberts

Lyndee Scherting

Eric Scholer

Anna Smith

Corey Spencer

Robert Spencer

Steve Spendlove

Katie Stevens

Jarom Stewart

Sydney Stout

Tiffany Taurone

Michelle Taylor

Christy Techmeyer

Ricci Vowles

Christy Waite

Nikki Weekes

Natalie Whiting

## **Layton High School Song**

Layton High with pride we sing thy name.  
Layton High this night will bring you fame.  
In Glory may our Lancers strike our foe,  
As on to victory we go.

Faithful Lancers we'll sing thy praises loud and clear.  
For thy courage and strength we'll raise a mighty cheer.  
Victory is ours as the Lancers drive on through.  
Hail to the Navy Blue and Blue.  
HAIL LANCERS !!!!!

## **Layton High School Fight Song**

Onward Lancers, Onward Lancers, best team in the league.  
We have pep enough to last through victory or defeat  
RAH RAH RAH  
Onward Lancer, Onward Lancers,  
Fighting for our fame.  
Fight Lancers  
FIGHT FIGHT FIGHT  
And win this game.  
Fight team Fight team  
Fight Fight,  
We're gonna win this game tonight!

## **“LEARNING FIRST”**

### **LAYTON HIGH SCHOOL**

#### *Philosophy, Goals, and Objectives*

##### **Philosophy**

As an educational institution, Layton High School is dedicated to the philosophy that each student is a unique individual with learning needs which require the best efforts of our professional staff and support personnel to provide educational services in harmony with the goals and objectives of the Utah State Board of Education’s Core Curriculum. These educational services shall be provided in a consistent, caring and courteous manner, in an environment which fosters the cooperation of school personnel, parents, and community resources jointly working to develop and maintain the very best facility, curriculum, and learning opportunities for our youth.

##### **Goals**

It is our desire that each student have many positive experiences while participating in our school. Such experiences, both curricular and extra-curricular in nature, will assist young people in their efforts to develop into responsible, sensitive, knowledgeable, contributing members of society. We want our school to be a place where everyone is given the opportunity to grow and to achieve a measure of success every day. In so doing, we hope our students develop the knowledge and skills necessary to become literate, productive citizens, capable of dealing with society’s changing complexities.

##### **Objectives**

1. To hire and maintain faculty members who are student centered, who are committed to continued self-improvement.
2. To develop a curriculum which meets the needs of all students along the learning continuum, from the very basic to the most advanced, always focusing on the State Core Curriculum.
3. To provide for students to develop useful and employable skills and to succeed in any type of post-high school education or training.
4. To assist students in the development and attainment of personal goals relating to their College and Career Readiness, through an on-going and active counseling and guidance program.
5. To maintain an on-going, cooperative relationship with PTSA and Community Council organization.
6. To encourage all students to be involved in a curricular or extra-curricular organization, club, or team, as an important element in social development.
7. To foster and maintain a drug-free, tobacco free, disciplined environment which is conducive to learning, and where students can feel safe and secure every day.
8. To effectively manage the physical facilities and equipment so that these can enhance the learning experience for students.
9. To communicate student attendance, citizenship, and academic standing to parents through a well-managed Student Information System, and through teacher contact with parents and teacher availability for parent-teacher conferences.

We the students of Layton High School, in order to constitute an effective school government, insure cooperative spirit, encourage scholastic achievement, promote athletic and constructive extracurricular activities and to develop and maintain high standards and fine traditions of this school, do ordain and establish this constitution for Layton High School.

It is fully understood as well as recognized that all student-activities are under the ultimate jurisdiction of the Board of Education and the Administration of this school. Thus, all student activities are subject to their approval and policies.

## **ARTICLE I**

### *Name, Emblem, Seal, Song, and Colors*

#### **Section 1**

The name of this organization shall be the Associated Students of Layton High School (ASLHS).

#### **Section 2**

The school emblem shall be the walking Roman Lancer

#### **Section 3**

The school seal shall be the Old Roman Coin.

#### **Section 4**

The school songs shall consist of a pep song, "Onward Lancers," a school song, "Faithful Lancers," and the Layton High School alma mater song traditionally performed at graduation.

#### **Section 5**

The school's colors shall be navy blue, Columbia blue, and white.

Student Body officers and Class officers use navy as their jacket color.

Clubs shall use Columbia Blue or white as their jacket color.

## **ARTICLE II**

### *Publications*

#### **Section 1**

The name of the school newspaper shall be "Centurion."

#### **Section 2**

The name of the school yearbook shall be "Legion."

#### **Section 3**

The name of the school literary magazine shall be "Shades."

#### **Section 4**

There will be an LHS Student Handbook published/updated annually. The Student Body Officers shall determine its name. It shall be provided to all students. It shall be published exclusively for students use and it shall not be sold to companies for marketing purposes.

## **ARTICLE III**

### *Membership*

#### **Section 1.**

All students of Layton High School, upon payment of the Student Body fees as prescribed annually by the Administration shall be members of this association.

#### **Section 2.**

Membership in ASLHS shall be as follows:

- a. Active membership shall be limited to all regularly registered students.
- b. Alumni membership shall consist of all graduates of Layton High School.
- c. Honorary membership shall consist of the School Staff, Administration, the Superintendents of the school, Members of the Board of Education, and other persons designated by the Administration and Student Body Officers and approved by the Senate.

#### **Section 3.**

Representation of LHS in all activities shall be confined to active and honorary members, and others invited to specified activities.

#### **Section 4.**

All LHS students representing LHS in competition with other schools shall maintain the standards established by this constitution and the standards established by the Utah High School Activities Association.

## **LAYTON HIGH SCHOOL BY-LAWS**

### **ARTICLE I**

#### *Eligibility and Qualifications for Office*

#### **Section 1.**

All Student Body Officers and Class Officers must have a grade point average of 3.0 or above in scholastic achievement during the term prior to election and appointment. During their term of office, they shall maintain an average of 3.0 or above. If during office, a student receives a term grade average below 3.0 or an F, that student will be placed on academic probation. The probationary period shall be for half a term. If by the end of the probationary period the officer fails to obtain a 3.0 grade point average or higher or receives an F or a U, that officer shall be removed from office and replaced.

#### **Section 2.**

Cheerleaders and Lancelles must have a grade point average of 3.0 or higher in scholastic achievement during the semester prior to their selection or third term if applicable. They must maintain at least a 3.0 each term.

**Section 3.**

Exemplary social behavior, good attendance, responsible citizenship and high moral conduct shall be expected of all Officers, Senators, Representatives, Members of Committees, Athletic Team members and all others who represent Layton High School. Those who become involved in any form of misconduct or criminal activity, shall be asked to resign their position, or shall be removed by Administrative Action. Regardless of when a violation occurs, the violators will not be eligible to these privileged position for a period not to exceed one (1) year. All penalties or sanctions imposed at a hearing conducted by the Layton High School Administration, may be appealed to the Standards Committee within three (3) school days.

**Section 4.**

Any officer receiving one U citizenship mark and/or two or more N's on their end of term report card will be placed on Citizenship probation for one term. If by the end of the probationary period the student fails to have all "S" marks on their next report card, the officer shall be removed and replaced. If the student successfully improves the citizenship marks after probation and then later receives another "U" citizenship mark, the officer shall be removed and replaced.

**Section 5.**

No student shall hold more than one elected office during one school year. Homeroom representatives shall not be considered elected officers.

**Section 6.**

All elected and appointed officers shall be members of ASLHS and shall have supported the organization and upheld its standard prior to and during the year in which they are elected or appointed. Special consideration may be given to NEW STUDENTS who wish to run for office. All Student Body Officers, Class and Club Officers, Cheerleaders and Lancelles must be registered students of LHS curriculum at least 50% of each day.

**Section 7.**

Any current officer whose GPA drops below 3.0 or who receives a "U" citizenship will serve a probationary period of one term. An officer is only allowed one probationary period of any type during any term in office. The probationary period carries over from one year in office to the next. If a student is elected to a new office and has already been on a probationary period, that officer does not receive a secondary probationary period for failing to meet the standards for office. Instead, that officer shall be removed from office. Students removed from office shall not be eligible for another term of office for one academic school year and if elected or appointed again, do not receive another probationary period.

**ARTICLE II**

*Elections and Appointments*

**Section 1**

- (a) Elections of Student Body Officers and Class Officers shall be held in the spring of the year and should be completed not later than the third week of May.
- (b) Elections shall be conducted under the supervision of the current Student Body Officers, under the direction of the Student Body Executive.
- (c) All Sophomore and Junior ASLHS members shall be eligible to vote in the election of Student Body Officers.
- (d) Student Body Officers shall be selected by primary general elections, including an interview and portfolio, and the final election.
- (e) Appointed Student Body officers shall be chosen by the newly elected Student Body Officers and the Student Body Advisor with the approval of the Principal.

**Section 2 – Election and Appointment of Class Officers and Cabinet.**

- (a) Officers of each class shall be selected by primary general elections and the final election will include secret ballot, interviews, and portfolios.
- (b) Officers of Junior class of Layton High School shall be elected following the Student Body Officer Elections. Sophomores shall elect their officers in the spring of each year.
- (c) Following their election, Class officer shall appoint the five class cabinet members. The cabinet members will be selected by applications and interviews, under the direction of the elected class officers and class advisors.

**Section 3 – Election of Homeroom Representatives.**

Representatives shall be elected by an election conducted by the homeroom teacher in homeroom classes no later than four weeks after the beginning of school.

**Section 4 – Auxiliary Organization's Elections and Appointments.**

Auxiliary organizations of Layton High School may conduct their elections when necessary. Elections shall be by secret ballot and under supervision of the Club Advisor. These organizations will operate under the jurisdiction of the LHS Constitution and have their own charter and constitution.

**ARTICLE III**

*School Auxiliary Organizations*

**Section 1.**

- (a) The School auxiliary organizations shall consist of Cheerleaders, Lancelles, and Show Choirs.
- (b) All auxiliary organizations shall have individual constitutions which must be approved by the Advisor and administration.
- (c) Auxiliary organizations will be expected to represent the school in a positive manner. Exemplary social behavior, responsible citizenship and high moral conduct shall be expected by all auxiliary organization members.

(d) All auxiliary organization members shall be members of ASLHS and shall have supported the organization and upheld its standards prior to and during the year in which they are chosen. All members must be registered students at LHS curriculum for at least 75% of the day.

(e) All auxiliary organizations may hold their own tryouts with standards determined by each individual group.

(f) All members will need to provide their own transportation to various functions.

### **Section 2. Laytones**

Laytones shall serve as a public relation medium: in and for the community, in and for the school, as well as for the representative individuals. As a member of the Laytones, one has the advantage as well as the opportunity of being able to meet and perform for the large cross-section of the community. A Laytone therefore is provided with a two-fold worthy purpose: 1) He/She is enriching his/her own education experience by interaction as a Laytone and for Laytones. 2) He/She is providing public-related service in and around the school and community.

(a) Limitation Plan: By invitation and audition.

### **Section 3. Clubs**

(a) No organization shall be formed except by a charter, which shall be approved by the Principal and Student Body President and filed by the Student Body Secretary.

(b) An organization may be chartered upon the written petition containing the signature of a teacher or advisor and ten or more students. The petition shall cover the following stipulation: a list of chartered members, limitations of the club, purpose, officers, and advisor.

(c) To maintain an active charter, the Club President must have 90% attendance Senate meetings.

(d) All organizations are subject to the jurisdiction of the Student Body Officers and are delegated authority through their respective charters. Charters may give organizational power to establish constitutions, by-laws, or rules of order, but such enactments shall not contradict the Layton High School Constitution, By-Laws, or rules of order.

(e) Any organization that disbands shall surrender its constitution to the Student Body Officers.

(f) All social functions of an organization must have the approval of the school Administration and should be scheduled in the monthly correlation meeting.

(g) If any of the forgoing stipulations are not fulfilled, the Administration and/or the SBO's have the authority to revoke the charter of the organization for not fulfilling the requirements.

(h) No limitations shall be set restricting any students on the basis of race, religion, sex, or creed.

(i) All clubs will participate in a school or community service project. Identification for the project needs to be submitted to the SBO's by January and will be reviewed by the SBO's. Curriculum clubs that do performances can use performances as their service project.

### **Section 4. Royalty**

Those students voted by popular vote to reign as royalty over the school dances must be students of Layton High. They must be present and attend the assembly and the dance they were selected for (exception: conflicting school function). A student may only be selected as any Royalty position once at Layton High School.

## **ARTICLE IV**

### *Elections and Procedures*

### **Section 1. Student Body Nominations, Elections, and Debate**

#### **A. Nominating**

1. Junior students interested in running for the Student Body Office of President, Vice President, or Secretary shall be nominated by petition. Petitions must be signed by at least fifty (50) LHS students, twenty-five (25) from each class (Junior and Sophomore) and be signed by their assigned school counselor and administration. The petitions also need the signature of the person running for office. Only petitioned candidates will be allowed in the primary election. The candidate must specify the office he/she is running for on the petition.

2. All candidates must have a grade point average of 3.0 or higher and not have received a "U" or more than one "N" during the term preceding the election. A copy of the last quarter report card should be attached to the petition. The quarter average and citizenship must be maintained throughout the entire tenure of office. (As outlined in Article 1 Section 1 of the By-Laws.) All candidates will be cleared by the Student Body Advisor and Counselor before being placed on the primary ballot.

3. By signing their petitions, all candidates automatically pledge their support in upholding the standards of Layton High School and the Constitution.

#### **B. Primary Election**

1. A Primary Election shall be held for the purpose of electing two candidates to run for each Student Body Office in the final election.

2. At least three candidates must run for each office in order to hold a primary election for that office. If there are less than three, their names shall automatically appear on the final election ballot.

3. The two candidates for each office who receive the simple majority of the votes cast will be named the final election candidates for their office.

#### **C. Final Election**

1. A final election shall be held after finalists have campaign videos shown to eligible voters.

2. Sophomores and Juniors shall be eligible to vote and they shall vote for one candidate in each office.

3. The winner shall be determined by a 70% simple majority of the votes cast and 30% interview and portfolio score.

#### **D. Debates**

1. Debates may be held as determined by the Student Body Officers.

2. If debates are to be held, they will involve only the finalists and will precede the final election.

3. During the debates, the same conduct is expected of the candidates as in the regular election. Mudslinging will not be allowed. The Student Body Officers reserve the right to deem any question not relevant, and such questions will require no response from the candidates.

## **Section 2. Election Rules and Conduct**

### **A. Primary Election Rules**

1. NO gifts shall be given away by candidates or sponsors that might be considered buying or bribing votes.
2. Campaigning with name badges or pins will NOT be allowed. NO balloons will be allowed.
3. Locker stuffing and/or stickers will NOT be allowed.
4. The candidate's posters (inside and outside) of the school shall be no larger than poster size, with the number of posters determined by the Student Body Executive.

### **B. Campaigning Rules**

1. Posters shall be approved by the Student Body Officers and initialed by a Student Body Officer in one corner before hanging.
2. Posters will be put up by those running elections on a day determined by the Student Body Officers.
3. Candidates will be responsible for upkeep of posters.
4. Posters shall be placed high enough on the walls to discourage writing on them.
5. Candidates shall not use paint, pencils, markers, or ink on any building surface, sidewalk, or window.
6. Tape and glue cannot be used on windows, finished wood surfaces, or on painted areas. No duct tape may be used.
7. Posters must be removed by candidates on the day the final election candidates are announced.
8. Short demonstrations, including musical presentations, or campaign speeches, may be given by candidates for Student Body Office during lunch periods. However, these demonstrations or speeches must be arranged to be supervised by the Student Body Officers. Arrangements must be made for these speeches or demonstrations at least one day in advance.

### **C. Final Election Rules**

1. Final election rules will be the same as the primary election rules.
2. Candidates will spend no more than \$30 for campaign materials. Free materials will also be estimated and included in the cost itemization.
3. Candidates will upon demand present the Student Body Officers with an itemized account of their election expenditures.

### **D. Election Conduct and Student Committees**

1. Current Student Body Officers, Class Officers and Faculty and Staff of Layton High School shall not actively participate in the campaign for any person running for office.
2. Each candidate may select his own committee.
3. Members of committees and those assisting with campaigns must be students of Layton High School.
4. Each candidate shall be responsible to have his/her campaign posters, displays, and behavior, in line with the rules of these by-laws and the standards as set by the Student Body Officers and the standards of the Administration.

### **E. Conduct During the Campaign**

1. Each candidate is expected to abide by the stated rules and to respect the rights and privileges of the other candidates.
2. The Student Body Officers hold the right and responsibility to disqualify any candidates who violate the rules of the election and/or show disrespectful conduct during the campaign. Candidates violating these rules shall be given one warning; upon the second violation the Student Body Officers, in agreement with the Administration, have the responsibility to disqualify the candidate. Violation of campaign rules may result in the removal of the candidate.
3. Candidates who have questions, or who do not fully understand the campaign rules shall contact the Student Body Officers and/or the Advisor for assistance.
4. Write-in candidates must comply with all the rule and regulations as petitioned candidates; however, write-in candidates will not be allowed time in nominating conventions or debates.
5. Candidates must attend the mandatory election meeting in order to have their name on the primary ballot.

## **Section 3. Class Officers, Elections, and Debates**

The class officers will abide by the same rules and regulations as outlined in the Student Body Officer elections, as pertains to that office.

### **ARTICLE V**

#### *Presidential Succession*

### **Section 1. Student Body Officers**

In the event that the Student Body President or Student Body Vice-President is unable to carry out specified duties, due to removal from office, the following procedures shall be followed:

- (1) In the event that the President becomes ineligible to hold office, the Student Body Vice-President shall assume the office of President.
- (2) A Vice-President shall be appointed from among the existing Student Body Officers, by the Student Body Vice-President, Student Body Advisor, and the Principal.
- (3) The existing vacancy shall be filled by an appointment from the Student Body Vice-President, Student Body Advisor, and the Principal.
- (4) The appointee's nomination shall be confirmed by 2/3 of the members of both the House of Representatives and the Senate.
- (5) In the event that the Vice-President or Secretary is removed from office, the Student Body President, Student Body Advisor, and Principal shall appoint the Student Body Vice-President or Secretary.

The appointee's nomination shall be confirmed by 2/3 of the members present of both the House of Representatives and the Senate.

**Section 2. Class Officers**

In the event that the Class President or Class Vice-President is unable to carry out specified duties due to removal from office, the following procedure shall be incorporated:

(1) In the event that the Class President is removed, the Vice-President shall fill the role of President. Then a Vice-President shall be appointed from among the appropriate class. The Class Vice-President, Class Advisor, and the Principal shall appoint the succeeding Vice-President.

(2) The appointee's nomination shall be confirmed by 2/3 of the current class committee members present.

(3) In the event the Class Vice-President or Class Secretary or Cabinet member is removed from office, the Class president, Class Advisor, and Principal shall appoint the succeeding Vice President or Secretary or Cabinet member from among the appropriate class. The appointee's nominations shall be confirmed by 2/3 of the current class cabinet members present.

**ARTICLE VI**

*Introduction and Passage of Bills*

**Section 1.**

A. A Bill is introduced to both houses and voted upon.

1. If both houses pass the bill, it proceeds to clause B of this section.

2. If only one of these houses pass the bill an ad hoc committee of each house will compromise on the bill.

(i) If a compromise is met, the bill returns to clause A of this section and proceeds through the system.

(ii) If no compromise is met, the bill shall be deemed failed.

B. The Executive Branch will vote on the passed bill.

1. If they pass the bill it proceeds to clause C of this section.

2. If the Executive Branch vetoes the bill, it returns to both houses for a 2/3 overriding vote.

(i) If both houses pass the vetoed bill by a 2/3 vote, it proceeds to clause C of this section.

(ii) If only one or neither house pass the vetoed bill by a 2/3 vote, it shall be deemed failed.

C. The school Administration shall be given an absolute veto on any bill that passes the aforementioned criteria. If the bill is not vetoed, it shall become effective.

**Section 2.**

A. A bill is considered passed in a house if it maintains a simple majority of the members in attendance of that house.

B. The Executive Branch shall have the prerogative to explain any vote it casts.

C. Any member of the LHS Student Body, faculty, or Administration shall be permitted to present a bill in either and/or both houses.

As a recipient of Federal financial assistance, the Davis School District is required to notify students, staff and the public on a regular basis of its commitment to prohibit discrimination and ensure equal educational and employment opportunity. In addition, to satisfy due process requirements, the District and its schools will publish notice of important policies, either printed or electronically, that affect the rights of students and parents.

Davis School District is committed to providing educational and employment opportunities to students without regard to race, color, sex, religion, age, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Title XI of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and with the Americans with Disabilities Act

**NOTICE OF NON-DISCRIMINATION**

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

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

**Steven Baker**

Associate Director Human Resources

**ADA (Employment Issues) Coordinator**

Davis School District

45 East State Street

P.O. Box 588, Farmington, Utah 84025

tel: (801) 402-5315 [sbaker@dsdmail.net](mailto:sbaker@dsdmail.net)

Midori Clough,

**District 504 Coordinator**

**Section 504 (Student Issues) Coordinator**

Davis School District

70 East 100 North

P.O. Box 588, Farmington, Utah 84025

tel: (801) 402-5180 [mclough@dsdmail.net](mailto:mclough@dsdmail.net)

Bernardo Villar,

Director of Equity, **Title IX Compliance Coordinator**

**Race, Color, National Origin, Religion,**

**or Gender in other than Athletic Programs**

Davis School District

70 East 100 North

P.O. Box 588, Farmington, Utah 84025

tel: (801) 402-5319 [bvillar@dsdmail.net](mailto:bvillar@dsdmail.net)

Tim Best,

Healthy Lifestyles Coordinator

**Title IX Compliance Coordinator**

**Gender Based Discrimination in Athletic Programs**

Davis School District

20 North Main Street

P.O. Box 588, Farmington, Utah 84025

tel: (801) 402-7850 [tbest@dsdmail.net](mailto:tbest@dsdmail.net)

Scott Zigich,

Director of Risk Management

**Physical Facilities Compliance Coordinator**

Davis School District

20 North Main Street

P.O. Box 588, Farmington, Utah 84025

tel: (801) 402-5307

## POLICIES AND RULES

Layton High School is governed by the policies, rules, and regulations of the Davis School District. This Handbook is not designed to be all-inclusive in relation to these policies, but is designed to provide an overview for parents and students. Please keep this available for future reference.

It is the policy of Layton 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.

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

You **WILL** be referred to the District Case Management Team, local police, and removed from school for at least one year for a serious violation involving:

- a real, look alike, or pretend firearm, or
- explosive, noxious or flammable material.

You **WILL** be removed from school and referred to the District Case Management Team and local police for the following:

- sale or distribution of a drug, controlled substance; imitation controlled substance or drug paraphernalia;
- using or *threatening* to use serious force/terroristic threats
- possession of a weapon

You **MAY** be removed from school and may be referred to police for (but not limited to) the following:

- fighting; (minimum 3 day)
- willful disobedience or violating a school or district rule;
- disruptive behavior
- posing a significant threat to the welfare, safety or morals of a student, school personnel or the operation of the school;
- theft
- sexual or other harassment;
- inappropriate exposure of body parts;
- hazing, demeaning, assaulting; or continued harassment
- gang-related attire or activity (gang signs, displaying or creating gang graffiti)
- verbal or written threats

For a detailed policy see: [www.davis.k12.ut.us](http://www.davis.k12.ut.us) (District Policy 5S-401)

### Accidents and Illness

In the event of an in-school accident or illness, the student should report to the teacher under whose immediate supervision he/she falls and request to be excused. Upon receiving permission to leave, the student should check out of school through the attendance office. Students and parents should make every effort to ensure that the school has an accurate phone number at which either parent, a guardian or responsible adult can be reached. The school will reach a guardian or someone designated by the guardian before releasing a student or requesting additional aid.

### 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 Layton High School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Adam Thompson (801-402-4800), their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations. (TDD hearing impaired 801-402-5358)

### ATTENDANCE

Layton High School recognizes that regular and prompt attendance increases opportunities for students to profit from their educational programs. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. Layton High School also recognizes that the Utah Compulsory Attendance Law directs parents to require their children between the ages of 6 and 18 years of age to attend school unless the students have graduated from high school or have been excused by the Board of Education from such school attendance.

Layton High School follows these Board of Education approved school attendance principles:

1. The entire process of education requires regularity of instruction;
2. The goal of achieving maximum education benefits requires regular attendance, classroom participation and study;
3. It is reasonable to require class participation in evaluating student progress;
4. Regular contact of students with each other in the classroom and student participation in well-planned instructional activity under the direction of a competent teacher are essential to the learning experience;
5. Layton High School recognizes illness, medical appointments, family emergencies, death of family member or close friend, family activity or travel, approved school activity, or other instances as defined by district policy as legitimate reasons for absence;
6. Layton High School recognizes that Utah law requires parents to ensure the attendance of their children in school; and

7. It is reasonable to expect school administrators to encourage a parent or guardian to comply with Utah attendance laws to ensure regular student attendance and punctuality.

### STUDENT ABSENCE

1. "Absence" means a student has failed to attend an assigned class. A student arriving after more than half the scheduled class period may be considered as absent. "Excused absence" means a student is absent from school for reasons identified by the district as reasonable, such as: illness, medical appointments, family emergencies, death of family member or close friend, family activity or travel, approved school activity, or other instances as defined by district policy. "Unexcused absence" means a student's absence from school for reasons other than those authorized under this attendance policy.
2. An absence must be verified and excused within 3 school days.
3. School excused absences are not counted, but are considered part of the school process. All school excused absences are pre-approved.
4. Students are responsible to verify absences with their teachers.
5. Students are responsible to obtain make-up work in accordance with teacher's class disclosure.
6. Three or more unexcused absences may result in a "U" citizenship grade.

#### **Excusing Absences:**

Absences should be excused within three school days following a student's return from an absence. Absences may be excused in any of the following manners:

1. MyDSD is typically the easiest and most preferred method. Sign in to your guardian account on MyDSD, click on the academics drop down menu, click on attendance. Note: MyDSD will not allow you to excuse absences from more than three days prior.  
Students should not have access to your guardian account. Passwords can be changed on the site.  
Students caught excusing their own absences will receive an administrative "U"
2. Email. You may reply to the email notice of absence you receive, or Parents may e-mail the attendance office at [LHSattendance@dsdmail.net](mailto:LHSattendance@dsdmail.net)
3. Note. Students bring a note from home that includes: name, student number, and parent's signature.
4. Phone. Parents may call the attendance office during school hours at 801-402-4806.
5. Absences not verified within 3 school days may be considered as trancies.

#### **Checking In:**

It is Layton High School policy that we do NOT excuse tardies. Some tardies may be excused with a doctor's note. Students who arrive at the classroom after the tardy bell should check in at the attendance office before entering the classroom. An email will be sent to both the guardian and the teacher. If the student has missed more than half the scheduled class period, the late will be changed to an absence. Absences can be excused per the instructions above.

#### **Checking Out:**

Guardians, please check your student out of school by using one of the following methods:

1. Call the attendance office at 801-402-4806
2. Come in person with your ID to the attendance office
3. Send a note with your student indicating the time they need to be checked out. The guardian must sign the note and provide a contact number. Your student will bring this note to the Attendance office in order to check out. Students should always check out through the attendance office.

Students should never leave without following the check out procedure or they may be considered truant.

Students will be allowed to check out of school for accidents/illness, doctor and dentist appointments, court appearances, funerals and other important events deemed essential by the student's family.

**Tardiness:** Teachers are responsible for dealing with the first three tardies each term. Four or more tardies may result in a "U" citizenship grade.

**Truancy:** Students are considered truant if they are absent from school without a legitimate or valid excuse. Truancy citations may be issued for unexcused absences. Truancy in any one class may result in a "U" citizenship grade for that class. If a student is truant at least ten times during one school year and fails to cooperate with school authorities to resolve the student's attendance problem they will be dealt with according to state law.

Truancy Citations:

1 <sup>st</sup> intervention	Truancy Warning (written or verbal)
2 <sup>nd</sup> Intervention	Truancy Citation (\$10.00 fine)
3 <sup>rd</sup> intervention	Truancy Citation (\$15.00 fine) – Parent contacted immediately
4 <sup>th</sup> intervention	Truancy citation, (\$25.00 fine) -Referral to Local Case Management

### CALENDAR

The school calendar is available online on the LHS website. <https://lhs.davis.k12.ut.us/>

### CITIZENSHIP

Graduation requirements in Davis School District include the successful accumulation of 35 units of citizenship credit. Credit is sometimes lost due to tardiness, trancies, or other disciplinary reasons, and they must be made up before a student is allowed to graduate. At Layton High School, we recognize the need to stay current with citizenship credit so that students can remain eligible to participate in extra-curricular

activities, to secure and maintain parking privileges, and to avoid further frustration or discouragement as graduation approaches. We encourage students to act responsibly, thereby avoiding the loss of citizenship. Daily attendance, punctuality, following the dress code, and acting appropriately enhances personal growth, the learning environment, and the enjoyment of school. Teachers have outlined classroom expectations through their course disclosure. Students need to familiarize themselves with their teachers' disclosures in order to avoid serious negative consequences that could result in loss of citizenship.

An "Administrative U" may be issued for serious negative behavior including: obvious disrespect for school staff, use of vulgarity or profanity, public displays of affection, repeated violations of the dress code, and other direct and willful disobedience of school rules and policies.

**Citizenship Make-Up** There is a \$5.00 fee and two (2) hours of service required to make up each "U". The fee must be paid, and the location of service approved by the school citizenship supervisor prior to commencement of service hours. Citizenship make-up should first be done with the classroom teacher where the student earned the "U." These teachers coordinate make-up work with the citizenship supervisor. All citizenship make-up must begin AFTER receiving the "U".

*Students who can verify they are receiving a "U", as indicated on their mid-term grades, may begin approved service. If the "U" does not appear on the end of term report card, the hours cannot be used, transferred, nor held in reserve to make up any other future loss of citizenship.*

Service hours should be completed with a pre-approved non-profit listed on the LHS citizenship make-up form available in the Main Office. Service hours may not be done through a family member, a neighbor, or a business. Optional methods to citizenship clearance include, but are not limited to:

1. A .5 increase in GPA from the previous term
2. Perfect attendance (no unexcused absences/ no tardiness) for a term
3. Completing make-up/remediation of lost credit
4. 4 hours of verified counseling
5. An approved citizenship class (if offered)
6. Positive attendance (as a spectator/fan) at three extra-curricular events
7. Service in the LHS Food Pantry

### CLASS CHANGE POLICY

Students were given the opportunity to register during the previous school year. Any changes to a student's schedule were already accommodated in the spring.

If a class needs to be changed the following procedure must be followed:

- (A) All schedule changes should be made before the start of each semester, and a \$10 fine will be assessed. Changes made after the start of each semester will also require a teacher's signature.
- (B) All changes are dependent upon class size limits.
- (C) After the 2nd week for the term only those changes deemed necessary by administration/Layton Case Management Team will be made.
- (D) No changes will be made after mid-term grades are posted/parent teacher conferences.
- (E) Students are required to stay with the same teacher for year-long classes.
- (F) Changes for the 2nd semester will not be assessed a fine if they are made prior to winter break.

### COMPULSORY EDUCATION 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 to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Parents/guardians are encouraged to work with the school in promoting regular attendance of all students.

### DANCES, GAMES AND ALL SCHOOL ACTIVITIES

School policies are enforced at school activities. Infractions will be dealt with in the same manner as if they had happened during the school day.

### DRESS CODE

Students are expected to be clean and well-groomed and dress in a manner conducive to a good learning environment. Acceptable dress would include a dressy-casual but comfortable look such as the traditional jeans and T-shirt, slacks, walking shorts, conservative shirt or blouse, LHS apparel, or anything normally viewed as "school dress". If you wear anything that detracts from the business of "going to school" or class students will be asked to change immediately or asked to see one of the administration.

**Here are our guidelines:**

1. No bare midriffs, halter type tops, or tank tops. Underwear must remain unexposed.
2. No chains, spikes, or studded jewelry, etc.
3. Shoes must be worn, no bare feet or stocking feet.
4. Shorts must be of modest length.
5. No articles of clothing that advertise anything that is illegal or questionable for students, such as Big Johnson shirts, tobacco logos, or any alcoholic beverage advertisement, etc.
6. Exaggerated cosmetics and body paints are unacceptable. Any extreme that draws attention or creates a stir that could detract from school or can be detrimental to the learning process is not allowed.
7. No gang apparel is acceptable, including bandanas, sagging pants, monikers on hats, etc. Anything that labels you with a gang or encourages such behavior is not allowed. Pants/shorts must rest at waist line. All underwear must remain unexposed.
8. Piercings must not cause a health concern, be extreme, or cause a disruption of school.

### ELECTRONIC DEVICES

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. Layton 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.

1. Personal electronic devices (PEDs) are privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to: cell phones, smartphones, walkie-talkies, pagers, mobile managers, mobile messengers, BlackBerry, handset, PDAs, Palm organizers, pocket PCs, video games, CD players, compact DVD players, MP3 players, iPods, Walkman devices, headphones, etc. PEDs also include any current and emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.
2. Students may use electronic devices before and after school, during lunch, and while passing from one class to another. Students may also use cell phones in emergency situations as defined by staff, including medical emergencies, to report criminal activity on school grounds, to prevent injury to other students or staff, and to report destruction of school property.
3. Faculty, staff, and administration have the right under law to confiscate any electronic device from students who violate this policy. When any electronic device is confiscated, staff shall take reasonable measures to label and secure the device and bring it to the office as soon as the employee's duties permit.
4. Individuals wishing to report a violation of this policy should contact a school administrator or the SRO.

**Prohibited Use:**

1. The use of any electronic device is strictly prohibited during class, assemblies, concerts, and other school activities where the use of such devices would cause a disruption or be disrespectful to those participating. Electronic devices must be put away and powered off during such activities.
2. No electronic device shall be used during testing of any kind unless specifically allowed by statute, regulation, student IEP, or assessment directions.
3. At no time may electronic devices be used in restrooms or locker rooms.
4. Students may not use electronic devices in any way that threatens, intimidates, humiliates, or harasses students, employees, and invitees, or violates local, state, or federal laws.
5. Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of audio recording or camera functions of electronic devices is strictly prohibited in school premises at all times.

**Disciplinary Action That May Be Taken:**

1. Violation of this policy will result in discipline up to and including suspension and expulsion, and notification of law enforcement authorities.
2. A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.
3. Consequences for students who violate this policy:
  - (a) 1st Offense: Warning/Return to Student
  - (b) 2nd Offense: Confiscation/Return to Parent
  - (c) 3rd Offense: Confiscation for Six (6) Days
  - (d) 4th & Future Offenses: Confiscation for Six (6) Days/Suspension/Referral to SRO

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

**Exceptions:** With prior approval of the principal, the above prohibitions may be adjusted under the following circumstances:

1. The use is specifically required to implement a student's current and valid IEP or 504 Plan;
2. The use is at the direction of a teacher for educational purposes;
3. The use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.

## 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. Drug Testing: Testing may be required of students who participate in extra-curricular activities at LHS. The policy is available on the district website.

## 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 student's education records. These rights are:

1. **Inspect and review** all their student's education records maintained by the school within 45 days of a request for access. **Request** that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changes. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. **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 to which a student is transferring;
- [c] individuals who have obtained court orders or subpoenas;
- [d] individuals who need to know in cases of health and safety emergencies;
- [e] official in the juvenile justice system to improve education outcomes;
- [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;

[g] specified officials for audit or evaluation purposes; or  
[h] organizations conducting studies for or on behalf of the District.

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

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

The Davis School District has designated the following information as directory information:

- 1) student's name, address, and telephone number;
- 2) student's date and place of birth;
- 3) major field of study;
- 4) student's District email address;
- 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 Layton 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. 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](mailto: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.

### 3. **RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

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

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

- [a] political affiliations or beliefs;
- [b] mental or psychological problems;
- [c] sexual behavior, orientation, or attitudes
- [d] illegal, anti-social, self-incriminating, ore 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. Layton 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 tout 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: [FERPA@ED.Gov](mailto:FERPA@ED.Gov)

### **PARENTAL RIGHTS IN PUBLIC EDUCATION**

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

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

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

*Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or a greater or lesser degree than any other student.*

**\*\*Reasonably accommodate** for purposes of this section means the District or school shall make its best effort to enable a parent to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents; the educational needs of other students; the academic and behaviorally impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school.

The parental rights specified here do not include all the rights or accommodations available to parents or guardians from the public education system.

### **GRADE POINT AVERAGES**

Grade Point Averages can be determined by assigning a numerical equivalent (A=4, A-=3.667, B+=3.333, etc.), adding the total numbers divided by the number grades. Permanent grade point averages are determined by term grades. (Grades earned in release time/Seminary programs are not included in a student's GPA).

### **GRADUATION REQUIREMENTS**

The Davis County Board of Education requires 27 units of credit to be earned in grades 9-12. Seniors must be enrolled at LHS the semester prior to graduation. Requirements include:

- Citizenship 35 credits. H (Honors), S (Satisfactory), or N (Needs Improvement) Grades in Citizenship earn students citizenship credits. U (unsatisfactory) grades result in a loss of citizenship credits.
- English 4 credits (One course each year grades 9-12)
- Math 3 credits (3 different courses grades 9-12 Algebra 1 and above)
- Science 3 credits (3 different courses grades 9-12)
- Social St 3 credits (9th Geography, 10th World Civ. or AP World History, 11th U.S. History or AP U.S. History, 12th U.S. Government)
- CTE 1 credit (Business, Family and Consumer Sciences, or Career and Technical Education)
- Fine Arts 1.5 credits (Art, Music, Dance, Theater, Interior Design, Designer Sewing, and Photo)
- Health .5 credit
- P.E. 1.5 credits (Fit for Life and Conditioning, P.E., or Dance)
- Comp Tech .5 credit
- Financial Lit .5 credit
- Elective 8.5 credits

### **GRADUATION CEREMONY**

Graduating seniors may participate in the graduation ceremony only when all of the following requirements are met:

1. All academic requirements are met according to district policy.
2. All citizenship requirements are met according to district policy.
3. All fees and/or fines owed to the school have been paid in full.

CREDITS AND CITIZENSHIP MAKE UP THAT IS TURNED IN AFTER THE POSTED DATE BY COUNSELORS IN MAY, WILL NOT BE GUARANTEED CLEARANCE FOR GRADUATION CEREMONY PARTICIPATION. Unacceptable behavior may preclude a student's opportunity to participate in the graduation ceremony.

### **HONORS AND COMMENDED RECOGNITION PROGRAM FOR GRADUATION**

**CUM LAUDE (Bronze Cord):**

1. Meet regular graduation requirements
2. Have a cumulative GPA of 3.50-3.69

**MAGNA CUM LAUDE (Silver Cord):**

1. Meet regular Graduation requirements
2. Have a cumulative GPA of 3.70 or have a 3.5-3.69 and take the required High Honor courses.

**SUMMA CUM LAUDE (Gold Cord):**

1. Meet all graduation requirements
2. Have a cumulative GPA of 3.7 or better
3. Complete at least 3 academic classes from Group A or the requirements from Group B.

### **CLASS OF 2019-2020**

#### Requirement 1

GROUP A Classes - You must complete at least three of the following classes:

All Ap Courses CE English 1010

CE Advanced Health Science CE English 2010

CE Medical Anatomy & Physiology CE Math 1050  
CE Chemistry CE Foundation of Nutrition  
CE Human Development

#### Requirement 2

You must take an additional class from A for a total of four classes from Group A or take three classes from Group B. Example: 4 classes from Group A or 3 classes from Group A and four classes from Group B.

Group B Classes:

All CE Courses not in Group A All Honors Courses  
French 4, 5 Spanish 4, 5  
Debate 2 (full year)

#### Requirement 3

Students must take at least seven classes each semester during 10th and 11th grades.

#### **HALL PASS**

Any student in the halls during class time must carry a Hall Pass issued by the teacher.

#### **HONOR ROLL ELIGIBILITY**

4.0 Superior Honors 3.8 High Honors 3.5 Honors

#### **HONOR SOCIETY ELIGIBILITY**

In order to more accurately recognize student academic achievement, the Layton High School Chapter of the National Honors Society considers citizenship, course selection, and cumulative GPA. Eligibility will be determined by the following:

1. 3.5 cumulative GPA
2. No Unsatisfactory citizenship grades
3. Course selection:
  - Sophomore: 1 Honors or AP course and 1 from the list below
  - Junior: 1 Honors or AP course and 1 from the list below
  - Senior: 1 AP course and 1 from the list below

Other Courses: any additional Honors or Advanced Placement course, any CE course, Spanish 4 or 5, ASL 2, Debate 2, Student Government, Ambassador, Yearbook Editor, Newspaper Editor, Internship, or Early College.

#### **XLR8**

Any student who increases his/her GPA .5 from one term to the next, and has all good citizenship marks, qualifies to be a member of the XLR8 club. Second and third term a list is posted and an induction ceremony follows.

#### **GRIEVANCE PROCEDURE (STUDENT AND PARENT OR GUARDIAN)**

If a student and parent or guardian feels that there has been a violation, misinterpretation, or inequitable application of a provision of policy as indicated in the Policy Manual of the Davis County School District, or of the rules established under federal regulations concerning non-discrimination on the bases of race or sex, the students and parent or guardian may begin the following procedure (ASAP but not later than 30 days) to obtain redress:

Step 1: The student and parent or guardian should discuss the grievance with the person at the school who may have been involved in the grievance and the principal.

Step 2: If the student and parent or guardian are not satisfied with the disposition of the grievance, the student and parent of guardian may request a conference with the District Superintendent or the District Compliance Officer to explore further remedies of the grievance.

Step 3: If the student and parent or guardian are not satisfied with the decision made in step 2, a hearing before the Board of Education in executive session may be requested and granted. Following the hearing in executive session, the Board will render its decision in an open meeting.

Nothing herein shall be construed to limit the rights of a student and parent or guardian to appeal to the appropriate court of law.

#### **LOCKERS**

Each student may use a school locker in which to keep his/her books and outside clothing by request. Due to a limited number of lockers, it may be necessary to have more than one student assigned to each locker. When possible, friends may be assigned to the same locker. It is very important to keep these lockers locked at all times and not to give combinations to friends or acquaintances. If a student loses anything from their locker, he/she is responsible and must pay for any lost school property. Students are encouraged not to leave money, watches, jewelry, calculators or other valuable property in their lockers. Theft of mechanical problems should be dealt with through the main office. Obscenities in the form of pictures, writing, or any type of writing of defacement of lockers is prohibited. Lockers are property of the school and may be inspected at any time.

#### **MEAL CHARGES IN SCHOOLS**

The purpose of these procedures is to establish consistent meal charging and collection procedures districtwide. The District's goals are:

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish practices which are age-appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payment and self-responsibility of the student.

**Meal Accounts:** Payment in advance for meals enables the District to achieve these goals. Personal checks and cash deposits are accepted daily at the schools. For convenience, deposits may also be made by credit/debit card through a parent's myDSD account.

**Emergency Meal Service:** The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the student's statement of need shall be accepted, and a meal will be made available. School lunch employees shall not, withhold a meal, provide an alternate meal, pull a student from the line, ask the student to call his parent or friend, stamp the student's hand, or otherwise call attention to the student who has forgotten or lost meal money. A school lunch employee may remind a student *attending a secondary school* that his account is in the negative. **The cost of the unpaid meal will be charged to the student's account.**

**Evaluate Individual Circumstances:** When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free- or reduced-price meals. School administrators may work with the family to apply for school meal benefits. **All meals eaten before a free- or reduced-price meal application is processed and approved are the responsibility of the parent and must be paid for.**

**Repayment for Meal Charges and Bad Checks:** Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals. Unpaid meal charges may result in the following:

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mail boxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

**Parents are responsible to pay all their student's meal charges. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt.**

## **PARKING**

Please read this information carefully. Due to limited parking space the following driving and parking rules must be followed by staff and students. Parking at Layton High School is a privilege, not a right. You may lose your parking privilege if you do not follow parking policies. Parking permits will be sold to qualifying seniors and juniors only. The parking permits are valid for one semester, and will cost \$5.00 each semester. Students who have unsatisfactory citizenship on their record must recover lost credit before purchasing a permit to park at LHS. All students must pay all previously issued parking fines prior to purchasing a parking permit. The permits are non-transferable and non-refundable.

The permit must be placed on the rearview mirror so the number is facing forward and visible. Failure to place the permit as required may result in a citation. Purchasing a parking permit does not guarantee a parking space to park a vehicle.

Students are required to remove their vehicles from the driving range by 2:30 PM every day. Failure to do so may result in a citation.

If the permit has been lost, contact the office immediately or you may be cited.

Park only in designated areas allowed by the student permit. Do not park in the following: Staff, Visitor, Handicap, Child Care, Bus zones, Fire lanes, or Police Officer parking. Vehicles parked improperly are subject to a citation.

Students with excessive citations may have their vehicle immobilized (booted), their parking permits revoked without refund, and/or have the vehicle towed at owner's expense.

Layton High School is not responsible for damage to vehicles, or loss of student property.

Duplication, re-selling, theft of parking permit, sharing of a pass, or possession of a stolen pass, may result in forfeiture of parking pass and parking privileges, possible theft charges, as well as an Administrative "U".

After 3 parking citations, violating students may receive an Administrative "U".

## **PARTIAL SCHEDULES**

Seniors who start Fall Semester with 19 or more credits, may request a partial schedule or apply for early graduation. Counselors must meet directly with a parent in order to process the request. Administration has a final say on granting partial schedules. Any student representing Layton High school in any capacity must be enrolled in at least 6 credit courses per semester. Released students are not to be on campus at any time other than for scheduled class periods. Parents take responsibility during released time. Partial release disqualifies students for perfect attendance.

## **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.

## **PUBLIC DISPLAYS OF AFFECTION**

Respect for others includes being considerate of the embarrassment caused by excessive display of affection in public places. Students are expected to recognize that displays of affection other than hand-holding will be considered excessive. .

## **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.

### **REPORT CARDS**

Reports cards are made available online at midterm and at term end.

### **SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and Layton 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 District Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary records.

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

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

#### **DRUGS/CONTROLLED SUBSTANCES**

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

#### **SERIOUS VIOLATIONS**

Any student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations:

- 1) threatening or causing harm to the school, school property, or person associated with the school, or property associated with that person, regardless of where the conduct occurs;
- 2) committing any criminal act, including but not limited to: assault, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property;
- 3) engaging in any gang activity, including but not limited to flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang related clothing or apparel, or soliciting others for membership in a gang.

#### **BULLYING/CYBER-BULLYING/HAZING/RETALIATION/ABUSIVE CONDUCT**

A student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical, or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or a school-related activities regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation.

District policy may be found at 5S-100 Conduct and Discipline. Layton High School's policy may be found on the school webpage in the Handbook or a copy may be obtained in the school office.

#### **DISRUPTION OF SCHOOL OPERATIONS**

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

#### **SOME SELECTED DEFINITIONS OF SAFE SCHOOL VIOLATIONS**

##### **Arson - Graffiti - Vandalism**

The willful burning, defacing, or destruction of student, staff, or school district property.

##### **Assault - Hazing - Harassment**

Unwelcomed physical aggression, intimidation, or initiation of a school district employee, student, or volunteer, whether at school, a school related activity, or other locations which affect the environment at school. These actions are prohibited in any form including but not limited to, personally, by directing others to take the actions, or through the use of written word, social media, web pages, text messaging, instant messaging, or any other electronic means.

### **Controlled Substances**

Selling of or possession of, controlled substances, alcohol, prescription medications or substances represented to be controlled substances. Including paraphernalia materials.

### **Robbery - Extortion**

Taking anything of value from another by use of force or threat.

### **Weapons**

Possession, use, transmittal, or concealment of ANY weapon or facsimile of a weapon. Weapons are defined as firearms, knives, explosives, flammable materials, or any items that may cause injury, death, threat, or intimidation.

### **Gang Activity**

Engaging in any form of gang activity on or about school property, or at any school activity. Gang activities may include, but are not limited to: wearing, possessing, using, distributing, displaying, or selling items which evidence membership or association with gangs; committing acts which demonstrate membership or affiliation with a gang, such as flashing signs, soliciting membership, or requesting a person to pay for protection or claiming turf.

### **Sexting**

The creation of, possession of, requesting of, or sharing of sexually explicit messages, sexually explicit photos or videos that interrupts the academic and or social processes within the school, a school related activity, or other locations which affect the environment at school.

### **Terroristic Threat**

A threat to engage in an action posing a substantial risk of significant injury or harm to persons or property.

### **Continued Disruption of the School/Learning Environment**

Continual disturbances or problems that interrupt the academic and or social processes within the school. Violation of a Safety or Behavior Contract. Continual pattern of disruptive behaviors related to classmates, peers, school staff, or anything associated to the educational environment, including but not limited to social media, school activities, transportation, field trips, and extra-curricular activities.

### **AUTHORITY TO SUSPEND OR EXPEL**

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

### **DUE PROCESS**

When a student is suspected of violating Layton 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 that 1) this student has been suspended; 2) grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent to meet a designated school official to review the suspension.

### **SEARCH AND SEIZURE**

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

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School Lockers, desks or other storage areas are the sole property of the Davis School District and Layton 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 notice, without student consent, and without a search warrant.

### **VISITORS:**

NO visitors are allowed during school hours.

### **WITHDRAWAL FROM SCHOOL**

If moving from the area a student may withdraw from school with the proper paperwork and communication from a legal guardian (telephone call, note, etc.).

**CALENDAR**

The school calendar is also available online on the LHS website. <https://lhs.davis.k12.ut.us/>

**2019-20 Layton High School Calendar**

First Term: August 20 – October 31, 2019      Third Term: January 21 – March 20, 2020  
Second Term: November 4 – January 16, 2020      Fourth Term: March 24 – May 29, 2020

**First Term Begins (49 days)..... Tuesday, August 20, 2019**

Labor Day (No School)..... Monday, September 2, 2019  
Professional Day (No School) .....Monday, September 23, 2019  
High School Parent/Teacher Conference.....Mon. or Tues. or both, Sept. 30 – Oct. 1, 2019  
Fall Break (No School) ..... Thurs. - Fri., October 17 - 18, 2019  
First Term Ends..... Thursday, October 31, 2019  
Professional Day (No School) ..... Friday, November 1, 2019

**Second Term Begins (41 days).....Monday, November 4, 2019**

Teacher Comp Day (No School) ..... Wednesday, November 27, 2019  
Thanksgiving Recess ..... Thurs.- Fri., November 28 - 29, 2019  
High School Parent/Teacher Conference..... Mon. or Tues., December 2 – 3, 2019  
Winter Break .....Mon., December 23, 2019 - Fri., January 3, 2020  
School Reconvenes ..... Monday, January 6, 2020  
Second Term Ends ..... Thursday, January 16, 2020  
Professional Day (No School) .....Friday, January 17, 2020  
Martin Luther King, Jr. Holiday ..... Monday, January 20, 2020

**Third Term Begins (43 days)..... Tuesday, January 21, 2020**

High School Parent/Teacher Conference..... Mon. or Tues., February 10 – 11, 2020  
Presidents’ Day .....Monday, February 17, 2020  
Third Term Ends ..... Friday, March 20, 2020  
Professional Day (No School) .....Monday, March 23, 2020

**Fourth Term Begins (43 days)..... Tuesday, March 24, 2020**

Teacher Comp Day (No School) .....Monday, March 30, 2020  
Spring Break .....Tuesday – Friday, March 31 – April 3, 2020  
High School Parent/Teacher Conference\*\* ..... Mon. or Tues., April 20 – 21, 2020  
Memorial Day .....Monday, May 25, 2020  
Graduation Ceremony 9:00 am Dee Events Center Weber State University Wednesday May 27, 2020  
Fourth Term Ends - Schools closes (2 hours earlier than regular day schedule) ..... Friday, May 29, 2020

# *Lancer*

# **LEGEND**

***Strong as one, together unstoppable.***

***#LHSunited***

## **LANCER CREED**

I believe in self-discipline and loyalty. I will defend democracy and freedom. I value honesty and integrity. I honor my personal values. I respect my leaders. I am true to myself. I trust my friends. The world is mine.

***I AM A LANCER!***

## **THE LANCER LEGEND**

I am of the Roman Legion. I have conquered the Celts in the West, the Gauls in the North, the Persians in the East and the Egyptians in the South. I march in perfect order, live a code of honor, and fight with loyalty and courage. I am disciplined and powerful. I stand by my companions in unity and strength. My armor and my weapons are the best in the entire world. My long spear and my short sword cut down my foes as I march ever forward into battle. "It is a rough road that leads to the heights of greatness." But I

show no fear. The world is mine.

I am a Lancer!