



Farmington Junior High School

Home of the Huskies

150 South 200 West
Farmington, Utah 84025
(801) 402-6900

Student Handbook

2022-2023

Mr. Ben Hill
Principal

Ms. Jan Rawlins
Assistant Principal

Ms. Amy Brown
Assistant Principal

Mr. Bryan Heward
Dean of Students

2021-2022 Student Government

Jamis Leishman-SBO President, Isaac Hogge-SBO Vice President, Chris Barlow-SBO Secretary, Rylin Toone

9th Grade Officers: Rex Rigby, Bailey Todd, Will McDonough

8th Grade Officers: Ashley Hendricks, Jack Landon, McGuire Bingham, Sophia Sparks

7th Grade Officers: To Be Announced

Representatives: Ainsley Monroe-Kindness Rep, Cloey Bender-Kindness Rep, Layla Anderson-Publicity/Tech, Spencer Hacking-Technology Rep, Amy Gurney-Historian, Caryss Waite-Activities, Tucker Munk-Activities

PRINCIPAL'S MESSAGE

Dear Husky,

Welcome to Farmington Junior High, the home of the Huskies! We are so glad to have you here at FJH! In this handbook are policies and procedures to help you know what is expected of you and how things are done at our school. Sometimes it might feel like there are a lot of rules to keep track of when it comes to school, but I assure you that much of the information in this handbook is not new to you, and if it is, you'll easily learn it in time. These policies and procedures are necessary to make sure everyone is safe and successful. I want you to know that every adult in this school is here to support you. If you have a question, please ask.

We have a very important request of you. It is everyone's responsibility to make sure that Farmington Junior remains a safe place for everyone. At any time, if you know of a fellow student not being safe, being disrespectful to the school or another student or themselves, or if you see something that you think is just unusual, please let an adult know right away! You can also report it using the SafeUT app. It is everyone's responsibility: if you SEE SOMETHING, SAY SOMETHING!

It is our wish for every student to enjoy success at FJH. If you follow these policies and procedures, work hard in class, and take care of yourself and others, then there is little doubt that you will have a great time as a Husky.

Huskies are safe, responsible, respectful, and kind!

Have a great year!

Sincerely,

Farmington Junior Administration,

Ben Hill, Principal

Jan Rawlins, Assistant Principal

Amy Brown, Assistant Principal

Bryan Heward, Dean of Students

Attendance

Compulsory Education Requirements

A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send the 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. Farmington Junior High asks that you place an emphasis on student attendance whenever possible.

Absences

Davis School District considers the following “excused absences” when verified by a parent or school administrator:

1. Illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional.
2. Mental or behavioral health
3. A scheduled family event if the parent submits a written statement at least one school day before the scheduled absence
4. Medical appointment
5. Family emergency
6. Death of family member or close friend
7. Preapproved extended absences in compliance with policy 5S-101, section 3.4
8. Approved school activity

Students are responsible for make-up work when school is missed.

Farmington Junior High respectfully requests that parents refrain from keeping students out of school for any other reasons. When a student is absent, please notify the school or log into MyDSD to give a reason for the absence. You can notify the school of an absence by phone: 801-402-6900 or email at farmingtonjrattendance@dsdmail.net.

Checking In and Out During the Day

Students who leave school during school hours **must check out** in the office with their parent. When a student returns to school, they must check in at the office before returning to class. If you know in advance that you will need to check out your student please send a signed note with your student including the check-out date and time. The student may use the note to leave class but must check-out in the office before leaving campus. Parents/guardians may only check out their own student and must show their ID.

The school requires emergency information for each student. Emergency information should include accurate phone numbers for parents/guardians. Additionally, it lists people to call in case of an emergency when a parent cannot be contacted. Emergency contacts may also check-out a student with parent permission. Parents/guardians are responsible to keep emergency information up to date and should notify the school of any changes relevant to a student’s emergency contact information.

Tardies

When a student arrives late to class they will be marked tardy. When a student has three tardies in a class the teacher will ask them to go to the office to alert their parent or guardian. The fourth tardy will require another call home and may result in loss of citizenship credit.

Truancy

A truancy may be issued by the administration when a student is absent from class or school without a legitimate excuse. A student who is truant from class or school will be subject to discipline, this will include the issuance of citations according to the following fee schedule: First Citation: Warning, Second Citation: \$10, Third Citation \$15, Fourth Citation \$20, Fifth+ Citation \$25.

Farmington Junior High is a closed campus. Students are considered truant and will be issued a truancy if they leave campus without properly checking out of school. A student may also be issued a truancy if they are in the school building, but not in their assigned class. A truant student may receive an administrative “U” citizenship grade. The student’s classroom teacher may also issue a “U” citizenship grade for truancy.

State Testing

End-of-level testing begins in March and continues through the end of the school year. Please place special emphasis on attendance during this time.

COUNSELING SERVICES

Counseling services are available to Farmington Junior High students for academic and personal needs. Students are encouraged to contact their counselors whenever they feel the need for additional assistance. Counselors are available from **7:45 a.m. to 3:15 p.m. daily**. Counseling services include (but are not limited to):

- Academic coaching
- Parent consultations
- Individual student counseling
- Group counseling, and
- College and career readiness (CCR) conferences

Class Schedules and Changes

Students are encouraged to be thoughtful about their course selections during the CCR process with their 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 schedule change days occur in the fall.

Counselors are responsible for all class changes; schedules can be changed according to the following guidelines:

School error: If there is an error in the student’s schedule due to school personnel error the schedule will be changed free of charge. These errors are usually due to a duplicated class, a missing period, or a course selection that did not make it into the final master schedule.

Student/Parent/Guardian initiated change: If a student is not satisfied with their finalized schedule they may choose to make a schedule change for a \$10 fee. *Schedule changes will only be allowed during schedule change days.* Students should note that maintaining manageable class sizes is a high priority for Farmington Junior High, thus schedule changes will only be allowed if there is space available in the desired class.

Class Change Policy After Semester Begins: Students and parents/guardians must follow this procedure to initiate a class change:

1. If a problem exists within the classroom, the students and parent/guardian should, in a timely manner, contact the individual teacher to discuss the concern and needed changes to help the student perform at their best.
2. When a serious attempt and effort on the part of the student, parent/guardian and teacher has been made to remedy the situation and no satisfactory solution is found, then a student may initiate a class change by meeting with their counselor and formally applying for a change.
3. Parent/Guardian and student should understand that class changes create domino effects in a student's schedule. Classroom balance and teacher loads are a constant concern which we must take into consideration when making changes. **We will not move students into classes that are currently full.**
4. There is a form available in the counseling office to process a change. This must be approved by the Administration.

General Policies

All students at Farmington Junior High school are expected to follow all school and district rules and policies. Students who violate school and district rules will face consequences enforced by the administration in accordance with the Davis School District Discipline Policy.

In addition to obeying school rules, students are expected to follow rules and policies established by each teacher. Teacher rules may address appropriate conduct and performance and will be communicated to the students through teacher disclosures. Administrative discipline procedures will be based on the following point system:

Discipline Point System

- **5 Points:** each tardy
- **10 Points:** disruption of class or school, dress code violation, cell phone or electronic device violation, inappropriate language
- **30 Points:** defiance of authority and/or insubordination, harassment, bullying, throwing snowballs or other items that may cause injury
- **50 Points:** safe schools violation—A safe schools violation will also include a suspension from school and may include a referral to the District Case Management Team. For more information on student conduct and discipline see the district policy 5S-100:
<https://resources.finalsite.net/images/v1620770568/davisk12utus/lib2nzljfgorkvmbjnxm/5S-100StudentConductandDiscipline.pdf>

***Behaviors listed above are examples and are not all-inclusive.

Points are issued by the administration. Teachers as well as other adults may refer students to the office where points will be assessed. If a student reaches 50 points parents will be notified and the student will face further discipline which could include lunch detention, in-school suspension, or other disciplinary action. If a student reaches 100 points parents will be notified and the student will be put on probationary status. Any behavior warranting administrative attention beyond 100 points will mean increased disciplinary action and possible exclusion from the last two days of school. Ninth grade students with excessive behavior points will not be allowed to attend any of the 9th grade closing social activities.

Possible Discipline in addition to the points outlined above: Repeat offenses or severe rule violations will face more severe consequences that could include lunch detention, out-of-school suspension, Administrative “U,” referral to law enforcement, referral to District Case Management Team, placed in an alternate education setting, or other disciplinary action as decided by the administration.

Farmington Junior High expects students to behave with high citizenship standards that can be found on our Citizenship Rubric. ([Click Here](#) to Access the Citizenship Rubric)

Wheeled Objects: Wheeled objects such as bikes, skateboards, rip sticks, roller shoes, and long boards are not allowed to be used on campus at any time. Students can rent a hook in the office for \$5 yearly to store skateboards, scooters, or long boards. Students should park bicycles in the bike-racks in front of the school. Farmington Junior High cannot accept responsibility for damage or theft of bicycles at school, students are responsible for locking up items left at the bike-racks.

Non-educational Items: Non-curriculum items such as, but not limited to toys, spinners, mini skateboards etc. are not allowed at school. These items may be confiscated.

FJH Electronic Device Use Policy

This policy covers both electronic devices that are privately owned as well as school devices that are used by the student. This policy includes but is not limited to computers, cell phones, or other devices that are used for processing information, accessing the internet, playing music, taking photographs, etc.

Students may possess and use electronic devices (or hereafter referred to as “e-devices”) on school grounds but are subject to the following rules:

- **E-devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors, or be used in a way that violates local, state, or federal law.** While FJH will not routinely search confiscated e-devices, if there is reasonable suspicion as to questionable content (i.e. text threats, pornography, etc.) members of the administration may view the content. If documentation of inappropriate or illegal behavior is discovered, appropriate measures will be taken by school administrators and local law enforcement. According to DSD Acceptable Use Agreement and personal sensitivities, any photo or video of students on school grounds should not be published for public view with persons identified without their permission.

- **E-devices may be used at the appropriate times:** No devices should be used in bathrooms and locker rooms. E-devices may not be used during any District-wide testing unless prior permission is granted.
- E-devices should not be used in a way that disrupts the classroom or school.
- **Each teacher has the right to dictate the usage level of e-devices in their own classroom.** Each teacher will instruct students of their classroom e-device usage allowances, if any. It is the students' responsibility to know the e-device expectations for each teacher. The use of games or videos on an e-device may not be used in classrooms without a teacher's permission.
- **Students are responsible** for any loss, damage or theft of their personal property or the contents on the e-device. Students are also responsible for loss, damage, or theft of school devices and accessories that are checked out the student.
- **Students will be subject to classroom and administrative consequences** when devices cause a distraction or disruption to the learning environment, or when a student uses an electronic device in an inappropriate manner.
- **Students may be fined** if they lose, damage or misuse school devices. Please pay special attention when agreeing to the Device Permission Form provided by Davis School District.
- Device protection plans will be offered to cover loss or damage to school computers checked out by students, FJH highly recommends purchasing device protection. [SEE FULL INFO HERE](#)

Violations of Electronic Device Policy when a device is sent to the office:

- First Violation: Student picks up electronic device after school and issued 10 disciplinary points.
- Second Violation: Parent/guardian contacted by administration and plan made to help the student avoid future violations, student may pick up device after school and student issued 10 disciplinary points.
- Third Violation: Parent contacted, and parent must pick up device from the school, student issued 10 disciplinary points.
- Fourth+ Violation: Possible restriction of e-device usage at the judgment of the school administration while working with the students' parents/guardians. Parent picks up device, 10 disciplinary points.

Dress and Grooming-Approved and adopted by the School Community Council May 28, 2019

The Davis County School Board recognizes that dress and grooming standards affect the behavior of students. In order to promote respect for self, others, and authority, student safety, and expose students to expectations about professional dress, Farmington Junior High has adopted the following dress standards:

- All students shall maintain themselves in a clean, groomed, and well-washed manner.
- Students shall wear shoes always—slippers are not allowed.
- Shirts shall cover the student’s entire upper torso. All shirts, tops and dresses should cover at least three inches of the shoulder. Bare midriffs and sheer fabrics are not allowed. Low necklines will not be allowed.
- Length of skirts, dresses and shorts should be closer to the knee than to the top of the leg.
- Holes in shorts or pants that expose the top half of the thigh are not permitted.
- No obscene or suggestive words or pictures shall be worn on clothing. Pictures and symbols of gang affiliation, drugs, alcohol, or tobacco products are not allowed as part of student attire.
- Baseball caps and beanies may be worn at school. Hats may not cause a disruption to the learning environment. Other headwear including bandanas will not be allowed.
- Pants should be worn high enough that underwear is not exposed.
- Any accessories, such as chains, wheels, or blankets which pose a threat to others or which become a nuisance to the school environment are not allowed.
- Any attire, hairstyle, piercing or makeup which can be considered extreme and which brings a disruption of the educational process is not permissible.
- School officials may permit students to wear certain types of clothing for health or safety reasons, or, relating to certain specialized school-sponsored activities.

Students who violate the dress code will be asked to correct the problem and will be required to review the school dress code. Students will receive 10 discipline points for each dress code violation. If continued problems occur, parents will be notified and asked to bring students clothes that do not violate the dress code. If a parent cannot be reached, students will be asked to put on clothes that may be available at school. A lunch detention or in-school suspension may occur for repeat offenses.

Lockers

Students will be issued a locker at the beginning of the school year. Students can see their locker assignment and combination on myDSD once they are assigned. Locker change requests will be accommodated through the administration when possible. It is important that students make every effort to keep their locker combination confidential and be certain that their locker is locked at all times. Once assigned to a locker, students are responsible for that locker the entire school year. Lockers should be clean, free from writing and sticky substances, please use magnets to attach items to lockers. Valuables should not be left in lockers, Farmington Junior High cannot be held responsible for items left in lockers. The administration has the right to search lockers at any time, lockers are the property of the school and are provided for student convenience. Occasionally, police drug dogs may be used in the school to check lockers for controlled substances.

Media Center

The media center will normally be open 25 minutes before and after school. When classes are in session, students not accompanied by a teacher will be admitted only with a "Media Center Permit" issued by a teacher or other member of the staff. Students on their lunch hour will be admitted to the media center without a permit to study, read or do other appropriate quiet activities. Those who desire to use the media center during their lunch period must arrive no later than 5 minutes prior to the end of the lunch hour.

Books and other media items must be checked out at the circulation desk (a student I.D. card may be required at the discretion of the Media Specialist) before being taken from the media center. Most library books will circulate 3 weeks with one 3-week renewal allowed. Some books and other items will be loaned out for less than 3 weeks; these will be clearly marked. Reference books will not be circulated. When a student borrows a book or other item from the media center, he or she accepts sole responsibility for returning it on time and in good condition. Fines may be levied if an item is damaged or lost while on loan to a student. Overdue items will be subject to a fine of 10 cents per school day per item.

Physical Education Uniforms and Lockers

P.E. clothing is available for purchase from the school. Students should wear a regulation uniform as designated by the instructors. Lockers are provided during PE class for student clothing and other items while they are participating in physical activity.

Student Recognition

Farmington Junior High encourages students to be outstanding both academically and through citizenship. The following are a list of Student programs that recognize those Huskies that stand out as exceptional students at FJH.

- **Husky Pride:** Husky Pride awards are given out by faculty and staff members in our building to those students who demonstrate strong citizenship through extraordinary tasks either in the classroom or in the hallways.
- **Student of the Month:** Each department selects one student each month who stands out among their peers. Departments may choose the student based on academic success, academic improvement, or citizenship. Students receiving the student of the month award are treated to recognition and prizes from the administration and PTA.

- **Citizenship Leadership:** Students are nominated and voted on by teachers each term as outstanding citizens. Students receiving this recognition are presented with a plaque and awards ceremony for their entire family to attend.
- **Student of the Year:** At the end of the year faculty members select two students who have stood out among their peers for academics and for citizenship. These students are recognized during the 9th grade awards night and presented with a special plaque as well as a gift from the administration. Their names will also reside on a plaque that will hang in the school for years to come.
- **Outstanding Students:** At the end of the school year faculty members choose the top students from their classes to be recognized. These students will be invited to an end-of-year awards ceremony.
- **Honor Roll Party-**Students who receive a 4.0 on report cards each term will be invited to an end-of-term party.

Instructional Materials

A non-refundable instructional materials fee is charged to all students. Textbooks or other instructional materials that are issued to students must be returned upon completion of the course. Fines will be assessed to students who damage or lose instructional materials.

Visitors

All visitors and volunteers must check in through the office. FJH does not allow student visitors in our building. Please **do not** ask us to make an exception to this policy.

Grades and Grading Periods

All grades are given quarterly. Parent-teacher conferences are held periodically to provide face-to-face opportunities for communication. Earnest and persistent effort will be made to provide notice to the parent or guardian of a student receiving a failing grade or pending loss of citizenship credit, allowing time to remediate the grade or citizenship problem. (Policy 41-002)

Occasionally, a student's action at the end of the term may not leave time for preventative measures, in such cases, a student may be given a U or F without parent notification.

Parent/guardians may check student progress reports online by accessing their district MyDSD account. Students have full responsibility for their behavior and shared responsibility for learning. Grades and credit for 9th grade students count toward high school graduation.

Whenever questions arise on assignments or grades students and parent/guardians are to first contact the teacher. When students are absent or miss class, they are responsible to work with the teacher to make-up work and activities that have been missed. Each teacher is responsible for their own make-up work policy which, will be included in their disclosures.

Grades, Honor Rolls

Only full-time students (6 or more classes at FJH) will be eligible for Honor Roll. Honor students are identified by grade point average. High Honor Roll: 3.8 and above, Honor Roll: 3.5-3.79, Citizenship Honor Roll: 5 H's-no N's or U's and no discipline points.

Grade changes are not to be made to allow a student to become eligible to participate in an extracurricular activity, to attain an honor roll, to run for an elective office or other similar circumstances.

Honor Society

Students wishing to participate in National Junior Honor Society must have a cumulative grade point average of 3.75 for the three terms prior to the induction ceremony.

Citizenship Requirements for Graduation

Graduation requirements in Davis School District include satisfactory citizenship. Students can earn .25 units of citizenship credit in each class for each term, grades 9 through 12. The citizenship credit shall be awarded unless the student is involved in negative citizenship behavior which results in a "U" citizenship grade. Teachers or administrators shall give students enough warning to remedy an impending "U" and will provide an opportunity to make up a "U" before the end of the grading period.

Appeals Procedure

A student who has lost citizenship credit and feels there are extenuating circumstances may request a hearing by the Standards Committee using the following process.

1. Submit the request for a hearing in writing to the school principal.
2. Include on the written request a request for a parent/guardian advocate to be a member of the committee if student wants one present.
3. Request the hearing by mid-term of the following term.

Citizenship Make-up Credit

Citizenship make-up credit is available through Farmington Junior High School.

Extracurricular Activities

Participation in interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. 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.

Athletics: All information on Davis School District athletics including eligibility can be found at the following website: <https://www.davis.k12.ut.us/academics/athletics/junior-high-athletics>.

You may also reach out to the coaches. The school team may have requirements that are more stringent than district guidelines.

Cheerleaders/Mascot: To try out for cheerleading, a student must be in the seventh or eighth grade and must have a cumulative GPA of 2.5 or higher for the two terms preceding the tryouts with no more than two "N's" and no "U's" in citizenship during those two terms. Cheerleaders cannot participate in any other sport/athletic program except track.

Student Government: Student Body Officers and Class Officer elections will be conducted during the spring. Eligibility for an office is covered in the school constitution (3.0GPA and no U's).

Bus and Bus Conduct

Students living two miles or more from the school are entitled to bus transportation. Visit www.businfo.davis.k12.ut.us to determine eligibility, bus number and bus stop information. The district uses an exact measuring system to determine the two-mile radius for bus eligibility. If you feel the information on the web site is not correct, please contact the District Transportation Office at 801-402-7500.

Some buses are not filled to capacity, if this occurs, a lottery system will be used to issue bus passes to students living inside of the two-mile limit at the bus driver's discretion. No bus passes will be issued before October 1st. Please understand that due to space and financial constraints, the buses cannot transport students who are not eligible.

Safety precautions are important. All students must obey the bus guidelines and rules. Any student who repeatedly violates the bus rules may be subject to school discipline as well as denied the privilege of riding the bus. The following rules can be found on the transportation website: <https://www.davis.k12.ut.us/departments/transportation/transportation-policy-and-procedures>

- Students will treat the driver, adults, and fellow students with courtesy and respect.
- Students who refuse to promptly obey the directions of the driver or refuse to obey the bus rules may forfeit their privileges to ride the bus.
- Students shall keep the bus clean and must refrain from damaging it. By law, any damage caused by students will be compensated for by their parents or legal guardians.
- Bus students must follow the policies found in Davis District Policy Manuals including dress and grooming standards.
- Prior written permission from an administrator is required for students to ride buses which they are not normally assigned or to disembark at a point other than their normal stop.
- Students must remain seated while the bus is in route.
- Students should communicate quietly, without swearing, or inappropriate gestures.
- Students must keep head, hands, and objects inside the bus.
- The following items are not allowed on the bus: live animals, skateboards, scooters, roller skates, skis, glass objects. The transportation of large school projects, band and orchestra instruments will be left up to the discretion of the driver.

The following information is provided by Davis School District:

NOTICE OF NON-DISCRIMINATION

Davis School District and Farmington Junior High 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

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 Farmington Junior High will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator Jan Rawlins (801-402-6900), their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (801-402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (801-402-5180) for student accommodations.

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and Farmington Junior High 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 Farmington 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 that 1) this student has been suspended; 2) grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent to meet a designated school official to review the suspension.

AUTHORITY TO SUSPEND OR EXPEL

The school administration 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

A student 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 activities 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](#). Farmington Junior High's policy may be found at: <https://farmingtonjr.davis.k12.ut.us/school-information/handbook> or a copy may be obtained in the school office. 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 reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

School Lockers, desks, or other storage areas are the sole property of the Davis School District and Farmington Junior High. Periodic general inspections of school lockers may be conducted by school authorities randomly without notice, without student consent, and without a search

warrant. Searches will be conducted in such a way as to be short in duration and not disrupt educational activities.

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.

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. 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 student's education records. These rights are:

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

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

3. ***Provide consent*** before the school discloses personally identifiable information (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 numbers 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) grade level and enrollment status;
- 4) student's District email address;
- 5) student's ID number that is displayed on a student ID badge;
- 6) parent email address;
- 7) participation in officially recognized activities and sports;
- 8) weight and height of members of athletic teams;
- 9) dates of attendance;
- 10) degrees, honors, and awards received;
- 11) most recent educational institution attended by the student;
- 12) student's digital image.

The following shall be considered limited use directory information that may be disclosed only to other students enrolled in the same course (regardless of whether such students are enrolled in the same class section) that has been audio or video recorded by the District, for instructional and educational purposes only: 1) name to the extent it is referenced or captured during the audio or video recordings; 2) any photograph or image of the student captured during the audio or video recording; 3) any audio or video recording of the student participating in the course; and 4) any online chats or other recorded communications among participants in the course captured during the audio or video recording.

To protect the privacy of other students, parents/students are not permitted to make their own recordings of class sessions or to share or distribute District recordings of class sessions.

If you, as a parent do not want Farmington Junior High to disclose limited directory information of your child 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:

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/](https://studentprivacy.ed.gov/)

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

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

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

These include the right to:

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

- [a] political affiliations or beliefs;
- [b] mental or psychological problems;
- [c] sexual behavior, orientation, or attitudes
- [d] illegal, anti-social, self-incriminating, or demeaning behavior;
- [e] critical appraisals of others with whom the student or family have close family relationships;
- [f] legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- [g] religious practices, affiliations, or beliefs; or
- [h] income, other than as required by law to determine program eligibility.

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

Inspect, upon request and before administration or use of:

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

Davis School District has policies in place to protect student privacy as required by both State and Federal law. Farmington 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.

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

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

PLEDGE OF ALLEGIANCE

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

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

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

PARENTAL RIGHTS IN PUBLIC EDUCATION

The Davis School District and Farmington Junior High shall reasonably accommodate ** a parent'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 advance 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 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 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 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.

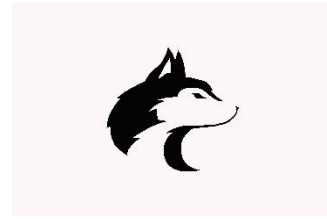
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

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.

Farmington Junior High School Constitution

Preamble

We, the students and faculty of Farmington Junior High School, have developed this constitution to promote unity between students, faculty, and the administration. It is to serve as a guide to provide student participation in school affairs, to encourage self-direction, and to promote wholesome school spirit.



Article I - Name and Emblem

Section 1: Name of Organization

The name of this organization shall be The Associated Students of Farmington Junior High.

Section 2: Emblem

The emblem of Farmington Junior High shall be the Husky.

Section 3: Colors

The school colors are forest green and white.

Section 4: School Song

The school song shall be We Are From Farmington.

Section 5: School Newspaper

The name of the school newspaper shall be the Husky Howler.

Article II - Purpose

The purpose of this organization shall be: (1) to provide a means of giving all students a voice in the operation of the school through their elected officers and home room representatives, (2) to institute democratic procedures in student government, (3) to improve school spirit and morale, (4) to assist in the management of school activities, and (5) to promote high ideals and wholesome activities.

Article III - Membership

Section 1: Membership: All students attending Farmington Junior High School shall be members of this organization.

Section 2: Honorary Members: The faculty, administrators, secretaries, custodians and adult cafeteria workers shall be honorary members.

Section 3: Rights and Privileges: Students shall be involved in the planning and executing of activities as well as the election of officers and representatives. Honorary members may assist in planning and executing activities, but shall exercise no vote.

Article IV - Standards Committee

Section 1: Purpose: A Standards Committee shall consider appeals of students when a question of eligibility is involved pertaining to office or to extra-curricular activities.

Section 2: Membership: Voting members of the Standards Committee shall consist of one administrator, two teachers (one who currently has the student or has had the student, and one that does not know the student), the advisor or coach of the student's activity in question, and the school counselor. Others who may be present to provide information, but are not voting members, are the student, the student's parent/s, the teacher who gave the below standard grade. (Revised 5/2002, by student and faculty vote)

Section 3: Vote: A majority vote of those present shall determine the outcome of each case. The vote shall determine whether the student on probation shall continue on probation, be reinstated in the extra-curricular activity, have such activities curtailed for a specific time period, or be removed.

Article V - Executive Officers

Section 1: Executive Body: The Executive Body shall consist of a student body president, vice president, and secretary.

Section 2: Who May Serve: Executive Officers shall be members of the ninth grade in the year that they serve in office.

Section 3: Method of Selection: Executive Officers shall be elected by popular vote by the seventh and eighth grades in the spring of each year.

Section 4: Scholastic Standards: Executive Officers shall have a cumulative grade point average of 3.0 for the three quarters prior to running for office and while serving in office.

Section 5: Citizenship Standards: In the three terms prior to running for office, students shall receive no more than two "N"s or one "N" and one "U". Students while in office shall not have more than one "N" and no "U"s. (Changed on May 2, 1990, by student and faculty vote.)

Section 6: Probation/Removal From Office: Officers who do not meet the scholastic or citizenship requirements will be ineligible to serve as an officer as interpreted by the Advisor, Administration and/or the Standards Committee for the succeeding term. If, in the succeeding term, the requirements are not met, they shall be removed from office. The administration shall have the right to remove a student from office or put them on probation for conduct unbecoming an officer. (Changed on May 2, 1990, by student and faculty vote.)

Section 7: Vacancies: If a vacancy occurs in an Executive Office, the duties and powers shall be transferred through the following line of succession: President, Vice-President, and Secretary. Any remaining vacancies may be filled by the Standards Committee without a general student body election.

Section 8: Duties: The Executive Officers shall preside over all meetings of the student council under the direction of the advisor or administration, be a liaison between students and faculty, serve as historians of the school, and perform such duties as the Council may direct.

Article VI - Class Officers

Section 1: Class Officers: The seventh, eighth, and ninth grades shall have a President, Vice-President, and Secretary. The officers shall be members of the grade in which they serve.

Section 2: Method of Selection: Class Officers for the eighth and ninth grades shall be elected in the spring of each year. Seventh grade officers will be elected in the spring of their sixth grade year at their respective elementary school within Farmington Jr. High School boundaries. (Changed on May 3, 1999, by student and faculty vote.)

Section 3: Scholastic and Citizenship Standards: Class Officers shall maintain the same standards to run and remain in office as the Executive Officers as outlined in Article V, Sections 6 and 7.

Section 4: Probation and Vacancies: Terms of probation and the filling of vacancies for the Class Officers shall be the same as for Executive Officers as outlined in Article V, Sections 6 and 7.

Section 5: Duties: Class Officers shall promote worthwhile activities for the students in their grade and be representative of class interests.

Article VII - Student Council

Section 1: Membership: The Student Council shall consist of all Executive and Class Officers as well as elected representatives from each home room in the school.

Section 2: Oath: All elected officers shall take and subscribe to the following oath: "I, ___ (name), promise to faithfully execute the duties of my office and to represent the best interests of Farmington Junior High School."

Section 3: Homeroom Representatives: Each home room shall elect by majority vote one representative and an alternate to the Council. Representatives and alternates shall maintain a 2.0 grade point average the term preceding election and while serving have no unsatisfactory citizenship grades, or serve in ISS or home suspension.

Section 4: Time of Selection: Representatives and alternates shall be chosen shortly after the beginning of each semester. They shall serve in office until the end of the semester unless the home room desires to change representatives at the beginning of the new semester. An officer may not serve as the home room representative or alternate.

Section 5: Faculty Advisor: The administration shall select a faculty member to advise and assist the Student Council in the planning and execution of their duties.

Section 6: Duties: The Student Council shall assume duties that are in the best interest of Farmington Junior High in the areas of service, social betterment, and administrative assistance. The Council shall be representative of the entire student body and as such shall take into consideration recommendations presented by members of the Council.

Article VIII - Elections

Section 1: Method of Nomination: Candidates shall meet the requirements of the office they seek as outlined in Article IV and V. They shall be nominated through petition signed by twenty-five students who are eligible to vote for the candidate.

Section 2: Nominating Assembly: Qualified candidates who have properly filed petitions, shall be introduced to the students eligible to vote at a nominating assembly. A primary election shall follow the nominating assembly reducing candidates for each office to two.

Section 3: Voting: The elected Executive and Class Officers shall be responsible for printing, distributing and counting ballots. The advisor shall supervise this process.

Section 4: Campaigning: Candidates shall follow the campaign procedures as outlined by the administration and advisor.

Article IX - Amendments

Section 1: Origination of Amendments: Members or honorary members shall have the right to propose changes to the constitution. Amendments shall be presented to the Student Council upon filing a petition of fifty names.

Section 2: Publicity: All proposed amendments shall be given ten days of publicity prior to a vote. Time shall be provided in home rooms to discuss the proposed amendments.

Section 3: Ratification of an Amendment: If two-thirds of the Student Council and the administration approve of the proposed amendment, it shall be placed before the general student body for a vote. An amendment shall be ratified upon a vote of three-fourths of the student body.

Article X - General Standards

Section 1: Activities: All activities shall be approved by the administration. The administration or a representative, assisted by the faculty, shall supervise all activities, assemblies, and other extra- curricular activities.

Section 2: Student Organizations: All student organizations shall have their own by-laws. They shall report their planned activities to the Student Council for approval.

Section 3: Procedures: All rules established by the Davis County School Board and the administration of this school shall be adhered to by this student organization.

Article XI - Amendments

Section 1: Other Officers: Along with the student body officers set forth in Article V, Section 1, additional officers may be appointed by the student council and the administration. The officers needed will be determined by the student council and applications will be reviewed by the council and administration after the elections each spring. Students applying for these offices must meet the same grade and citizenship requirements as student officers. Responsibilities and job description will be determined by the student council.