



DHS POLICIES

2022 - 2023

Welcome to Davis High School.... “Home of the Darts”

Davis High School has had a tradition of excellence for over 100 years now. The first school established in Davis County has served the community well by helping to produce prominent political, entertainment and business leaders. We are dedicated to “Defending the Tradition - While Leaving a Positive Legacy.”

Davis High School Bell Schedule

<u>Regular Schedule M, T, Th, F</u>		<u>Wednesday Late Start Schedule</u>	
1 st / 5 th	7:30 - 8:58	1 st / 5 th	9:25 - 10:22
2 nd / 6 th	9:04 - 10:32	2 nd / 6 th	10:28 - 11:34
3 rd / 7 th	10:38 - 12:06	3 rd / 7 th	11:40 - 12:37
LUNCH	12:06 – 12:46	LUNCH	12:37 – 1:17
4 th / 8 th	12:52 – 2:20	4 th / 8 th	1:23 – 2:20

<u>Assembly Schedule</u>	
1 st / 5 th	7:30 - 8:40
Assembly	8:50 - 9:50
2 nd / 6 th	9:55 - 11:05
3 rd / 7 th	11:11 - 12:21
LUNCH	12:21 - 1:04
4 th / 8 th	1:10 - 2:20

***Assembly attendance is determined by the location of the 2nd or 6th period class**

ADMINISTRATION:

Dr. Lori Hawthorne Principal 801-402-8800
Mark Jolley Assistant Principal 801-402-8800
Amanda Taggart Assistant Principal 801-402-8800
Doug Peterson Assistant Principal 801-402-8800
Mackenzie Loo Assistant Principal 801-402-8800
Bo Roundy Athletic Director 801-402-8880
Leslie Gale Head Secretary 801-402-8804
Cassie Nelson Secretary 801-402-8808
Janeen Steab Secretary 801-402-8812
Wendi Pehrson Secretary 801-402-8824
Carol Stephens Secretary (Attendance) 801-402-8806
SRO Detective Mike Criddle 801-402-8836
Blake Petersen Head Custodian 801-402-8872

Counselors: Alphabet

Truman Carver (A-CI) 801-402-8830
Tiffany Taurone (Cm-Hal) 801-402-8826
Robyn Lawson (Ham-Lar) 801-402-8815
Heather Baschuk (Las-Pag)) 801-402-8827
Karl Hall (Pah-Soq) 801-402-8829
Chris Burrows (Sor-Z) 801-402-8831
Malia Roundy Registrar/Counseling Secretary 801-402-8821
Camille Barber Secretary (Citizenship) 801-402-8805
Teresa Sommer Secretary (Scholarships): 801-402-8965
CTE Coordinator: Jill Hess 801-402-8832
CTE Secretary: Juanita Olsen 801-402-8814

Student Body Officers:

Gabriel Sawyer - President
Josh Webb - Vice President
Jake Stewart - Vice President
Porter Montgomery - Vice President
Bryndee Maxfield - Vice President
Charlotte Lindeman - Vice President
Anna Larsen - Vice President
Ruby Jane Hollingsworth- Vice President
Brandon Geckler - Dartman
Erik Gunn – SBO Advisor 801-402-8914

Senior Class Officers:

Abby Sanders – President
Danny Brough – Vice President
Tate Pack – Vice President
Kennedy Ridges – Vice President

Carla Money – Senior Class Advisor 801-402-8937

Junior Class Officers:

Spencer Stevenson – President
Will Hoagland – Vice President
Toben Butcher – Vice President
Sam Jones – Vice President
Ali Copier – Junior Class Advisor 801-402-8980

Sophomore Class Officers:

Lucas Hill - President
Cruz Rushton – Vice President
Bronco Maxfield – Vice President
Megan Herbst – Vice President
Elisha Jones – Sophomore Class Advisor 801-402-8867

DAVIS HIGH SCHOOL MISSION STATEMENT

In partnership with parents and community, Davis High School will foster educational excellence in a safe and nurturing environment where all students will be empowered to acquire the skills, knowledge, values, and the commitment to lifelong learning necessary to contribute and adapt in a diverse and changing world.

SCHOOL PURPOSE

The purpose of Davis High School is to promote the mission of “learning first” for all. To accomplish our purpose, we support a quality learning environment by establishing expectations and providing programs that challenge our students through rigorous courses such as AP, Concurrent Enrollment, Early College, and Honors level. We support and encourage our students to access a rigorous curriculum while also providing robust instruction and appropriate learning benchmarks for all levels and for all students. Our goal is to provide our students with the skills to successfully transition to any post-high school opportunity.

SIX PILLARS OF DAVIS SCHOOL DISTRICT

- Student Growth & Achievement
- Empowered Employees
- Parent & Community Connections
- Fiscal Responsibility
- Safety & Security
- Culture

DAVIS HIGH CHARACTER STANDARDS / HONOR CODE

All students at Davis High will perform in a highly ethical and honest manner in all areas of their involvement at school. Students are expected to do their own work to the best of

their ability. Some examples of unethical or dishonest behavior would include, but are not limited to, plagiarism, copying other student's assignments or allowing others to copy their assignments, using any electronic device to get unauthorized answers, or doing anything that would be considered dishonest in their work and dealings with teachers and classmates. Teachers and administrators will deal with students who violate this standard in a fair and appropriate manner. Consequences may include, but are not limited to, calling home to inform parents, getting a zero on the assignment or test, receiving a U for the term from the teacher, receiving an administrative U, and/or getting suspended. The faculty and staff of Davis High are united in the belief that all students should practice ethical and honest behavior.

GRADUATION REQUIREMENTS

The Davis School Board of Education has set this requirement for the four-period rotating block to 27 units of credit. In order to "walk" at the graduation ceremony a student must be enrolled in at least 4 classes during the last semester of their senior year and need to clear all "U's" and pay all fines and fees. **Participation in the graduation ceremony is a privilege not a right. If you do not have 35 citizenship credits and 27 academic credits you will not receive a Davis High School Diploma.** If at the beginning of the next school year these have not been made up you can receive a 24 credit Davis School District Diploma Adult Ed. Diploma only.

CITIZENSHIP REQUIREMENTS FOR GRADUATION

Davis School District requires each student to have 35 credits in Citizenship. All unsatisfactory grades in citizenship must be made up in order to graduate as well as participate in extra-curricular activities.

ACADEMIC RECOGNITION

Students at Davis High School have a long-standing tradition of academic excellence and will continue to be honored for their scholastic endeavors during the coming year. Students may graduate with High Honors or Honors based on the following criteria:

HIGH HONORS RECOGNITION

1. Have a Cumulative GPA of 3.8 or better at the end of the third term. (9-12)
2. Be enrolled in a minimum of 5 Davis High classes each semester of high school (including college classes).
3. Complete at least three credits from two curricular areas from the following classes: AP English, English 11 Honors, English 10 Honors, CE English, AP American History, AP European History, AP Physics, AP Chemistry, CE Chemistry, AP Biology, AP Art History, Intermediate Algebra Honors, AP Economics, French 5, Spanish 5, American Sign Language 2, Mandarin Chinese 3, Pre-Calculus Honors, CE Math, AP Calculus, AP American Government, AP Comparative Government, AP Psychology, AP Statistics, AP Studio Art.
4. Meet regular graduation requirements for DHS.

Note: Appeals may be made to the Academic Appeal Committee.

HONORS RECOGNITION

1. Have a cumulative GPA of 3.70 or better at the end of the third term.
2. Be enrolled for classes each year of high school.
3. Meet regular graduation requirements for DHS.

NOTICE OF NON-DISCRIMINATION

Davis School District and Davis 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

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 Davis High School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator, Amanda Taggart (801-402-8800), their principal or supervisor, or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and Davis High School to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, 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 Davis High School or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If 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 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. Davis High School policy may be found at Davis.k12.ut.us/dhs 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 Davis High School. 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 Davis High School 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/>
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. Davis High School 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 Davis High School 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 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.

DAVIS HIGH SCHOOL EXPECTATIONS, POLICIES AND CODE OF CONDUCT

Davis High School has been building a tradition of excellence since 1914. As a student of Davis High School you are asked to contribute to this tradition by living up to the expectations, policies and our code of conduct that is presented in this handbook. A student at Davis High School is asked to:

1. Accept responsibility for your education, decisions, words, and actions.
2. Act in a way that best represents your school, parents, community, and self to promote a safe, healthy environment in which to learn.
3. Be involved in school activities.
4. Respect your fellow students and support their activities with enthusiasm and good sportsmanship. Avoidance of profanity in speech and in cheers is a firm expectation.

CLASSROOM BEHAVIOR

Davis High School has high expectations in the classroom and your attitude and behavior should contribute to an environment of learning. Specifically, we expect that you will:

1. Arrive to class on time.
 2. Be prepared for class, with all materials necessary, each day.
 3. Show respect and consideration for others in the learning environment.
 4. Demonstrate care and consideration for school property and the property of others.
- You are expected to observe the rules and procedures that have been established by each teacher for their classroom and respond promptly to the direction of your teacher or be subject to due process.

ATTENDANCE

Davis High School, Davis School District and Utah State Law expects students to attend regularly and that parents bear considerable responsibility in helping to ensure that students are in school when they are required to be there. The guidelines for student attendance at Davis are as follows:

1. All absences must be verified within three days upon the student's return to school.
2. Students/ Parents are responsible for ensuring that all absences are verified through the Attendance Office. A telephone call **WILL NOT** clear an absence. Clearing an absence may be accomplished in one of five ways:

- (1) Parent may clear an absence through myDSD **within 3 days** of the unexcused absence. **(Preferred Method)**
- (2) Reply back from the email that has been sent from the district.
- (3) E-mailing the Attendance Secretary at dhsattendance@dsdmail.net
- (4) Having a parent or guardian come to the Attendance Office in person.
- (5) **IF THE INTERNET IS UNAVAILABLE**, you may bring in a note with a phone number verification, students first and last name, student number, grade, and reason for absence.

**You are still able to check your student out by phone during class time only
Otherwise use the methods described above to clear absences.**

3. Absences that may be verified by a parent include: family emergency, illness, medical appointment, or a funeral. In all four cases, the following information must be provided: the exact dates and periods the student was absent, the reason for the absence, and a phone number where the parent or guardian come may be reached should a question arise, or further verification is necessary. Parents or guardians may contact the Attendance Office at 801-402-8806 during regular office hours (7:00 A.M. to 2:30 P.M., Monday through Friday).

4. School-excused absences are recorded and are considered part of the educational process. All school-excused absences must be authorized in advance. Students will be allowed to make up missed work for parent verified absences, and school excused absences, without losing points, if the work is made up in a reasonable amount of time. Each teacher will determine what that time is for his or her class, as explained in their disclosure. Teachers are not required to allow a student to make-up work or a test if the student has been truant from their class and the teacher may choose not to allow make-up work for an absence that is not verified by a parent or legal guardian.

5. Students are considered absent if they are late to class by more than twenty minutes or are not making an honest effort to get to class on time. These students will need verification from a parent or guardian explaining the absence.
6. Students who are late to class should report directly to that class, checking in at the office is not necessary.
7. Students who leave school before the end of the day are required to check out. This may be done with parent or guardian permission only. Students who leave school or class without permission may be considered truant.
8. If a student has been marked absent incorrectly, they need to check with the attendance office to determine the class period it was in, and then talk to the teacher who marked them absent to correct the absence.
9. Three or more unexcused absences qualify a student for a "U" citizenship grade, as does being tardy four or more times.
10. Attendance at homeroom is required; more than two unexcused absences in homeroom will result in an F grade being given.

TARDY POLICY

Being late to class is not only discourteous but can be disruptive and detrimental to the learning process. Each teacher will disclose their tardy policy for their classes. Four occasions of being late is considered excessive and a "U" may be given, if not made up before the end of the grading period.

PARENT NOTIFICATION

Parents or guardians will be notified of student's absences by:

1. A recorded phone message from the school and /or email.
2. An attendance report at mid-term and on report cards.
3. Parents may call the Attendance Office during regular business hours at 801-402-8806.
4. Parents may access student attendance information on the internet through the Davis District Home Page and the Student Information Connection. Go to davis.k12.ut.us.school, Davis High.

COMPUTER INFORMATION ACCESS

Davis High parents can make additional contact with the school through any carrier's computer networking service. You may find access through the Davis School District Home Page at www.davis.k12.ut.us Click on the Student Information System, give the student number, get a pin number, and follow the steps outlined. Please call the school counseling department at 801-402-8807 if you have questions or problems with this procedure.

ACADEMIC GRADES

Grades are awarded on a quarterly basis, earning .25 credits toward graduation. Although grades are issued on a quarter bases, course curriculum should be planned

on a semester basis. Students will not be allowed to transfer classes at the quarter without consultation with the teacher, counselor, and administration. Students are allowed to change their schedules at the beginning of the school year during registration and at the end of the first semester. A \$10 class change fee will be assessed for changes by request (no charges will be made for school mandated changes). Standards for academic grades should be high yet attainable. High academic success requires regular attendance. It is recommended that teachers hold students accountable for absenteeism by utilizing a class policy that only allows make-up for excused or verified absences. Teachers do not have to allow a student to make up work missed due to an unexcused absence. Illness, family emergencies, and extenuating circumstances are considered acceptable reasons for missing school and teachers should allow a student to make-up work missed due to these reasons. All schoolwork will also be allowed to be made up, in a reasonable amount of time, due to school excused absences. The teacher will notify a parent/legal guardian by phone call, in person, by mail, or by email before giving an F Grade. Students may not be allowed to make up work due to truancy.

CITIZENSHIP GRADE

Graduation requirements in the Davis School District include satisfactory citizenship and adherence to the rules and policies of Davis High school. Failure to earn the required 35 citizenship credits will result in withholding the graduation diploma and participation in the commencement exercise. For graduation a student is required to earn citizenship credit in grades 9 through 12, .25 units of citizenship credit in each class for each term can be earned, for a total of 35 Citizenship Credits.

ADMINISTRATIVE U

One citizenship credit is given per year (.25 per term) to cover the school period before, during, and after school, and at all school sponsored activities. This credit may be withheld by the administration for unsatisfactory citizenship behavior; some examples of this behavior are as follows: fighting, hazing, theft, possession of controlled substances, truancy, excessive tardiness, and failure to meet release time and other off campus commitments, etc. Citizenship grades will be determined each term by the teacher. Such factors as school and class behavior, attendance, and punctuality, are used to determine a student's citizenship grade. Expectations set forth in a teacher's course disclosure will be used to determine grades and credit. It is the responsibility of the student to adhere to the citizenship policy and to teacher expectations. A "U" grade remains on the permanent record, but credit can be restored through proper citizenship make-up.

BUILDING EVACUATION/FIRE DRILLS

Schools are required by law to conduct regular fire drills and other drills such as a lockdown or earthquake drill. An exit procedure for such drills exists and instructions posted in each classroom regarding the route and procedure to exit the building safely. Evacuation must take place quickly and as orderly as possible. Students are to remain at least 100 feet outside all buildings until instructed by a school authority to return to class.

CITIZENSHIP MAKE-UP CREDIT

Citizenship make-up credit is available by doing one of the following for each U:

1. Canvas class of Ted Talks plus a \$5.00 fine.
2. Two-hour U class, \$5.00 to take the class plus a \$5.00 fine.
3. Make-up through the teacher PRIOR to the grading period ending.
4. Increase in GPA of .5 from one term to the next, plus \$5.00.
5. Perfect attendance, this means no unexcused absences or tardiness, for the following term in the class where the U was given, plus \$5.00.
6. The student will earn an H for the citizenship grade for the following term in the class where the U was given, plus \$5.00.
7. Other approved service activities by Mrs. Barber such as: Alive @ 25 classes, blood drives, food drive, etc.

CAFETERIA / COMMONS

Students using the cafeteria are expected to behave properly. Throwing food, crowding in lines, leaving trays, not picking up their trash, or other inappropriate behavior will result in disciplinary action. All food needs to remain in the cafeteria, main hall or outside. Food is NOT permitted in the upstairs areas or in any of the classroom pods.

ASSEMBLY POLICY

All students are expected to attend the assemblies at Davis High School. Students who attempt to leave campus without properly checking out through the Attendance Office will be considered truant. Students are expected to go directly to the assembly and to return to class immediately at the conclusion of the assembly.

STUDENT ID/ACTIVITY CARD

All students are given an ID/activity card at the beginning of the year. Students are required to wear the student ID/activity card on a lanyard around the neck at all times during the school day. Repeated failure to have a visible student ID card on a lanyard around the neck at all times in the building may result in an administrative U. If a student forgets their ID, they need to come to the main office to get a temporary ID sticker. A student needing 4 stickers in a term will result in an administrative U. Students are also required to show their activity card to be admitted free into all REGION 1 games at Davis High. Students will be charged a student fee for non-region games and away games.

MEDIA CENTER GUIDELINES

1. The Media Center is open from 7:00 a.m. to 3:00 p.m.
2. NO food or drink allowed.
3. Books are checked out for 2 weeks. Limit five books per student (fine: 25 cents/day).
4. Computer access is available with student I.D. card.
5. A student may lose the privilege of using the Media Center for misbehavior in the Media Center. This privilege can be taken away for a period, day, week, or term as determined by the Media Center Coordinator and or an Administrator.

CLASS CHANGES

Students have been assigned to classes based on their requests and where space is available. Changes will be limited to the following:

1. Schedule will be adjusted when the student does not have a full schedule or when the school has made an error for no charge.
2. Changes will be based upon the CCR and will require approval and review of the counselor and a parent.
3. If there are any class changes between the 3rd week of the Semester and Midterm the only class to be taken is Home Release. There will be NO class changes after midterm.
4. Changes to 2nd Semester schedules before the Winter Recess will be done for no charge. After Winter Recess will be a \$10.00 fee.

CELL PHONES / HEADPHONES / GAMING DEVICES / UNAUTHORIZED ELECTRONIC DEVICES

To prevent interruption of valuable class time, student cell phones, or any electronic device may not be used in the classroom. They need to be turned off. If a teacher has to confiscate the phone, or any electronic device, it may be given to an administrator and a parent or guardian will be contacted. Consequences:

- 1st Offense: Teacher may return it at the end of the class period or send it to the office
- 2nd Offense: Phone or Device will be sent to the office for an administrator conference
- 3rd Offense: Phone or Device will be held until a Parent/ Guardian picks it up.
- 4th Offense: Student will be suspended

DRESS CODE

School dress standards should be followed whenever attending any school activity. Anything that is disruptive to the normal operation of school or school activity, or any dress or grooming that may be considered extreme is not permitted. These dress standards also apply at all school-sponsored activities. Students that repeatedly violate the dress code may be suspended. This policy will be enforced at all school dances whether on or off-campus. Students not in compliance will not be admitted to these events. These standards are;

1. Students must be fully clothed.
2. Students must wear shoes.
3. Clothing that exposes bare midriffs, buttocks, or undergarments are not allowed. Tank tops, spaghetti-strapped blouses and clothing that is low cut and overly revealing is not allowed. Pants, shorts and skirts must be worn at the waist. The length of a skirt, dress or shorts cannot be shorter than 8 inches above the knee. The student's entire torso must be covered at all times. The torso is defined as the trunk of the human body or the part that does not include the head, arms, or legs.
4. Clothing containing obscene or suggestive words or pictures, including references to sex, tobacco, drugs, or alcohol may not be worn at school.
5. Sagging or slovenly appearance of clothing is not allowed.
6. Students will be allowed to wear hats on campus provided they are not offensive nor do they advertise or promote an activity that is illegal. Teachers still maintain the right to have students remove their hats in their classroom. If a hat becomes a distraction due to its extreme size or design students may be asked to remove them
7. Clothing attachments which could be considered dangerous or could harm oneself or others will not be allowed.
8. Exaggerated cosmetics and body paint is prohibited.

9. Hair, including facial hair shall be kept neat and clean. Hair that is considered a distraction is prohibited.
10. Jewelry: Students may wear pierced earrings. However, any other type of body or facial piercings that are distracting or could cause injury are prohibited.
11. The administration reserves the right to send a student home to change, or to confiscate the item, if they deem that the student's attire is inappropriate or repeatedly non-compliant.
12. School officials may permit or require students to wear certain types of clothing for health or safety reasons, or, in connection with certain specialized school-sponsored activities.

SCHOOL DANCE POLICY

The following policies are designed to promote an environment in which all students and adults feel safe and comfortable. Enforcement of the dress and dance guideline is at the discretion of the Davis High School staff and administration. Students and/or their guests in violation of the Davis High School Dance Guidelines may be immediately removed from the dance, have their parents called, and will be prohibited from attending future dances!

General Guidelines

1. Students are not permitted to leave the dance and return. Doors may be opened under the supervision of a chaperone to promote air circulation.
2. Davis High School administration has the right to search any handbags, book bags, or large parcels. Students are encouraged NOT to bring these items to a dance.
3. NO outside containers, drinks, bottles, cans.
4. School rules apply at all dances. Student picture ID is required to be admitted to a dance.
5. School authorities maintain the right to prohibit music that is not consistent with the mission of the District.
6. Tickets will be sold in advance of the dance. Tickets will NOT be sold at the door.
7. Students must present their ticket to gain entrance into the dance.
8. Students will be sent home for inappropriate dancing or behavior.
9. The school is not responsible for articles lost or stolen at a dance.
10. Any student who engages in fighting, harassment, or other disruptive behavior shall be immediately dealt with accordingly by the administration on duty. Ticket price will NOT be refunded if a student is asked to leave the dance.
11. All students and guests must have valid picture ID to be admitted to the dance.
12. Students are admitted as couples, at least one of the students in the couple needs to be from Davis High School.
13. Students bringing a guest from another school must fill out a guest contract and return it to the administration no later than the Thursday before the dance. Davis HS administration will make final determination regarding guest attendance at any school dance.
14. If inappropriate dancing continues after one warning, the lights will be turned on and/or music changed as a collective warning for everyone.
15. Shoes must always be worn.

16. Dances are for Davis High School students enrolled in grades 10-12. 9th graders are not permitted to attend a dance. No one over the age of 19 will be permitted to attend a dance.

Student Responsibility:

All Dance participants are expected to follow the policy as described. Any that exhibit any of the following behaviors may be escorted out of the dance. Behaviors deemed inappropriate are but are not limited to;

- 1-Violation of school safety regulations regarding fighting or the use of any illegal substances,
- 2-Vulgar, seductive, or inappropriate movements; “freaking”, freak dancing, grinding, twerking, slamming (slamming is defined as students violently pushing or shoving others) crowd surfing, passing students overhead or through the crowd, moshing, dancing in a “mosh pit”, running through or around the dance area, etc.

Time of Dances:

Dances begin at 7:00 PM and end at 10:00 PM, (Occasionally a dance start time may change with prior administrative approval) Unless previous permission has been obtained from the administration, students will not be admitted after 9:00 PM.

Dance Dress Code for Students:

- Shirts are to remain on and buttoned
- No Clothing that is extreme or slovenly (oversized, baggy, or torn jeans), jerseys or shirts with obscene or vulgar messages.
- No strapless dresses or dresses that are backless will be allowed.
- A shrug, shawl or jacket may be worn to make the dress compliant; HOWEVER, they must be left on at all times- for pictures and in the dance.
- Skirt length may not be shorter than 6” above the middle of the knee cap.
- Slits in dresses must follow the same guidelines. The decision made by an administrator, resource officer, dance advisor, and/or adult chaperone must be adhered to or a student may be removed from the dance

Recommended attire for DHS Dances:

Formal Dances (Prom): Boy’s: Tuxedos, Full Suits and ties; Girl’s: Formal Prom or Ball Gowns

Semi-Formal Dances: Boy’s: Shirts with collars, slacks, sports jackets, ties; Girl’s: Dresses, not formal or ball gowns

Casual or Costume/Theme Dances: Attire is usually related with a theme or costume. If not, regular school dress is appropriate.

Student Eligibility Information

1. Students wishing to participate in extracurricular activities, sports, and extended travel activities must clear all of their U’s before participation. Advisors and Coaches will verify eligibility. Advisors of student body and class officers, cheerleaders and D’ettes will ensure that Davis High School constitutional requirements are met.
2. A student at Davis High School that wants to participate in all sports must have a minimum of a 2.0 GPA the preceding term, and cannot have more than one F the preceding term. A higher standard may be established by individual groups, please

check with your advisor or coach. For purpose of eligibility I's count as an F. An administrator may deem a student ineligible at any time for extreme behavior or attendance issues.

3. An eligibility list will be provided to advisors and coaches at the end of each term. It is the responsibility of the advisor or coach to verify eligibility status for each student.

4. Athletes that are competing under the umbrella of the Utah High School Activities Association are required to have a "Form A" physical examination before participating in any practice the first year at Davis High.

5. The established district participation fee must be paid before the first athletic event.

6. Students wanting to attend a field trip must have all U's made up and must be passing all current classes.

7. Students declared ineligible may appeal to the Davis High standards committee through their advisor or coach. This committee will consist of at least one administrator, one teacher, and the athletic director.

Student eligibility standards for all Davis High School extracurricular activities are subject to review by the administration and include compliance with all school rules. Attendance issues, smoking, drinking, drug use, poor behavior, insubordination or disrespect of coaches, advisors, teachers, and administrative personnel could result in suspension from extracurricular activities and may result in loss of eligibility.

FIGHTING

Students fighting or threatening to fight, on school grounds, traveling to and from school, or at any school sponsored activity may be suspended for two to ten school days. In order to be reinstated in school, a parent conference is required. Repeat offenders may be expelled or excluded from school.

LOCKER INFORMATION

The locker belongs to the school. It must be kept clean both inside and out. No obscene or offensive material is allowed. Illegal substances or dangerous articles are not allowed in lockers or at school. School Authorities have the right to search any locker at any time with or without the student present and with or without student permission. Parents may have access to lockers as well. Police dogs may be used to search for illegal substances at school. Students will be required to pay for any damage to their locker and may lose the right to use a school locker if any of the above rules are violated.

PARKING

Parking permits may be purchased by seniors and juniors only. All vehicles parked on school property must be registered with the school and **MUST ALWAYS DISPLAY** a current permit. Cost of the parking permit is \$5.00 each semester. Students will not be allowed to purchase a parking permit at the beginning of the school year or at the semester break if they have any outstanding U's, F's, fees, or fines. Students must not park in restricted areas (faculty, visitor, fire lane, handicap, etc.) all numbered stalls are reserved for faculty and staff. Student vehicles parked inappropriately are subject to either a \$15.00 parking fine, or \$25 fine for parking in handicap and/or fire lane. Student vehicles in violation of the parking policy, along with repeat offenders, may be towed at owner expense. Any student that has accumulated 4 parking tickets may have their parking privileges revoked. Kaysville City ordinance also allows the Kaysville City Police to patrol our lot and may issue city tickets for any cars parked illegally.

Student parking is on a first come first serve basis and the purchase of a parking permit does not guarantee a parking place each day. It is first come first serve.

Any student that duplicates a parking pass, steals a parking pass, or sells a parking pass to another student will lose the privilege of parking on campus, could be suspended from school, will be fined \$25 and receive an administrative U.

PUBLIC DISPLAYS OF AFFECTION

Displays of affection, other than handholding will not be allowed in any part of the building at any time. A warning will be given and/or parents will be contacted if the offense happens during the school day. Students will be asked to leave the building if it occurs outside the school day.

TECHNOLOGY (Computer Labs)

Lab hours: open at 7:30 a.m. daily; some labs will be open during lunch.

Student ID cards are required to use all computer labs and lab passes are required during class hours. Internet contracts must be signed, and Lab fees are required as a part of registration. Internet access will be granted for specific assignments only and proof/validation of contract is necessary.

VISITORS

All visitors must check in at the front office. Any unauthorized person on our campus during school hours, before or after school, and during lunch, is subject to criminal trespass by the Kaysville City Police Department. Parents/Visitors may not attend class with students without administrative approval.