

2021-2022 NLJH 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

Martin Hardy, M.Ed. (A-L)

Mylei Zachman, M. Ed. (M-Z)

Counselors

Evette Ashton (OU-Z)

Cindy Garlick (A-GI)

Kari Nydegger (GJ-OT)

School Address

1100 West Antelope Drive Layton, Utah 84041

Office Hours

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

Student Body Officers

9th SBO President - Brock Brown

9th Vice President - Rheese Sackett

9th Activities - Porter Adams

9th Activities - Beck Briscoe

9th Historian - Emily Kirkwood

9th President - Cami Griffin

9th Vice President - Naomi Merrill

9th Activities - Berlin Dean

9th Publicity - Nya Falcon

8th President - Mara Andrew

8th Vice President - Maya Rivera

8th Activities - Patti Pogorzelska

8th Publicity - Kambrie Cheshire

8th Outreach - Isaac Wride

8th Clubs - Addisyn Musgraves

7th Officer - Zoey Roeseler

7th Officer - Kinsley DeRose

7th Officer - Abigail Kelly

7th Officer - Presley Shears

Office Phone

(801) 402-6600

Attendance Phone & Email

(801) 402-6606

nljhattendance@dspdmail.net

Counselor Phone

(801) 402-6610

School Website

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

Office Staff

Shauna Fowers • Head Secretary

Denise Hill • Attendance Secretary

Gladys Paredes • Office 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

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 and Illness

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.

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 in 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).

Backpacks/Lockers

Students will be allowed to carry backpacks to classes. Backpacks are to be used only to transport school materials to and from school and classes. Backpacks left unattended will be put in the lost and found. Lockers will not be issued to students.

Bell Schedule

LONGHORN BELL SCHEDULE		
1 st Lunch	2 nd Lunch	3 rd Lunch
1/5 8:10-9:40	1/5 8:10-9:40	1/5 8:10-9:40
2/6 9:44-11:14	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 11:18-12:51
3/7 11:48-1:21	2nd Lunch 12:03-12:33	3rd Lunch 12:51-1:21
4/8 1:25-2:55	3/7 12:37-1:21	4/8 1:25-2:55
	4/8 1:25-2:55	

WEDNESDAY LATE START BELL SCHEDULE		
1 st Lunch	2 nd Lunch	3 rd Lunch
1/5 9:55-11:01	1/5 9:55-11:01	1/5 9:55-11:01
2/6 11:05-12:09	2/6 11:05-12:09	2/6 11:05-12:09
1st Lunch 12:09-12:39	3/7 12:13-12:43	3/7 12:13-1:17
3/7 12:43-1:47	2nd Lunch 12:43-1:13	3rd Lunch 1:17-1:47
4/8 1:51-2:55	3/7 1:17-1:47	4/8 1:51-2:55
	4/8 1:51-2:55	

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, 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.

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:

- 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.

- During the lunch break, students are not allowed to play tackle football, or 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, and parent notification.

School Meal Prices & Refunds

2021-2022 Meal Prices

All meals are free to students this school year.

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 will generate a pairing code by logging into Canvas and going to their Account Settings. Select "Pair with Observer," which will generate a unique code that will expire within 7 days (or after one use).

Here is a link to tutorials to help parents set up their "Canvas Observer Accounts" for their students.

<https://www.davis.k12.ut.us/departments/technology-services/technology-integration-center/canvas-for-parents>

Cell Phones and Other Electronic Devices

Scope - Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school sponsored activities, and on school transportation.

Electronic Device Policy

Appropriate use of electronic devices is always expected. This includes personal and school owned electronic devices. Any electronic device used in the classroom will be at the discretion of the teacher in that classroom. Each teacher will determine the electronic policy for their individual classrooms.

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

Exceptions.

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

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

Disciplinary action that may be taken - Any electronic device used outside the guidelines stated will be confiscated by school officials. When this policy is violated, the following process will be used by school officials:

- 1st Offense: Device confiscated by teacher. May be picked up in the office at the end of the day.
- 2nd Offense: Device confiscated and brought to the office. Will only be released to a student by an administrator.
- 3rd Offense: Device confiscated and given to administrator. Will only be released to a parent by an administrator.
- 4th Offense: Device confiscated and given to administrator. Meeting will be scheduled with student and parents.

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

Security of devices

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

Citizenship Credit

Citizenship Rubric

Honor (H)	Good (G)	Satisfactory (S)	Needs Improvement (N)	Unsatisfactory (U)
<ul style="list-style-type: none"> • Always on time. • Always prepared. • Always on task • Always contributes to the class learning environment in positive ways. • Always follows directions, class rules, and/or school policies. • Always treats people with respect 	<ul style="list-style-type: none"> • Almost always prepared. • Almost always on task. • Almost always contributes to the class learning environment but sometimes waits to be asked instead of volunteering. • Almost always follows directions, class rules, and/or school policies. • Almost always treats people with respect. 	<ul style="list-style-type: none"> • Usually prepared for class. • Usually contributes to the class learning environment but only when asked. • Usually follows directions, class rules, and/or school policies. • Usually treats people with respect. 	<ul style="list-style-type: none"> • Seldom prepared. • Seldom on task. • Seldom contributes to the class learning environment but will occasionally when asked. • Seldom follows directions, class rules, and/or school policies. • Seldom treats people with respect, sometimes showing disrespect to peers and teachers and other adults in the classroom. • Harasses, teases, or makes fun of other students in the class. • Parent contacted by teacher for behavior issues. • Parent notification of "N" citizenship grade. 	<ul style="list-style-type: none"> • Rarely prepared • Rarely on task. • Rarely contributes to the class learning environment, not even when asked. • Rarely follows directions, class rules, and/or school policies. • Rarely treats people with respect often showing disrespect to peers and teacher or other adults in the classroom. • Cheats: copies from others (including plagiarism) or allows others to copy off their work. • Continues to harass, tease, or makes fun of other students in the class. • Parent notification of "U" citizenship grade.

To graduate from high school in the Davis School District a 9th -12th grade student **cannot** have any **U's**. 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 unexcused/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 to be eligible for extracurricular activities and positive behavior privileges.

Citizenship Make-up Credit for 7th-9th grade students: Students may make-up citizenship credit or clear citizenship **U's** in the following way:

- Complete four hours of unpaid community service **pre-approved** by the administration (per **U**) AND pay a \$10.00 fine (per **U**)
- Complete and submit the proper **U** make-up paperwork, including documented service hours (4 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.

Schedule changes will be made based on 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 class schedule change days. (see the online school calendar for specific dates).

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.
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, a meeting with the student, parent(s), teacher, counselor and/or administrator may be necessary. A completed class change form and \$10 class change fee will be required.

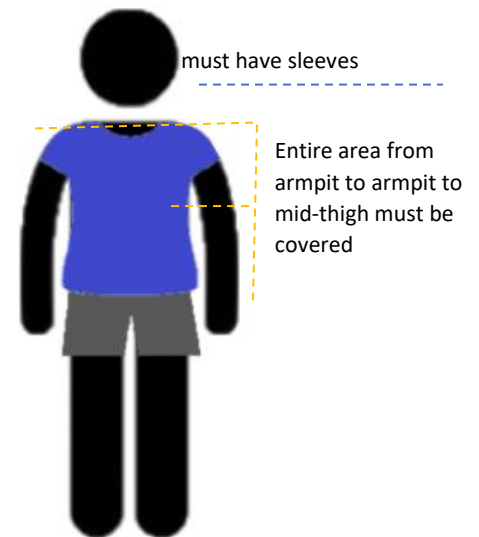
Closed Campus

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.

Dress and Grooming

North Layton Junior High School respects students' rights to express themselves in the way they dress. All students who attend North Layton Junior High School are also expected to respect the school community by dressing appropriately for an educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

1. All students shall maintain themselves in a clean, groomed, and well-washed manner.
2. Clothing must cover areas from one armpit across to the other armpit, down to mid-thigh. Tops must have sleeves. Rips or tears in clothing should be in appropriate areas.
3. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
4. See-through, mesh clothing and bare midriffs must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.



- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside the building.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at North Layton Jr. High school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Drop Off and Pick Up

Parents should drop off and pick up their students in the back of NLJH. 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, Tuesday, Thursday, and Friday)**. For the safety of all students and staff members, the speed limit in the parking lot is **5 mph**. Follow the direction arrows and signs to avoid tickets. Students walking to NLJH are asked to use cross walks at traffic signals.

On Wednesday's school will start at **9:55am and be released at 2:55pm**.

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 **first period** teacher and class in the evacuation area. If the alarm sounds during lunch or an assembly, students will find their **first period** 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 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 to participate.
- All students are eligible to participate in **intramural team sports and school clubs**.

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**.
 - 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**

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.

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.**

7 th Grade Required Fees		8 th Grade Required Fees		9 th Grade Required Fees	
Instructional Material	\$31.00	Instructional Material	\$31.00	Instructional Material	\$31.00
School Activity Fee	\$9.00	School Activity Fee	\$9.00	School Activity Fee	\$9.00
Learning Mgmt. System	\$4.50	Learning Mgmt. System	\$4.50	Learning Mgmt. System	\$4.50
Computer Equipment*	\$15.00	Computer Equipment*	\$15.00	Computer Equipment*	\$15.00
Science Lab	\$15.00	Science Lab	\$15.00	Science Lab	\$15.00
PE Shirt	\$5.00				
College/Career Awareness	\$12.00				

Total Required Fees	\$91.50	Total Required Fees	\$74.50	Total Required Fees	\$74.50
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* Non-Refundable Fees

7 th Grade <u>Optional</u> Fees		8 th Grade <u>Optional</u> Fees		9 th Grade <u>Optional</u> Fees	
PTSA Membership -Stu	\$6.50	PTSA Membership- Stu	\$6.50	PTSA Membership- Stu	\$6.50
PTSA Membership- Par	\$6.50	PTSA Membership- Par	\$6.50	PTSA Membership- Par	\$6.50
Yearbook	\$24.00	Yearbook	\$24.00	Yearbook	\$24.00
Yearbook Name Engraved	\$5.00	Yearbook Name Engraved	\$5.00	Yearbook Name Engraved	\$5.00
Registration Late Fee (Aug. 20)	\$10.00	PE Shirt	\$5.00	PE Shirt	\$5.00
Late Yearbook (Nov.1)	\$29.00	Registration Late Fee (Aug. 20)	\$10.00	Registration Late Fee (Aug. 20)	\$10.00
Instrument Rental	\$95.00	Late Yearbook (Nov. 1)	\$29.00	Late Yearbook (Nov. 1)	\$29.00
		Instrument Rental	\$95.00	Instrument Rental	\$95.00
Total Optional Fees		Total Optional Fees		Total Optional Fees	

Total Required Fees	\$ 91.50	Total Required Fees	\$74.50	Total Required Fees	\$74.50
Total Optional Fees		Total Optional Fees		Total Optional Fees	
TOTAL DUE (Required & Optional)		TOTAL DUE (Required & Optional)		TOTAL DUE (Required & Optional)	

Courses with class fees (FACS, CTE, Art, etc.) are **NOT** included on this form. Those amounts will be assessed at the beginning of each semester.

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 inappropriate behavior. Misbehavior in ISS will result in escalated consequences.

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.

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://mysd.davis.k12.ut.us/Account/Login?ReturnUri=%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 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.

Here is a link to tutorials to help parents set up their “myDSD” accounts.

<https://www.davis.k12.ut.us/departments/technology-services/information-systems/mydsd-videos>

Nondiscrimination Policy and Complaint Procedures

1. STATEMENT OF NONDISCRIMINATION

The Davis School District (District) does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, or veteran status in its programs and activities. Additionally, the District provides equal access of District facilities to the Boy Scouts and other youth groups. This policy extends to all aspects of the District’s education programs, as well as to the use of all District facilities, and participation in all District-sponsored activities.

2. COMPLIANCE OFFICERS

The District Compliance Officers will be responsible for implementing the complaint procedures of this policy.

2.1. Students. Allegations of discriminatory conduct toward a student should be directed as follows:

2.1.1. **Disability.** Complaints alleging general claims of discrimination toward a student based on the student’s disability may be directed to the following Compliance Officer:

Midori Clough, District 504 Coordinator, Educational Equity Department
Disability Compliance Officer
Davis School District
70 East 100 North, P.O. Box 588
Farmington, UT 84025
(801) 402-5180
mclough@dsdmail.net

[a] Section 504 Student Accommodations. Complaints alleging violations of Section 504 relative to identification, evaluation, or educational placement must be submitted and processed according to the procedures outlined in District policy 11IR-101 Section 504 Student Accommodations.

[b] Individuals with Disabilities Education Act (IDEA). Complaints alleging violations of the IDEA. IDEA State Complaints and requests for Due Process Hearings must be submitted according to Utah Special Education Rules.

2.1.2. **Gender in Athletic Programs.** Complaints alleging discriminatory conduct in athletic programs in violation of Title IX may be directed to the following Compliance Officer:

Tim Best, Healthy Lifestyles Coordinator
Title IX Compliance Officer
Davis School District
70 East 100 North, P.O. Box 588
Farmington, UT 84025
(801) 402-7850
tbest@dsdmail.net

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

Complaints alleging discriminatory conduct against students, parents of students, and visitors relative to race, color, national origin, religion - in other than athletic programs may be directed to the following Compliance Officer:

Caray Long, Educational Equity Department
Compliance Officer
Davis School District
70 East 100 North, P.O. Box 588
Farmington, UT 84025
(801) 402-5357
clong@dsdmail.net

2.1.4. **Gender in other than Athletic Programs.**

Complaints alleging discriminatory conduct against a student relative to sex or gender – in other than athletic programs may be directed to the following Compliance Officer:

Bianca Mittendorf, Educational Equity Department
Title IX Coordinator
Davis School District
70 East 100 North, P.O. Box 588
Farmington, UT 84025
(801) 402-5447
bmittendorf@dsdmail.net

[a] **Sexual Harassment.** Complaints alleging sexual harassment as defined in Title IX must be submitted and processed according to the procedures outlined in District policy **5S-102 Sexual Harassment Under the Jurisdiction of Title IX Protections.**

2.2. Employment. Complaints alleging discriminatory conduct in employment practices on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or veteran status may be directed to the following Compliance Officer:

Suzi Jensen, Director Human Resources Department
Compliance Officer
Davis School District
45 East State Street, P.O. Box 588
Farmington, UT 84025
(801) 402-5132
sjensen@dsdmail.net

2.2.1. **Reasonable Accommodation to Individuals with Disabilities.** Complaints alleging violations of Title I of the ADA related to a request for a reasonable accommodation must be submitted and processed according to the procedures outlined in District policy **11IR-102 Provisions for Reasonable Accommodation to Individuals with Disabilities.**

2.2.2 **Sexual Harassment.** Complaints alleging sexual harassment must be submitted and processed according to the procedures outlined in District policy 2HR-206 Employee Sexual Harassment Under the Jurisdiction of Title VII.

2.3. Facilities. Complaints alleging failure to maintain applicable accessibility standards of school facilities resulting in discrimination against students, parents of students, visitors, or Boy Scouts or other youth groups may be directed to the following Compliance Officer:

Scott Zigich, Director of Risk Management
Compliance Officer
Davis School District
20 North Main Street, P.O. Box 558
Farmington, UT 84025
(801) 402-5307
szigich@dsdmail.net

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.

School Hours

School will start at **8:10am** and be released at **2:55pm (Monday, Tuesday, Thursday, and Friday)**, on **Wednesdays** school will begin at **9:55am** and be released at **2:55pm**.

Skateboard, 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 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 Conduct and Discipline

Subject: 5S-100 Student Conduct and Discipline Index: Student Services – Student Conduct and Discipline Revised: October 6, 2020

1. **PURPOSE AND PHILOSOPHY** It is the purpose of this policy to promote a safe and orderly school environment for all students and employees. The Davis School District (District) holds all students, employees, and other adults to the highest standards of behavior on school grounds and during school-sponsored activities. 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, prosecution, or both.
2. **GROUNDS FOR SUSPENSION, EXPULSION, OR CHANGE OF PLACEMENT**
 - 2.1. A student may be suspended or expelled from school for any of the following reasons:
 - 2.1.1. frequent, flagrant, or willful disobedience, defiance of proper authority, or disruptive behavior including but not limited to fighting, noncompliance with school dress code, or the use of foul, profane, vulgar, or abusive language, or other unreasonable and substantial disruption of a class, activity, or other function of the school;
 - 2.1.2. willful destruction or defacing of school property;
 - 2.1.3. behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of school;
 - 2.1.4. possession, distribution, control use, sale, or arranging for the sale of an alcoholic beverage as defined in Utah Code Ann. §32B-1-102;
 - 2.1.5. possession, distribution, use sale, or arranging for the sale of cigars, cigarettes, electronic cigarettes, tobacco, alternative nicotine product, or electronic cigarette substance or product defined by Utah Code Ann. §76-10-101;
 - 2.1.6. possession, distribution, control, use, sale, or arranging for the sale of contraband, including but not limited to fireworks, matches, lighters, mace, pepper spray, laser pointers, or any other material or item that has caused or will imminently cause substantial disruption to school operations;
 - 2.1.7. possession or use of pornographic material, in any format, on school property;
 - 2.1.8. sexting that causes disruption to school operations regardless of where it occurs;
 - 2.1.9. behavior which threatens harm or causes harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs;
 - 2.1.10. bullying, including sexual, racial, ethnic, religious, or disability-related;
 - 2.1.11. inappropriate use of privately-owned electronic devices, District electronic resources, or violation of the District Acceptable Use Agreement; or
 - 2.1.12. criminal activity.
 - 2.2. A student shall be suspended or expelled from school (or considered for a change in placement if a student with a disability) for:
 - 2.2.1. any serious violation affecting another student or a staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity;
 - 2.2.2. making a threat against a school as described in Utah Code §76-5-107.1;
 - 2.2.3. any violations listed under Section 2.1 of this policy if the violation is serious or persistent; or
 - 2.2.4. the commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.
 - 2.3. **Weapons – Mandatory One Year Expulsion**

Any student who, in a school building, in a school vehicle, on District property, or in conjunction with any school activity, (a) possesses, controls, sales, arranges for the sale of, uses, or threatens use of a real weapon, explosive, noxious or flammable material; or (b) 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 year, subject to the following:

- 2.3.1. Within forty-five (45) days after the expulsion the student shall appear before a member of the District Case Management Team, accompanied by a parent; and the Case Management Team shall determine:
 - [a] what conditions must be met by the student and the student's parent for the student to return to school;
 - [b] if the student should be placed on probation in a regular or alternative school setting consistent with Utah Code Ann. §53G-8-208, and what conditions must be met by the student in order to ensure the safety of students and faculty at the school the student is placed in; and
 - [c] if it would be in the best interest of both the District and the student to modify the expulsion term to less than a year giving highest priority to providing a safe school environment for all students.
 - 2.3.2. Students with Disabilities under IDEA and Section 504 Whenever a student receiving special education and related services under the Individual with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act is determined to have violated Section 2.3, the due process procedure outlined in Section 8 of the policy must be followed.
- 2.4. Drugs and Controlled Substances – Mandatory Suspension or Expulsion
- 2.4.1. A student shall be suspended or expelled from his/her school of attendance for any of the following reasons:
 - [a] use, control, possession, distribution, sale, or arranging for the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, electronic cigarettes, and electronic cigarette product or substance), 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;
 - [b] misuse or abuse, distribution, sale or arranging for the sale of prescription medication at school or a school function; or
 - [c] misuse or abuse of over-the-counter remedies. A student may possess and use over-the-counter remedies at school only in amounts not to exceed the recommended daily dose including, but not limited to: aspirin, ibuprofen, Tylenol (acetaminophen), cough drops, allergy medication, cough syrup and mouthwash.
 - 2.4.2. Drug Testing
 - [a] Any student who is reasonably suspected of violating section 2.4 of the policy may be subject to a drug test for cause, arranged and paid for by the District.
 - [b] Any student who has been suspended or expelled for a violation of section 2.4 may be required to provide a clean drug test and evidence of drug assessment and drug counseling programs as a condition of readmission to school. Testing and counseling required as a condition of re-admission, rather than for the purpose of providing justification for the initial suspension or expulsion, shall be arranged, and paid for by the student's parent.
 - [c] Students who refuse to submit to required drug testing and counseling programs, or to cooperate with District officials with respect to the sharing of appropriate information, may be expelled from the District.
 - [d] Any student who is suspended or expelled for violation of section 2.4 may be subject to random drug testing, any time and for any reasons, for a period of one year from the date of offense. If the student tests positive once, he/she may be transferred to an alternative placement. If the student tests positive a second time, he/she may be expelled from all District programs or activities. Any student who refuses consent for random drug testing under these conditions shall be expelled from all District programs or activities.
 - 2.4.3. Students with Disabilities Section 504
Any student identified as being disabled under either Section 504 of the Rehabilitation Act or the Americans with Disabilities Act who currently is engaging in the illegal use of drugs or alcohol shall be suspended or expelled to the same extent as non-disabled students for the possession, use, control, distribution, sale, or arrangement of the sale of illegal drugs, alcohol, or controlled substances on District property or in conjunction with any school activities, may be disciplined in all instances under the District's regular code of student conduct discipline procedures.
 - 2.4.4. Students with Disabilities under IDEA Whenever a student receiving special education and related services under IDEA knowingly possesses or uses illegal drugs or sells or solicits the

sale of a controlled substance while at school or a school function, the due process procedures outlined in Section 8 of this policy must be followed.

2.5. Gang Activity

Students who engage in any form of gang activities on or about school property, or at any school activity may be suspended or expelled under the terms of this policy. Students may also be excluded from participation in extracurricular activities, including interscholastic athletics as determined by the school administration after consultation with law enforcement.

2.5.1. Gang Activity Prohibited For the purposes of this policy prohibited “gang activities” include, but are not limited to any of the following:

- [a] advocating or promoting a gang or any gang-related activities
- [b] marking school property, books or schoolwork with gang names, slogans, or signs;
- [c] conducting gang initiations;
- [d] threatening another person with bodily injury or inflicting bodily injury on another in connection with a gang or gang related activity;
- [e] aiding or abetting an activity described above by a person’s presence or support;

and

- [f] communicating in any method, including verbal, non-verbal, and electronic means, designed to convey gang membership or affiliation.

2.5.2. Gang Apparel Prohibited

Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, apparel, emblems, badges, tattoos or manner of grooming, accessories, symbols, signs, or other thing which is evidence of membership in or affiliation with any gang is prohibited. Recognizing the gang styles and clothing continually evolve and change, and that no list could comprehensively define all clothing affiliated with gangs, the Board of Education of Davis School District (Board) provides the following representative list of prohibited clothing items that, according to Davis County gang detectives, commonly denote gang membership or affiliation:

- [a] excessively baggy clothing;
- [b] belts worn excessively long in the front and hanging on either side;
- [c] Boy-Scout-style belt buckle with the initials of the person or gang etched on it;
- [d] baseball hat or other cap with gang symbols, moniker, or insignia on it, particularly on
Inside of brim;
- [e] bandannas, or “rags,” worn on a person or displayed;
- [f] shirts or apparel with gang symbols, monikers, insignia, colors, or other gang identifiers;
- [g] clothing or apparel displaying Old English style or “graffiti” style writing;
- [h] hair nets;
- [i] button shirts with the top button fastened and shirt tails hanging out;
- [j] pants with one pant leg rolled up or shirts with one shirt sleeve rolled up;
- [k] any apparel or style of wearing clothing that school officials, in light of the totality of the circumstances, and after consultation with law enforcement authorities, view as denoting gang membership or affiliation.

2.5.3. Confiscation of Gang Items Subject to the search and seizure provisions of this policy, gang paraphernalia, apparel, or weapons may be confiscated by school officials at any time.

2.5.4. Consultation with Law Enforcement Authorities School officials shall consult with local law enforcement authorities and gang detective whenever they have questions regarding gang-related clothing, apparel, or other gang activity.

2.6. Bullying, Cyber-bullying, Hazing, Retaliation, and Abusive Conduct Bullying, cyber-bullying, hazing, and retaliation of students and employees are against federal law, state law, and District policy, and are not tolerated by the District or its schools. It is the intent of the District to respond to school-related incidents by implementing prevention efforts where victims can be identified and assessed, and perpetrators educated, in order to create safer schools that provide a positive learning environment.

School officials have the authority to discipline students and employees for off-campus speech that causes or threatens a substantial disruption on campus, at school activities, or causes or threatens a significant interference with a student’s educational performance or involvement in school activities.

2.6.1. Definitions

- [a] “Abusive conduct” means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and

frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress.

[b] “Bullying” means a school employee or student intentionally committing a written, verbal, or physical act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

- (i) causing physical or emotional harm to the school employee or student;
- (ii) causing damage to the school employee’s or student’s property;
- (iii) placing the school employee or student in reasonable fear of:
 - (1) harm to the school employee’s or student’s physical or emotional well-being; or
 - (2) damage to the school employee’s or student’s property;
- (iv) creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - (1) the pervasiveness, persistence, or severity of the actions; or
 - (2) a power differential between the bully and the target; or
- (v) substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

The conduct described above constitutes bullying, regardless of whether the person against whom the contact is committed, directed, consented to, or acquiesced in, the conduct.

[c] “Cyberbullying” means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual regardless of whether the individual directed, consented, to, or acquiesced in the conduct.

[d] “Hazing” means a school employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:

- (i) endangers the physical health or safety of a school employee or student;
- (ii) involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
- (iii) involves consumption of any food, alcoholic product, drug, or other substance, or
- (iv) involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and
- (v) is committed for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or
- (vi) is directed toward a school employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participate in.

[e] “Retaliate” or “retaliation” means an act or communication intended:

- (i) as retribution against a person for reporting bullying or hazing; or
- (ii) to improperly influence the investigation of, or the response to a report of bullying or hazing.

[f] The conduct defined herein constitutes bullying, cyber-bullying or hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

2.6.2. Prohibited Conduct

[a] No school employee or student may:

- (i) engage in any form of bullying or cyber-bullying a school employee or student, on or about school property, on a school bus, at a school bus stop, or while traveling to or from a school location or school event, or at any school-related or sponsored activity regardless of location or circumstance;
 - (ii) engage in hazing a school employee or student at any time or in any location;
 - (iii) engage in retaliation against a school employee; a student; or an investigator for, or witness of, an alleged incident of bullying, harassing, cyber-bullying, hazing; or
 - (iv) make a false allegation of bullying, cyber-bullying, hazing, or retaliation against a school employee or student.
 - [b] No parent or student may engage in abusive conduct directed toward a school employee.
- 2.6.3. Investigation and Discipline Each reported violation of the prohibitions noted previously shall be promptly investigated and discipline determined in accordance with this policy.
- 2.6.4. Reporting Requirement
- [a] School employees who become aware of bullying, hazing, or related initiation activity, shall report such incident immediately to school administrators so that prompt and appropriate action can be taken. School personnel who fail to report incidents of bullying or hazing to school or District administrators may face disciplinary action.
 - [b] Students who observe hazing activities and fail to intervene or report the hazing to school officials may face disciplinary action for conspiring to engage in hazing.
- 2.6.5. Coordination with other Policies
- [a] School employees who engage in any of these prohibited behaviors may be subject to individual investigation resulting in employment action.
 - [b] Bullying, cyberbullying, hazing or retaliation that is found to be based on a protected class is further prohibited under federal anti-discrimination laws and is subject to provisions of District policy 111R-100 Nondiscrimination Policy and Complaint Procedure.
- 2.6.6. Parental Notification of Certain Incidents and Threats A school administrator shall promptly notify a parent personally of:
- [a] a parent's student's threat to commit suicide; or
 - [b] an incident of bullying, cyber-bullying, hazing, or retaliation involving the parent's student as a victim or an individual who is alleged to have engaged in prohibited conduct.
- 2.6.7. Record Notification
- When a parent has been notified by a school administrator of a threat or incident, the school administrator shall complete a Record of Parent Notification of Student Threat or Incident form.
- [a] This record shall be securely and confidentially maintained by the school consistent with state and federal law.
 - [b] A school shall provide a student a copy of the Record of Parent Notification of Student Threat or Incident related to the student if the student requests a copy of record; and expunge the record maintained in accordance with this section if the student has graduated from high school and requests the record be expunged.
- 2.6.8. Grievance Process for Incident of Abusive Conduct
- [a] A school employee who has experienced abusive conduct as defined in section 2.6.1 [a] and is not satisfied with initial efforts to resolve the issue, may file a grievance not later than thirty (30) days after the incident(s) in order to be effectively investigated and resolved, unless the time for filing is extended by the District for good cause shown. Grievance Process: Step 1
 - (i) The grievance must be in writing, dated, and signed by the grievant and delivered to the principal.
 - (ii) Within ten (10) business days, the principal shall meet with the grievant to discuss the grievance and possible resolutions.
 - (iii) Within ten (10) business days after the meeting, the principal will respond in writing explaining the principal's position and offer options for substantive resolution of the complaint.
 - [b] Grievance Procedure: Step 2

- (i) If the response by the principal does not satisfactorily resolve the issue, the grievant may appeal the response in writing within ten (10) calendar days after receipt of the response to the school director.
 - (ii) Within ten (10) business days after receipt of the grievance, the school director will meet with the grievant to discuss the grievance and possible resolutions.
 - (iii) Within fifteen (15) calendar days after the meeting, the school director will respond in writing with a final resolution of the grievance.
- [c] The school director's written response shall be the final administrative action in the matter.

3. INVESTIGATIONS

3.1. General Investigation Guidelines for School Administrators

School administrators have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. School administrators shall conduct investigations according to the following general guidelines:

- 3.1.1. Administrators shall conduct investigations in a way that does not unduly interfere with school activities.
- 3.1.2. Administrators shall separate witnesses and offenders in an attempt to keep witnesses from corroborating their statements and have all parties write separate statements concerning the incident under investigation.
- 3.1.3. Administrators shall advise students suspected of wrongdoing orally or in writing of the nature of the alleged offense.
- 3.1.4. Students must be provided an opportunity to give their version of the incident under investigation, however, refusals to respond or provide information should be respected.
- 3.1.5. When questioning students as part of an investigation, school staff should have another adult present whenever possible.
- 3.1.6. In conducting an investigation, a school administrator may review disciplinary reports of involved students and review relevant physical evidence.
- 3.1.7. Administrators shall accommodate students with disabilities and young children unable to write their own statements through use of tape recorders, scribes, etc.
- 3.1.8. All students involved in the investigation shall be instructed that retaliation is prohibited. Any act of reprisal against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing is strictly prohibited and subject to disciplinary action.
- 3.1.9. All students involved in the investigation shall be instructed to keep all details of the investigation confidential.
- 3.1.10. When the investigation is completed and if it is determined that disciplinary action may be in order, due process requirements must be met. Specifically, the student must be given proper notice of the charges against him/her and the disciplinary action being recommended, as well as a fair opportunity to present his or her version of the facts.

3.2. Conduct Alleging Sexual Harassment Protected Under Title IX

When a school administrator receives a report or otherwise learns of alleged conduct that possibly rises to the level of sexual harassment as defined in Title IX, the school administrator shall follow the due process procedures as outlined in District policy 5S-102 Sexual Harassment under the Jurisdiction of Title IX Protections.

- 3.3. Confirmed Allegation of an Incident of Bullying, Cyber-bullying, Hazing, or Retaliation Following an investigation confirming an incident of bullying, cyber-bullying, hazing, or retaliation, if appropriate, a school administrator may take positive restorative justice practice action and support involved students through trauma-informed practices.

3.4. Coordination with Law Enforcement

- 3.4.1. School administrators have the responsibility and the authority, within their respective jurisdictions, to determine when the help of law enforcement authorities is necessary, as outlined in this policy and Utah State law.
- 3.4.2. Under Utah Code Ann. §53G-8-211, a student who is alleged to have committed an offense on school property where the student is enrolled, when school is in session, or during a school-sponsored activity; or that is truant:
 - [a] may not be referred to law enforcement or court if the alleged offense is a class C misdemeanor, an infraction, or a status offense on school property, or an offense

that is truancy. The student may be referred to evidence-based alternative interventions created and developed by the school or District.

- [b] If the student refuses to participate in an evidence-based alternative intervention, a school may refer a student to a court or a law enforcement officer or agency for an alleged class C misdemeanor committed on school property or for allegedly being a habitual truant, as defined in Utah Code §53G-8-211.

3.4.3. School Administrators may invite law enforcement authorities to the school to:

- [a] conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity;
- [b] maintain a safe and orderly educational environment; or
- [c] maintain or restore order when the presence of such authorities is necessary to prevent injury to persons or property.

3.4.4. Investigation Initiated by School Authorities of Criminal Code

During an investigation for violation of school rules, it may become evident that the incident under investigation may also be a violation of criminal law. If the school administrator has reason to suspect that a criminal act has been committed, and in the opinion of the administrator, law enforcement authorities should be notified, the following procedure should be followed:

- [a] The administrator shall request that law enforcement authorities conduct an investigation during school hours and question students who are potential witnesses to the alleged criminal behavior.
- [b] Unless circumstances dictate otherwise, questioning of the student by school officials shall not begin or continue until law enforcement authorities arrive.
- [c] Under direction of the administrator, a school official shall inform the student's parent as soon as possible that the student may have committed a criminal act and that law enforcement authorities will be or are involved in the investigation.
- [d] The administrator shall document the contact or attempted contact with the student's parents.

3.4.5. Investigation Initiated by School Resource Officers (SROs) and Other Law Enforcement Authorities

School officials shall cooperate with SROs and other law enforcement authorities who are carrying out official duties such as investigating crimes, serving subpoenas, etc., as outlined in Utah Code Ann. §80-1-103.

- [a] When law enforcement authorities can show a need to do so, they shall be permitted to conduct an investigation on school grounds during school hours.
- [b] Such a need will ordinarily be shown if delay in police investigation might result in danger to a person, flight from jurisdiction by a person reasonably suspected of a crime, or destruction of evidence. In such cases:
 - (i) the law enforcement authorities shall be required to get prior approval of the school administrator or other designated person before beginning an investigation on school premises;
 - (ii) the school administrator shall document the circumstances warranting the investigation as soon as practical;
 - (iii) alleged criminal behavior related to the school environment brought to the school administrator's attention by law enforcement authorities shall be dealt with under the provisions of this policy in addition to any court action;
 - (iv) law enforcement authorities investigating school-related or student-related crimes may not have access to student education records, aside from directory information, unless they 5S-100 Student Conduct and Discipline Page 10 of 28 have a subpoena or court order, permission from parent, or serve as a designated School Resource Officer;
 - (v) directory information is limited to a student's name, home address, date of birth, phone number, class schedules and parents' home address, email address, and phone numbers for use in case of emergency.

3.4.6. Release of Student to Law Enforcement Authorities

- [a] Law enforcement authorities may, without a court order or warrant, take a student into temporary custody as outlined in Utah Code Ann. §80-6- 201.
- [b] Where it is necessary to take a student into custody on school premises, law enforcement authorities shall:

- (i) contact the school administrator and relate the circumstances necessitating such action;
 - (ii) consult with the school as to how an arrest is to be made in order to cause the least disruption to the school process;
 - (iii) when possible, have the school administrator summon the student to the administrator's office prior to taking the student into custody;
 - (iv) notify the parent of the action under Utah Code Ann. §80-6-203.
- [c] The school administrator shall immediately notify the Superintendent's office of the removal of a student from school by law enforcement authorities.
- [d] When a student has been taken into custody or arrested on school premises without prior notification to school administration, school staff present shall encourage law enforcement authorities to inform an administrator of the circumstances as quickly as possible. If the officers decline to tell an administrator, the school staff members present shall immediately notify an administrator.
- 3.4.7. Quelling Disturbances of School Environment Law enforcement may be requested to assist in controlling disturbances of the school environment which a school administrator has found to be unmanageable by school personnel and has the potential of causing harm to students and other persons, or to property. Such circumstances include situations where a parent or member of the public exhibits undesirable or illegal conduct on or near school grounds, or at a school event, and who refuse to abide by a school administrator's directive to leave the premises.
- 3.4.8. Coordination of Policies and Law Enforcement Authorities School administrators shall meet at least annually with local law enforcement authorities to discuss the District's Student Conduct and Discipline Policy and rules on law enforcement contacts with the District. Law enforcement authorities shall be asked to inform their staffs about the terms of the Student Conduct and Discipline Policy.

4. EMERGENCY SAFETY INTERVENTIONS

A school employee may not subject a student to physical restraint or seclusionary time out unless utilized as a necessary emergency safety intervention (ESI) in compliance with this section.

4.1. Definitions

- 4.1.1. An "emergency safety intervention (ESI)" is the use of seclusionary time out or physical restraint when a student presents an immediate/imminent danger of physical violence/aggression towards self or others, which is likely to cause serious physical harm. An "emergency safety intervention" is not for disciplinary purposes.
- 4.1.2. "Physical escort" means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of guiding a student to another location.
- 4.1.3. "Physical restraint" means personal restriction immobilizing or reducing the ability of an individual to move his arms, legs, body, or head freely.
- 4.1.4. "Seclusionary time out" means that a student is placed, by school personnel, in a safe enclosed area, isolated from adults and peers, and the student is, or reasonably believes, he will be prevented from leaving the enclosed area.

4.2. General Procedures

- 4.2.1. Teachers and other personnel who may work directly with students shall be trained on the use of effective alternatives to ESI as well as the safe use of ESI and a release criterion.
- 4.2.2. ESI shall:
- [a] be applied for the minimum time necessary to ensure safety;
 - [b] be discontinued as soon as imminent danger of physical harm to self or others has dissipated;
 - [c] be discontinued if the student is in severe distress;
 - [d] never be used as punishment or discipline;
 - [e] in no instance be imposed for more than 30 minutes.

4.3. Physical Restraint

- 4.3.1. A school employee may, when acting within the scope of employment, use and apply physical restraint or force as an ESI as may be reasonable and necessary under the following circumstances:
- [a] to protect the student or another individual from serious physical harm;
 - [b] to take possession of a weapon, other dangerous objects in the possession or under the control of a student; or

- [c] the student is destroying property and physical safety is at risk.
 - 4.3.2. A school employee may use less intrusive means including a physical escort, to address circumstances described above.
 - 4.3.3. When an employee exercises physical restraint as an ESI on a student, the following types of physical restraint are prohibited:
 - [a] prone, or face-down;
 - [b] supine, or face-up;
 - [c] physical restraint which obstructs the airway or adversely affects the student's primary mode of communication;
 - [d] mechanical restraint, except for seatbelts or safety equipment used to secure students during transportation;
 - [e] any device used by a law enforcement officer in carrying out law enforcement duties; or
 - [f] chemical restraint, except as prescribed by a licensed physician and implemented in compliance with a student's Health Care Plan.
- 4.4. **Seclusionary Time Out**
A school employee may, when acting within the scope of employment, place a student in seclusionary time out as an ESI under the following circumstances:
 - 4.4.1. the student presents an immediate danger of serious physical harm to self or others;
 - 4.4.2. any door remains unlocked consistent with the fire and public safety requirements; and
 - 4.4.3. the student is within line sight of the employee at all times.
- 4.5. **Notification**
 - 4.5.1. If an employee uses an ESI with a student, the employee shall provide notice as soon as reasonably possible and before the student leaves the school to the school administration and the student's parent.
 - 4.5.2. If a crisis situation occurs requiring an ESI be used, the school or employee shall notify the student's parent, the school administrator, and the school director as soon as possible and no later than the end of the school day.
 - 4.5.3. If the ESI is applied for longer than fifteen minutes, the school or employee shall immediately provide notice to the student's parent and school administration.
- 4.6. **Documentation**
 - 4.6.1. Parent notifications made under this section shall be documented in the student information system.
 - 4.6.2. Within 24 hours of using ESI with a student, the school shall notify the parent that they may request a copy of any notes or additional documentation taken during the emergency safety intervention.
 - 4.6.3. Upon request of a parent, the school shall provide a copy of any notes or additional documentation taken during the use of an emergency safety intervention.
 - 4.6.4. A parent may request a time to meet with school staff and administration to discuss the use of an emergency safety intervention.
- 4.7. **ESI Committee**
The District has established and maintains an ESI Committee to monitor the use of emergency safety interventions in District schools in accordance with Utah Administrative Rule R277-609-7.
- 4.8. **Prohibition of Corporal Punishment**
A school employee may not inflict or cause the infliction of corporal punishment.

5. **SEARCHES**

Given the school's custodial and tutelary responsibility for children, and the Board's intent to preserve a safe environment for all students and staff, the Board recognizes that school officials have the authority to conduct reasonable searches of students and student property. To protect individual rights and guard against excessive intrusion, school officials engaging in searches of students and property shall abide by the following guidelines:

- 5.1. **General Guidelines**
 - 5.1.1. Searches of a student's person or personal property (coats, hats, backpacks, book bags, purses, wallets, notebooks, gym bags, electronic devices, etc.) may be conducted:

- [a] with the student’s consent. Wherever possible, before conducting the search, the school official shall request the student’s consent to the inspection and inform the student that he/she may withhold consent. Such consent, if offered, shall be voluntary; or
 - [b] without the student’s consent when school officials have reasonable suspicion to believe a student possesses evidence that:
 - (i) a policy or law has been violated; or
 - (ii) presents an immediate danger of physical harm to students, staff or school property; and
 - (iii) the items being searched are capable of concealing such evidence.
- 5.1.2. The search must be reasonably related to the suspicion and not excessively intrusive in light of the student’s age, history and school record and the nature of the infraction. The scope of any search should be limited by the reasonable suspicion that motivated the search. If an item is found that leads to reasonable suspicion that additional, related items may also exist, the search may be extended.
- 5.1.3. Whenever possible, another staff member shall be present at any search of a student or student property.
- 5.1.4. A school official may at any time, request assistance of the appropriate law enforcement agency having jurisdiction over the facilities of the school.
- 5.1.5. A school official shall be responsible for the custody, control, and disposition or destruction of any illegal or dangerous substance or objects taken from a student. Anything found in the course of a search which is evidence of a student violation of school rules shall be tagged for identification at the time it is seized and kept in a secure place by the school official.
- 5.1.6. All contraband discovered in a search by school officials shall be immediately confiscated and turned over to law enforcement authorities if school officials have reason to believe the contraband is related to the commission of a criminal act.
- 5.1.7. A school official shall dispose of or destroy a confiscated electronic cigarette product. If a school official has reason to believe the confiscated electronic cigarette product contains an illegal substance, the schools may release the confiscated electronic cigarette product to local law enforcement.
- 5.2. **School Property – Lockers, Desks, Other Storage Areas Provided for Student Use**
 Students have no right or expectation of privacy in school lockers, desks, or other storage areas. While lockers, desks, and other storage areas are under the joint control of students and the school they are solely school property and may be searched at any time by school officials with or without cause. Once a locker, desk or other storage area is opened for search, any search of student belongings contained within the locker must comply with the guidelines for searches of personal belongings in Section 5.1 of this policy.
- 5.3. **Vehicles**
 Vehicles in the possession of students and parked on school premises may be searched, based on consent or reasonable suspicion by the appropriate school official. Searches of vehicles of staff members or visitors shall be conducted by law enforcement personnel.
- 5.4. **Searches of Person**
- 5.4.1 In addition to the general guidelines above, search of a student’s person or intimate personal belongings shall be conducted:
- [a] in a private area of the school by a school official of the same gender as the student being searched;
 - [b] whenever possible, in the presence of the student (for belongings) and another staff member of the same gender.
- 5.4.2. Authorized searches of a student’s person are as follows:
- [a] the student’s pockets;
 - [b] purses, briefcases, backpacks, or any objects in the possession of the student;
 - [c] a “pat-down” of the exterior of the student’s clothing and the removal of any identified item;
 - [d] removal of an article of exterior clothing such as a jacket, shoes, socks;
 - [e] a student’s privately-owned electronic device if warranted and to the extent warranted; and

- [f] requesting the student turn pockets inside out and roll up sleeves.
- 5.4.3. Under no circumstances may school officials require students to remove any other items of clothing during the search.
- 5.4.4. If this limited search does not turn up suspected contraband and school officials have reasonable suspicion that the student is concealing contraband in his/her inner clothing (i.e., hiding drugs, weapons, or other contraband underneath shirts, pants, or underwear), law enforcement authorities shall be summoned immediately to conduct further search and investigation.
- 5.5. Canine Searches The school administrator, in conjunction with local law enforcement officials, may determine when, and if, a specially trained detection canine shall be used in the school to search for drugs, weapons, or other contraband. In creating a proper and effective learning environment within the framework of mutual respect and trust, school administrators shall use caution and discretion in determining when to use a drug detecting canine in the school. No detection canine shall be used in the school for searches without the permission of the school administrator.
 - 5.5.1. Students. Sniffing of students by detection canines is considered to be a search under the Fourth Amendment, may be embarrassing or frightening, and shall not be permitted in schools.
 - 5.5.2. Lockers and Vehicles. The sniffing of school lockers, personal items (backpacks, gym bags, book bags, etc.) or a student's vehicle on school property by detection canines of lockers and vehicle in school parking lots may be permitted. A positive alert by a detection canine may be considered reasonable grounds for a school official to conduct a search of the locker, personal items, or vehicle as outlined in this policy.
- 5.6. Parent Notification School officials have no obligation to contact parents before detaining and questioning students. It is good practice when a student is questioned about serious allegations of the student's own misbehavior, that a parent should be notified to protect the interest and well-being of the student.
- 5.7. Documentation School officials shall thoroughly document the details of any search conducted of a student's property or person. Documentation shall be made at the time of the search, or as soon as possible thereafter, and shall include the following:
 - 5.7.1. the time, place, and date of the search;
 - 5.7.2. information received that established the need for the search and the name of the informant, if any;
 - 5.7.3. the name and title of individuals conducting and observing the search;
 - 5.7.4. substances or objects found, and the disposition made of them (police, school, etc.); and
 - 5.7.5. subsequent action taken including parental notification.

6. AUTHORITY TO SUSPEND OR EXPEL

- 6.1. Authority to Suspend and Duration of Suspension for Regular Education Students
The school administrator has the authority to suspend a regular education student for up to ten (10) school days per incident. In considering whether to suspend a student, the school administrator shall consider all relevant factors, including but not limited to, the severity of the offense, the student's age, disability, academic status and disciplinary record, parental capabilities, and community resources. The school administrator is prohibited from suspending for longer than ten (10) school days, expelling, or otherwise changing student placement. Whenever such action is contemplated or desired, the school administrator shall make a referral to the District's Case Management Team (CMT).
- 6.2. Authority to Suspend and Duration of Suspension for Students with Disabilities
The school administrator has the authority to suspend a student with disabilities (504 or IDEA) for not more than ten (10) consecutive school days for any violation of school rules, and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct as long as those removals do not constitute a pattern resulting in a change of placement.
- 6.3. Authority to Expel and Duration of Expulsion
The Board or the District's Case Management Team (CMT) may expel a student for violations of policy or law for a fixed or indefinite period, provided that indefinite expulsions shall be reviewed by the Case Management Team and the conclusions reported to the Board, at least once each year.
- 6.4. Parental Responsibility

If a student is expelled for a period longer than ten (10) days, the student's parent is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of expulsion. The parent shall work with designated school officials to determine how the student's education will continue through private education paid for by the parents, an alternative program offered by the school or District, or other alternatives which will reasonably meet the educational needs of the student. Costs of educational services which are not provided by the District are the responsibility of the student's parent.

6.4.1. The parent and designated school officials may enlist the cooperation of the Division of Child and Family Services, the juvenile court, law enforcement, or other appropriate government agencies in determining how to meet the educational needs of the student.

6.4.2. The District shall contact the parent of each student under age sixteen (16) who has been expelled from all District programs and services at least once a month to determine the student's progress.

6.5. Authority to Institute Change of Placement for Student with Disabilities

Where the student is receiving special education services or accommodations on the basis of disability under IDEA, 504, or ADA, procedures outlined in the Davis School District Special Education Policy Manual and State of Utah Special Education Rules shall be followed, including prior written notice to parents or guardians regarding their procedural due process rights, before any long-term disciplinary action or change of placement takes place.

7. DUE PROCESS FOR SUSPENSIONS OF 10 DAYS OR LESS

The following procedure shall apply to all students facing suspension of ten (10) school days or less:

7.1. The school administrator shall inform the student of the allegations against him/her, the disciplinary action being recommended, and provide the student with the opportunity to present his or her version of the facts.

7.2. If the student denies the charges, the student shall be provided with an explanation of the evidence and an opportunity to present his/her version of the incident to a school administrator.

7.3. The student shall present his/her version of the incident in writing. Students with disabilities or young students who are unable to write their own statements shall be accommodated through the use of tape recorder, scribe, etc.

7.4. The school administrator shall notify the custodial parent of the student of the following without delay:

7.4.1. that the student has been suspended;

7.4.2. the grounds for the suspension;

7.4.3. the period of time for which the student is suspended; and

7.4.4. the time and place for the custodial parent to meet with a designated school official to review the suspension.

7.5. The school administrator shall also notify the non-custodial parent, if requested in writing, of the suspension.

7.5.1. This does not apply to the portion of school records which would disclose any information protected under a court order.

7.5.2. The custodial parent is responsible to provide the school a certified copy of any court order prohibiting notification to the non-custodial parent.

7.6. School administrators shall document the charges, evidence, and action taken.

7.7. In general, the notice and informal conference outlined in 7.1 through 7.3 shall precede the student's removal from school. If, in the judgment of the administrator, notice is not possible because the student poses a danger to a person or property or an on-going threat of disrupting the academic process, he/she may be removed immediately. However, in such cases, the necessary notice and informal hearing shall follow as soon as possible.

8. DUE PROCESS FOR EXPULSIONS

The school administrator shall inform the student of the charges against him/her, the disciplinary action being recommended, and provide the student with the opportunity to present his or her version of the facts.

8.1. If the student denies the charges, the student shall be provided with an explanation of the evidence and an opportunity to present his/her version of the incident to school administrators.

- 8.2. If the school administrator desires or contemplates expelling a student for longer than ten (10) school days, he/she shall submit a Safe Schools referral to the (CMT) on the CMT referral forms.
- 8.3. Prior to sending the referral to the CMT, but in no instance longer than ten (10) school days after the suspension began, the school administrator shall meet with the custodial parent to discuss the charges against the student and the proposed discipline. The school administrator shall also notify the noncustodial parent, if requested in writing by a noncustodial parent, of the possible expulsion as outlined in section 7.5 of this policy.
- 8.4. Notice to Student and Parent If the CMT determines, after considering the totality of the circumstances, that a student should be expelled for longer than ten (10) school days, The Department of Student and Family Resources shall send written the student's parent, which includes all of the following elements:
- 8.4.1. a description of the alleged violation(s) or reason(s) giving rise to disciplinary action;
 - 8.4.2. the penalty being imposed (duration of expulsion);
 - 8.4.3. a statement that a due process hearing may be requested in writing within ten (10) working days of receipt of the notice;
 - 8.4.4. a statement that, if a hearing is requested, the Superintendent has the authority to appoint an impartial Hearing Officer(s), who may be an employee of the District;
 - 8.4.5. a statement that the expulsion is taking effect immediately and will continue for the stated period unless a hearing is requested in a timely manner and the Hearing Officer determines otherwise;
 - 8.4.6. the date of the notice; and
 - 8.4.7. a statement that, if a hearing is not requested within ten (10) working days after receipt of the notice, the District's decision to expel the student will be final, and the parent's right to oppose the District's decision will be waived.
- 8.5. Hearing Procedures If a hearing is requested in response to the Notice of Expulsion, the following procedures shall apply:
- 8.5.1. After receipt of the request, the District shall schedule a hearing as soon as possible but not later than ten (10) working days following receipt of the request.
 - 8.5.2. A written Hearing Notice shall be sent to the custodial parent informing the custodial parent of:
 - [a] the name of the Hearing Officer;
 - [b] the date, place, and time of the hearing;
 - [c] the circumstances, evidence, and issues to be discussed at the hearing;
 - [d] the right of all parties to cross-examine witnesses subject to the Hearing Officer's determination that this right should be limited to protect student witnesses from retaliation, ostracism, or reprisal;
 - [e] the right of all parties to appeal to the Superintendent within ten (10) working days following the decision if the parties disagree with the Hearing Officer's decision;
 - [f] the right of all parties to examine all relevant records.
 - 8.5.3. The Hearing Officer shall conduct the hearing on the record and shall:
 - [a] ensure that a written record of the Hearing is made, a copy of which shall be provided to all parties upon request, with the cost borne by the District;
 - [b] consider all relevant evidence presented at the hearing; allow the right to cross-examination of witnesses, unless the Hearing Officer determines that this right should be limited to protect student witnesses from ostracism, retaliation or reprisal;
 - [c] allow all parties a fair opportunity to present relevant evidence; and
 - [d] issue a written decision including Findings of Fact and Conclusions.
 - 8.5.4. Hearing Rules
 Formal Rules of Evidence do not apply to the Hearing and no discovery is permitted. However, the following rules will apply:
 - [a] parties may have access to information contained in District files to the extent permitted by law;
 - [b] hearings shall be closed to the press and the public;
 - [c] documents, testimony, or other evidence submitted by the parties after the hearing, will not be considered by the Hearing Officer;

- [d] the Hearing Officer may excuse witnesses or parties or suspend or terminate a hearing if persons involved in the hearing are abusive, disorderly, disruptive, or if they refuse to abide by the rules and orders of the Hearing Officer.

8.5.5. Appeals

- [a] Within ten (10) working days following receipt of the Hearing Officer's written decision, either party may appeal the decision, in writing, to the Superintendent.
- [b] Within ten (10) working days following receipt of the appeal, the Superintendent shall rule on the appeal or refer the appeal to the President of the Board.
- [c] If the appeal is referred to the Board, the Board may schedule, and hold, a hearing consistent with District policy.

9. DUE PROCESS FOR CHANGE OF PLACEMENT OF STUDENTS WITH DISABILITIES

When the student is receiving special education services or accommodations on the basis of disability under IDEA, 504, or ADA, procedures outlined in the Davis School District Special Education Policy Manual and Utah State Board of Education Special Education Rules shall be followed, including prior written notice to parents or guardians regarding their procedural due process rights, before any long-term disciplinary action or change of placement takes place. When a determination is made that the conduct of a 504 or ADA student is not a manifestation of the student's disability, the student shall be subject to the same disciplinary consequences as regular education students, up to and including expulsion from school without educational services. NOTE: These procedures can also be found in Parental Procedural Safeguard for Children with Disabilities and their Parents.

10. TRANSFER AND ALTERNATIVE PLACEMENT FOR REGULAR EDUCATION STUDENTS

Students do not have a right to placement at their neighborhood school. Therefore, any regular education student who is expelled from his/her school of attendance and transferred to another school or referred to Case Management for alternative placement because of disciplinary violations shall continue to receive educational services provided by the District and may not invoke due process procedures to challenge the District's decision, unless the student will be out of school for more than ten (10) school days as a result of the expulsion and transfer.

11. EXTRA-CURRICULAR ACTIVITIES

Participation in interscholastic athletics, cheerleading, and other extra-curricular activities is not a constitutionally protected civil right. Therefore, students who are suspended or expelled may lose the privilege of participation during the period of suspension/expulsion and may not be allowed to invoke due process procedures to challenge the denial of extracurricular participation. Additional standards of conduct and behavior for students participating in extra-curricular activities are found in the District's Policy 5S-200 Minimum Standards of Eligibility for Extracurricular Participation.

12. SCHOOL LEVEL DISCIPLINE PLANS

The District recognizes the importance of local community involvement and site-based decision making; therefore, each school shall develop a written school discipline plan containing clear rules of conduct and consequences consistent with this policy.

- 12.1. School discipline plans shall recognize the following principles:
 - 12.1.1. every person deserves to be respected;
 - 12.1.2. every person deserves to be safe, to feel safe, and to be free from danger;
 - 12.1.3. students attend school to learn (academics, behavioral skills, social emotional skills, etc.), and learning is enhanced in a physically and emotionally safe environment;
 - 12.1.4. learning is enhanced in an organized environment and the establishment of academic and behavioral expectations is essential for this environment; and
 - 12.1.5. there is an intrinsic relationship between academics and behavior.
- 12.2. The purpose of an effective discipline plan is to help students achieve their educational goals; therefore, discipline means the "action taken" when:
 - 12.2.1. behavior interferes with learning; and
 - 12.2.2. warrants action.
- 12.3. Each school's discipline plan shall include:
 - 12.3.1. goals which give special emphasis to the teaching of self-discipline, restorative discipline practices, good citizenship, social emotional skills, and positive behavioral interventions and supports;
 - 12.3.2. an evaluation process which provides for an annual assessment of goals;

- 12.3.3. a staff development program related to student self-discipline, restorative practices, good citizenship, social emotional skills, and positive behavioral interventions and support;
- 12.3.4. implementation of the District Truancy Intervention Program;
- 12.3.5. implementation of District policies regarding the use and abuse of alcohol, tobacco, drug paraphernalia and real or imitation controlled substances, and other harmful trends by students;
- 12.3.6. compliance with due process, investigation guidelines, and other procedures; and
- 12.3.7. a bullying and hazing prevention program as outline in section 12.4 of this policy;
- 12.3.8. gang prevention and intervention policies, taking into account the individual school's unique needs or circumstances.

12.4. Bullying and Hazing Prevention Program

Each school shall develop a bullying and hazing prevention program using a prevention program approved by the District's Student and Family Resources Department as a model.

- 12.4.1. The school bullying and hazing prevention program shall include annual discussion and training designed to prevent hazing and bullying and procedures and plans for training students, staff, coaches, and volunteers that includes information on:
 - [a] bullying, cyber-bullying, hazing and retaliation;
 - [b] sexual aggression or acts of a sexual nature or with sexual overtones;
 - [c] discrimination under the following federal laws:
 - (i) Title IV of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990;
 - [d] How bullying, cyber-bullying, hazing, and retaliation are different from discrimination and may occur separately from each other or in combination;
 - [e] bullying, cyber-bullying, hazing, and retaliation based upon the students' or employee's actual or perceived characteristics, including race, color, national origin, sex, disability, religion, gender identify, sexual orientation, or other physical or mental attributes or conformance or failure to conform with stereotypes; and
 - [f] the right of free speech and how it differs for students, employees, and parents.
- 12.4.2. The school bullying and hazing prevention program shall also:
 - [a] provide for an assessment of the prevalence of bullying in the school, specifically, locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas;
 - [b] compliment the school's existing discipline plan;
 - [c] include required strong responsive action against retaliation including assistance to harassed students and their parents in reporting subsequent problems and new incidents; and
 - [d] include strategies for providing student and staff, including aides, custodians, kitchen and lunchroom workers, secretaries, paraprofessionals, and coaches, with awareness and intervention skills and social emotional skills training.

12.5. School Dress and Grooming Expectations

The Board 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. Therefore, each school shall establish expectations for student dress and appearance at the school level to include the following

- 12.5.1. Hair

All students shall wear their hair in a clean and well-groomed manner. Extreme hairstyles or colors are prohibited.
- 12.5.2. Clothing

The Board emphasizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately for schoolwork. School officials may prohibit the following types or styles of clothing at school or school activities:

 - [a] extreme or slovenly clothing, including but not limited to, baggy or "sagging" pants or shorts, excessively oversized jackets, or coats, inappropriately short, tight, or revealing shorts, skirts, dresses, shirts, etc., clothing that is torn, ripped or frayed;
 - [b] bare or stocking feet;
 - [c] clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, or pictures;

- [d] hats and bandannas;
- [e] clothing attachments or accessories which could be considered weapons, including but not limited to spikes on boots, bracelets or chokers, chains on wallets or belts, etc.;
- [f] exaggerated cosmetics and body paint;
- [g] exaggerated body piercing;
- [h] clothing that exposes bare midriffs, buttocks, or undergarments;
- [i] clothing that advertises a substance a student cannot legally possess or use (i.e., tobacco, alcohol, illegal drugs); and
- [j] any clothing or apparel that conveys a specific, particularized message (e.g., political buttons, religious jewelry or apparel, etc.) that school officials can prove has caused or imminently will cause material disruption of classwork, or substantial interference with the work of the school or invasion of the rights of others may be prohibited.

12.6. Electronic Device Policy

The Board vests in school administrators the responsibility to develop a policy governing the possession and use of both District-owned and privately-owned electronic devices and the authority to enforce reasonable rules relating to such electronic devices in the schools.

12.6.1. Each school shall have a policy governing the possession and use of electronic devices on school premises and at school sponsored activities which includes the following:

- [a] definitions of electronic devices covered by policy;
- [b] prohibitions against use of electronic devices during standardized assessments unless specifically allowed by statute, regulation, student IEP, or assessment directions;
- [c] clear information about restrictions on when or where possession of electronic devices, active or deactivated, are strictly prohibited;
- [d] clear information about permissible uses of an electronic device;
- [e] prohibitions on the use of electronic devices in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guests, or violates local, state, or federal laws;
- [f] prohibitions or restrictions on unauthorized use that would cause invasions of reasonable expectations of student and employee privacy;
- [g] requirement for students and employees to comply with the applicable District Acceptable Use Policy agreement;
- [h] procedures to report the misuse of electronic devices;
- [i] procedures and due process for the confiscation and recovery of privately-owned electronic devices used in violation of the school's policy;
- [j] potential disciplinary actions for violation of the school's policy regarding the use of electronic devices; and
- [k] exceptions to the policy for special circumstances, health-related reasons, use consistent with a current and valid IEP and emergencies.

12.6.2. Schools are encouraged to involve educators, parents, students, school community councils, and school community members in developing this policy.

12.6.3. Schools shall provide, within the first 45 days of each school year, a school-wide or in-classroom training to employees and students that covers the requirements described in Utah Administrative Code R277-495-5.

12.7. Closed Campus School Community Councils may authorize and implement "closed campus," under which students are prohibited from leaving school grounds during the school day without authorization from the school attendance office.

12.8. Adoption of School Rules and Procedures

Each school shall establish rules and procedures on school discipline and dress that are compatible with District policy, state law, and federal law. School rules and procedures shall be developed through a cooperative effort of the administration, instruction and support staff, students, parents and community members. The District may review local school rules and procedures and require the school to modify any rule or procedure that is not consistent with Board policy or state statutes on discipline in the public schools.

12.9. Written Notice and Posting of School Rules

- 12.9.1. School administrators shall establish procedures to provide for written notice of a school's discipline rules and procedures to:
 - [a] new and continuing students at the beginning of each school year;
 - [b] transfer students at the time of their enrollment in the school; and
 - [c] the student's parent.
 - 12.9.2. Each school shall post a list of school rules consistent and in conjunction with the District Student Conduct and Discipline Policy in prominent locations in the school.
 - 12.9.3. Teachers are encouraged to post class rules in the classroom.
- 12.10. Site Based Interventions
- A continuum of intervention strategies, including positive behavioral interventions and supports, shall be available to help students whose behavior in school repeatedly falls short of reasonable expectations. Prior to expelling or changing the placement of a student for repeated acts of willful disobedience, defiance of authority, or disruptive behavior which are not so extreme or violent that immediate removal is warranted, good faith efforts shall be made at the school level to implement a remedial discipline plan to allow the student to remain in his or her school of attendance.
- 12.10.1. Before referring the student to District Case Management for expulsion, or change of placement under this section, school staff should demonstrate that they have attempted some or all of the following interventions:
 - [a] talking with the student using positive behavioral interventions and supports;
 - [b] class schedule adjustments;
 - [c] phone contact with the parent;
 - [d] information parent/student conferences;
 - [e] behavioral contracts;
 - [f] after-school make-up time;
 - [g] short-term in-school suspension (ISS);
 - [h] short-term at-home suspensions;
 - [i] resource team involvement and assistance;
 - [j] appropriate evaluation;
 - [k] home study;
 - [l] alternative programs;
 - [m] youth court for minor infractions;
 - [n] law enforcement assistance as appropriate.
 - 12.10.2. Parental Attendance with Student

As part of a remedial discipline plan for a student, a school may require the student's parent, with the consent of the student's teachers, to attend class with the student for a period of time specified by a designated school official. If the parent or guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the provisions of school and District discipline policies.
 - 12.10.3. Peer Mediation

School community councils may authorize and implement peer mediation programs, in which students are taught and encouraged to use mediation and other conflict resolution methods to peacefully resolve disputes.
 - 12.10.4. After-School Detention Teachers and other school officials shall make reasonable attempts to notify a parent before detaining a student after school. If detention is necessary for the student's health or safety, an exception may be made to the notice requirement.

13. CLASSROOM TEACHER RESPONSIBILITIES

Since discipline within the classroom is the basic responsibility of each teacher, good procedure using positive behavioral interventions and supports in handling inappropriate student behavior is necessary. All teachers shall establish and communicate classroom rules that are compatible with school level plans and District policies.

- 13.1. Classroom Rules and Disclosure

To enhance classroom discipline the teacher shall:

 - 13.1.1. develop written, clearly stated, academic, citizenship and behavioral expectations (class disclosure);
 - 13.1.2. secure the school administrator's approval of the classroom rules and disclosure and keep a copy on file in the school;
 - 13.1.3. inform parents of expectations and discipline procedures by providing, in writing, a copy of classroom expectations and rules; and
 - 13.1.4. involve students in the development of classroom rules for reasonable behavior and consequences and discuss expectations and rules with students as needed.

- 13.2. Referral for Inappropriate Behavior
If a student displays a pattern of inappropriate behavior(s) or of serious intensity the teacher shall consult with a parent and the school administration for possible referral to:
 - 13.2.1. Counselor;
 - 13.2.2. Administrator;
 - 13.2.3. Special education/504 team for evaluation;
 - 13.2.4. Student and Family Resources Department.
- 13.3. Suspension by Teacher to Office
 - 13.3.1. A teacher may exclude a student from class when the seriousness of the offense, the persistence of the behavior, or the disruptive effect of the violation makes the continued presence of the student unacceptable.
 - 13.3.2. In such cases the student shall be excluded from the class for at least the remainder of the class period in secondary grades and as determined by the teacher(s) and the administrator in elementary grades, with the appropriate transmittal slip to the administrator.
 - 13.3.3. The teacher shall furnish the administrator with documentation of the full particulars of the incident as promptly as teaching obligations permit.
 - 13.3.4. The excluded student shall report to a designated area within each school and remain there until a decision is made.
 - 13.3.5. The parent shall be notified of action taken.
 - 13.3.6. The school administrator shall determine whether the student may remain at school.
 - 13.3.7. If the student is to be sent home the parent shall provide transportation.

14. RECORDS—INTERAGENCY COLLABORATION

- 14.1. Superintendent and School Administrator Notification by Juvenile Court and Law Enforcement Agencies
 - 14.1.1. Within three (3) days of being notified by the Juvenile Court that a juvenile has been adjudicated or of being notified by a law enforcement agency that a juvenile has been taken into custody or detention for a violent felony, defined in Utah Code Ann. §76-3-203.5, or an offense in violation of Utah Code, Title 76, Chapter 10, Part 5 Weapons, the superintendent shall notify the school administrator of the school the juvenile attends or last attended.
 - 14.1.2. Upon receipt of the information, the school administrator shall make a notation in a secure file other than the student's permanent file; and, if the student is still enrolled in the school administrator's school, the school administrator shall notify staff members who should know of the adjudication, arrest or detention.
 - 14.1.3. Staff members receiving information about a juvenile's adjudication, arrest or detention may only disclose the information to other persons having both a right and a current need to know.
- 14.2. Student Discipline Records/Education Records
School officials may include appropriate information in the education record of any student concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. If a student is expelled for more than ten (10) school days, a notation of the expulsion shall be attached to the student's cumulative file.
- 14.3. Disclosure of Discipline Records to School Officials
School officials may disclose student discipline information described above to school officials, including school officials in other schools, who have legitimate educational interests in the behavior of the student.
- 14.4. Disclosure of Discipline Record to Other Agencies
School officials shall not release personally identifiable student discipline records to other government agencies unless the:
 - 14.4.1. student is the agency's custody;
 - 14.4.2. agency produces a subpoena or court order; or
 - 14.4.3. student's parent or guardian has authorized disclosure.

15. TRAINING

- 15.1. All new employees shall receive information about this policy at new employee orientation. All other employees shall be provided information at least every three years regarding this policy and the District's commitment to a safe and orderly school environment.
- 15.2. Administrative employees who have specific responsibilities for investigating and resolving safe schools' violations shall receive yearly training on this policy and related legal developments.
- 15.3. School administrators in each school and program directors shall be responsible for informing students, parents, and staff of the terms of this policy including the procedures outlined for investigation and resolution of violations.

16. REPORTING

- 16.1. Each school shall compile an annual report of all out-of-school suspensions and expulsions and submit it to the District Department of Student and Family Resources. For each suspension or expulsion, the report shall indicate the student's race, gender, disability status, and age/grade, as well as the reason for the discipline, the length of the discipline, and a statement as to whether the student was referred to the Case Management Team.
- 16.2. The Case Management Team shall compile all of the suspension/expulsion data submitted by the schools into a single report for the review of the Superintendent and the Board.

17. POLICY DESSEMINATION

- 17.1. A summary of this policy shall be posted in a prominent place in each District facility.
- 17.2. A summary of the policy shall also be published in student registration materials, student and employee handbooks, and other appropriate school publications.
- 17.3. School employees; students who are at least eight years old; and parents/guardians of students enrolled in the District are required to sign a statement annually indicating that the individual signing the statement has received a copy of this policy.

Student Data and Family Privacy Protection

1. PURPOSE AND PHILOSOPHY

The collection and analysis of student data is essential to the teaching and learning process. The Board of Education of Davis School District (Board) establishes this policy to provide standards and procedures that protect the privacy of students and ensure that their data is used only for legitimate education purposes; in compliance with state Student Privacy and Data Protection statutes and the federal Family and Educational Privacy Act (FERPA).

2. PROTECTION OF FAMILY AND STUDENT PRIVACY

2.1. Activities Prohibited without Prior Written Consent

- 2.1.1. Prior written consent of a student's parent is required if any Davis School District (District) employee or agent plans to administer to a student any psychological or psychiatric examination, test, or treatment, or any survey, analysis, or evaluation that has the purpose or evident intended effect of causing the student to reveal information, whether the information is personally identifiable or not, concerning the student's or any family member's:
 - [a] political affiliations or, except as provided under Utah Code Ann §53G10-202 or rules of the Utah State Board of Education, political philosophies;
 - [b] mental or psychological problems;
 - [c] sexual behavior, orientation, or attitudes;
 - [d] illegal, anti-social, self-incriminating, or demeaning behavior;
 - [e] critical appraisals of individuals with whom the student or family member has close family relationships;
 - [f] religious affiliations or beliefs;
 - [g] legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; and
 - [h] income, except as required by law;
- 2.1.2. Prior written consent is required in all grades, Kindergarten through grade 12.
- 2.1.3. These prohibitions shall also apply within the curriculum and other school activities unless prior written consent of the student's parent has been obtained.

2.2. **Parental Notice and Consent**

2.2.1. Written parental consent is valid only if a parent has been first given written notice, including notice that a copy of the educational or student survey questions to be asked of the student in obtaining the desired information is made available at the school, and a reasonable opportunity to obtain written information concerning:

- [a] records or information, including information about relationships, that may be examined or requested;
- [b] the means by which the records or information shall be examined or reviewed;
- [c] the means by which the information is to be obtained;
- [d] the purposes for which the records or information are needed;
- [e] the entities or persons, regardless of affiliation, who will have access to the personally identifiable information; and
- [f] a method by which a parent of a student can grant permission to access or examine the personally identifiable information.

2.2.2. For a survey described in 2.1.1, written notice shall include an internet address where a parent can view the exact survey to be administered to the student.

2.2.3. Except in response to a situation which a school employee reasonably believes to be an emergency, or as authorized under Utah Code Title 62A, Chapter 4a, Part 4, Child Abuse or Neglect Reporting Requirements, or by order of a court, disclosure to a parent must be given at least two weeks before information protected under this policy is sought. Following disclosure, a parent may waive the two-week minimum notification period.

2.2.4. A general consent used to approve admission to school or involvement in special education, remedial education, or a school activity does not constitute written consent under this policy.

2.2.5. This policy does not limit the ability of a student to spontaneously express sentiments or opinions otherwise protected against disclosure under this policy.

2.3. **Duration of Parental Authorization**

Unless otherwise agreed to by a student's parent and the person requesting written consent, the authorization is valid only for the activity for which it was granted; or until the parent withdraws consent during the course of the activity, by submitting a written withdrawal of authorization to the school.

2.4. **Well-being of a Student**

2.4.1. If a school employee or agent believes that a situation exists that presents a serious threat to the well-being of a student, that employee or agent shall notify the student's parent without delay. If, however, the matter has been reported to the Division of Child and Family Services (DCFS), it is the responsibility of DCFS to notify the student's parent.

2.4.2. If a school employee, agent, or school resource officer believes a student is at-risk of attempting suicide, physical self-harming, or harming others, the school employee, agent, or school resource officer may intervene and ask a student questions regarding the student's suicidal thoughts, physically self-harming behavior, or thoughts of harming others for the purposes of:

- [a] referring the student to appropriate prevention services; and
- [b] informing the student's parent.

2.5. **Review of District-wide Test/Treatment/Survey/Evaluation**

2.5.1. Any psychological or psychiatric examination, test, treatment, or any survey, analysis, or evaluation to be administered District-wide to students shall be submitted annually to the Assessment Department for review if:

- [a] it is likely to result in disclosure of personal information in the areas listed in 2.1.1 of this policy;
- [b] it is to be administered to entire student body; or
- [c] it is at the request of or to be administered by outside individuals.

2.5.2. Prior to allowing the test's administration, it shall be determined whether the psychological or psychiatric examination, test, treatment, or any survey, analysis or evaluation requires prior parental consent.

3. FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Access to Education Records

- 3.1. Parents have the right to inspect and review all of their student's education records maintained by the District or school.
 - 3.1.1. If the education records of a student contain information on more than one student, the parent may inspect and review or be informed of only the specific information about their student.
 - 3.1.2. The District or school shall give full rights to student education records to either parent, unless the District or school has been provided with evidence that there is a court order or legally binding instrument relating to such matters as divorce, separation, or custody that specifically revokes these rights.
 - 3.1.3. Each school shall establish appropriate procedures for the granting of a request by a parent for access to the education records of their child within a reasonable period of time, but in no case more than forty-five (45) days after the request has been made.

Amendment of Education Records

- 3.2. Parents may challenge and request the District or school to amend any portion of their student's education record that is inaccurate, misleading or in violation of the privacy rights of the student.
 - 3.2.1. The District or school shall consider the request and decide whether to amend the records within a reasonable amount of time. If the District or school decides not to amend the record as requested, it shall inform the parent of its decision and of their right to a hearing.
 - 3.2.2. Upon request of a parent, the District shall provide an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.
 - 3.2.3. Such hearing shall be informal and shall be conducted by an employee of the District who does not have a direct interest in the outcome of the hearing. (See 34 CFR 99.22)
 - 3.2.4. If, as a result of the hearing, the District decides that the challenged information is inaccurate or misleading, the record should be amended accordingly, and the parent informed in writing.
 - 3.2.5. If, as a result of the hearing, the District decides that the challenged information is not inaccurate or misleading, the District shall inform the parent of their right to place a statement in the record, commenting on the challenged information in the record, or stating why they disagree with the decision. Any such document must remain with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the portion of the record to which the statement relates is disclosed.

Disclosure of Education Records

- 3.3. The District or school may not disclose information from education records without prior parental consent, except as provided by law. Such exceptions include, but are not limited to:
 - 3.3.1. school officials who have a legitimate educational interest;
 - 3.3.2. other schools that have requested the records and in which the student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
 - 3.3.3. individuals who have obtained court orders or subpoenas;
 - 3.3.4. individuals who need to know in cases of health and safety emergencies;
 - 3.3.5. officials in the juvenile justice system to improve educational outcomes;
 - 3.3.6. a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;
 - 3.3.7. the Immigration and Naturalization Service (INS) for foreign students attending school under a visa; or
 - 3.3.8. the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes;
 - 3.3.9. organizations conducting studies for, or on behalf of the District, or postsecondary institutions for the purpose of developing, validating, or administering predictive tests; administering student aid programs; or improving instruction if done under the terms of a written agreement meeting the conditions of 34 CFR 99.35 and approved by the Director of Assessment and the Student Data Manager;

- 3.3.10. authorized representatives of the Secretary of Education or State or local education authorities to conduct an audit evaluation, or enforcement or compliance activity of Federal- or State-supported education programs if done under the terms of a written agreement meeting the conditions of 34 CFR 99.35 and approved by the Director of Assessment and the Student Data Manager; or
- 3.3.11. authorized representatives of the Comptroller General of the U.S. or the Attorney General of the U.S. to conduct an audit evaluation, or enforcement or compliance activity of Federal- or State-supported education programs if done under the terms of a written agreement meeting the conditions of 34 CFR 99.35 and approved by the Board of Education.

Directory Information

- 3.4. The District or school may disclose certain directory information for appropriate reasons if it has given parents annual notice of their right to request that their student's directory information not be released by the District or school. The actual means of notification; special letter, inclusion in a bulletin or newspaper article, student handbook; is left to the discretion of each school.
 - 3.4.1. The following information relating to students has been declared directory information:
 - [a] name, address, and telephone number;
 - [b] date and place of birth;
 - [c] grade level and enrollment status;
 - [d] student's District email address;
 - [e] student's ID number that is displayed on a student ID badge;
 - [f] parent's email address;
 - [g] participation in officially recognized activities and sports;
 - [h] weight and height of members of athletic teams;
 - [i] dates of attendance;
 - [j] degrees, honors, and awards received;
 - [k] most recent previous education agency or institution attended; and
 - [l] student's digital image .
 - 3.4.2. Appropriate reasons for disclosure of directory information would include, but is not limited to; newspapers for awards, posting in District or schools of awards, student directories, honor roll lists, graduation lists, other school purposes, military recruiters, higher education institutions, etc. approved by the Board of Education.
 - 3.4.3. The following shall be considered limited use directory information that may be disclosed only to other students enrolled in the same course (regardless of whether such students are enrolled in the same class section) that has been audio or video recorded by the District, for instructional and educational purposes only:
 - [a] name to the extent it is referenced or captured during the audio or video recording;
 - [b] any photograph or image of the student captured during the audio or video recording;
 - [c] any audio or video recording of the student participating in the course; and
 - [d] any online chats or other recorded communications among participants in the course captured during the audio or video recording.
 - 3.4.4. To protect the privacy of other students, parents/students are not permitted to make their own recordings of class sessions or to share or distribute District recordings of class sessions.

Complaint Procedure

- 3.5. Parents who believe their rights have been violated may contact the school's administration or file a complaint as outlined in this policy with:

Student Privacy Policy Office (SPPO)
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5920
 (202) 260-3887

Informal inquires may be sent to SPPO via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov. For additional information please visit the SPPO website at the following address: <https://studentprivacy.ed.gov/>

- 3.6. Complaints should be reported as soon as possible, but not later than 180 days from the date the parent has learned of the circumstances of the alleged violation.

4. **STUDENT PRIVACY AND DATA PROTECTION**

- 4.1. In compliance with Utah Code Title 53E, Chapter 9 Student Privacy and Data Protection, the District shall:
- 4.1.1. maintain a Data Governance Plan structured to encourage the effective and appropriate use of educational data in conjunction with District policies and procedures;
 - 4.1.2. prepare and distribute to parents a Student Data Collection Notice to inform parents and students about the student data the District collects and how that information will be used, shared, and protected;
 - 4.1.3. maintain a metadata dictionary outlining student data collected and how it is used; and
 - 4.1.4. designate an individual to act as a student data manager to fulfill responsibilities as described in Utah Code Ann. §53E-9-308. Student Data Manager Jon Hyatt 130 North Main, Farmington (801) 402-5360 jhyatt@dsdmail.net
- 4.2. **Education Employees and Volunteers Responsibilities**
- 4.2.1. All education employees and volunteers shall maintain appropriate confidentiality pursuant to federal and state law, and District policies with regard to student performance data and personal identifiable student information.
 - 4.2.2. All education employees, and volunteers have a responsibility to protect confidential student information and access records only as necessary for their assignment(s), and
 - [a] shall maintain student records in a secure and appropriate place;
 - [b] shall follow procedures for maintaining confidentiality of electronic records; and
 - [c] shall not share, disclose, or disseminate passwords for electronic maintenance of student records.
 - 4.2.3. Violations of this policy may result in disciplinary action.
- 4.3. **School Employee Access to Education Records**
- 4.3.1. In accordance with state student privacy laws, each school shall create and maintain a list that includes the name and position of each school employee who the public school authorizes to have access to student education records.
 - 4.3.2. The District shall annually provide a training regarding the confidentiality of student data to any employee with access to education records.
 - 4.3.3. A school employee shall annually submit a statement which certifies that the school employee completed the required student privacy training and understands his/her legal and ethical obligation to protect confidential student information.
- 4.4. **Prohibition of Education Records for Marketing**
- Student records maintained by the District or school, may not be sold, or used for marketing purposes or targeted advertising as defined in Utah Code Ann. § 53E-9- 301(21) except with regard to authorized uses of directory information.
- 4.5. **Student Records Retention and Disposal**
- 4.5.1. The District and its schools shall retain and dispose of student records in compliance with the District's active retention schedule for student records.
 - [a] Student records not on the District's active retention schedule for student records shall be retained and disposed of in compliance with the Utah Division of Archives and Records Services active retention schedule for student records.
 - [b] Student special education records shall be disposed of in accordance with provisions of Utah State Board of Education Special Education Rules §300.610.
 - 4.5.2. A parent or adult student may request; using the process outlined in section 3.4 of this policy; that the District amend, expunge, or destroy, any record not subject to a retention schedule and believed to be:
 - [a] inaccurate;
 - [b] misleading; or
 - [c] in violation of the privacy rights of the student.

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. Instructional time is of utmost importance. It is our goal to keep students in class as much as possible. When a tardy issue arises, the situation will be handled as quickly as possible without undue

attention to the student. Tardies are determined on a student's schedule, not individual classes. If a student has difficulty with tardies, the following policy applies:

3rd Tardy Parent contact, warning, policy review

4th - 5th Tardy Parent is contacted, and student is assigned one lunch detention, policy review

6th - 7th Tardy Parent is contacted, and student is assigned two lunch detentions, policy review

8th+ Tardy Parent meeting with student and administrator. Possible consequences include a lunch detention, a day of ISS, or an administrative U.

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.

