

# **Mueller Park Junior High Student Handbook**



**2020-2021**

## ACCIDENTS/ILLNESS

Accidents and illnesses are to be reported to the office where immediate care can be arranged. Parents will be contacted before students will be allowed to check out of school with an illness or injury.

## ATTENDANCE PROCEDURES

**Absence** - If a student is going to be absent for any reason, a parent should let the office know. The school cannot release a student from school to anyone but the legal guardian or individual designated by the guardian. All activities during the school day are mandatory. Activities are planned for students' educational value. All assemblies, dances, testing, etc. are an important part of the junior high school experience. The school will not support any unsupervised release of students during these events or at any other time. In the event of an absence, all make-up work is the student's responsibility. Absences must be cleared within 3 days after returning to school from an absence. Five (5) unexcused absences will result in a citizenship U. To clear an absence the parent/guardian may either send a note with their student (to be turned in at the office), call the attendance line at 801-402-6306, excuse the student in myDSD, or email the attendance secretary at MPJHAttendance@dsmail.net.

**Prearranged Absence** - Students who must miss school for hospitalization, family trips, etc., should pick up an Extended Absence Notification Form in the office. When students arrange unavoidable absences in advance, they stand a better chance of maintaining academic and citizenship standing. The form allows teachers and administrators to know that the student will be absent and details responsibilities the student should have ready upon return.

**Admit to Class** - Admits will only be written for students who check in to school or have been detained in the office. Admits do not excuse a student's tardy unless so specified.

**Check-in/Check-out Policy** - Students must check in through the office before going to class if they have arrived at school late. Students must check out in the main office if they are going to leave school before the end of the school day. To check out, a student's parent/guardian must come to the office in person. For student safety, picture ID may be required. Students may meet parents in the office at the designated time. If the student is unaware that he/she will be checking out, the office will send for the student.

**Closed Campus Policy** – Mueller Park Junior High School is a closed campus. Students are to remain on campus during school hours, including lunchtime. Students who choose to leave campus without checking out are considered truant.

**Homework During Absences** – Students who miss class should contact their teachers as soon as possible following an absence to identify a plan to make-up missed schoolwork. Students who are absent can communicate with teachers via email and through use of teacher webpages or canvas to learn about the expectations for making up missed work.

**Tardiness** - Tardiness is disruptive to the orderly running of a school. Students may be

considered tardy if they are not prepared for class and in their seats before the tardy bell. Students who are excessively tardy will receive reduced citizenship grades and will be subject to school discipline. Three (3) tardies in one term in any given class will result in a citizenship N. Four (4) tardies in one term in any given class will result in a citizenship U.

**Truant (Unexcused Absence)** - Students are truant if they are not where they are supposed to be during school hours. Administrative penalties may include, but are not limited to, an administrative “U”, make-up classes, or a fine as outlined in the schedule below.

### **Truancy Citation Fine Schedule**

- First – Warning
- Second - \$10.00
- Third - \$15.00
- Fourth - \$20.00
- Fifth or more - \$25.00 each

### **Other Possible Consequences of Truancy**

- A “U” citizenship grade may be given in classes missed.
- Students may not make up assignments or tests missed because of truancy.
- On-campus detention.
- Parent conference may be required prior to returning to school.

## **BACKPACKS AND BOOK BAGS**

The on-campus use of backpacks or other large bags to carry books and school materials at school will be limited to carrying such bags to and from school. Once at school, all such bags shall be kept in student lockers. In classrooms, in the cafeteria, in the gym during class and assemblies, in the gym locker rooms, etc., backpacks and large book bags will be prohibited. This policy includes, but is not limited to, backpacks, large duffel bags, briefcases, and large purses. Small purses, smaller than a notebook, will be allowed. COVID UPDATE: due to corona virus protocols, during the 2020-21, there will be no lockers assigned. Students will carry their backpacks to class with them.

## **BUS CONDUCT**

To ensure safety, students must demonstrate responsible behavior while riding the school bus. All students being transported are under the authority of the bus driver and must obey driver requests. Students should follow these rules:

- Stay off the pavement as the bus approaches;
- Enter the bus in an orderly manner;
- Be seated and remain seated while the bus is in motion;
- Obey bus driver’s directions immediately;
- Do not place objects or arms, legs, or heads out the windows of the bus;
- Do not eat or drink on the bus;
- Do not litter or vandalize;
- Do not open the emergency door or window except in case of emergency;

- Do not carry any item that could cause a hazard to passengers;
- The only music allowed on the bus will be played by the bus driver, or students may listen on personal earphones only;
- Refrain from any behavior/language that is racial or sexual in nature.

Students who violate the bus conduct rules may be suspended from the privilege of riding the bus. A school administrator will contact parents and/or the police in cases where students have engaged in disorderly conduct or behaviors that endanger passengers.

Eligibility – To find out if a student is eligible for bussing, see the District webpage. Bussing information should be available within a week prior to the beginning of school each year.

**Spirit Buses** – During athletic seasons when teams are in the playoff, spirit buses may be provided to allow students to go and support their peers in games and matches that are not at Mueller Park Junior High School. For students to be eligible to ride the spirit bus, they may not have any current F’s, U’s, or had any recent behavioral issues in class or with administration. All spirit bus participants are expected to be on their best behavior on the bus and at the event. **ALL SPIRIT BUS PARTICIPANTS ARE EXPECTED TO RIDE THE BUS BACK TO MUELLER PARK JUNIOR HIGH.**

### **CAFETERIA-COMMONS-HALLS**

**Cafeteria** – Breakfast and lunch are served daily (with few exceptions). Breakfast is available from 7:30am until 8:05am. See bell schedules for specific lunch times. All food purchased in the cafeteria or brought to school must be consumed in the cafeteria. Due to COVID precautions, please help us by sitting in marked areas and keeping at least one seat between you and your friends, and avoiding large gatherings. The following behaviors are strictly prohibited in the cafeteria:

- Running to get in line;
- “Cutting in” or saving a place for others in line;
- Throwing anything;
- Leaving trash, trays, or food on the tables;
- Taking food out of the cafeteria area;
- Bringing binders or school supplies into the cafeteria during lunch.

**Commons** – Snacks purchased at school may be consumed in the 100 hall. Students should place wrappers and containers in trash cans to ensure a clean school environment.

### **Davis School District, Farmington, Utah** **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 mailboxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

**Parents are responsible to pay all of 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.**

### CHANGE OF ADDRESS

Parents and students should notify the office when their address or phone number changes or when there is a change in the legal guardian. Such notification allows the office to be able to contact parents and send information to the accurate address.

### CITIZENSHIP POLICY

The Davis County School District has instituted a citizenship policy that affects high school graduation. Ninth grade students who receive citizenship U's must make them up prior to high school graduation. Citizenship grades will be determined each term by the teacher. The school administration can also issue a citizenship 'U' for negative or inappropriate behavior. An unsatisfactory citizenship grade can result from serious negative behavior. Serious negative behavior may also result in appropriate administrative action including suspension. Serious negative behavior might include, but is not limited to, documented conduct such as:

- Five (5) or more uncleared absences in a term;
- Four (4) or more tardies in a term;
- Obvious disrespect for school staff and authority;
- Use of vulgarity or profanity;
- Public displays of affection, i.e. holding hands, hugging, kissing, etc.;
- Direct and willful disobedience of school rules and policies;
- Possession/use of real/imitation controlled substance/drug paraphernalia/alcohol/tobacco or under the influence of a controlled substance/alcohol;
- Cheating, or the use of deception to gain advantage (example: copying another's work and claiming it as your own);
- Fighting;
- Theft, destruction or vandalism of private or public property;
- Trespassing;
- Truancy;
- Disruption of learning activities;
- Harassment, bullying or hazing;
- Extortion, i.e., intimidation, harassment, bullying, etc., to get something from another person;
- Possession of weapon(s).

In addition to receiving a citizenship U, many of the behaviors described above are considered safe school violations.

To clear a U, a student must complete a school-approved community service and pay a \$5.00 fee. When the citizenship credit is satisfactorily made up, the administration will restore the lost credit. Students interested in appealing a U must contact the Citizenship Secretary prior to mid-term of the following term.

### **CLASS CHANGE POLICY**

Class change requests for each semester will be accepted during scheduled class change dates. By school policy, no class change requests will be accepted during a semester already in session. Any exception to this policy will be rare and require certain conditions, i.e. physical impairment or injury that prohibits or limits participation in a given subject area, improper level placement in subject areas, or professional or medical recommendations that require class changes. Each time a request is made for class changes, there will be a \$10.00 charge.

## **CLEARING THE BUILDING**

Students are required to leave campus immediately after school at the end of the day unless they are under the supervision of a teacher or parent. Students should plan for rides to pick them up from school immediately following the bell to end school.

## **CLOSED HALLS**

All classroom halls are closed during lunch. Students should be in the cafeteria, counseling center, media center, gym, and outside or in the commons area during lunch.

## **COMPULSORY EDUCATION**

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 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.

## **COUNSELING SERVICES**

Guidance counseling services are available to all students. These services include College and Career Readiness Meetings (CCRs), interpretation of standardized test results, student registration and orientation, and assistance with personal problems. The counseling center provides an opportunity for students to meet individually for career exploration and planning. Computer software materials enhance this search. The counseling center is open during lunch time for all students.

## **COMPUTER ACCEPTABLE USE POLICY**

Computers used by students are for instructional purposes. Prior to computer use, students and parents will sign an Acceptable Use Policy, which addresses issues related to the use of the Internet. Student misuse of school computers will result in school discipline and a loss of computer privileges. At the end of each school year, student folders and files will be deleted.

## **DANCES/ASSEMBLIES**

Dances are for Mueller Park Junior High students only. During the dance, students must be in the dance location. Students may enter the den briefly to get a drink of water or use the restroom. All halls will be closed until after the dance when students may access their lockers before going home. Running, rowdiness, lewd/suggestive movements or other dangerous behavior will result in disciplinary procedures, which may include early dismissal from the dance.

It is expected that students will enter and leave the gym in an orderly fashion for assemblies.

Appropriate respect and appreciation for the performers is expected. No books or supplies should be taken into the assembly.

### **DETENTION / IN-SCHOOL SUSPENSION (ISS)**

Detention and In-School Suspension (ISS) are designed to provide a place where students in violation of school policies may study. Students can be assigned to detention or ISS by the administration. If detention/ISS is not completed, students may be suspended, requiring a parent conference. An administrator will notify parents when after-school detention/ISS is assigned to a student.

### **DRESS AND GROOMING**

Mueller Park Jr. High recognizes that dress and grooming affect the behavior of students, that there are sanitation and safety factors directly related to proper dress and grooming, and that school administrators, teachers, and parents need clear dress and grooming guidelines so that rules of dress and discipline can be enforced consistently. Mueller Park Jr. High also recognizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately.

1. Students shall maintain themselves in a clean, well-washed, modest manner.
2. Students shall be fully clothed and wear shoes at all times.
3. Shirts shall cover the student's entire upper torso. All shirts, tops and dresses are required to have sleeves. Bare midriffs and sheer fabrics are not allowed. Visible cleavage and bare backs are not allowed.
4. Length of skirts, dresses and shorts must be within three (3) inches of the top of the knee.
5. Holes or shreds above the knee in pants or skirts shall have a covering underneath, such as patches, leggings, or compression shorts.
6. No obscene or sexually suggestive words or pictures shall be worn on clothing. Pictures and symbols of gang affiliation, racial insensitivity, weapons, drugs, and alcohol or tobacco products are not allowed.
7. Students will not be allowed to wear hats in the building. Bandannas may be permitted as a face covering if they meet the qualifications and if they are not found to be representative of gang attire.
8. Pajamas are not allowed.
9. Underwear, such as boxers, briefs, and bra straps should not be visible at any time.
10. Accessories, such as chains, large belt buckles, spikes, etc., which pose a threat to others or which become a nuisance to the school environment are not allowed.
11. Clothing, makeup, accessories, hairstyles/coloring, or piercings which can be considered extreme, or which bring undue attention to the student or cause or could cause a disruption of the work of the school, are not permitted.

Students who do not comply with District/School dress code must achieve proper clothing/grooming before they will be allowed to attend classes.



## ELECTRONIC DEVICES

**Scope** - Electronic devices have become a common means of communication and information access. However, these devices have the potential of disrupting the orderly operation of a school. Mueller Park Junior High School has, therefore, adopted 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.

**Definition** - For purposes of this policy “Electronic Device” means any privately owned wireless and/or portable electronic handheld equipment including, but not limited to existing and emerging mobile communication systems and smart technologies, portable internet devices, handheld entertainment systems (video games, iPods, MP3 players, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. Electronic device also includes any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording, information transmitting, receiving and storing, etc.

**Possession and Use of Electronic Devices** - Students may possess and use electronic devices at school subject to the following:

- Students may carry or possess electronic devices at school and school-sponsored activities.
- Students may use electronic devices before school, during lunchtime, and after school.
- Electronic devices must be turned off and kept out of sight during class time and assemblies.
- At no time may electronic devices be used in restrooms or locker rooms.
- If at any time an electronic device is used in such a way that is deemed disruptive to the school, school authorities may confiscate the device. Students who violate this policy may lose the privilege of bringing devices to school.

**Prohibitions** - Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Electronic devices may not be used during any student assessments unless specifically allowed by law, student IEP, or assessment directions. Students may not use the audio or video function of any electronic device at school, without the permission of a supervising adult as part of a legitimate academic pursuit.

**Confiscation** - If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to the office to be secured as soon as the employee’s duties permit. When this policy is violated, school officials will use the following process:

- 1<sup>st</sup> offense: Device confiscated – May be picked up in the office at the end of the day.
- 2<sup>nd</sup> offense: Device confiscated- Lunch detention(s).
- 3<sup>rd</sup> offense: Device confiscated – Lunch detention(s). Will only be released to a parent.

Offenses beyond the 3rd offense may result in a suspension from school and other appropriate disciplinary actions.

### **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 to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

## **ELIGIBILITY**

**Extra-Curricular Activities** - Participation in athletics, cheerleading, student government, student clubs, 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.

**Eligibility and Standards** - Students participating in extracurricular activities shall exemplify good citizenship. District and school standards for student participation in student government and extracurricular activities are as follows:

### **Eligibility for Student Officers and Cheerleaders:**

**Academic Requirements** - Students must have a 3.0 GPA with no F's for each of the three preceding terms to run for office or tryout for cheerleader and must maintain a 3.0 GPA with no F's each term to remain in that office. A GPA of less than a 3.0 or an F will put the student on probation until the next grading period. (Midterm progress reports DO NOT APPLY.) A student can only have one (1) probationary period while being an officer or cheerleader.

Determination of academic eligibility shall be determined when grades are posted. Grades are posted when all grades have been entered electronically and are available to students, parents, and teachers. In no case may the posting date be more than five (5) school days following the last day of the grading period. Grade changes after the posting date cannot restore lost eligibility.

**Citizenship Standards** - Students must not have received more than one U total during the three terms preceding elections or tryouts or no more than 2 N's total during the three terms preceding elections or tryouts. If a U citizenship grade was received during the grading period prior to elections or tryouts, that U must be cleared before the due date of petitions for office (student government) or the first day of tryouts (cheerleaders and athletes). One U or more than two N's during office/cheerleading will put the student on probation until the next grading period. Two probations, more than one U, a safe school violation, and/or a pattern of school policy violations will result in immediate removal from office or cheerleading team.

Determination of citizenship eligibility shall be determined when citizenship grades are posted. Grades are posted when all grades have been entered electronically and are available to students, parents, and teachers. In no case may the posting date be more than five (5) school days following the last day of the grading period. Citizenship grade changes after the posting date cannot restore lost eligibility.

### **Eligibility for Athletics:**

**Academic Requirements** - Students participating in athletic activities must have a 2.0 GPA from the previous term. This standard must be maintained throughout the playing season in order to participate. Mid-term progress reports do not apply.

No student shall be eligible to represent his or her school if he or she has academically failed more than one subject in the preceding grading period. Incompletes (I) are considered failures and must be factored into the GPA until made up.

Determination of academic eligibility shall be determined when grades are posted. Grades are posted when all grades have been entered electronically and are available to students, parents, and teachers. In no case may the posting date be more than five (5) school days following the last day of the grading period. Grade changes after the posting date cannot restore lost eligibility.

**Citizenship Standards** - Students receiving one U in the preceding grading period will be subject to review by the School Standards Committee. A student may be put on probation and allowed to participate if the committee feels that there have been mitigating circumstances, or that an honest effort is being made to improve.

Students receiving two or more U's in a grading period will be eliminated from extracurricular activities immediately and for the next term.

Determination of citizenship eligibility shall be determined when citizenship grades are posted. Grades are posted when all grades have been entered electronically and are available to students, parents, and teachers. In no case may the posting date be more than five (5) school days following the last day of the grading period. Citizenship grade changes after the posting date cannot restore lost eligibility.

At the discretion of the school principal and School Standards Committee, a student with one or more U's may participate when their credit has been restored.

**Standards Committee/Appeals** - Mueller Park Junior High Standards Committee will consist of an administrator, a counselor, a faculty representative, and a PTO representative. An eligibility appeal shall be presented in written form to an administrator stating the position of both the student and staff member involved. Improvement must be shown by the next grading period. The committee will base their decisions in compliance with policy and the best interest of the student.

Participation in interscholastic athletics, cheerleading, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended or expelled shall lose the privilege of participation in extracurricular activities, including practice, during the

period of suspension/expulsion.

### **Eligibility for Spirit Bus:**

During athletic seasons when teams are in the playoff, spirit buses may be provided to allow students to go and support their peers in games and matches that are not at Mueller Park Junior High School. For students to be eligible to ride the spirit bus, they may not have any current F's, U's, or had any recent behavioral issues in class or with administration. All spirit bus participants are expected to be on their best behavior on the bus and at the event. **ALL SPIRIT BUS PARTICIPANTS ARE EXPECTED TO RIDE THE BUS BACK TO MUELLER PARK JUNIOR HIGH.**

### **EMERGENCY DRILLS**

Emergency evacuation drills are conducted periodically for practicing safe and efficient exit of the building. Students should take each drill seriously and follow the exit routes posted in classrooms. Once outside, students should stay at least 100 feet from the building and close to their teachers. Once the drill is completed, teachers will lead students back into the building. Under no circumstance should students reenter the building on their own following an alarm.

### **FEES/FINES**

Students and parents are responsible to pay all applicable school fees and fines. Persons interested in applying for a Fee Waiver should contact the main office.

Students who owe fines or fees at the end of the school year will not receive their yearbook until arrangements have been made with the administration/office to clear their fines. Fines must be cleared prior to yearbook day. Outstanding fees/fines at the end of the year will be turned over to Bonneville Collections at the expense of the parent/guardian.

### **GRADES**

All students will receive a letter grade unless there are extenuating circumstances approved through the administration. Pass/Fail grades are for office assistants, teacher assistants and Advisory class. Term academic and citizenship grades are final grades and will appear on the student's transcript. Incomplete grades automatically default to F after ten (10) school days if the work is not completed. It is important for students and parents to check scores/grades regularly in myDSD.

**GPA** - To calculate GPA, assign each grade a number value, add together and divide by the total number of grades received.

A = 4.000	A- = 3.667	B+ = 3.333
B = 3.000	B- = 2.667	C+ = 2.333
C = 2.000	C- = 1.667	D+ = 1.333

D = 1.000    D- = 0.667    F = 0.000

**Grading Concerns** – If questions arise concerning grades, the student should contact the teacher immediately. Teachers are available to meet with parents by appointment to discuss individual concerns.

### **HALL PASSES**

Students must have a hall pass to be in the hall during class time. Each faculty member will have a hall pass. This pass will be given to any student leaving class and returning the same period. No more than one student may use a hall pass at a time. Class time is valuable and use of the hall pass will be limited to those situations where it is necessary. Reasons for using a hall pass include the following:

- Student needing to go to his/her locker;
- Student needing to use the restroom;
- Student needing to run an errand for a teacher;
- Other vital teacher/student needs.

The main office or counseling office will occasionally send for students from class using a Transit Note. This transit note may serve as a student's hall pass.

### **HOME/HOSPITAL**

If a student is going to be homebound or hospitalized for more than ten consecutive school days, the parents should contact the school to apply for Home/Hospital services. A physician's signature is required for the school and District to authorize Home/Hospital services.

### **HONOR ROLL**

A student may achieve the Honor Roll in scholarship, citizenship and attendance. Requirements for being placed on the honor rolls are as follows:

- **4.0 Designation** – 4.0 GPA
- **High Honor Roll** – 3.75-4.0 GPA
- **Honor Roll** – 3.45-3.749 GPA
- **Citizenship Honor Roll** – Five (5) H's or more, no N's or U's
- **Perfect Attendance** – No absences or tardies (school excuse excluded)

### **HONORS CLASSES**

Students enrolled in honors classes will be expected to have advanced reading, writing, critical thinking and problem-solving skills. Students should have a history of academic excellence and have demonstrated a willingness to work hard and produce quality work.

### **LATE OPENING - NO SCHOOL**

The Davis School District will keep parents up to date on school emergencies and school closures due to weather. Information will be posted on school or district websites as needed. Parents also may get the most up-to-date information from the district's Twitter and Facebook accounts. See the school website for the late start bell schedule.

## **LOCKERS**

**NOTE:** Due to COVID-19 restrictions, lockers will not be assigned this year. Students should bring materials each day in a backpack.

During registration, each student will be issued a locker. Lockers are to be maintained in a neat and clean fashion. Any object, photo, or picture displaying alcoholic or tobacco substances, or other inappropriate material shall not be hung in lockers. Students should not leave valuable items, such as money, in their lockers. The school will not be responsible for the theft of items taken from lockers. Combination locks are provided on all lockers. Changing combinations will cost \$5.00. Combinations will be changed only one time at student request. Students should not give the combination to others. Individuals having problems with their locker should report to the office after going to class first and getting a hall pass.

Students have no right or expectation of privacy in school lockers. School lockers are the sole property of the Davis School District and Mueller Park Junior High School. 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.

## **MEDIA CENTER**

The Media Center hours are from 7:45 a.m. to 3:15 p.m. for student and faculty use. During class and lunch hours, students are admitted with a pass from their teachers for reference work, book check-out and check-in, or other specific class-related assignments. Books checked out are the responsibility of the student. Fines will be assessed for late, damaged or lost books.

## **MEDICATION**

District policy does not prohibit students from carrying their own medication to school in instances where the students' maturity level is such that they could reasonably be expected to appropriately administer the medication on their own. In such instances, students may carry one day's dosage of medication on their person. Any misuse of such medication by the student may be subject to disciplinary action under the District's Student Conduct and Discipline Policy.

## **MYDSD**

Student information including grades, attendance, paying fees and lunch account balances can be accessed through <https://muellerparkjr.davis.k12.ut.us>. Click on the myDSD icon and log into the student or guardian account.

## **NATIONAL JUNIOR HONOR SOCIETY**

The purpose of the National Jr. Honor Society (NJHS) is to recognize outstanding students and to nurture their leadership skills, academic pursuits, and commitment to serving others. Students are nominated, and then selected for membership by showing a history of excellence in five areas as outlined by the national organization: scholarship, leadership, service, citizenship, and character (not solely academic performance).

To be eligible for membership consideration, a student must meet the basic criteria of attendance (a minimum of one semester at MPJH), scholarship (a minimum GPA of 3.75), and character (no U's and no more than one N). Potential candidates must then complete a Candidate Form and submit it for review by a Faculty Council. Not all who apply are accepted. Members are expected to maintain the standards by which they were selected and to fully participate in the organization's activities throughout the school year.

## **PERSONAL BELONGINGS**

Personal items that are brought to school should not interfere with the educational process. Such items may be confiscated. The school is not responsible for lost or stolen personal property. Rollerblades, scooters and skateboards may not be used on campus. If a student brings these items to school, they must be put in that student's locker upon arrival. Large amounts of cash and other expensive personal belongings are prime targets for theft. Students shall not bring these or other articles to school that are not used in the educational program.

## **SPORTSMANSHIP**

Mueller Park Junior High School has high expectations for exemplary student behavior at all activities. The following rules will help us maintain a high standard of behavior at athletic events.

- All spectators will remain in the stands and stay off the playing area before, during, and after athletic contests.
- Spectators are prohibited from having noisemakers of any kind such as whistles, cowbells, horns, etc.
- Megaphones and signs are prohibited at athletic events.
- Booing or contesting calls made by referees is not considered to be good sportsmanship and will not be allowed.

## **TELEPHONE USE**

The office telephones are available for student use in cases of sickness or emergency. Student illness/emergency is expected to be handled through the office rather than the use of student phones during class time.

## **VISITING STUDENTS**

We do not allow students from other schools or out of town to attend with a student in our

school. Please plan to have out-of-town guests entertained at home.

## VISITORS

**Visitors are to check into the main office upon entering the building.** Only school personnel, parents or legal guardians are permitted to visit with students during school hours. Any exceptions to this policy must be cleared with the administration. High school students are not allowed on campus or in the Mueller Park designated parking areas. Trespassers will be referred to the police. NOTE: due to COVID-19 restrictions, all visitors must have their temperature taken and answer questions about symptoms upon entering the building.

## NOTICE OF NON-DISCRIMINATION

Davis School District and Mueller Park Jr. High 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) Compliance Officer**

Davis School District

45 East State Street, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5315

Email: [sbaker@dsdmail.net](mailto:sbaker@dsdmail.net)

Midori Clough, Section 504 Coordinator, Educational Equity Department

**Disability Compliance Officer**

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5180

Email: [mclough@dsdmail.net](mailto:mclough@dsdmail.net)

Caray Long, Educational Equity Department

**Compliance Officer**

**Race, Color, National Origin, or Religion in other than Athletic Programs**

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5357



Email: [clong@dsdmail.net](mailto:clong@dsdmail.net)

Bianca Mittendorf, Title IX Coordinator, Educational Equity Department

**Title IX Coordinator**

**Gender in other than Athletic Programs**

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5447

Email: [bmittendorf@dsdmail.net](mailto:bmittendorf@dsdmail.net)

Tim Best, Healthy Lifestyle Coordinator

**Title IX Compliance Officer**

**Discrimination in Athletic Programs**

Davis School District

20 North Main Street, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-7850

Email: [tbest@dsdmail.net](mailto:tbest@dsdmail.net)

Scott Zigich, Director of Risk Management

**Physical Facilities Compliance Officer**

Davis School District

20 North Main Street. P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5307

Email: [szigich@dsdmail.net](mailto:szigich@dsdmail.net)

## **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 Mueller Park Jr. High School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator Mueller Park Jr. High School, 801-402-6300, 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)

## **SAFE AND ORDERLY SCHOOLS**

It is the policy of the Davis School District and Mueller Park Jr. High School to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive

behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the Department of Student and Family Resources 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 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.

### **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

## **DUE PROCESS**

When a student is suspected of violating [name of your 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.

## **AUTHORITY TO SUSPEND OR EXPEL**

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

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

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical, or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or a school-related activity 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](#). Mueller Park Jr. High School policy may be found at <https://muellerparkjr.davis.k12.ut.us> or a copy may be obtained in the school office.

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

## **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 EDUCATION REQUIREMENT**

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.

## **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 of their student's education records maintained by the school within 45 days of a request for access.
- 2. Request* that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

*3. Provide consent* before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:

- [a] school officials with legitimate educational interests;
- [b] other schools to which a student is transferring;

- [c] individuals who have obtained court orders or subpoenas;
- [d] individuals who need to know in cases of health and safety emergencies;
- [e] official in the juvenile justice system;
- [f] a State agency or organization that is legally responsible for the care and protection of the student;
- [g] specified officials for audit or evaluation purposes; or
- [h] organizations conducting studies for or on behalf of the District.

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

### **Student Directory Information**

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

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

1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 5) parent email address, 6) participation in officially recognized activities and sports, 7) weight and height of members of athletic teams, 8) degrees, honors, and awards received, 9) photograph, 10) most recent educational institution attended by the student.

If you, as a parent, do not want Mueller Park Jr. 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

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.

## **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 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, or demeaning behavior;
- [e] Critical appraisals of others with whom the student or family have close family relationships;
- [f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- [g] Religious practices, affiliations, or beliefs; or
- [h] Income, other than as required by law to determine program eligibility.

*2. 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.

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

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

## 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.

## 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.

## PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and Mueller Park Jr. 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 advanced 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 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.