



SUNSET JUNIOR HIGH SCHOOL

2022-2023 STUDENT HANDBOOK

Welcome to Sunset Junior High School! Sunset Junior opened in 1964 and currently serves the communities of Sunset, Clinton, and South Weber. Sunset students move on to attend Northridge High School in Layton or Clearfield High School in Clearfield. A core course of study, established by Davis School District and the Utah State Board of Education, is taught to approximately 1,000 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 Sunset Junior High School.

Principal
Tami Oliver

Assistant Principals
Kendall Summers (A-G)
Kevin Hargreaves (H-Pg)

Dean of Students
April Fenn (Ph-Z)

Counselors
Robin Buckwalter (A-G)
Ashley Rigby (H-Pg)
Hillari Sheen (Ph-Z)

School Address
1610 N. 250 W.
Sunset, Utah 84015

Office Hours
7:30 a.m. - 3:30 p.m.

Office Phone
(801) 402-6700

Attendance Phone & Email
(801) 402-6706
sunsetjuniorattendance@dmail.net

Counselor Phone
(801) 402-6708

School Website
<https://sunsetjr.davis.k12.ut.us/>

POLICIES, RULES, AND PROCEDURES

Sunset 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 is designed to provide an overview for parents and students and to answer some of the most asked questions relating to school. Please keep this information available for future reference.

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.

- 4.0 Honor Roll – 4.0
- High Honor Roll - 3.76 to 3.99 grade point average
- Honor Roll - 3.50 to 3.75 grade point average
- Improved Achievement – an increase of 0.5 on grade point average from previous term

Students may receive awards and honors in connection with the honor roll that includes award certificates, induction into the National Junior Honor Society, etc.

ACCIDENTS, INJURIES, AND ILLNESSES

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

ASSEMBLIES AND DANCES

A variety of school assemblies and dances will be held during the school year. School assemblies are organized and scheduled by student leaders. Dances are held during the school year immediately after school, for approximately 1 hour. Students must arrange their own rides home.

ATTENDANCE

Sunset Junior High strongly encourages all parents to support and encourage all students to practice good attendance habits, as there is a direct correlation between 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. Studies indicate that students who miss 10% of class are at greater risk for not graduating from high school, and for each year a student is chronically absent, the likelihood of dropping out of school altogether continues to increase. When students fail to graduate, the entire school and community lose.

Therefore, 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. **All students arriving late or leaving early must check in or out on the iPad in the main entrance vestibule.** 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) 402-6706**, emailing the attendance office at **sunsetjrattendance@dsdmail.net**, or on **myDSD**. Absences due to school-related functions (e.g., athletic events, field trips, testing) will be listed as Excused in the attendance system. Excessive uncleared absences and non-school-related tardies may result in lowered citizenship grades or truancy citations (see **Citizenship Credit** section for more information).

Closed Campus

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

Compulsory Education Requirement

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

Truancies and Trespassing

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

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

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

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

BEHAVIOR PLAN

Sunset Junior High School strongly believes that every student can perform successfully in school. To support this vision, we have adopted a school-wide Positive Behavior Plan. This plan rewards students for their efforts and provides interventions for students who may need additional support. By fostering **RESPECT** and **RESPONSIBILITY**, this plan promotes positive interaction between students and faculty, and provides a solid framework of expectations. During the first days of school, students will be trained in what **RESPECTFUL** and **RESPONSIBLE** behavior looks like for all areas of the school (classrooms, hallways, cafeteria, library, common areas, restrooms, and outside the school) and for school related activities (sporting events and all other school activities). More detailed information will be provided over the first weeks of school and will be available on the school website. We ask that parents become informed on the various expectations included in the Sunset Junior High Positive Behavior Plan and discuss these with their student.

Students who exhibit exemplary **RESPECTFUL** and **RESPONSIBLE** behaviors, by attending all classes on time and maintaining a C grade or higher in each class, will be invited to attend scheduled school-sponsored activities and provided with positive recognition and privileges.

Consequently, students found conducting themselves in ways that are deemed **DISRESPECTFUL** or **IRRESPONSIBLE** will be assigned the appropriate minimum consequence needed to help the student behave more **RESPECTFULLY** and **RESPONSIBLY** in the future.

The following page includes the basic **RESPECTFUL** and **RESPONSIBLE** behaviors for all areas of the school and all activities.

BUS TRANSPORTATION AND CONDUCT

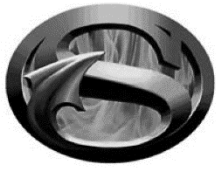
Students living two miles or more from the school are entitled to bus transportation. To determine bus eligibility, visit <http://www.davis.k12.ut.us/page/1470>, select "Bus Stop Information" and enter the requested information. This site provides information on eligibility status, what bus he/she rides, 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. For most current bus stop information, check **myDSD**.

All students must obey the following safety 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.

Required Bus Conduct

- Students are expected to listen to and follow the bus driver's rules without question.
- Enter the bus in an orderly manner.
- Saving seats is prohibited.
- Students are always to remain in their seats when the bus is in motion.
- Only use emergency door in case of an emergency.
- Parts of the body or objects must not be placed out of the bus window.
- Loud noise and obscene language are prohibited.

- Throwing, flipping, or spitting objects on the bus is prohibited.
- Eating and/or drinking on the bus is not allowed.
- Littering or vandalizing of property on the bus is prohibited.
- The use of tobacco, drugs, alcohol, fireworks, lighting of matches or any other safe school violation is prohibited.
- A driver may refuse rides to a student whose parent or guardian uses threatening, abusive, profane or vulgar language with the driver.



Sundevils are ...

Respectful & Responsible

Classroom	<ul style="list-style-type: none"> Be attentive to all speakers Follow teacher's guidelines Address staff appropriately Eliminate electronic distractions Respect other's personal space 	<ul style="list-style-type: none"> Begin work when the bell rings Bring required materials Do your own work Actively participate Keep area clean
Hallway	<ul style="list-style-type: none"> Use indoor voices Use appropriate language Allow traffic to flow Whisper when classes are in session Limit displays of affection—Catch and Release Respect other's personal space 	<ul style="list-style-type: none"> Keep moving Walk on the right side Have a hall pass Pick up trash/keep area clean Put away electronic devices
Cafeteria	<ul style="list-style-type: none"> Wait patiently/wait your turn Keep the line moving Be courteous/say please and thank you Use indoor voices Respect other's personal space 	<ul style="list-style-type: none"> Please walk/Be safe Keep food in designated areas Clean up after yourself Pay for what you take Leave backpack in your locker
Library	<ul style="list-style-type: none"> Respect library resources and materials Share library resources Use library voices please Use classroom manners Respect other's personal space 	<ul style="list-style-type: none"> Follow library guidelines Stay focused Use computers appropriately Return materials on time Leave food outside Keep area clean
Common Areas	<ul style="list-style-type: none"> Use indoor voices Use appropriate language Allow traffic to flow Respect other's personal space 	<ul style="list-style-type: none"> Be safe Keep area clean Be with a teacher after school
Restroom/ Locker Room	<ul style="list-style-type: none"> Flush don't rush Keep it graffiti free Trash your trash Whisper Respect other's personal space 	<ul style="list-style-type: none"> Wash your hands/turn off water Keep area clean Take care of personal needs and leave Get dressed and join class (locker room) Electronic device-free zone
Outside	<ul style="list-style-type: none"> Be patient and courteous Respect other's property Use appropriate language Stay in defined areas Respect other's personal space 	<ul style="list-style-type: none"> Follow bus loading guidelines Be safe/Be legal Keep area clean Carry or walk skateboards, scooters, bikes, etc.
Sporting Events	<ul style="list-style-type: none"> Follow UHSAA spectator guidelines Engage in positive cheers Be a positive role model Let officials/coaches do their jobs Respect authority Respect other's personal space 	<ul style="list-style-type: none"> Dress appropriately—dress code always applies Demonstrate sportsmanship Keep area clean Stay in defined areas
School Events	<ul style="list-style-type: none"> Focus on the event Respect the audience and performers Honor all of our traditions Eliminate electronic distractions Respect other's personal space 	<ul style="list-style-type: none"> Dress appropriately—dress code always applies Be on time Take seats before event begins Be quiet when expected Keep area clean Participate!
Cell Phones/ Devices	<ul style="list-style-type: none"> Follow teacher instructions Remove ear buds/headphones Be truthful, helpful, inspiring, necessary, and kind Only post positive with permission 	<ul style="list-style-type: none"> Photos/videos only with adult permission Use in common areas before/after school, during passing period, or lunch Use in classroom only with teacher permission
Computers/ Tablets	<ul style="list-style-type: none"> Follow teacher instructions Keep area clean Use equipment appropriately 	<ul style="list-style-type: none"> Keep food/drink away from devices Use own personal login Use approved devices Go to approved sites and programs only

CANVAS

Parents and students may access course information, including class disclosure, assignments, and calendar items (inasmuch as each teacher uploads the information) via Davis School District Canvas at <https://dsd.instructure.com/login/canvas>. Parents can create a parent user account, where they may view all of the same course information connected to their student, 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, using the student’s full school email address and student’s PIN.

CAFETERIA SERVICE

Breakfast and lunch are served daily. Students may pay for lunch by cash or check in the lunchroom or parents may pay online at **myDSD**. Free and reduced lunch applications are available online for families with special needs.

Cafeteria Rules:

- See the **Behavior Plan** area chart for information about the **RESPECTFUL** and **RESPONSIBLE** behavior expected in the cafeteria. In addition:
 - All food and drinks purchased in the cafeteria are to be consumed in the cafeteria, the commons, or the outside lawn on the north side of the building. Food may be carried to these locations by students. If these areas outside the cafeteria are not kept clean, food consumption may be limited to only the cafeteria.
 - 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 lawn on the north side of the building. Students needing to visit the counselor’s office or the library during lunch are to use the counselor’s hallway. Students in a closed hall during lunch without permission may be issued lunch duty, lunch detention, or a discipline referral and discipline points.
 - During the lunch break, students are not allowed to play tackle football, climb on the railings, or be on the loading dock, near the portable classrooms, or near the baseball fields.
 - Consequences for lunchtime misconduct will include a discipline referral, lunchroom clean-up duty or lunch detention, assigned seating at a supervised lunch table, and parent notification.

Meal Charges in Schools:

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

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

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

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

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

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

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

Parents are responsible to pay all 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.

CITIZENSHIP CREDIT

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

Citizenship Honor Roll: Six (6) or more **H**'s per term

Davis School District graduation requirements for students in grades 9-12 stipulates students must earn eight (8) citizenship credits per year. Failure to earn the required citizenship credits will result in withholding the graduation diploma. Students who receive an unsatisfactory **U** citizenship grade for any term will not be awarded .25 citizenship credit. A **U** citizenship grade can be issued 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 in order to be eligible for extracurricular activities and positive behavior privileges (see **Behavior Plan** for more information).

Citizenship Make-up Credit: Students may make-up citizenship credit or clear citizenship **U**'s by completing three hours of pre-approved community service and by paying a \$5.00 fine (per U). Please see the Citizenship secretary for more information

CLASS CHANGES

Students are encouraged to be thoughtful about their course selections during the CCR process with their parents and counselor. These 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 change days that occur in August (see the online school calendar for specific dates).

Schedule Changes

Students and parents may access schedules on **myDSD** in August. Students must complete the required schedule change form identifying their desired change. All schedule changes must be completed during the schedule change days. Please see the Counseling Center for details.

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 change days. Students should note that maintaining manageable class sizes is a high priority for Sunset Junior High, thus schedule changes will only be allowed if **there is space available** in the desired class. Parents and students may request select classes, but not specific teachers.

CUMPSORY EDUCATION REQUIREMENTS

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. Parents are encouraged to work with the school in promoting regular attendance of all students.

DRESS AND GROOMING POLICY

The Davis County School District recognizes that dress and grooming affect the behavior of students. Sunset Junior High's dress and grooming standards identifies the importance of coming to school dressed appropriately for learning. All students are expected to comply with the dress and grooming standards. Students will be given the opportunity to correct the area of concern by calling home for new clothing or clothing will be available to help students as needed before they can attend class. A fee will be assessed and removed upon the return of the clothing. **Sunset Junior High's dress code applies when the student is at school, during any school-sponsored activity, and anywhere SSJH is represented.** Violations will result in disciplinary action and points.

Hair

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

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:

- 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;
- bare or stocking feet;
- clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, or pictures;
- bandannas;
- clothing attachments or accessories which could be considered weapons, including but not limited to spikes on boots, bracelet or chokers, chains on wallets or belts, etc.;
- exaggerated cosmetics and body paint;
- exaggerated body piercing;
- clothing that exposes bare midriffs, buttocks, or undergarments;
- clothing that advertises a substance a student cannot legally possess or use (i.e., tobacco, alcohol, illegal drugs); and
- 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.

ELEVATOR USE

Students requiring the use of the elevator should contact the office for approval and to check out an elevator key. Keys must be signed in/out and returned at the end of each school day. If necessary, students may have another student accompany them in the elevator, in order to carry their school supplies. However, if a student is found allowing other students in the elevator, vandalizing the elevator, or playing in the elevator, this privilege will be revoked, and the student given a discipline referral. Students in violation will only be allowed future use of the elevator accompanied by an office assistant or teacher’s aide.

ELECTRONIC DEVICES

If a student is not in violation of the Safe Schools Policy, but is misusing a personal electronic device, the following actions can and will be taken:

- 1st offense: Teacher will issue a warning to student by referring the student to the electronic device policy. If the student complies, no further action is needed. Teacher documents action in interventions in ENCORE.
- 2nd offense: Teacher may take a student’s phone for the remainder of the class period – placing it in a secure location and return the phone to the student at the end of that period. Teacher documents in interventions in ENCORE.
- 3rd offense: Teacher may take a student’s phone and bring it to SSC (Student Success Center) for the remainder of the day, to be picked up by the student. Teacher will contact the parents of the offending student and document this action in interventions in ENCORE.
- 4th offense: Teacher may take a student’s phone and bring it to SSC where a parent will be notified and told to pick the phone up at the end of the day in SSC. SSC Secretary will contact the parents of the offending student and document this action in ENCORE.
- On-going offenses: Same as above. Additionally, the student will be required to be on a cell phone contract requiring them to turn in their phone in SSC at the beginning of the day and pick it up at the end of the day. Duration is subject to administrator discretion.

Eligibility Requirements for Athletics, Cheerleading, and Student Officer

Eligibility of Athletes

1. Students participating in or trying out for athletic activities must have a minimum grade point average (GPA) of 2.0 in the preceding grading period. This standard must be maintained throughout the playing period in order to participate.
2. No student shall be eligible to represent his or her school if he or she has academically failed more than one subject in the preceding grading period. Incompletes are considered failures until made up.
3. A student may participate if he or she has had no more than one U the preceding grading period. Any U must be remediated before being eligible to try out or participate.
4. Students receiving two or more U’s in a grading period will be eliminated from extracurricular activities immediately and for the succeeding term.

5. If, at any time during the enrollment and participation on a team, a student does not meet academic or citizenship requirements that student will be placed on probation or will be subject to removal from the team, pending a hearing by the Standards Committee.
6. Students will not be able to participate in athletic events if they have excessive discipline points (50). Excessive discipline points may also result in a referral to the Standards Committee.

Eligibility of Cheerleaders & Officers

1. Students must have a grade point average (GPA) of at least 3.0 during each term of the current school year prior to elections/try-outs.
2. Students should have no F's, U's, and no more than one N during each term of the current school year prior to elections. Incompletes are considered failures until made up.
3. Determination of eligibility shall be made no later than the fifth school day following the last day of the grading period. Academic or citizenship grade changes after that time cannot restore lost eligibility.
4. If, at any time during a given term, a student receives an F, U, more than one N, and/or their GPA falls below 3.0, that student will be placed on probation or will be subject to removal from office, pending a hearing by the Standards Committee.

Students will not be able to participate in school events if they have excessive discipline points (50). Excessive discipline points may also result in a referral to the Standards Committee.

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 bucket 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 teachers will return to the building **only when directed by the administration.** If the alarm sounds, students will find their RAP teacher and class in the designated evacuation area.

EXTRACURRICULAR ACTIVITIES

The District will ensure that students have an equal opportunity to participate in, create, and maintain student groups without regard to their race, sex, disability, or other protected classification.

However, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities, such as interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities, during the period of discipline and will not be afforded separate due process procedures to challenge the denial of participation in an extracurricular activity.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

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

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

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

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

- [a] school officials with legitimate educational interests;
- [b] other schools to which a student is transferring;
- [c] individuals who have obtained court orders or subpoenas;
- [d] individuals who need to know in cases of health and safety emergencies;

- [e] official in the juvenile justice system;
- [f] a State agency or organization that is legally responsible for the care and protection of the student;
- [g] specified officials for audit or evaluation purposes; or
- [h] organizations conducting studies for or on behalf of the District.

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

Student Directory Information

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

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

If you, as a parent, do not want Sunset 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:

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

Student Privacy Policy Office (SPPO)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

(202) 260-3887

Informal inquiries may be sent to FPCO via the following email address: FERPA@ED.Gov

For additional information please visit the SPPO website at the following address: <https://studentprivacy.ed.gov/>

Rights Under "The Protection of Pupil Rights Amendment"

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

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

- [a] Political affiliations or beliefs;
- [b] Mental or psychological problems;
- [c] Sexual behavior, orientation or attitudes;
- [d] Illegal, anti-social, self-incriminating, or demeaning behavior;
- [e] Critical appraisals of others with whom the student or family have close family relationships;
- [f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- [g] Religious practices, affiliations, or beliefs; or
- [h] Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.

Inspect, upon request and before administration or use of:

- [a] Protected information surveys designed to be administered to students; and
- [b] Instructional material used as part of the educational curriculum.

Davis School District has policies in place to protect student privacy as required by both State and Federal law. Sunset Junior High will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities.

HALL PASSES

Students must have a hall pass in order to be in the hall during class time. Each faculty member will have a hall pass. This pass will be given to any student leaving class and returning the same period. A hall pass can only be used by one student at a time. Class time is valuable, and teachers should avoid issuing hall passes to students the first and last five minutes of class. Use of the hall pass during class time will be limited to situations where it is necessary. Reasons for using a hall pass include the following:

- Student needing to use the restroom
- Student needing to run an errand for the teacher
- Other vital teacher or student needs

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

HARASSMENT

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

HOMEBOUND SERVICES

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

HOMEWORK REQUESTS

Homework or missed schoolwork can be requested for students who have been absent for three or more consecutive days by contacting the teacher(s) via phone call, email, the teacher's website, or through Canvas.

LOCKERS

Lockers are available upon request.

LOST AND FOUND

Lost and found items should be turned into the counselor's office. Students should check for any lost items in the counselor's office. Any items of value (such as electronics) will be held in the main office. Unclaimed items left after each semester will be donated.

MEDIA CENTER

The Media Center is available for student and faculty use from 7:45 a.m. to 3:15 p.m., Monday through Thursday, and 7:45 a.m. to 2:00 p.m., Friday. Generally, students visit the Media Center as a class, accompanied by their teacher. Individual students who need access to the Media Center during class time (to do research, to check out/in or renew a book, or to do other class assignments), should be given an admit from the teacher whose class they are leaving. Students are welcome to visit the Media Center before/after school or during their lunch period. Students should be both **RESPECTFUL** and **RESPONSIBLE** while visiting the Media Center (see the Behavior Plan for more information).

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. Parents desiring the school to dispense prescription or nonprescription medication to their students, should contact the main office. For more information, see the Davis School District Policy and Procedures for Administration of Medication in Schools: https://www.davis.k12.ut.us/cms/lib09/UT01001306/Centricity/Domain/12/_Files/5S-300%20Administration%20of%20Medication%20in%20Schools.pdf

myDSD

Parents and students may access grades, attendance, teacher email links, and more via myDSD at <https://mydsd.davis.k12.ut.us/Account/Login?ReturnUrl=%2f> (a direct link is available on all Davis School District webpages).

Students log into **myDSD** using their district username (for example: 22asmith). Parents can create a parent user account, where they may view all of the same information connected to their student, by going to the same website and selecting "Create an account now." Parents will be prompted to enter their email address the school has on file for them. An email will be sent to that address with a link to create an account with a password. Parents who do not have an email on file may contact the school to add an email to the student's file or they may click the link "I don't have an email address on file with the school," and enter the student's school ID number and student PIN. After creating an account, parents and students may download the **myDSD** free app at the Appstore and Google Play Store to an e-device.

NOTICE OF NON-DISCRIMINATION & CIVIL RIGHTS COMPLAINT PROCEDURE

Davis School District and **Sunset Junior High School** are committed to creating an environment free from harassment and discrimination, including addressing and correcting incidents of harassment and discrimination when they occur, ensuring that discipline is free from discrimination, and ensuring nondiscriminatory access to student groups. Students and employees may not be discriminated against on the basis of race, color, national origin religion, sex (including sexual orientation and gender identity), age, disability, 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. Policy 11IR-100 prohibits harassment and discrimination against students on the basis of race, color, national origin, religion, sex, or disability ("Protected Class"). *Complaints of harassment or discrimination against students on the basis of a Protected Class should be directed to the Office of Equal Opportunity.*

Ken Auld, Director of the Office of Equal Opportunity
Davis School District
45 East State Street, P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-8701
kauld@dsdmail.net

Further information regarding student-on-student or staff-on-student harassment will be provided in a separate Notice of Non-Discrimination.

Employee requests for accommodations or complaints of harassment or discrimination against an employee should be directed to the Office of Human Resources at:

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

Information regarding accommodations for disabilities should be directed to:

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

Information or complaints about discrimination on the basis of sex in athletic programs may be directed to:

Tim Best, Healthy Lifestyles Coordinator
Title IX Athletic Compliance Coordinator
Sex Based Discrimination in Athletic Programs
Davis School District
20 North Main Street, P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-7850
tbest@dsdmail.net

Information or complaints about discrimination on the basis of a disability in access to facilities may be directed to:

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

ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), Davis School District and Sunset Junior High School will provide reasonable accommodations to qualified individuals with disabilities. Student, parents, or employees needing accommodations should contact their school ADA/504 Coordinator at (801) 402-6700, their supervisor, or you may contact the District ADA Coordinator, Steve Baker (801) 402-5315 for parent or employee accommodations; or 504 Coordinator, Midori Clough (801) 402-5180 for student accommodations.

NUISANCE ITEMS

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

PARENTAL RIGHTS IN PUBLIC EDUCATION

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

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

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

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

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

PLEDGE OF ALLEGIANCE

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

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

In compliance with existing federal and State law regarding religion and religious expression in public schools, the District or school may neither advance nor inhibit religion. It is the District's policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain the schools' official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

SAFE AND ORDERLY SCHOOLS

It is the policy of the Davis School District and [name of your school] to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, or District disciplinary action as determined by the District Case Management Team. Criminal acts that are a class B misdemeanor or above (including but not limited to drug possession or physical assault) may also be referred to law enforcement. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary records.

Weapons and Explosives – Up to One-Year Expulsion (Utah Code 53G-8-205)

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

Drugs/Controlled Substances

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes, or electronic cigarette substance or product), 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.

Safe School Violations

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

Disruption of School Operations

Any student may be suspended, transferred to an alternative placement, or expelled 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. Conduct that is a class B misdemeanor may also be referred to law enforcement. Conduct which is a class C misdemeanor, an infraction, a status offense on school property, or an offense that is truancy may not be referred to law enforcement or a prosecuting attorney.

Nondiscrimination in Discipline

The District will ensure that students are not discriminated against in the administration of discipline, including the duration and type of consequence, and in referrals to law enforcement.

Due Process

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

Authority to Suspend or Expel

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

Bullying/Cyber-Bullying/Hazing/Retaliation/Abusive Conduct

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or a school-related activity regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation. District policy may be found at [5S-100 Conduct and Discipline](#). For incidents of harassment (unwelcome conduct based on a protected class) and discrimination, please refer to [11IR-100](#).

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

SCHOOL SPIRIT

Sunset Junior High has a long tradition of school pride and spirit! Since 1964, the school has been a place for students from different communities to feel united in a common goal: **To be the best!** The school colors are black and gold—colors that suggest strength, courage, power, and success. Students are invited to wear the school colors with pride and to support all school-related activities. As they do so, they will feel a sense of belonging and excitement for all that Sunset Junior has to offer. Below are the lyrics to the school song and the school fight song (for athletic events), which students should commit to memory and prepare to sing at various events throughout the year. Go Sundevils!

Sunset Strong

by Melanie Wilcox & the 2010 Choir Officers (2009)

We're the blazing Sundevils,
we always do our best
To make our team the strongest,
and to beat out all the rest.
We, together, promise now
that we will always try
To join as one, be Sunset Strong,
at Sunset Junior High ...
We shine!

SPORTSMANSHIP

Sunset Junior High has high expectations for exemplary **RESPECTFUL** and **RESPONSIBLE** student behavior at all activities (see the **Behavior Plan** section for more information). The following rules will help us maintain a high standard of behavior at athletic events:

- All spectators will stay clear of the court or field before, during, and after events.
- Spectators are prohibited from having noise makers of any kind (whistles, cow bells, horns, etc.).
- Megaphones and signs are prohibited at athletic events.

- Booing, taunting, or contesting official calls made by referees is not considered good sportsmanship and will not be tolerated.

SKATEBOARDS, SCOOTERS, AND BIKES

Students may not use bicycles, roller blades, skateboards, “wheelies” style shoes, and other similar (including motorized) devices on school property, whether school is in or out of session. All transportation items must be secured in designated racks. Wheeled items ridden in the school building will be confiscated and returned to a parent and the student in violation and may result in a discipline referral.

VENDING MACHINES

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

VISITORS

All visitors to the school must check in at the office. Sunset Junior High School students are not permitted to bring visitors with them to attend school during the school day unless specifically authorized by an administrator. Parents will need to make prior arrangements with the administration when planning to visit classrooms.

WEBSITE

The Sunset Junior Homepage is located at <https://sunsetjr.davis.k12.ut.us/> There you will find information about the school, events, and pictures of activities.

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

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