



NORTH LAYTON JUNIOR HIGH SCHOOL

2020-2021 STUDENT HANDBOOK

Welcome to North Layton Junior High School (NLJH): Home of the Longhorns! North Layton Junior High opened in 1969 and currently serves the elementary school communities of Adams, Mountain View, Lincoln, Hillfield, and Vae View. North Layton students move on to attend Northridge High School in Layton. A core course of study, established by Davis School District and the Utah State Board of Education, is taught to approximately 1,100 students in grades 7th, 8th, and 9th each year. Please read the information in this handbook and become familiar with the policies, standards, and activities of North Layton Junior High School.

Principal

Ed Campbell, M.Ed.

Assistant Principals

Eric Grisby, M.Ed. (A-L)
Mylei Zachman, M. Ed. (M-Z)

Counselors

Evette Ashton (OU-Z)
Cindy Garlick (A-GI)
Kari Nydegger (GJ-OT)

Student Body Officers

A decision on Student Body officers will be made 1st term

Until further notice ALL visitors and volunteers will be REQUIRED to wear a mask before entering the building and check in at the Main Office.

School Address

1100 West Antelope Drive Layton, Utah 84041

Office Hours

7:30 a.m. - 3:15 p.m.

Office Phone

(801) 402-6600

Attendance Phone & Email

(801) 402-6606

nljhattendance@dmail.net

Counselor Phone

(801) 402-6610

School Website

<http://www.davis.k12.ut.us/414>

Office Staff

Shauna Fowers • Head Secretary
Gladys Paredes • Main Office Secretary
Denise Hill • Attendance Secretary
Launa Billings • Counseling Secretary
Tracy Nolan • Citizenship/ISS Secretary
Mandy Anderson • Special Education Secretary

Davis School District

Superintendent Reid Newey • (801) 402-5258
School Director Ryck Astle • (801) 402-5252
Student & Family Resources • (801) 402-5159
Special Education • (801) 402-5169
Nutrition Services • (801) 402-7640
Transportation Services • (801) 402-7500

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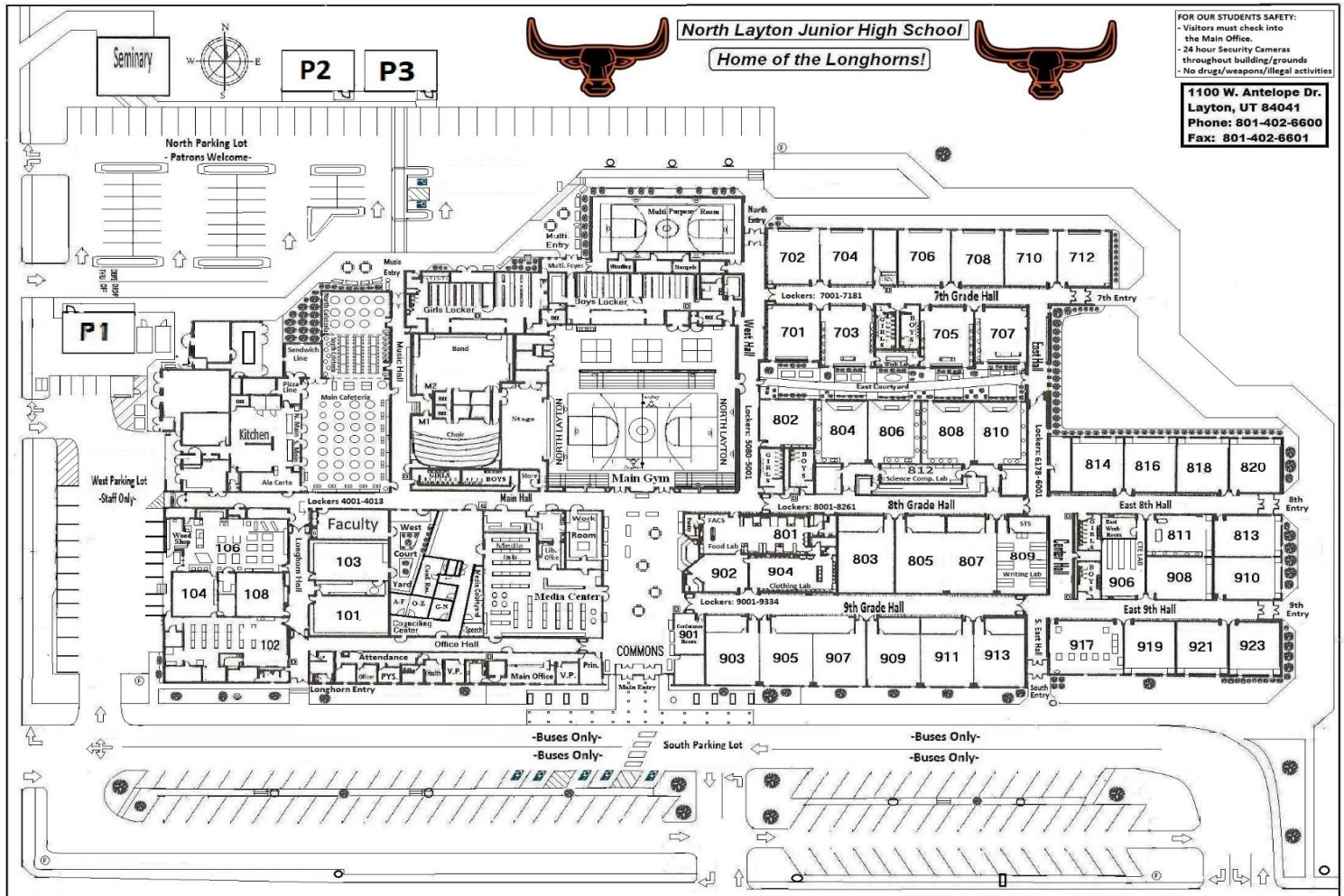
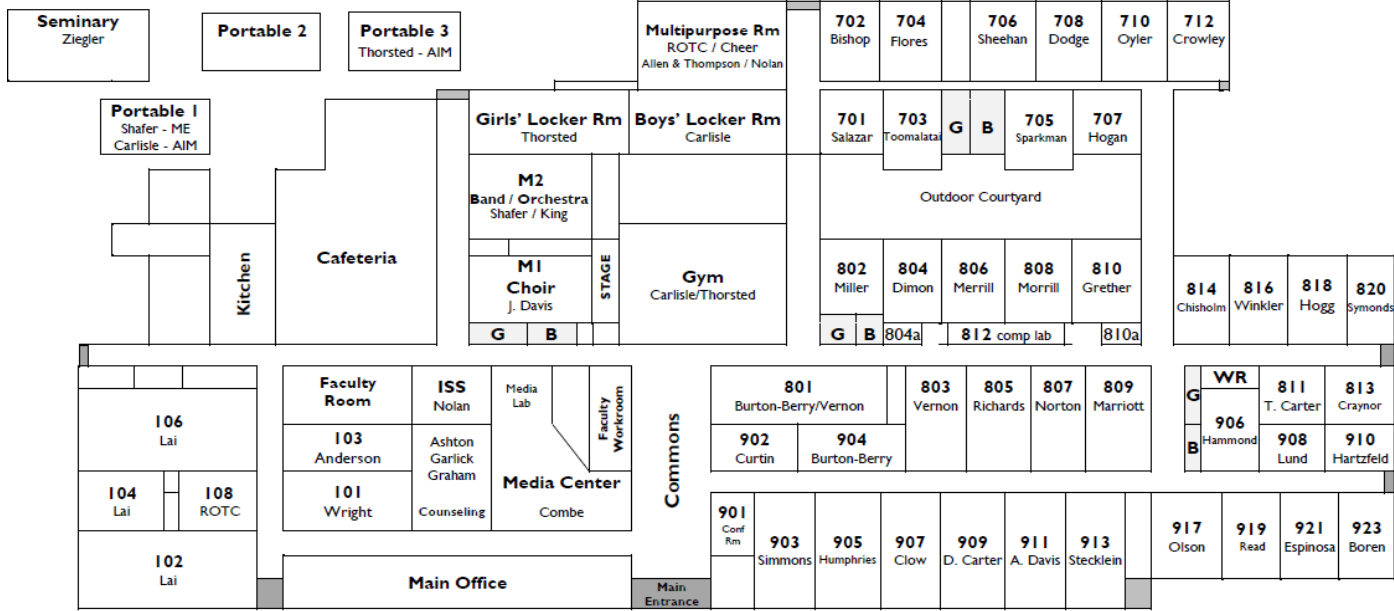
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NORTH LAYTON JUNIOR HIGH FACILITIES MAP



North Layton Junior High School Map





LONGHORN BELL SCHEDULE

1st Lunch		2nd Lunch		3rd Lunch	
1/5	8:10-9:40	1/5	8:10-9:40	1/5	8:10-9:40
2/6	9:44-1:14	2/6	9:44-11:14	2/6	9:44-11:14
1st Lunch 11:14-11:44		3/7	11:18-12:03	3/7	11:18-12:48
3/7	11:48-1:21	2nd Lunch 12:03-12:33		3rd Lunch 12:48-1:21	
4/8	1:25-2:55	3/7	12:37-1:21	4/8	1:25-2:55

NORTH LAYTON JUNIOR HIGH SCHOOL POLICIES & PROCEDURES

ACADEMICS AND HONORS

All students can improve their grades by attending class daily, completing and handing in assignments on time, and studying for exams. Students may also receive teacher assistance before and/or after school with most teachers.

Academic Honor Roll

Highest Honor Roll – 4.0 grade point average
High Honor Roll - 3.75 to 3.99 grade point average
Honor Roll - 3.45 to 3.74 grade point average

Students may receive awards and honors in connection with the honor roll that include award certificates, induction into the National Junior Honor Society, PTSA Recognition Program, and/or an invitation to the annual Honors Program.

ACCIDENTS, INJURIES, AND ILLNESSES

Accidents, injuries, and illnesses are to be reported immediately to the office. Parents will be notified. If no emergency contact can be made with those listed in the student's file, paramedics may be called, depending on the severity of the student's condition.

AIM: ADVISORY, INTERVENTION, & MINDSET

North Layton Junior High offers a mandatory **AIM** class for all students. This 35-minute class (replacing Longhorn Pride) will be held at the end of each day, Monday through Thursday. **AIM** teachers will help students review progress reports and set academic goals. During **AIM** class, core subject area teachers will provide targeted interventions for students who may need additional support. Students will be expected to attend, behave appropriately, and participate. Students found in the halls during **AIM**, who are not on the intervention roll and moving to that intervention location, may be issued a truancy citation.

ASSEMBLIES AND ACTIVITIES

School assemblies and activities will be suspended during the school year. Activities are field trips, dances, pep rallies, non-academic clubs, etc. This policy may change based on District and Health Department recommendations. If assemblies and activities resume, **students who have 50 or more discipline points may not be allowed to attend assemblies and may also be excluded from activities** (see **Discipline Points & Consequences** section for more information).

ATTENDANCE

North Layton Junior High strongly encourages all parents to support and all students to practice good attendance habits, as there is a direct correlation with good attendance and academic success. Chronic absenteeism is defined as missing 10% (or 4.5 days per term) or more of class, for any reason. We want to help students to be successful now and in the future.

Students are expected to be to class and ready to work before the late bell rings. Students who are not prepared to begin working at the late bell may be considered tardy. Students arriving to class 20 minutes or more late will be considered absent. **All students arriving late or leaving early must check in or out at the attendance window by the main office.** Students will be given an admit to class; however, an admit does not excuse a tardy unless the student was late to class due to an office related matter and the admit so specifies. Parents may access student attendance information by using **myDSD**. Prearranged absence forms are available in the office for students to pick up in order to inform their teachers and the office of a pending absence, thus allowing teachers to detail the responsibilities the student should have prepared upon returning. Absences should be cleared within 3 days of the student's return to school. Parents may clear an absence by calling (801) 402-6606, emailing the attendance office at nljhattendance@dsdmail.net, or on **myDSD**. Absences due to school-related functions (e.g., athletic events, field trips, testing) will be listed as Excused in the attendance system. Excessive uncleared absences and non-school-related tardies may result in lowered citizenship grades or truancy citations (see **Citizenship Credit** section for more information).

Closed Campus

North Layton Junior High School is a closed campus to help ensure the safety of every student. **All** places off school grounds are off limits to students during school hours. Furthermore, all classroom hallways are closed during lunch. Students off campus or in closed areas without a hall pass or official permission are subject to a truancy citation and/or other consequences. Likewise, students who are scheduled to be off campus and are found on school grounds are subject to a trespassing citation from the School Resource Officer. If students need to get to the library or counselor's office, they should request permission from a lunchtime duty, administrator, or secretary.

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. (See Utah's Compulsory Education Law UCA § 53A-11-101.5)

Daytime Curfew Violation

Be aware of the following Layton City daytime curfew law § 9.24.015:

- It is unlawful for any minor subject to compulsory education to loiter or remain in any public place, any restricted dwelling, or any unsupervised place within the Layton City limits during the normal school hours for the school said minor is required to attend; ... ; (3) It is unlawful for any parent, guardian, teacher, or other person having legal care and custody of any minor to permit or allow, whether willfully or by exercise of insufficient control, any such minor to remain or loiter in any public place or in any other restricted place."

Truancies and Trespassing

A student is considered truant whenever he/she misses class without a parent or guardian notifying the school with a valid excuse. A student who is truant from class or school will be dealt with according to the District Policy Manual. This will include the issuance of citations according to the following fee schedule:

1 st Citation	Warning
2 nd Citation	\$10.00
3 rd Citation	\$15.00
4 th Citation	\$20.00
5 th or more Citations	\$25.00 (for each violation)

A student involved in truancy may receive an **Administrative U**. Each classroom teacher also has the option of issuing a **U** citizenship grade to students who are truant. Students may not be allowed to make up the work missed due to truancies. Students found off school grounds during school hours may also be charged with a daytime curfew violation by the Layton City Police Department.

A student who is not scheduled to be at school (i.e. Home Release, Released Time, etc.) and is found on school grounds without making prior arrangements with school administration or unaccompanied by a guardian will be referred to the School Resource Officer and may be subject to a trespassing violation.

BACKPACKS

Students will not be assigned lockers this year. Backpacks will be allowed in classrooms. Backpacks and satchels are to be used only to transport school materials to and from school, between classes and transport needed items to and from gym class. Backpacks left unattended in the school hallways or common areas will be confiscated.

BUS TRANSPORTATION AND CONDUCT

Students living two miles or more from the school are entitled to bus transportation. To determine bus eligibility, visit <https://www.davis.k12.ut.us/departments/transportation>, select "Bus Stop Information" and enter the requested information. This site provides information on eligibility status, what bus he/she rides, and bus stop location. The district uses an exact measuring system to determine the 2-mile radius for bus eligibility. Due to constraints, buses cannot transport students who are not eligible. For answers to any questions or concerns, please contact the District Transportation Office at (801) 402-7500. Some buses are not filled. If this occurs, at the bus driver's discretion, bus passes will be issued to students living inside of the 2-mile limit. A lottery system will be used to determine which students receive these passes. Bus passes will be issued on or before October 1st. For most current bus stop information, check **myDSD**.

Safety precautions are a must and all students must obey the following rules. Any student who violates these precautions and/or rules may be denied the privilege of riding the bus, as well as other consequences (suspension, fines, etc.). A school administrator will contact parents and/or the police in cases where students have engaged in disorderly conduct or behaviors that endanger passengers. (for more information, visit

<https://www.davis.k12.ut.us/departments/transportation/transportation-policy-and-procedures>)

Bus Rules

- Follow all bus driver's directions; the bus driver is in charge.
- Remain seated while the bus is in route.
- Treat others with courtesy, dignity, and respect.
- Communicate quietly, without swearing, or inappropriate gestures.
- Keep head, hands, and objects to yourself and inside the bus.

CANVAS

Parents and students may access course information, including class disclosure, assignments, and calendar items via Davis School District Canvas at <https://www.davis.k12.ut.us/other/canvas-login>. Students log into Canvas using their full school district email address (for example: 22asmith@go.dsdmail.net) and their password is the student PIN (Personal Identification Number). Parents can create a parent observer account, where they may view assignment due dates, announcements, and other course content, by going to the same website and selecting "Parent of a Canvas User? Click Here for an Account." Parents will be prompted to create an account but will need a "Student Pairing Code" to do so. Students may generate a pairing code by logging into Canvas and going to their Account Settings. There they will select "Pair with Observer," which will generate a unique code that will expire within 7 days (or after one use).

CAFETERIA SERVICE

Breakfast and lunch are served daily. Students may not leave campus for lunch without a parent/guardian checking them out. Eating in the cafeteria is a privilege and inappropriate behavior will result in disciplinary action.

Cafeteria Rules:

- All food and drinks purchased in the cafeteria are to be consumed in the cafeteria. NOTE: Only home lunches may be eaten outside the cafeteria, on the north side of the school building.
- Saving places or cutting in the lunch line is prohibited.
- During breakfast and lunch, students are ONLY allowed to be in approved areas of the school: the cafeteria, the commons, the hallway between the cafeteria and the commons, and the outside area on the north side of the building. Students needing to visit the counselor's office or the library during lunch should request permission from a lunchtime duty, administrator, or secretary. Students in a closed hall during lunch without permission may be issued lunch detention or a discipline referral and discipline points.
- During the lunch break, students are not allowed to play tackle football, be on the loading dock, or near the portable classrooms.
- Consequences for lunchtime misconduct may include a discipline referral, lunchroom clean-up duty or lunch detention, assigned seating at a supervised lunch table, and parent notification.

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. Unused meal account balances will be carried over to the following school year.

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. The free or reduced meals application is available to parent's through your myDSD account.**

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 may 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.

CITIZENSHIP CREDIT

Students may earn an **S** (Satisfactory), **G** (Good), or **H** (Honorable) citizenship grade by following class rules and coming to class on time with their assigned textbook, pencil, and paper (parents/guardians are responsible for providing their student with necessary classroom materials). Students who do not follow class rules, do not come prepared and work may be issued an **N** (Needs Improvement) or a **U** (Unsatisfactory) citizenship grade. Students with exemplary citizenship grades will be placed on the Citizenship Honor Roll.

Citizenship Honor Roll: Seven (7) or more **H**'s per term and NO **N**'s or **U**'s.

Davis School District graduation requirements for students in grades 9-12 stipulates students must earn eight (8) citizenship credits per year. Failure to earn the required citizenship credits will result in withholding the graduation diploma. Students who receive an unsatisfactory **U** citizenship grade for any term will not be awarded .25 citizenship credit. A **U** citizenship grade can be issued by administrators for truancy, 5 or more uncleared/unexcused class periods, excessive tardies (4 or more), or serious documented negative behaviors that include, but are not limited to: fighting, theft, possession of or use of illegal substances, cheating, any safe school violation, serious classroom interruption, etc. Students in 7th and 8th grade are also awarded citizenship grades each term and are under obligation to clear any **U** citizenship grades in order to be eligible for extracurricular activities and positive behavior privileges (see **Behavior Plan** for more information). **When a U citizenship grade is documented, the student will be issued a \$5 fine, which will be applied toward the citizenship make-up fine, once paid.**

Citizenship Make-up Credit: Students may make-up citizenship credit or clear citizenship **U**'s in the following way:

- Complete three hours of unpaid community service **pre-approved** by the administration (per **U**) AND pay a \$5.00 fine (per **U**)

AND

- Complete and submit the proper **U** make-up paperwork, including documented service hours, along with attached receipt of fine payment

CLASS CHANGES

Students are encouraged to be thoughtful about their course requests during the College & Career Readiness (CCR) plan with their parents and guidance counselor (see **CCR Plan** for more information). Course selections will determine staffing and class options for the upcoming school year. Once course selections have been finalized in the spring, students will not be allowed to make further changes until student schedule pick-up and change days that occur in the fall (see the online school calendar for specific dates).

Schedule Pick-up & Changes

After registration documents and fees have been submitted, students and parents may access schedules on **myDSD** mid-August. Students may pick-up their finalized schedule on their designated day and time prior to the start of school. After they have picked up their schedule, they will be allowed to make changes according to the following guidelines:

School Error: If there is an error in the student's schedule due to a clerical error, the schedule will be changed free of charge.

Student/Parent initiated Change: If a student is not satisfied with their finalized schedule, they may choose to make a schedule change **for a \$10 fee**. Schedule changes will only be allowed during schedule pick-up and class change days. Students should note that maintaining manageable class sizes is a high priority for North Layton Junior High, thus schedule changes **will only be allowed if there is space available** in the desired class. Parents and students can select classes, not specific teachers.

Class Change Policy After Semester Begins:

Class changes will not be allowed after the term begins unless the parent/student follows the guidelines below.

To initiate a class change, students and parents must follow these procedures:

1. If a problem exists within the classroom, **the student and parent(s) should, in a timely manner, contact the individual teacher** to discuss the concern and needed changes to resolve any issues. A meeting with the student, parent(s), teacher, counselor and/or administrator may be necessary.
2. When a serious attempt and effort on the part of the student, parent(s), and teacher has been made to remedy the situation and no satisfactory solution is found, then a student may initiate a class change by meeting with counselors and formally requesting a change.
3. A **Local Case Management Team** meeting will be initiated, and the committee will determine placement outcomes. This decision will be communicated to the parent(s) and student and, if approved, the class change will be made. A completed class change form and \$10 class change fee will be required.

COLLEGE & CAREER READINESS (CCR) PLAN

Students, along with parents/guardians, will meet with their assigned guidance counselor to make a College & Career Readiness Plan. CCR's are scheduled as follows:

- 7th Grade: November 1st – December 20th (individual appointments scheduled on **myDSD** in mid-October)
- 8th Grade: February 10th – March 27th (individual appointments scheduled on **myDSD** in mid-January)
- 9th Grade: January 27th – February 7th (completed during **AIM** classes) NOTE: course selections will be sent home for review and returned by student/guardian at First Knight (mid-February) at Northridge High School

DISCIPLINE POINTS AND CONSEQUENCES

Administrators may issue disciplinary "points" and consequences to students who are found in violation of the school rules. Students who exhibit disrespectful or irresponsible behavior in classrooms, hallways, cafeteria, library, common areas, restrooms, outside the school, sporting events, or other school activities will be issued discipline points equivalent to the severity of the infraction (Examples: *out of dress code – 10 points, toys at school – 10 points, running in hall – 10 points, misuse of electronic device – 15 points, classroom disruption – 15 points, littering – 10 points, profane language – 30 points, fighting – 50 points*). A complete listing of points is available in the office; however, administrators can adjust points issued based on individual circumstances and discipline history. **Points may be increased for repeat offenses of the same infraction or when the misbehavior occurs in a substitute teacher's class.**

Restrictions may be put in place should a student accumulate the following point totals:

- 25-49 points – 1+ day(s) of lunch detention
- 50+ points – students may not be permitted to participate in school activities until points go below 50 (see *Point Removal*)

Additional Possible Consequences:

- 50 – 1 day in ISS (see **In School Suspension** section for more information)
- 51-99 points – multiple days of lunch detention, parent conference, Local Case Management Team referral
- 100 points – multiple days of ISS, Administrative **U**, academic tracking, administrative shadowing
- 101-149 points – suspended out-of-school (for up to 10 days), reverse suspension (parent shadow/escort), “cocooning”
- 150+ – Administrative team determined consequence, based on the nature of all previous infractions, such as shortened or restricted schedule (Home Release), Brief Community Intervention Program referral, and/or required community service
- 200+ – referral to District Case Management Team and/or law enforcement, possible extended out-of-school suspension (for up to 45 days), change of school location, or alternative education program

Point Removal: As a student corrects inappropriate behavior, disciplinary points are removed*.

- 30 days without an incident – 50% reduction
- 60 days without an incident – 100% reduction. *Time spent in ISS or suspension **does not** reduce points.
- Administration may reduce points as deemed appropriate based on positive behavior, tracker completion, community service, etc.

End-of-Year Restrictions: Students who do not correct inappropriate behaviors and who carry between 50-100 points at the end of the school year **may** be able to attend year-end activities **after** they make a written appeal and they have shown marked improvement. Students whose appeals are accepted must receive no further disciplinary points or they risk having that privilege revoked. **Students whose appeals are denied or who have over 100 discipline points may be suspended up to the last 2 weeks of school and will be unable to participate in extracurricular and/or year-end activities, including the End of Year Activity Day, 9th Grade Dance, Closing Assembly, and Yearbook Day.** If a student is suspended and has purchased a yearbook, the student may pick it up in the office on the first business day following the last day of school.

DRESS CODE AND GROOMING

The Board of Education of the Davis School District recognizes that standards of proper 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. **North Layton Junior High’s dress code applies to times when the student is at school, during any school-sponsored activity, and anywhere NLJH is represented.**

Adherence to the student dress code is mandatory unless the administration designates a special day or occasion to promote school spirit and/or improve school climate (e.g., spirit day, school dance, etc.). Students violating dress code will be required to contact a parent to get appropriate attire or wear clothing provided by the office and may be excluded from school until compliant. Below is a detailed list of dress code items, but not comprehensive:

- All students should maintain themselves in a neat, clean, and modest manner.
- Students must always wear shoes (no bare, sock, or slipper feet).
- Shirts should 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. Cleavage should be covered.
- Low-riding or sagging pants that hang below the waistline are prohibited. Pants should be worn high enough that undergarments are not exposed.
- Length of skirts, dresses, and shorts should be no shorter than the fingertip marker (fingertips placed at one’s side).
- Clothing with rips, frays, or holes must still comply with dress code, including no exposed skin on the upper torso or higher than the fingertip marker (shirts, shorts, or leggings should be worn underneath these types of clothes to ensure compliance.)
- No obscene or suggestive words, pictures, or symbols on clothing or jewelry is allowed.
- Pictures, colors, or symbols advertising gang affiliation, weapons, or a substance a student cannot legally possess are not allowed as part of student attire or accessories. “Bandana” or “paisley” print is considered gang affiliated.
- Unless prescribed by a physician or part of a cultural norm (see **Religious Expression in Public Schools** section), students are not allowed to wear sunglasses in the school building or cover their heads (hats, hoods, visors, caps, beanies, etc.) **in any and all locations and school functions** in the school building or outside the building during school hours.

- Accessories (chains, spiked collars or bands, leashes, blankets, etc.) which pose a threat to others or which become a nuisance to the school environment, are not permitted.
- Any attire, hair style, hair color, piercing, or makeup which may be considered extreme, and which invites distraction or disruption to the educational process, is not permitted.

Dress Code Violations:

Students who violate the dress code will be reminded of the school dress code policy and asked to immediately comply. If necessary, parents will be notified and asked to bring the student clothes that do not violate the dress code. If a parent cannot be reached, students will be asked to change into clothes that may be available at school. **If the school provides clothing for the student, the student will be issued a fine to cover the cost of the clothing item, unless the item is returned within a week and in the same condition it was provided.** Students may not be allowed to attend class until the dress code violation has been corrected. Disciplinary points will be given to students who violate the school dress code (refer to the **Discipline Points and Consequences** for more information):

1 st Offense	student warning & 10 discipline points	School dress code policy review and asked to immediately comply.
2 nd Offense	20 discipline points	School dress code policy review and asked to immediately comply.
3 rd Offense	30 discipline points	School dress code policy review and asked to immediately comply.
4 th Offense	40 discipline points	School dress code policy review and asked to immediately comply.

Continued offenses may result in additional/increased discipline points, suspensions, and an Administrative **U** citizenship at the discretion of the administration and local case management team.

ELECTRONIC DEVICES

“**Electronic device**” means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including: (1) a smart phone; (2) a smart or electronic watch; (3) a tablet; or (4) a virtual reality device. “**District-owned electronic device**” means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is identified as being owned, provided, issued or lent by the District to a student or employee. “**Privately-owned electronic device**” means a device that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by the District to a student or employee.

Students may possess and use electronic devices (hereafter referred to as e-devices) on school premises and at school-sponsored activities, but ARE subject to the following rules:

- **E-devices shall NOT be used in a way that** threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or be used in a way that violates local, state, or federal law. E-devices should not be used in a way that invades school-related individuals’ reasonable expectation of privacy. According to DSD Acceptable Use Agreement, any photo or video of students on school grounds should not be published for public view with persons identified without their permission. While NLJH will not routinely search confiscated privately owned e-devices, if there is reasonable suspicion as to questionable content (i.e. text threats, pornography, etc.) members of the administration may view the content. If documentation of inappropriate or illegal behavior is discovered, disciplinary actions will be enacted according to the specific behavior documented. Refusal to unlock a device for administrative searches may result in the phone being turned over to the North Layton Police Department.
- **E-devices may only be used at the appropriate times.** The e-device is to be “powered off” during classes. NLJH will allow usage before/after school, during passing periods, and during lunch. No e-devices are permitted into restrooms or locker rooms under any circumstance. E-devices may not be used during any testing, unless specifically allowed by statute, regulations, student IEP, or assessment directions. If it is urgent for parents to contact the student immediately, a call to the office (801-402-6600) should be made. NLJH has a telephone available in every classroom, as well as the office. Students who have an emergency may use these phones or request a pass from their teacher to use the phone in the front office. Parents may send messages through the front office. Exceptions to the policy may be made for special circumstances, health-related reasons, current and valid IEP accommodations, and emergencies. Any exceptions must be approved by an IEP team or administrative team.
- **Each teacher has the right to dictate the usage level of e-devices in his or her own classroom. At the first week of the semester,** each teacher will instruct the students of their classroom usage allowances, if any. Students, who transfer into the class, must consult the teacher (within two days and out of regular class time) about their specific policies. **Students are responsible** for any loss, damage, or theft of their personal property or the contents on the e-device.

- Parent(s) carefully consider whether or not your child needs or is mature enough to have any of these items at school.
- **Students will be subject to classroom and administrative consequences** when these devices cause a disruption to the learning environment or when a student uses an e-device in an inappropriate manner. Any violation of the above rules should be immediately reported to the teacher (if the infraction occurred in a classroom) or to the administration (if the infraction occurred outside a classroom). Teachers should report any serious e-device infractions to the administration.

Electronic Device Policy Violations and Administrative Consequences:

Each time a student's e-device is turned into the office, the following administrative consequences may apply (see the **Discipline Points and Consequences** section for more information):

1 st Offense	student warning & 15 discipline points	Student pick-up device after school from office
2 nd Offense	20 discipline points	Parent/Guardian pick-up device after school from office
3 rd Offense	25 discipline points	Device kept in the office for 6 days, parent/guardian pick up after school on the 6 th day from office
4 th Offense	30 discipline points	Device kept in the office until a parent/guardian meeting is held to create a plan (such as student no longer allowed an e-device at school and/or e-device must be checked in/out with the main office before/after school for a determined period of time)

Continued offenses may result in additional/increased discipline points, suspensions, and possible alternate scheduling at the discretion of the administration and local case management team.

EMERGENCY AND EVACUATION PLAN

Every public school is required to annually update and publish an Emergency Evacuation Plan to address potentially dangerous situations. An emergency supply backpack is in each classroom, as well as a posted route for evacuation. Drills will be conducted according to district guidelines and in accordance with state law.

In the case of an emergency, the school fire alarms will generally sound. **All individuals in the school building are expected to immediately evacuate the building whenever the alarm sounds.** Each classroom is to post an evacuation map near the doorway and students will be assisted by teachers in knowing the exit route from the classroom. Students and teacher will return to the building **only when directed by the administration.** If the alarm sounds before school, students will find their **AIM** teacher and class in the evacuation area. If the alarm sounds during lunch or an assembly, students will find their **AIM** teacher and class in the evacuation area. If the alarm sounds after school, students will evacuate to the designated area and find an adult.

EXTRACURRICULAR ACTIVITIES

All students are encouraged to become involved in school activities, which include athletic teams, academic teams, school clubs, intramural team sports, cheerleading, and student government. *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.*

Academic Standard for Participation:

- **Student Government** and **Cheerleaders** must maintain the following guidelines:
 - 3.0 GPA (each of the three preceding terms in order to run for office or tryout for cheerleader, and must maintain a 3.0 GPA each term to remain in that position)
 - A GPA of lower than 3.0 will put the student on probation until the next grading period. Midterm progress reports do not apply.
 - A student can have only one probationary period while being an officer or cheerleader.
 - A failing grade (F) in any term will eliminate a student from officer or cheerleader (there will be no probationary period in such cases)
- To participate on or manage an **extracurricular athletic or academic team:**
 - Students must have a 2.0 GPA from the previous term, with no more than one F.
 - This standard must be maintained throughout the season in order to participate.
- All students are eligible to participate in **intramural team sports and school clubs** (unless on restrictive participation due to disciplinary actions or excessive point accumulation).

Citizenship Standard for Participation:

- **Student Government** and **Cheerleaders** must maintain the following guidelines:
 - May not have a **U** citizenship grade or more than 1 **N**
 - May have one **N** to tryout, but will be on a 30-day probation period effective the next day
 - Two probation periods, any safe school violation, pattern of school policy violations, or an Administrative **U** will result in immediate removal from office or cheerleading
- To participate on or manage an **extracurricular athletic or academic team**:
 - Students with one **U** in citizenship for the term prior to participation 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 a concerted effort is being made to improve.
 - Students receiving more than one **U** in a grading period will be ineligible to participate in extracurricular athletic or academic activities immediately and for the following term.
 - At the discretion of the school Administration and School Standards Committee, a student with one or more **U**'s may participate when their citizenship credit has been restored.
- All students are eligible to participate in **intramural team sports and school clubs** (unless on restrictive participation due to disciplinary actions or excessive point accumulation).

School Standards Committee & Appeals Process:

- NLJH School Standards Committee will consist of an administrator, a faculty representative, student as necessary, and a community representative. An appeal concerning eligibility is to be presented in written form to an administrator, stating reasons why the exception should be made by both the student and staff member involved. District policy will be followed but will allow probationary students an opportunity for improvement. Improvement needs to be demonstrated by the next grading period. The committee will base their decisions in compliance with policy and the best interest of the student.

FAMILY EDUCATIONAL 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.
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 (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;
- [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 North Layton Junior High 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:

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.

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

FEES AND FINES

Fees and fines may be paid in the main office using cash, check, money order, or credit/debit card (for a 3.5% fee), by mail (check or money order), or online with **myDSD** using an e-check or credit/debit card (for a 3.5% fee). All fees and fines must be paid and/or cleared by the office before issuance of the student yearbook. Yearbooks will **ONLY** be given out on yearbook day and **ONLY** to those without fines. **Unpaid fines and fees will be sent to Bonneville Collections for recovery.**

Fees are determined by the Utah State Board of Education and Utah State Legislature and are assigned as follows:

Instructional Material Fee	\$31.00	Activity Fee	\$9.00	Computer Use Fee*	\$15.00
Locker Rental Fee*	\$5.00	Learning Management System (LMS) Fee*	\$4.50	Student Handbook	\$5.00
Science Lab Fee*	\$10.00	CCA Fee (7 th Grade)*	\$12.00	Interior Design Class Fee	\$15.00
Food & Nutrition Class Fee	\$15.00	Art Class Fee (visual, performing)	\$10.00	Advanced Art Class Fee	\$15.00
CTE Class Fee	\$10.00	Lab Fee (world language, math, etc.)	\$10.00	NAL Team Fee	\$25.00
Instrument Rental	\$95.00	PE Shirt*	\$5.00	Performing Music Group Uniform	\$75.00
School Club Dues	\$10.00	CTE Organizations	\$25.00	Yearbook (\$5 late fee after Mar. 1)	\$24.00
PTSA Membership (per person)	\$6.00	Credit Recovery (per qtr. credit)	\$45.00	Late Registration Fee (after Aug. 20)	\$10.00
Variance Application Fee	\$5.00	Class Change Fee	\$10.00	Locker Combination Change Fee	\$5.00
Duplicate Schedule	\$1.00	Citizenship Make-up (Service)	\$5.00	Child Development Class Fee	\$3.00
Athletic Activity Fees:				*Non-refundable fees	
Volleyball	\$70.00	Wrestling	\$70.00	Cheer	\$875.00
Basketball	\$70.00	Track	\$70.00	Transportation Fee	\$10.00

Fee Waivers: Students of families receiving AFDC or SSI payments, or if the student is a ward of the state, the school must waive required fees. The free and reduced lunch program and school fee waiver program are two different programs. Students may apply for school fee waivers by submitting the completed Standard Fee Waiver Application to the school office (there is a link to the application on the North Layton Junior High website, under registration/registration instructions), along with all appropriate proof of income documentation. The free and reduced lunch fee waiver program is accessed from the Davis School District Nutrition Services homepage and submitted directly to them. *School fines are non-waivable.

HALL PASSES

Students must have a hall pass in order 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. A hall pass can only be used by one student at a time. Students are expected to travel quietly and return to class promptly. Students remaining out of class for an extended period of time may be issued an absence or truancy citation. Class time is valuable, and teachers should avoid issuing hall passes to students the first and last five minutes of class. Use of the hall pass during class time will be limited to 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 the teacher
- Other vital teacher or student needs

No hall pass is necessary for students who have been called to the office to check out or for a school excused activity.

HARASSMENT

Verbal or physical harassment of any kind is not permitted. Students and staff are expected to treat everyone in the school with dignity and respect. Students who believe they are a victim of bullying should report their concerns to a school administrator. Additionally, students must not engage in unwanted or unwelcome verbal or physical conduct of a sexual nature directed toward another student or staff member. This prohibition applies whether the conduct is by word, gesture, or any other behavior. Students may report any such incidents to any school staff member. School administrators will investigate all harassment claims in accordance with school and district policy to ensure the harassment stops immediately.

HOME/HOSPITAL SERVICES

If a student is homebound or hospitalized for more than ten consecutive school days, the parent should immediately contact the school to apply for Home/Hospital school services. Generally, a physician's signature is required for the district to authorize Home/Hospital services.

HOMEWORK REQUESTS

Homework or missed schoolwork can be requested for students who have been absent for three or more consecutive days by contacting the teacher(s) via phone call, email, the teacher's website, or through Canvas OR by contacting the attendance secretary, who will email the teacher(s) on the student's behalf. Homework may be brought to the office by the teacher(s) and picked up/returned by parents to the main office. All homework requests should be made 24-hours in advance.

IN SCHOOL SUSPENSION

In School Suspension (ISS) is designed to provide a place where students in violation of school policies may quietly complete schoolwork, while under direct supervision. Students are assigned to ISS by the school administration based on student behavior infractions or point accumulations (see **Discipline Points and Consequences**). Misbehavior in ISS will result in escalated consequences.

LOCKERS

Because of COVID19 and based on the Davis County Health Department and Davis School District recommendations we will not be issuing lockers to students this year.

Security:

- Students are not to change lockers or partners once they are assigned.
- Locker combinations or lockers should not be shared with anyone other than the assigned partner.
- Students should not leave their locker "ready to open."
- The school cannot be responsible for any loss of valuables. Students are strongly urged to leave valuable items at home.
- **There is a \$5.00 locker change fee assessed for students who have shared their locker combination. Combination changes require administration approval.**

Condition:

- Lockers must be kept in good condition. Use magnets, instead of tape. Broken or bent latches, dents, scratches, broken or missing hooks (which have not been previously documented by custodial staff before the locker is assigned), vandalism, inappropriate decoration, the use of tape, writing on the locker, etc. will result in disciplinary action, which may include fines, and must be paid before the end of the school year.
- Repairs for any damage to the locker will be the responsibility of the student(s) assigned to that locker.
- Lockers that are modified so they can be jammed or opened without using the combination in any way will be considered vandalism.
- Students who have a problem with a locker should notify the main office immediately. Lockers are the property of the school and loaned to students for their convenience. Lockers may be inspected at any time, so they should be kept clean both inside and out.
- Before seeking office or custodial help with a jammed locker, students should report to class on time and receive permission from the teacher. Lockers usually get jammed because heavy items (such as jackets or bags) become wedged in the door or block the locking mechanism.

Property Rights:

- Lockers are school property. Personal padlocks are not allowed. The school has the legal right to search a locker at any time and when there is a reasonable suspicion to do so.

LOST AND FOUND

Lost and found items should be turned in to the main office or the library. Students should check for any lost items in the library. Unclaimed items left after each semester will be donated. Failure to make a reasonable attempt to return lost property can become a legal matter.

MAKE-UP WORK

After any absence, it is the responsibility of the student to meet with teachers concerning work missed. For each day of an excused absence, one day will be given to complete missed assignments. Arrangements must be made with the teacher on the student's first day back to class. Work assigned when the student was present is due on schedule unless other arrangements have been made between student and teacher. For extended absences that are planned, a pre-approved absence form is available in the office. This form needs to be filled out and turned back into the office before the student is absent. Students should check with their teachers for work before an absence due to a school sponsored activity.

MATH TOOLS FOR STUDENTS

Mathia/Online Textbook Access:

- Using any web browser (except Explorer), go to <http://www.carnegielearning.com/>
- Click on “Customer Sign-In” at the upper right of the screen.
- Most students register during class the first two weeks of school. If you have not registered yet, click the blue “Set Your Password” button on the left and follow the prompts. It is recommended you create a password using the uppercase letter of your first name, followed by your student Personal Identification Number (PIN). (For example: A1234567)
- You will need to type the school name as “North Layton Junior High School” and then select it from the drop down list.
- Your Username is your Student ID number (lunch number).
- If you have registered, log in with your Student Number as your username and password you chose during registration (uppercase first letter of first name and PIN).
- To start using the Mathia software, click on the “MATHia” button.
- If the icon is not present, notify your math teacher immediately.
- To access the online textbook, click on the “Resource Center” button.

Mathspace Access:

- Using any web browser (except Explorer), go to <https://mathspace.co/us>
- On the main page, log in with the following information:
(Write down your login name when your teacher gives it to you.)

Login Username:	
Password:	

ALEKS Access:

- Using any web browser (except Explorer), go to <http://www.aleks.com/>
- On the main page, log in with the following information:
(Write down your login name when your teacher gives it to you.)

Login Name:	
Password:	(same as for Canvas)

- NOTE: Do not skip knowledge checks. It will not count topics as learned until you do the knowledge checks.

MEDIA CENTER

The Media Center is available for student and faculty use from 7:50 a.m. to 3:15 p.m., Monday through Friday, including both lunches. Students are welcome to visit the Media Center before/after school or during their lunch period. Generally, students visit the Media Center as a class, accompanied by their teacher. Individual students who need access to the Media Center during class time (to do research, to check out/in or renew a book, or to do other class assignments), should be given an admit from the teacher whose class they are leaving. Books may be checked out for two (2) weeks at a time. It is the student's responsibility if the book is damaged or lost. Fines will be assessed for overdue books at the rate of 5 cents per day. Overdue notices will be given.

Davis School District's Digital Library offers free eBook checkouts for students and teachers. To explore the exciting and inspiring eBook library, log in at: <https://davisut.libraryreserve.com/10/45/en/SignIn.htm?url=Default.htm>. Students and teachers may check out and read selections on any personal computer or e-device, using their full DSD email address (for example: 22asmith@go.dsdmail.net) and their DSD computer login password.

MEDICATION AT SCHOOL

A student who needs to take over the counter or prescription medication during the school day may bring one day's dosage of the medicine to school. This medication should remain in the student's possession (on his/her person) and may **NOT** be shared with other students, under any circumstance. Parents should determine whether their student is mature enough to appropriately administer the medication on his/her own. Prescription medications generally should be kept in the office and require a medical release form (available in the main office), completed by the prescribing physician. Urgent medical items, such as asthma inhalers, epi pens, and diabetic supplies, should be kept with the student. Parents desiring the school to dispense prescription or nonprescription medication to their students, should contact the main office.

myDSD

Parents and students may access grades, attendance, teacher email links, and more via **myDSD** at <https://mydsd.davis.k12.ut.us/Account/Login?ReturnUrl=%2f> (a direct link is available on all Davis School District webpages). Students log into **myDSD** using their district username (for example: 22asmith). Parents can create a parent user account, where they may view all of the same information connected to their student, by going to the same website and selecting "Create an account now." Parents will be prompted to enter their email address the school has on file for them. An email will be sent to that address with a link to create an account with a password. Parents who do not have an email on file may contact the school to add an email to the student's file or they may click the link "I don't have an email address on file with the school," and enter the student's school ID number and student PIN. After creating an account, parents and students may download the **myDSD** free app at the Appstore and Google Play Store to any e-device.

NOTICE OF NON-DISCRIMINATION & CIVIL RIGHTS COMPLAINT PROCEDURE

Davis School District and North Layton Junior 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 Scouts USA and other designated youth groups.

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

Steven Baker, *Associate Director Human Resources*
ADA (Employment Issues) Coordinator
Davis School District
45 East State Street
P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-5315

Bernardo Villar, *Director of Equity*
Title IX Compliance Coordinator
Race, Color, National Origin, Religion,
or Gender in other than Athletic
Programs
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
tel: (801) 402-5319

Scott Zigich, *Director of Risk Management*
Physical Facilities Compliance
Coordinator
P.O. Box 588
20 North Main Street
Farmington, Utah 84025
tel: (801) 402-5307

Midori Clough, *District 504 Coordinator*
504 (Student Issues) Coordinator
Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
tel: (801) 402-5180

Tim Best, *Health Lifestyles Coordinator*
Title IX Compliance Coordinator
Gender Based Discrimination in Athletic
Programing
Davis School District
P.O. Box 588
20 North Main Street
Farmington, Utah 84025
tel: (801) 402-5113

TDD (hearing impaired): (801) 492-5358

ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), Davis School District and North Layton Junior High School will provide reasonable accommodations to qualified individuals with disabilities. Student, parents, or employees needing accommodations should contact their school ADA/504 Coordinator Eric Grisby at (801) 402-6600, their supervisor, or you may contact the District ADA Coordinator, Steve Baker (801) 402-5315 for parent or employee accommodations; or 504 Coordinator, Midori Clough (801) 402-5180 for student accommodations. TDD hearing impaired (801) 402-5358.

NUISANCE ITEMS

Do not bring items to school that will not be used for educational purposes. These items may include, but are not limited to permanent markers, toys, hats, laser pointers, LED key chains, hacky sacks, buzzers, fidget spinners, anything that dispenses water, blankets, etc. Any nuisance items will be confiscated and turned into the main office. Items will be returned to students or parents, as determined by an administrator. Discipline points may be assigned (see **Discipline Points and Consequences** for more information).

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and North Layton Junior High 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.

PICK UP & DROP OFF

Students riding on buses must be on the bus within five minutes from the dismissal bell. To eliminate safety hazards, parents **MUST NOT** use the bus drop off lot, in front of the main doors, from the hours of **7:45 a.m. - 8:15 a.m. and 2:45 p.m. - 3:15 p.m. (Monday - Thursday); 7:45a.m. - 8:15a.m. and 1:45 p.m. - 2:15 p.m. (Friday)**. For the safety of all students and staff members, the speed limit in the parking lot is **10 mph**. Follow the direction arrows and signs to avoid tickets. Students walking to NLJH are asked to use cross walks at traffic signals.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag shall be recited by students following school announcements 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

North Layton Junior High fosters a friendly, yet appropriate atmosphere. Therefore, public displays of affection (PDA) are not allowed. Inappropriate displays of affection include kissing, lengthy hugging (for more than a few seconds), etc. Students will be reminded of this expectation. Students who must be reminded more than once, may be given an office discipline referral.

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.

SAFE AND ORDERLY SCHOOLS

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

Weapons and Explosives - Automatic One-Year Suspension

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend 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 Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. The terms "weapon," "explosive," and "noxious or flammable material" include but are not limited to guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

Drugs and 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

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

Disruption of School Operations

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

Due Process

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

Authority to Suspend or Expel

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

Bullying/Cyber-Bullying/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. A copy of North Layton Junior High's policy 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 North Layton Junior High. 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.

SCHOOL HOURS

As a courtesy, students are permitted to wait in the commons before school, but should not be in the halls before 7:45am. Students must exit the building by 3:10pm Monday through Thursday, and by 2:15pm on Friday, unless participating in a school-sponsored activity or working with a supervising teacher.

SCHOOL SPIRIT

North Layton Junior High has a long tradition of school pride and spirit! Since 1969, the school has been a place for students from different communities to feel united in a common goal: **To be the best!** The school mascot is the Longhorn—a breed of cattle noted for their exceptionally long horns, which can extend up to 100 inches tip to tip. The school colors are black and orange—colors that suggest strength, power, energy, and optimism. Students are invited to wear the school colors with pride and to support all school-related activities. As they do so, they will feel a sense of belonging and excitement for all that North Layton Junior has to offer. Below are the lyrics to the school song, which students are encouraged to commit it to memory and prepare to sing at various events throughout the year. Go Longhorns!

North Layton School Song: “Orange and Black”

by Val Moore (2016)

Orange and black
We are the Longhorns
Orange and black
Kickin' down your door
Orange and black
Longhorns down to the core

Orange and black
We're made of the right stuff
Orange and black
You know we're real tough
Orange and black
You know that we'll rise above

Here comes the stampede
And we're gonna run you down
Here comes the stampede
You should just stay on the ground
Here comes the stampede
We'll run wild through this town
Here comes the stampede
We're the greatest kids around

Orange and black
Orange and black
Longhorns orange and black

SPORTSMANSHIP

North Layton Junior High has high expectations for exemplary respectful and responsible student behavior at all activities. The following rules will help us maintain a high standard of behavior at athletic events:

- All spectators will stay clear of the court or field before, during, and after events.
- Spectators are prohibited from having noise makers of any kind (whistles, cow bells, horns, etc.).
- Megaphones and signs are prohibited at athletic events.
- Booing, taunting, or contesting official calls made by referees is not considered good sportsmanship and will not be tolerated.

SKATEBOARDS, SCOOTERS, AND BIKES

Students may not use bicycles, roller blades, skateboards, “wheelies” style shoes, and other similar (including motorized) devices on school property, whether school is in or out of session. Bicycles that are used as transportation to and from school by students are to be walked on campus and kept on bicycle racks. Skateboards, roller blades, bicycles, and other devices used by the students as transportation to and from school are to be walked on campus, are the responsibility of the student, and should be kept locked in a locker or on the bicycle rack. Wheeled items ridden in the school building will be confiscated and returned to a parent and the student in violation will be given a discipline referral.

STUDENT RECORDS

Student records may be examined only by those authorized. It is the responsibility of parents to provide the school with the information necessary to have records forwarded to any new location. Student birth certificate, Social Security Number, and current immunization record are required for registration. When registering, parents were asked for information about any disabilities, conditions, or special needs to assist the school in helping the student sufficiently. If any information changes, make the office aware.

TARDY POLICY

To help ensure students gain essential skills and knowledge and prepare for career and civic responsibilities, students are required to attend class regularly and on time. If a student has difficulty with tardies, the following policy applies:

1 st Tardy	Student is sent to the ISS office, receives a verbal warning, reviews the policy, and signs a contract.
2 nd Tardy	Student is sent to the ISS office, parent is notified, and future consequences are explained
3 rd Tardy	Tardy contract is sent home for parents to review and sign. Contract must be returned within 2 school days or student will receive a lunch detention.
4 th & 5 th Tardy	Parent is contacted and student is assigned one lunch detention.
6 th & 7 th Tardy	Parent is contacted and student is assigned two lunch detentions.
8 th Tardy	Parent meeting with student and administrator. Student is also assigned one hour of after school detention.
9 th Tardy	Parent is contacted and student is assigned to ISS (In School Suspension) for the day.
10+ Tardies	Parent is contacted, student is assigned one day of suspension, is referred to a Truancy Mediator, and must meet with an administrator.

UTAH COMPOSE

Utah Compose is a web-based writing program designed to help students in grades 3-12 in Utah improve writing through practice, immediate feedback, and guided instructional support. To access Utah Compose students should:

- Go to <http://utahcompose.com/>
- Click "User Login"
- Enter Username and Password (ask your English teacher if you don't know these)

Username:	
Password:	

- Select the class and period you will be writing for
- Select the appropriate prompt
- Click on "Begin Writing"

VENDING MACHINES

Vending machines are located inside the school near the cafeteria. Students may purchase items from the vending machines at appropriate times during the day and such items should be consumed in appropriate areas of the building. **Use of these machines is at the student's own risk.** The machines are not owned by the school; therefore, the school cannot refund money lost in the vending machines. The main office cannot make change for vending machines. Vending machines are under 24-hour video surveillance.

TEXTBOOKS

Students should keep all textbooks secure. Students will be held financially responsible for their condition, if they are lost, or damaged. If a student returns a textbook with a different number than the one she/he was assigned, then she/he will be fined for a lost book.

VISITORS

For the safety of NLJH students and staff, **all visitors** to the school for official and specific purposes must check in at the main office, receive permission, and be given a “visitor pass.” NLJH students are not permitted to bring visitors with them to attend school during the school day. Parents will need to make prior arrangements with the administration when planning to visit classrooms. Until further notice ALL visitors will be **REQUIRED** to wear a mask before entering the building.

WEBSITE

The North Layton Junior Homepage is located at **<http://www.davis.k12.ut.us/414>** There you will find information about the school, events, and pictures of activities.

To access student grades, attendance records, and payment information, visit any Davis School District webpage and click on **myDSD**. For students to log in, use the student’s username (not student ID number) and student PIN. If either are forgotten, contact the school or request the student PIN via the link “Request Student Pin.” Parents or guardians may follow the instructions to request a guardian account. Links to teachers’ websites (when available) and email addresses are also found on the **myDSD** system.

Teachers, counselors, administrators, and other faculty members may be contacted via email on the North Layton Junior High website or through **myDSD**. On the school website, students and guardians may view the North Layton Junior High School calendar of activities, athletic events, and A/B schedule.