

# Shoreline Junior High School Student Handbook



**2021-2022**

**School Year**

# Welcome to Shoreline Jr. High!

**We are so excited to welcome you as a SHARK!**

We want you to know that we take this SHARK thing seriously!

Here is our SHARK Salute:



You may be given a card like this when you show an attribute of a SHARK. Bring it to the office for a treat and a chance to win prizes!!!

You will find calendars, athletic events, faculty, and staff information on our web page. Please feel free to browse the web page and become familiar with all the information available there!

## **NOTICE OF NON-DISCRIMINATION**

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

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

Steven Baker, Associate Director Human Resources

### **ADA (Employment Issues) Coordinator**

Davis School District

45 East State Street

P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5315

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

Midori Clough, District 504 Coordinator

### **504 (Student Issues) Coordinator**

Davis School District

70 East 100 North

P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5180

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

Bernardo Villar, Director of Equity

### **Title IX Compliance Coordinator**

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

Davis School District

70 East 100 North

P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5319

[bvillar@dsdmail.net](mailto:bvillar@dsdmail.net)

Tim Best, Healthy Lifestyles Coordinator

### **Title IX Compliance Coordinator**

Davis School District

20 North Main Street

P.O. Box 588

Farmington, Utah 84025  
Tel: (801) 402-7850  
[tbest@dsdmail.net](mailto:tbest@dsdmail.net)  
Scott Zigich, Director of Risk Management

**Physical Facilities Compliance Coordinator**

Davis School District  
20 North Main Street  
P.O. Box 588  
Farmington, Utah 84025  
Tel: (801) 402-5307  
[szigich@dsdmail.net](mailto:szigich@dsdmail.net)

**ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Shoreline Junior High will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator Wilson McConkie (402-7700), their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Midori Clough (402-5180) for student accommodations.

**SAFE & ORDERLY SCHOOLS**

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

**WEAPONS AND EXPLOSIVES-AUTOMATIC ONE YEAR EXPULSION**

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

## **DRUGS/CONTROLLED SUBSTANCES**

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

## **SERIOUS VIOLATIONS**

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

## **DISRUPTION OF SCHOOL OPERATIONS**

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

## **DUE PROCESS**

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

## **AUTHORITY TO SUSPEND OR EXPEL**

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

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

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, or

discrimination of any school employee or student at school or a school-related activity regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation. For more information, refer to District policy 5S-100 Conduct and Discipline.

### **SEARCH AND SEIZURE**

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

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School lockers, desks or other storage areas are the sole property of the Davis School District and Shoreline Junior High. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

### **EXTRACURRICULAR ACTIVITIES**

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

### **COMPULSORY EDUCATION REQUIREMENT**

A parent having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Parents are encouraged to work with the school in promoting regular attendance of all students.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

#### **Student Education Records**

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

*Inspect and review* all their student's education records maintained by the school within 45 days of a request for access.

*Request* that a school correct a record believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be

changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

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

- a. school officials with legitimate educational interests;
- b. other schools to which a student is transferring;
- c. individuals who have obtained court orders or subpoenas;
- d. individuals who need to know in cases of health and safety emergencies;
- e. official in the juvenile justice system to improve education outcomes;
- f. a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;
- g. specified officials for audit or evaluation purposes; or
- h. organizations conducting studies for or on behalf of the District.

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

### **Student Directory Information**

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

The Davis School District has designated the following information as directory information: 1) student's name, address, and telephone number; 2) student's date and place of birth; 3) student's major field of study; 4) student's District email address; 5) parent email address; 6) participation in officially recognized activities and sports; 7) weight and height of members of athletic teams; 8) degrees, honors, and awards received; 9) photograph; 10) most recent educational institution attended by the student.

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

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

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

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag shall be recited by students at the beginning of each school day in each public-school classroom in the State, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis. Participation in the Pledge is voluntary and not compulsory.

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

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

- written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. *(Student agrees to make up course work for school days missed for the scheduled absence).*
- written request to place a student in a specialized class, a specialized program, or an advanced course. *(In determining whether placement is reasonable, the District shall consider multiple academic data points).*
- request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- initial selection of a teacher or request for a change of teacher.
- request to visit and observe any class the student attends.
- request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

*\*\*Reasonably accommodate" means to make its best effort to enable a parent or guardian to exercise a parental right without substantial impact to staff and resources including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures while balancing the parental rights, the educational needs of other students, the academic and behavioral impacts to a classroom, a teacher's workload, and the assurance of the safe and efficient operation of a school.*



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

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

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

### **MEAL CHARGES IN SCHOOLS**

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

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

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

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

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

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

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

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

### **SLJH Student Policies & Procedures**

**Junior High School is governed by the policies, rules, and regulations of the Davis County School district. This Handbook is not designed to be all-inclusive in relation to these policies, but instead is designed to provide an overview for parents and students and to answer some of the most asked questions relating to the school. Please keep this information available for future reference.**

#### **Accidents**

All accidents that occur on campus are to be reported to the office, where immediate care will be arranged. Students injured at school are not to leave school without proper authorization of the administration. Paramedics will be called in cases of medical emergency. A parent, guardian, or other family representatives listed on the Student Emergency card will be called.

#### **Activity Card**

Each student is given an activity card that is non-transferable. This card may be required to check out books from the Media Center & to purchase lunch and/or breakfast. A replacement may be obtained in the office for \$5.00.

#### **Alcohol, Drug and Tobacco**

The possession, use, delivery, transfer, or sale of alcohol, tobacco, e-cigarettes or any controlled substance, or substances represented to be controlled, or drug paraphernalia is prohibited on any school campus, in any building owned or operated by the school district, or at any activity sponsored or approved by the district as a school activity, whether or not such activity is held on school property. Medication used in accordance with medical direction, authorized for the user by a medical prescription, from a registered physician, shall not be considered a violation.

Students who use or possess alcohol, drugs, or tobacco products may be issued a citation by police and be suspended from school and referred to District Case management.

Offenses may result in expulsion. The administration may require students to pass a drug test before being readmitted.

Students who are involved in extra-curricular activities and who are in violation of this policy, will be denied the privilege of participating in their activities for up to one full year.

### **Assemblies and Activities**

Attendance and participation in assemblies and other activities are considered privileges, reserved for those students who have maintained satisfactory citizenship and behavior. Students with 50 discipline points or more may not be allowed to participate in these activities. Ninth grade students must have fewer than 50 disciplinary points in order to participate in the 9<sup>th</sup> grade Farewell Activities.

Assemblies are planned for educational and entertainment purposes. It is expected that students will orderly enter the gym and be seated. Proper applause will let those participating know that we appreciate their efforts. Stomping, yelling, booing, whistling, etc., are not in good taste. Students who are asked to leave an assembly because of misconduct will receive disciplinary points and/or may miss assemblies for the remainder of the year.

### **Athletics**

Participation in athletics is open to all students. A physical examination, insurance coverage, and a fee are required. Some sports are subject to a tryout process, and all students must meet eligibility requirements. (See Standards and Eligibility)

### **Attendance Policy**

Attendance is critical to success. Attendance is also required under the state law (53-24-1, Utah Code Ann.). In compliance with these laws, students are to be in attendance (in class or online) unless they are excused due to illness, injury, family emergency, or extenuating circumstances.

#### **Excusing Absences**

When students return from an absence, parents are required to verify their child's absence within 2 school days by one of the following methods:

1. Clearance Form obtained from the main office
2. Email/Call to the Attendance Secretary
3. Written Excuse Note brought to the Main Office
4. Excuse on myDSD account.

#### **Pre-Arranged Absences**

Students who must miss school for hospitalization, family trips, etc., should pick up a Pre-Arranged Absence Form in the main office. When students pre-arrange absences in advance, they stand a better chance of maintaining good academic and citizenship standings. The form lets teachers and administrators know the student will be absent and details assignments the student should have ready to turn in upon return.

### **Check-In**

Students who enter the school 10 minutes after start time must check-in at the office. They should bring a note from home explaining the reason for being late. If students do not bring a written excuse or clear the absence within 48 hours, they may be determined truant for the periods missed.

### **Check-Out**

1. If a student needs to leave school before the end of the school day, he/she must check out at the office. A truancy may be assessed against a student who fails to check out through the office.
2. For the safety and protection of students, the parent/guardian (**ID required**) must personally come to the school to check-out or release his/her student from school.
3. Students are not excused for attending activities not related to school (participants would be excused).
4. Parents may not check out other students from school. The only person(s) authorized to check a student out are the people listed on the emergency card. Students must check back in with the office when they return to school.

### **Exceptions**

Lunch at home: A student must have a pre-signed pass, which can be obtained in the office, to go home for lunch. The administration will validate the pass and keep it on file in the main office. The student must check-out and check-in upon return. The student may only attend lunch at their own home. This privilege may be revoked if misused.

### **Emergencies**

A student will not be permitted to leave unless properly checked out. Administration cannot authorize the dismissal of a student into the charge of an adult who is not listed on the student's emergency card **without prior** approval from a parent. In case of an emergency, a parent/guardian may make arrangements by phone and/or a signed note for the release of a student.

### **Bicycles/Scooters**

Bikes and scooters should be locked to the rack. The rack is off limits during school. The school is not responsible for loss or damage.

### **Book Fines**

Books are the property of the school. When students register, they pay for the right to use books during the school year. Students who lose or damage a book will be assessed a fine based on the value of the book.

### **Bus Conduct**

To ensure safe transportation, students must act responsibly when riding the school bus. All students being transported are under the authority of the bus driver and must obey the rules. Bus riding privileges are extended to those who meet transportation departments' requirements.

All school policies apply to conduct on the buses. Failure to follow rules may result in disciplinary action and/or suspension of bus privileges.

## **Change**

A small amount of change (\$5.00 or less) may be made in the office, at lunchtime only, as available.

## **Citizenship Policy**

The Davis County School District has instituted a citizenship policy that affects high school graduation. In order to graduate from high school, all students (grades 9 through 12) must have earned .25 units of citizenship credit in each class every term. In addition, the administration may deduct .25 units of citizenship credit per term to cover misconduct before, during and after school, and at all school-sponsored activities. Students who fail to earn the required citizenship credits will not receive their graduation diplomas until citizenship credit has been made up.

Students will receive citizenship credit if they earn “H” (Honors), “G” (Good), “S” (Satisfactory), or “N” (Needs Improvement) in their classes. “U” (Unsatisfactory) marks will result in loss of citizenship credit. All students, grades 7-9, are required to make-up lost citizenship credit.

1. Classroom behavior should be appropriate and consistent with each teacher’s expectations as listed in the class disclosure statement and posted in the classroom.
2. Serious negative behavior before, during, or after school hours may result in an administrative “U”.
3. Failure to pay citizenship and other fees or fines will result in a hold of the yearbook.
4. If citizenship “U’s” are not made up, students may forfeit participation in extra-curricular activities.

## **Citizenship Make-up Credit to Clear the “U”**

Citizenship make-up credit is made available through the ISS secretary. The student may, **with teacher approval**, work off the “U” **before** the term ends.

## **Programs for Citizenship Make-up Credit**

1. Citizenship Class: Four hours of district approved instruction in citizenship, \$15.00 fee per .25 units of credit.
2. Community service at discretion of administration. Four hours for each “U”, \$5.00 fee per .25 units of credit.

## **Citizenship Appeals Procedure**

A student who has lost citizenship credit may appeal if he/she feels there are extenuating circumstances by:

1. Submitting a written request for a hearing to the school principal.
2. In the written request for a hearing, a student may request that a parent advocate be a member of the committee.
3. Request must be made within 30 days following the term in which the “U” was earned.

### **Civil Rights or Discrimination Grievance/Appeal Procedure**

A parent/guardian of a student aggrieved by a violation, misinterpretation, or inequitable application of a provision or policy may request a review of the decision by using the following procedure:

1. Discuss the grievance with the teacher or person at the school with whom the disagreement has occurred.
2. Meet with the principal and Standards Committee if necessary. If the parties fail to reach an agreement, the student and a parent or guardian may request a review by the school director or designee.

### **Class Schedule Change**

Schedule changes will only be made during the first week of each semester. The procedure will be as follows:

Student will:

1. Pick up a class change form and meet with a counselor.
2. Be required to obtain teachers' signatures for classes they want to drop and add.
3. Pay the office the required fee.
4. Return the change form and the fee receipt to the counseling center.

Each class request requires a **\$10** fee. The fee will be waived under the following circumstances:

- The school computer made an error
- Health reasons
- Administrative approved change

### **Classroom Behavior**

In general, a student's classroom behavior is inappropriate when it causes the teacher to stop teaching, or it prevents other students in the classroom from learning.

A teacher may exclude a student from class when the severity of the offense, the persistence of the behavior, or the disruptive effect makes the presence of the student unacceptable. In these cases, a parent-teacher conference may be necessary for the student to return to class.

### **Closed Campus**

Shoreline Junior High School is a closed campus. No student will be allowed off campus between 8:10 a.m. and 2:55 p.m. for lunch or other extracurricular activities not specifically sponsored by SLJH. Students who choose to leave campus for these reasons will be marked **truant** and may receive a daytime curfew citation from Layton City Police Department. Students eating lunch at home must follow check out/check in procedures (see Exceptions Section of Check Out policy). High school/elementary students are not allowed on campus without a guest pass or special permission granted only through the office.

### **Computer Agreement**

In order to maintain the integrity of our computer labs, we have established some basic rules and guidelines that need to be followed. Students are responsible to make themselves aware of all guidelines. They and their parent/guardian must sign the Acceptable Use Agreement before the student may use school computer equipment. Any violation of this agreement will result in disciplinary action (which may include exclusion from computer use in the building for up to the remainder of the school year and/or prosecution).

### **Compulsory Education Requirements**

Please see Attendance Policy.

### **Counseling Center**

The role of the Counseling Department is to consider each student as an individual as well as to consider the common needs and interests of the students. Services are designed to bring together counselors, parents, teachers, administrators, and students in a private and confidential setting to reach common goals.

### **Custody and Guardianship**

Parents and guardians are responsible for providing the school with their correct current address and phone number. They must also report any change, which results in either the student or the guardian living outside the school boundaries, to the Davis District Department of Student Services, who will determine whether the student may continue attending. Also, the school is to be notified promptly of any changes in custody or guardianship.

### **Discipline**

Discipline policies are established to help all students achieve and to create a safe & healthy learning environment. The guidelines below are provided for clarity and transparency. Since it is impossible to anticipate all student discipline violations, administrators will work to ensure that similar offenses receive similar consequences. Additional consequences issued will be issued to chronic offenders.

In-School Management, the first line of discipline is the teacher and the following systematic approach we be followed, after the class and school rules are given to the student:

**Step 1:** Conference with student.

**Step 2:** Parent/guardian contact is made.

**Step 3:** Student is referred to Administration.

In severe cases, the above steps may be overridden, and students may be referred directly to administration. Severe situations include, but are not restricted to, vandalism, open defiance, or threat of a physical nature. Discipline points or other consequences are given for unacceptable behavior. A conference with parent/guardian, teacher, student, and administrator may be scheduled with severe situations or habitual problems.

**Points for Unacceptable Behavior-** The following point scale is a guideline for administrators issuing points. The points may be reduced or increased according to individual circumstances, and possible repeat offenses.

Points	Infraction Details
5	Tardy Sweep
10	No Hall Pass
15	Littering, Hall Disturbance (shoving, pushing, tripping, running, being in a closed hall during lunch, etc.) Inappropriate items/toys (skateboards, laser pointers, etc.) are not allowed at school and will be confiscated. Parents may be required to pick up items from the school. Cell Phone Infraction (See Electronic Device policy for specifics to cell phones) Dress Code Violations (See Dress Code) Inappropriate Body contact or display of affection (hugging, kissing, long embraces, etc.)
20	Disruptive behaviors (Double if substitute or second offense in the same classroom. Class may be closed to the student on the third infraction.) Lunchroom Violation (crowding/butting in line, throwing food, leaving trash, etc.) Student may be issued a lunch detention for one day as well as asked to help clean the cafeteria.
25	Failure to Check in/out through the office Detention not completed or a “no show” Truancy (truancy citation, detention) Failure to leave the building at 3:15 pm Loitering around vehicles in the parking lot or at the bicycle rack Throwing snowballs and/or other items that may cause injury
30	Defiance of authority/Insubordination Inappropriate Language (profanity, vulgarity, slurs, etc.) Bullying (Behaviors of Harassment contract will be completed)
50	Fighting/Assault Criminal Mischief: theft, vandalism, weapons, trespassing, possession/use of an illegal substance (tobacco, alcohol, drugs, etc.) Harassment/Hazing Complicity (“association with a wrongful act”) with any act of criminal mischief is also in violation of the school policy (refer to the Safe School Policy) Serious violations and disruptions Students receiving points under this section may receive home suspension. If suspended, the number of days of suspension will be determined by an administrator, and students may be determined ineligible for participation in school-sponsored activities as outlined by district policy.



**Discipline Point Procedures-** Teachers, as well as others supervising halls or other activities, may refer students for infractions where points and consequences may be assessed by the administration.

Points are reduced for appropriate behavior: 20% point reduction if a student is not referred for two weeks and total point reduction if a student is not referred for six weeks.

Any student with 50 points or more at any time may not be allowed to attend assemblies, field trips, dances, or other extra-curricular activities. In addition, students with 50 points or more at the end of the school year, will be forfeiting the privilege to be at Shoreline Junior High the last week of school and all activities included therein. Notice will be sent two weeks prior to the end of the school year.

#### **Code Procedure**

1. 35 cumulative points, 1 lunch detention
  2. 50 cumulative points, ISS for the day
  3. 100 cumulative points, ISS plus 2 hours service after school.
  4. 150 cumulative points, out of school suspension.
  5. 200 cumulative points, 2 or more days of suspension and referral to Youth Court.
- Additionally, students may be required to attend a modified school day program. Any further cumulative points may result in additional Youth Court referrals and administrative disciplinary action.

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#### **Detention**

Students are assigned to detention by the administration for unacceptable or repetitive negative behavior. The detention must be completed within the scheduled time. Failure to complete the detention within the scheduled time may result in the following: double detention, suspension, and assessment of points which may result in a citizenship grade of “U” for each class involved, and non-participation in activities.

**Lunch Detention Procedures-** Students will pick up their lunch and report to ISS (In School Suspension) Lunch Detention **immediately** after their lunch bell. If a student is a “No Show,” he/she will be assigned an additional two days of detention and 25 points. Students will have a choice of cafeteria food, or they may bring their own lunch from home.

Students are expected to bring class work to complete and must follow ISS rules. Anyone behaving inappropriately may be assigned an additional day of detention, and or be suspended. A parent will be notified.

#### **Dress Code** (Please refer to the SLJH Dress Code Diagram on page 21)

The Davis School District recognizes that dress and grooming affect the behavior of students, that there are sanitation and safety factors directly related to proper dress and grooming. Shoreline Junior High emphasizes the importance of school, parent, and student collaboration in encouraging students to come to school dressed appropriately. These guidelines should be adhered to during school or at school-sponsored activities.

1. All students shall maintain themselves in clean and appropriate attire.
2. Students must always wear shoes or sandals.

3. All shirts, tops and dresses are required to cover the student's entire upper torso, and to have capped sleeves (see through material should be covered). Low necklines and backlines will not be allowed.
4. Length of skirts, dresses and shorts should be no higher than mid-thigh.
5. No obscene, suggestive, or illegal words or pictures shall be worn on clothing (gang affiliation, drugs, alcohol, tobacco etc...)
6. Students will not be allowed to cover their heads in the building.
7. Pants that rest or hang below the waistline are prohibited (underwear should be covered).
8. Pants that have holes/rips should expose NO skin above mid-thigh.
9. Accessories which pose a threat to others are not allowed (i.e. spikes and chains).
10. Any attire, hairstyle, piercing or makeup which can be considered extreme, and which brings undue attention to the student, disrupting the educational process, is not permissible.
11. School officials may permit or require students to wear certain types of clothing for health or safety reasons, or in connection with certain specialized school-sponsored activities.

Students who violate the dress code will be expected to correct the violation and to review the school dress code. Students not in compliance with the dress code may be held out of class until they are compliant. Each continued infraction will result in discipline points assessed to the student.

### **Due Process**

When a student is suspected of violating school or district policy, the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If it is determined that sufficient evidence exists to suspend, the administrator shall notify the parent or guardian:

1. That the student has been suspended
2. The grounds for the suspension
3. The amount of time for which the student is suspended
4. The time & place for the parent or guardian to meet with a designated school official to review the suspension

### **Electronic Devices/Headphones**

Electronic devices have become a common means of communication and information access. 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.

**Definition-** For purposes of this policy **“Electronic Device”** means privately owned wireless and/or portable electronic handheld equipment.

**Use of Electronic Devices-** Cell phones and smart electronic devices are not to be used in classrooms or assemblies, without the explicit permission of the teacher. Use must be supervised and/or for curricular purpose. Electronic devices are allowed before school, during passing periods, lunchtime, and after school. All electronic device policies will still

apply throughout the entire day to see that no devices are being used inappropriately. Use of electronic devices on school buses is at the discretion of the bus driver and/or advisor.

**Prohibitions-** Electronic devices shall not be used to threaten, humiliate, harass, or intimidate school-related individuals, including students, employees, and visitors, or violates local, state, or federal law. Electronic devices may not be used during assessments unless specifically allowed by law, student IEP, or assessment directions.

**Disciplinary Actions-** 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.

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

1<sup>st</sup> offense = device is confiscated, device returned to student at end of school day, 15 discipline points to student

2<sup>nd</sup> offense = device confiscated, parent notified, device returned to parent, 20 discipline points to student and one lunch detention

3<sup>rd</sup> offense = device confiscated, parent notified, device impounded for 6 school days, 25 discipline points to student and an administrative "U"

4<sup>th</sup> offense = device confiscated, parent notified, device impounded for 6 school days. 30 discipline points to student and one day of suspension. Any further offenses may result in suspensions up to 10 school days and/or longer impoundment time of the device.

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

**Prohibited-** Camera or audio-recording functions of electronic devices may pose threats to the personal privacy of individuals, be used to exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of the audio-recording or camera functions of electronic devices is prohibited on school premises without the consent of others in the recording.

### **Extra-Curricular Activities**

Participation in inter-scholastic athletics, cheerleading, student government, student clubs, ceremonies and other extra-curricular activities is not a protected right. Students who are suspended, transferred to an alternative placement, or expelled will lose the privilege of participation in extra-curricular activities during the period of disciplinary action and may not be afforded due process procedures to challenge the denial of participation.

## **Fighting**

Fighting will not be tolerated at school, to and from, or at any school function or sponsored activity. Students who fight, or threaten to fight, will be suspended and issued appropriate school and/or legal consequences. People who promote, instigate, are audience to, or encourage fighting will be held accountable (See Safe School Policy).

## **Fire Alarms and Evacuations**

Fire and earthquake drills will be conducted on a regular basis. All individuals in the school building are expected to immediately evacuate the building when the alarm sounds. Each classroom is to have a posted evacuation map near the doorway. Students will receive instructions on proper exiting routes. Teachers will be notified when the building is ready for reentry. Anyone who pulls an alarm without a valid or compelling reason, such as a fire or other endangering situation in the building, will receive appropriate school consequences and be referred to police.

## **Gang Activity**

A “gang,” is any organization, association, or group of three or more individuals, whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create an unreasonable and substantial disruption of a class, activity, program, or other function of a school. District policy prohibits students from engaging in any form of gang activity on or around school property, or at any school activity. Students will be investigated, and subject to discipline and/or prosecution for engaging in the following activities:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, apparel, emblems, badges, tattoos, accessories, symbols, signs, or anything which is evidence of membership in or affiliation with any gang.
2. Committing any act of omission or using any speech, either verbal, or non-verbal (flashing signs, gestures, handshakes, etc.) that demonstrates membership or affiliation with a gang.
3. Soliciting others for membership in a gang.
4. Requesting any person to pay for “protection,” intimidating, retaliating, threatening, hazing, or harassing.
5. Possessing a weapon, controlled substances, drug paraphernalia, or other contraband.
6. Committing any illegal act.
7. Encouraging/inciting others to act with physical violence on any person or causing damage to property.

## **Grievance Procedure**

A parent/guardian of a student facing suspension or disciplinary action may request a review of the decision by using the following procedure:

1. Discuss the grievance with the teacher or person at the school in charge of the decision.

2. Meet with the principal and Standards Committee, if necessary. If the parties fail to reach an agreement, the student and a parent or guardian may request a review by the School Director or designee

### **Grading Periods, Mid-Term Reports**

Because each student's academic progress is extremely important, the school will communicate student progress in several ways:

**Status Reports:** Parent/Guardians may obtain student status reports any time after the first week of each term by contacting the Counseling Center or checking grades on "MyDSD."

**Mid-Term Reports:** Mid-Term reports will be available to print from guardians "MyDSD" account. It is important to note that mid-term notices are not grades, but indicators of student progress by the middle of the term. If a student is failing at mid-term, this notice is considered as legal notification of such.

**Report cards** will be available to print from guardians "MyDSD" account. Each term's grades will appear on the student's permanent record. No grade changes will be made after two weeks of the end of the term. Grades will be computed each term. Honor students will be identified by grade point average (GPA). The school will post the names of these students each term as follows:

High Honor Roll	3.75 - 4.00
Honor Roll	3.50 - 3.74
Citizenship Honor Roll	3.74 - 4.00

If a parent and/or student has questions concerning a grade, he/she is to contact the teacher immediately. The office personnel do not have the teacher's records and therefore cannot indicate reasons for student grades.

It is important to remember that ninth grade credit counts toward high school graduation. Teachers are encouraged to make every effort to contact parents when concerns with students arise. Parents are also encouraged to make every effort to monitor their student's education. With so many students assigned to a given teacher, it is critical that parents become the main monitors of student progress.

### **Grade Remediation**

Students who receive a first, second, third, or fourth term grade of "F" in **English, mathematics, science, or social studies** are required to participate in at least six hours of instruction to be taken before or after school during the first three weeks of the subsequent term. A fee, as approved in the School Fees Policy (6F-101), may be charged for each remediation program. Students may be exempt from this requirement if, in the opinion of the teacher, counselor, and administrator, circumstances warrant such an exemption.

### **Halls**

Behavior in the halls should reflect standards of safety and appropriate manners. Running, shoving, pushing, etc., violate the rights of others. Students in the halls during class periods are expected to have a hall pass or be under the direct supervision of a

teacher. Students, teachers, administrators, and custodians all share the responsibility to keep hallways clean and free of litter.

### **Hall Passes**

Hall passes are only to be used for emergencies and at the teacher's discretion. Only one student is allowed per hall pass. Disciplinary points will be issued if violations occur. If a student is caught without a pass, he/she may receive disciplinary points.

### **Home/Hospital Services**

Students who, due to illness, are absent over an extended period of time (10 days or more) and who are under a doctor's care, may contact their counselor or an administrator as soon as the condition is present and verified by a physician, and they may be assigned a teacher to visit them at home when approved by the district.

### **Home Computer Access**

Parents may access their students' school information from their home computer. With this service parents can check attendance, homework assignments, grades, and a student's career plans. (<https://shorelinejr.davis.k12.ut.us/>)

### **Homework**

Most students will have homework nightly. Working on schoolwork outside of school hours reinforces information learned during the day and teaches responsibility. Homework requests are available for 3 or more consecutive absences and may be picked up in the main office. Please allow 24 hours from the time of request to receive homework.

### **Honor Roll** (See Grades)

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### **Immunizations**

The state of Utah has legislated (HB27 and HB9) that no students may attend a public school unless a certificate of immunization is on file at the school (Immunizations must be given by a licensed physician or representative of the County Health Department).

### **Insurance**

Students involved in athletics must have some form of personal insurance coverage.

### **In-School Suspension**

In-school suspension (ISS) is part of the discipline program, which is designed to shape positive behaviors. Students spend time in ISS as a result of a serious negative behavior or an accumulation of disciplinary points. Time in ISS is supervised.

### **Lockers**

Lockers will be assigned at registration. Students should not change lockers. If there is a problem with a locker, please report to class first THEN come to the main office for

assistance. Locker combinations should not be given out to anyone. The school is not responsible for any loss of valuables and strongly encourages students to leave money and other valuables at home.

Lockers are the property of the school. Students do not have the right to privacy in the matter of lockers. This means that the administration may search lockers at any time, and for any reason. Students that violate locker privileges may lose their locker privileges.

Lockers are to be kept **clean, neat and free from writing**. Students are responsible for lockers assigned to them. Damage, vandalism, inappropriate decorations, the use of tape, stickers, “pre-setting” the locker, and so on will result in disciplinary action including fines or loss of locker privileges. Change of locker combinations must be arranged in the Main Office. There will be a \$5.00 fee unless the administration requests the change.

### **Lost and Found**

The Lost and Found is located in the main office. Unclaimed items will be donated to charity.

### **Lunch and Breakfast Program**

Lunch and breakfast prices are as follows (subject to change):

	Lunch	Breakfast
Student	2.25	1.40

There are two lunch periods (See bell schedule for times). Students are not permitted to leave campus during lunch unless parents have made prior arrangements (see attendance section).

### **Media Center**

The Media Center will be open for student use from 7:45 a.m. until 3:15 p.m. Students may check out materials for three weeks; these may be renewed for an additional period of three weeks. Books checked out will become the responsibility of the student. Overdue fines will be charged. Students will be charged for books that are lost or damaged. Students must have a valid activity card in order to check out materials. Photocopies and computer printouts are available to students for a nominal charge.

### **Medications**

If it becomes necessary for a student to take a prescription medication at school, it may be dispensed from the office or maintained by the student, if a statement of release signed by a parent/guardian is given to the school. It is to be understood that medication is not given under the direction of any school employee. Prescriptions must be current, be in their original container and dispensed only to the student on the prescription. Over the counter medications may be carried by a student, but only one day’s dosage, and it is not to be distributed.

### **Office**

The office is a place to conduct school business. Everyone's assistance is required to conduct business in an orderly manner. The office phone is for sickness or emergency only.

Office hours are 7:45 a.m. to 3:15 p.m. Checks will not be cashed in the office. All lunches are to be paid for in the cafeteria.

### **Release Time**

Students must be off SLJH campus during their release time or a trespassing citation may be issued.

### **Safe School Policy**

Davis County School District *Safe School* policy will be enforced (Refer to: [www.davis.k12.ut.us](http://www.davis.k12.ut.us)).

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### **School Hours**

School hours are from 8:10 a.m. until 2:55 p.m. Mon. - Thurs., and 8:10 a.m. until 2:00 p.m. on Friday. Students should not be in the building before 7:00 a.m. and should be out of the building within twenty minutes of the final bell (unless they are under the direct supervision of a teacher). After school hours, a student will not be in the building unless accompanied by a parent. A student or parent request to open a teacher's room or any secured area of the building needs to go through administration.

### **Search and Seizure**

School officials have the authority to search a student and their personal property during school hours or at a school-sponsored activity when they have reasonable suspicion that the search will turn up evidence that the student has violated or is violating a law or school rule. School lockers are the sole property of Shoreline and Davis School District. Periodic general inspections of lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

### **Sickness**

If a student feels sick at any time during school hours, he/she should report to the office for assistance, or the illness should be reported to the office immediately. Students and parents must make sure that telephone numbers listed on the student's emergency card are kept current, along with names of responsible adults the school can contact in case of an emergency. Any student who needs to be excused from his/her Physical Education class must have a note from his/her doctor. A parent note will be accepted for one day only.

### **Standards Committee**

The committee consists of an administrator, a counselor, a PTA or Community Council member, and two assigned faculty members. The committee will deal with eligibility issues presented in writing to an administrator. District policy will be followed, but the committee may allow probationary status when students are above the district standard but below the school's standard.



### **Standards/Eligibility**

The general guidelines/standards for student participation in student government and extracurricular activities are as follows:

Full year activities that represent our school will require a 3.0 GPA and CPA with no F's, N's, or U's.

Any other seasonal or extracurricular activity participation will require a 2.5 GPA and no F's, N's or U's.

Parents and students should maintain these standards when representing the school in any capacity. For more details, please contact the advisor of the activity in question.

### **Tardy Policy**

The tardy policy is part of the Discipline Policy and a classroom concern. Tardies occur any time a student is not in their seat or in the classroom, as defined by the teacher, when the bell rings. Students found outside of class after the bell rings, may be issued points and a lunch detention. Infractions of this rule will be administered as follows:

#### **Cumulative Tardy Disciplinary Action**

5-8 tardies = Lunch detention, 10 points, parent notification of this and the next consequence.

9-12 tardies = 2 Lunch detentions, 15 points and parent notification.

13-16 tardies = 1 day ISS, 20 points and parent notification.

17-20 tardies = Administrative U, 25 points and Parent meeting required.

21-24 tardies = 1 day suspension, Youth Court referral, 30 points.

25+ tardies = 2 day suspension, parent meeting, reduction of class schedule, 35 points.

### **Textbooks**

Textbooks issued to students are their responsibility. Loss or damage will result in a fine.

### **Truancy**

A student is considered truant when he/she is out of class without permission. It is a violation of a state law to be absent from school without being excused. Therefore, absences that are not cleared properly will become truanancies.

Teachers are not obligated to allow students to make up assignments or tests that have been missed due to truancy. A student who is truant may receive an administrative "U". Disciplinary consequences for truancy include disciplinary points, a truancy citation, parent notification, and a fine:

1<sup>st</sup> truancy= warning

2<sup>nd</sup> truancy= \$10

3<sup>rd</sup> truancy= \$15

4<sup>th</sup> truancy= \$20

5<sup>th</sup> truancy= \$25

### **Vending Machines**

Vending machines are available for the convenience of students. Purchased items need to be consumed in the designated areas (cafeteria, or outside). Food and drink (other than water) are not allowed in classrooms, the gym, or any other carpeted area within the building. Students who use vending machines do so at their own risk.

### **Visitors**

All visitors must check in at the office. No high school, on home study, expelled, or student from other schools are allowed on campus unless they have received permission from the administration (see closed campus). Due to the high number of students attending the school, we are unable to accommodate out-of-town visitors.

### **Weapons**

Possession, use, or concealment of **ANY** weapon or facsimile of a weapon is a violation of Safe School Policy. Violators will be dealt with accordingly.

If you have any questions regarding our policies, please feel free to contact one of our administrators, we are here to make your experience at Shoreline AWESOME!!!

