

Centerville Junior High School  
HANDBOOK  
2023/2024



Centerville Junior High School

625 South Main Street

Centerville, UT 84014

[www.davis.k12.ut.us/406](http://www.davis.k12.ut.us/406)

Main Office (801) 402-6100

Counseling Center (801) 402-6125

## Administration

Aaron Hogge, Principal

Liz Cannon, Assistant Principal

John Downing, Assistant Principal

## Counseling

Irene Lysenko, Counselor (A-G)

Gordon Griffiths, Counselor (H-O)

David Plant, Counselor (P-Z)

### **Mission Statement**

In cooperation with families and community, it is the goal of Centerville Junior High School to equip students with the knowledge and skills to be PRODUCTIVE, ACCOUNTABLE, and RESPONSIBLE citizens in an ever-changing world.

"CJH is on P.A.R."

# CENTERVILLE JUNIOR HIGH SCHOOL 2023-2024

## ACADEMIC REQUIREMENT

To help each student be organized, we ask that they bring their school-issued device, pen or pencil, paper and a reading book to school each day. Every class is required to have a course disclosure that will provide important information regarding rules, grading practices, required materials, fees, etc. Disclosures are available on myDSD for review.

## ACCIDENTS/ILLNESSES

Accidents and illnesses are to be reported immediately to the office so that we can attend to the student and get the assistance necessary. Parents will be notified. All students are required to have current student information in Encore.

## ASSEMBLIES

Assemblies are planned for the educational value and entertainment of our students. Courteous and cooperative behavior is expected. If a student is asked to leave an assembly due to poor behavior, school consequences will be enforced. The student may potentially forfeit attendance at future assemblies as dictated by the school administration.

## ATHLETICS

Athletics are available to all students and require a **physical examination, insurance coverage and parent signature** before participation is permitted. Students must be registered through [Register My Athlete](#) in order to be eligible to participate in athletics in Davis School District. Eligibility requirements are covered under "Eligibility." Fees are assessed for each sport and must be paid in the first week of practice.

## ATTENDANCE

Attendance is a critical part of your student's education experience at CJH. Students are to be in attendance unless they are excused due to illness, injury or extenuating circumstances.

Check in: All students who enter the school after the tardy bell must check in on the I-Pad in the Main Office. Students will be required to know their student ID number when signing in.

### Check out:

1. Contact the main office, by pressing the call button in the front vestibule. You will be asked to show your ID and give the name of the student checking out.
2. A secretary will sign your student out after verifying that person requesting to check out student is either a parent or in your student's emergency contacts.
3. Student will be called out of class and will meet you in the vestibule. (Please allow 5-10 minutes)
4. For the safety of your student, we **do not** allow students to be checked out over the phone.

Clearing absences: You may use one of the following options to clear your student's absence:

1. Send an email to [cjhattendance@dsdmail.net](mailto:cjhattendance@dsdmail.net).
2. Access your student's myDSD account and update attendance within three days.

Absences must be cleared within five days of returning to school or a truancy citation may be issued.

Excessive absences in any one class may result in the student receiving a "U" in citizenship.

A student is considered absent if he/she misses more than 20 minutes of a class.

Extended absences: Students who will be missing three or more consecutive "in-person" days of school must fill out a "**Pre-approval for Extended Absences**" form before they leave. They are available on the CJH web site or in the Main Office. Students will have the teachers complete the form, then bring it to the office where a copy will be given to them.

Closed campus: Students are not allowed to leave the school grounds during the school day without clearance from the office and parental consent. Students are not to leave school for lunch unless they check-out from the front office by a parent/emergency contact and return to school without being tardy to class. Students may go home for lunch with written parental permission, which will be kept on file in the office. Students are not permitted to go to another student's home or to businesses in the community for lunch.

Tardies: Tardiness is disruptive to the orderly running of our school. Students who are excessively tardy may receive reduced citizenship grades and will be subject to school discipline. Students are not to be in the hall when the tardy bell rings.

Truancies: A truancy citation may be issued for the following reasons:

1. Any time a student is unaccounted for in class or in an unauthorized area of the school.
2. Being out of class without permission.
3. Being 10 minutes late to class without a valid reason.
4. Using a hall pass for more than 10 minutes.
5. Leaving campus without authorized permission.
6. A pattern of unexcused absences.

A truancy citation carries with it a fine from \$10 to \$25. Parents will be notified via phone call or e-mail. An administrative “U” may be issued for the first truancy and a “U” in each class affected by subsequent truancies.

### **BUSES**

According to Davis School District regulations, buses are for students who live **two or more miles from the school**. Bus eligibility – to find out if a student is eligible to ride the bus, please log onto the student’s myDSD account. Go to the “Report Tools” tab and select the “Transportation” tab.

**Riding a bus is a privilege.** The driver is in charge and must have full cooperation from all students. Disorderly behavior will result in withdrawal of bus privileges. Specific regulations are stated in the Transportation Safety Pamphlet. Repeated failure to observe rules will result in a referral to the administration and possible loss of bus use.

1. Students should stand away from the sidewalk edge as the bus approaches the school pick up point.
2. Students should enter the bus in an orderly manner and be seated. They cannot stand while the bus is in motion.
3. Students should not place objects or body parts out the windows of the bus and may not exit out the emergency door. Such action will result in automatic bus suspension.
4. No horseplay or harassment is allowed. Students shall be courteous to driver and fellow passengers.
5. Eating and drinking on the bus is not allowed.
6. Littering and vandalism is not allowed.
7. For everyone’s safety, no item shall be carried on the bus which could create a hazard to any passenger or driver.
8. Students who refuse to obey directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.

### **CAFETERIA**

All food, either purchased from the cafeteria, vending machines, the Charger Store, or brought from home, must be consumed in the cafeteria, or in the front of the school. All other areas, including “C” hall (in and out of the building) south of the blue carpet are off limits to food and drinks. **Use of the vending machines is at the student’s own risk and there will be no refunds.** The Main Office cannot make change for the vending machines. Dock areas are off limits due to safety concerns and deliveries.

Students are expected to do the following during lunches:

- Walk in the BLUE/commons cafeteria.
- Respect others by not “cutting in line”.
- Clean up after themselves.

Inappropriate behavior in the lunchroom, the Blue, or front of the school will not be tolerated, and violators will be referred to the office and may lose lunchtime privileges and/or help clean up.

Students may obtain a school lunch by depositing money in their My DSD lunch account. Money not used during the year will be carried over in the student’s account for the following year. Students paying with a check will take it directly to the lunchroom. Checks for lunches should be made out to Student Nutrition Services.

If a parent drops off lunch for their student, it will remain in the front office and the student will be notified and allowed to retrieve it. Items must be clearly marked with student name.

### **CITIZENSHIP**

In compliance with state law, students are to attend school unless there is a personal illness, family emergency or funeral. All other absences are unexcused. **Whenever absences exceed four days in a given term, citizenship, as well as academic credit, may be affected.** Failure to earn the required high school citizenship credit will result in withholding the graduation certificate until the citizenship credit has been made up. “H” (Honors), “G” (Good), “S” (Satisfactory), or “N” (Needs improvement) grades are used to earn citizenship credit. “U” (Unsatisfactory) grades will result in loss of citizenship or participation privileges.

**Unsatisfactory citizenship grade:** An unsatisfactory citizenship grade (“U”) may include, but is not limited to the following:

1. **Attendance:** A “U” citizenship grade may result from excessive unexcused absences per term. School excused absences for school-sponsored activities are not counted. A student is considered absent if he/she misses more than 20 minutes of a class. An administrative “U” may be given for the first truancy. On the second or succeeding trancies, teachers may give an additional “U”.
2. **Behavior:** Behavior in the classroom should be appropriate and consistent with each teacher’s expectations as listed in the class course disclosure statement. Centerville Junior High School adheres to the Safe School Policy of the Davis School District. An uncorrected series of negative behaviors or one serious incident of negative behavior may result in a “U”.
3. **Tardiness:** Excessive tardies per term per class may result in a “U” (See Attendance Policy)

A student who has lost citizenship credit and feels there are extenuating circumstances may request a hearing by the Local Case Management Team or LCMT, by submitting a request for a hearing in writing to the principal. **The request must be made within two weeks following the term in which the “U” was earned.** All efforts should be made prior to the end of the term to avoid the “U” and loss of citizenship credit.

**Citizenship Make-up credit to clear a “U”:** Citizenship make-up credit is available through pre-approved community service programs, or special alternative programs, i.e., completing a community service/work project. This must be pre-approved by the administration.

**Note: Although the “U” still remains on the student transcript, for each class/project completed, citizenship credit for one “U” will be restored. If a student is restoring a “U” for eligibility purposes, it must be completed within seven days of grades being posted at the end of a term.**

#### COMPUTER ACCEPTABLE USE POLICY

Students and parents must sign an “Acceptable Use Agreement” to have access to school-issued technology. The “Acceptable Use Agreement” form is available for review and acceptance through myDSD. Computers are available for student use in the Media Center, classrooms and the computer lab. Information that is saved on computers is protected by individual passwords. Violation of the computer “Acceptable Use Agreement” will be reviewed by administration and consequences imposed.

#### CREDIT RECOVERY

Credit recovery classes are offered for all core classes. Centerville Junior High School uses a “Competency Based Model” which allows students to recover multiple credits at their own pace and we are committed to multiple pathways to credit recovery. If your student is struggling to generate school credit toward graduation, please meet with a school counselor or administrator to consider options for credit recovery.

#### DANCES

School dances are provided to students for their entertainment and social development. Dances are held at designated times according to the school calendar and sponsored by our CJH Student Body Officers. Only students that currently attend CJH may participate in school dances. Students are expected to behave courteously and responsibly. No inappropriate behavior or anything that endangers the safety of others will be allowed. School dress code will be enforced.

**Note: Any ninth grader who exhibits extreme discipline infractions in the fourth term will forfeit 9<sup>th</sup> grade dance privileges and may lose citizenship credit.**

#### DISCIPLINE POLICY

The discipline policy is established to help all students achieve self-discipline. It is therefore expected that rules will be clear and the consequences immediate. An important part of the discipline process is the issuing of an apology for inappropriate behavior in a teacher’s classroom. Administrators will facilitate reconciliation between teacher and student in a timely fashion. Students will be dealt with on an individual basis and consequences will be based on the severity of the offense. Chronic offenders will be treated with more severity. In school management, the first line of discipline is the teacher. This systematic approach to less-than-crisis situations shall be documented as follows:

1. School rules and policies are reviewed with the students by the administration at the beginning of the school year, school policies are posted on the school website, and class rules are posted in the classroom.
2. A teacher/student conference is held.
3. Parent or guardian is contacted.
4. School counselor is involved. (Optional)
5. Student is referred to the Principal or Assistant Principal.

**Procedures for Students Who are Sent to the Office:**

1. Consequences are issued by administration.
2. Consequences may be intensified for behavior reported by a substitute.
3. Students who continue to be referred to the office may be prohibited from participating in school activities, including dances, athletics, etc.
4. Safe School violations will be dealt with according to district policy and practice.

In School Suspension (ISS) is a supervised program outside of the classroom to correct a student's misbehavior. All course work is provided in an "independent study" format so that students are still learning while missing class. Completion of ISS is determined by behavior, attitude, and completion of work. Work not completed or behavior not satisfactorily corrected may constitute another day in ISS. Continued inappropriate behavior/attitude may result in an additional out of school suspension for a predetermined amount of time.

**DRESS STANDARDS**

The school dress policy is designed to reinforce appropriate dress for the school day and to avoid distractions in the classroom. Centerville Junior High School's dress code is as follows:

**Jeans/Pants, Shorts, Skirts, Dresses**

1. Jeans/Pants, shorts, skirts, and dresses (this includes torn jeans and shorts) should not expose skin more than three inches above the kneecap.
2. Underclothing must be covered at all times.

**Shirts, Blouses**

1. Tank tops are not allowed.
2. Clothing that is low-cut or exposes the midriff is prohibited.
3. Sheer or lace tops must be worn with an opaque shirt underneath and undergarments must be covered.

**Shoes**

1. Foot apparel must be worn at all times.

**Accessories**

1. Body piercing, other than ears is prohibited.
2. Exaggerated cosmetics, body paint, face tattoos and body writing are unacceptable.

**School Appropriate Clothing**

1. Clothing that advertises a substance a student cannot legally possess or use, or which displays obscene or suggestive words or pictures is prohibited.
2. Apparel or paraphernalia that is recognized as gang related is unacceptable.

**If clarification of the dress policy is necessary, please contact an administrator.**

**Note: Dress code compliance will be overseen by administration. Student may be asked to put on a school-provided article of clothing if available or have appropriate clothing brought to the school by a guardian.**

**DROP OFF STATION**

Parents are welcome to drop off items for their student. The procedure for dropping off items will be as follows:

1. Parents will contact the main office, by pressing the call button in the front vestibule.
2. Please show ID and give name of the student.
3. You may leave the item in the front office, marked with the student's name.

**ELIGIBILITY**

District and school standards for student participation in the following extra-curricular activities are as follows:

**Student Government Eligibility:**

Any student seeking office must have maintained a minimum GPA of 3.0 in each of the three terms preceding elections. Candidates must not have received any F's or U's during the previous three terms. Appointed officers must meet the same requirements. An N citizenship grade may have an adverse effect on the applicant's score.

Determination of academic and citizenship eligibility shall be made no later than the seventh calendar day following the last day of the grading period. Grade changes after that time cannot restore lost eligibility.

**While in office:**

1. During their term of office, Officers will need to maintain the following: 3.0 GPA with no F's, no U's and/or no more than one (1) N on a term's grades or they will need to meet with the Standards Committee and may be dismissed from office.
2. An "F" or a GPA below a 3.0 in any term will immediately place the student on probation. If at the end of the next grading period (term) the grade does not improve the student will be removed from office.
3. Two probations, gross misconduct, disregard for school policies or an administrative "U" will result in immediate removal from office.
4. Mid-term progress reports DO NOT apply to eligibility but will assist in preventing any potential problems.

### **Cheerleading Eligibility:**

Any student who seeks to be a cheerleader must have maintained a minimum GPA of 3.0 with no F's and no U's in each of the three terms preceding elections or tryouts. An N citizenship grade may have an adverse effect on the applicant's score. Once selected, cheerleaders may not receive any F or U, and must maintain a GPA of 3.0 during each term of office.

Determination of academic and citizenship eligibility shall be made no later than the seventh calendar day following the last day of the grading period. Grade changes after that time cannot restore lost eligibility.

### **While participating as a cheerleader:**

1. Cheerleaders will need to maintain the following: 3.0 GPA with no F's, no U's and/or no more than one (1) N on a term's grades.
2. An F or a U on a term's final posting will immediately dismiss a student from cheerleading activities.
3. If GPA or citizenship requirements are not met, cheerleaders will meet with the LCMT and be placed on a term probation and may not participate or represent CJH at extracurricular activities as a cheerleader during that time. They, however, will continue to fully participate in all practices. One probationary period is allowed in each school year.
4. Once on probation, the cheerleader has one (1) term to meet the academic and/or citizenship requirements. If he/she fails to do so, he/she will be removed from the squad and will not be allowed to represent CJH as a cheerleader in any activities for the remainder of the school year.
5. Two probations, gross misconduct, an administrative U or any extreme violation of school rules or unacceptable conduct, on or off school property (as determined by the administration) will result in the cheerleader being put on probation or immediate removal from the squad, determined by the administration, coaches and/or LCMT.
6. Mid-term progress reports DO NOT apply to eligibility but will assist in preventing any potential problems.\

### **Athletics Eligibility:**

In the term preceding athletic participation, students must have obtained a minimum GPA of 2.0 and must not have received more than one F (Incompletes are considered F's until made up). All U's must be cleared prior to athletic participation. Determination of academic and citizenship eligibility shall be made no later than the seventh calendar day following the last day of the grading period. Grade changes after that time cannot restore lost eligibility.

The LCMT assists students interested in athletics that are ineligible because of citizenship issues. The LCMT will consist of an administrator, faculty representative, student, and a PTSA representative. An appeal concerning eligibility is to be presented in written form to an administrator stating reasons by both student and staff member involved. This appeal must be made within two weeks of grades being posted. District policy will be followed but may allow probationary students an opportunity for improvement. The committee will base their decisions in compliance with policy and the best interests of the student.

### **ELECTRONIC DEVICE POLICY**

"Electronic device" means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including: (1) a smart phone; (2) a smart or electronic watch; (3) a tablet; or (4) a virtual reality device. This policy pertains to both "district-owned electronic devices" that are owned, provided, issued or lent by the District to a student or employee and to "privately-owned electronic devices" that are not owned or issued by the District to a student or employee. Electronic devices have become an integral part of our everyday lives. While electronics have value in the educational environment, they can be distracting and used for violation of Safe School Policies.

These devices are authorized for use under the following circumstances:



- **Educational Purposes-** Teachers retain the right to dictate how and to what degree electronics are utilized in their respective classrooms. Students are expected to know, understand and follow each teacher’s expectations regarding electronic use.
- **Personal Use-**before or after school, during passing periods and at lunch. Students are expected to know, understand and follow school-wide policies regarding the appropriate use of electronic devices.
- **Other Exceptions-**As defined in 504, IEP, or Healthcare Plans.

The following school-wide policies regarding electronic devices will be enforced:

- Electronic devices are prohibited during standardized assessments unless specifically allowed by statute, regulations, student IEP, or assessment directions.
- Electronic devices are not to be used in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and guests; or violates local, state, or federal laws.
- Electronic devices will not be used in any manner that would cause invasions of reasonable expectations of student and employee privacy.
- Cell phone use is not allowed in the restrooms or in the locker rooms.

Inappropriate use of electronic devices will result in the following consequences and may include additional consequences of ISS detention, suspension, and/or referral to District Case Management:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> offense | Staff member will secure the device in the office. Student will be given a warning and will be allowed to pick up the device after school.  |
| 2 <sup>nd</sup> offense | Staff member will secure the device in the office. Parent will be notified, and student will be allowed to pick up the device in the office after school.   |
| 3 <sup>rd</sup> offense | Staff member will secure the device in the office. A parent may meet with an administrator to pick up the device.   |
| 4 <sup>th</sup> offense | Staff member will secure the device in the office. A parent may meet with an administrator to pick up the device and discuss a possible predetermined amount of time for the device to be left at home. |

Students and employees are expected to comply with all provisions of the *Electronic Device Policy* in conjunction with the provisions of the *DSD Technology Resources Acceptable Use Agreement*.

### **EMERGENCY DRILLS/EVACUATION PLAN**

Emergency drills are conducted periodically to practice safe and efficient responses to multiple situations. Students should take each drill seriously and follow the instructions, guidelines, exit routes, etc. posted in classrooms or given by school administration and/or law enforcement. For fire drills, once the drill is completed, school administration and/or law enforcement will give permission for students to re-enter the building and/or resume regular activities.

All individuals in the school building are expected to immediately evacuate the building whenever the alarm goes off. Each classroom is to post an evacuation map near the doorway and students will be assisted by teachers to know the exit route from the classroom. Students and teachers will return to the building only when directed by an administrator blowing a whistle.

Every public school is required to annually update and publish an Emergency Evacuation Plan to address potentially dangerous situations. Emergency booklets and first aid backpacks are in each classroom as well as a posted plan of evacuation. Drills will be conducted according to district guidelines and in accordance with State Law.

### **FACULTY RESTROOMS/WORKROOMS**

Faculty restrooms and workrooms are off limits to students. Only those accompanied by a teacher may be in the faculty work room, however, students are NOT allowed to use any equipment in the work rooms.

### **FEES**

Fees are assigned by the Davis School District Board of Education. Students and parents are responsible to pay all applicable school fees and fines. Fees are assessed three times during the school year:

1. District fees (August)
2. First semester class fees (September)
3. Second semester class fees (January)

<b>REQUIRED FEES:</b>					
Instructional Material	\$31.00	Learning Mgmt. System	\$4.50	Activity Fee	\$9.00
Computer Equipment	\$15.00	Class Fees (vary)	\$10-\$20		

<b>OPTIONAL FEES:</b>					
Yearbook	\$24.00	Intramurals	\$3.00	Class Change Fee	\$10.00
Yearbook (after Nov. 1 <sup>st</sup> )	\$29.00	Instrument Rental	\$95.00		

<b>ATHLETIC FEES:</b>					
Volleyball (girls)	\$70.00	Basketball (girls and boys)	\$70.00	Transportation Fee (Per activity season)	\$10.00
Track (girls and boys)	\$50.00	Wrestling (boys)	\$70.00		

Additional fees are located on the following link:

[https://resources.finalsite.net/images/v1595447172/davisk12utus/njk9hwbvvmzk8ovtkmfx/FeeSchedule\\_JrHi.pdf](https://resources.finalsite.net/images/v1595447172/davisk12utus/njk9hwbvvmzk8ovtkmfx/FeeSchedule_JrHi.pdf)

### FEE WAIVERS

If you are receiving AFDC or SSI payments, or if the student was placed in your home by the government as a foster child, the school must waive the fees (meaning that you will not be required to pay the fees).

**FEE WAIVER** – If you are experiencing a financial emergency caused by job loss, major illness, or other substantial loss of income, you may also be eligible for a waiver even though your student does not qualify for free lunch. The Free and Reduced Lunch Waiver Program and the School Fee Waiver Program are two separate and distinct programs. You may apply for school fee waivers by submitting the Standard Fee Waiver Application to the school office.

**FREE AND REDUCED LUNCH** - School meal applications for the Free and Reduced Lunch Program are only available on-line. Sign into your myDSD guardian account, click on “tools” and then apply for lunch assistance. You will be notified via e-mail when your application has been processed.

### FUNDRAISING

At the request of our school community, CJH does not allow solicitation for external fundraising. Individual department, teacher or student government fundraising is acceptable. All questions regarding fundraising need to be directed to the school administration.

### GRADING

Grades indicate a student's academic progress for a specified period and should be treated with great importance. Term grades, once finalized, are placed on the permanent record of each student. Midterm notices are simply a progress report. Whenever questions arise about grades, students and parents are encouraged to contact the individual teacher. Teachers are strongly encouraged to make every effort to contact parents when concerns with a student's academic and/or citizenship grade occur. If a teacher anticipates giving a student an “F” term grade or a “U citizenship grade, parent notification is required (midterm progress reports count as notification). Parents are also encouraged to make every effort to monitor their student's education. Eligibility for extra-curricular activities is a student/parent responsibility. Whenever students are considering extra-curricular activities, it is advisable that parents become closely involved with their student's grades. Students have full responsibility for their behavior and academic progress. Make-up of an “F” or “U” is the responsibility of the student.

Cheating, or the appearance of cheating, will not be tolerated. Cheating may include, but is not limited to, using someone else's work as your own, incorrect scoring of papers, sharing completed schoolwork with another student, using electronic devices to obtain answers to a test and using books/notes on a test when not directed by the teacher. The consequences for cheating are left in the hands of the individual teachers but may include severe academic and citizenship penalties such as a zero on the assignment or test and a “U” in citizenship. Teachers may specify other forms of cheating and resulting consequences in their individual disclosures.

### HALL PASS

Hall pass buckets are only to be used by one student at a time for emergencies at the teacher’s discretion. Students are expected to use the hall pass in an efficient manner returning to class within 5 minutes. Students may receive school discipline for loitering in the halls, not returning to class within the 5-minute time frame or distracting other classes while in the hall. Hall pass privileges will be taken away if violations occur.

### HARASSMENT

Verbal or physical harassment of any kind is not permitted at CJH. Students and staff are expected to treat everyone in our school with dignity and respect. Students who believe they are the victim of bullying should report their concerns to a school administrator. School administrators will investigate harassment claims in accordance with school and district policy to ensure the harassment stops immediately.

### HOME HOSPITAL

If a student is going to be homebound or hospitalized for more than ten consecutive school days, the parents should contact the school to apply for Home/Hospital services. A physician’s signature is required for the school to authorize Home/Hospital services.

### HOMEWORK REQUESTS

Homework requests will be facilitated after a student has missed three (3) consecutive days of school. Parents may pick up homework in the office.

### HONOR ROLLS

**Honor rolls** are computed on a quarterly basis to identify those students who have met the following criteria:

<b>High Honor Roll</b>	<b>3.75 GPA or above</b>
<b>Honor Roll</b>	<b>3.45 to 3.74 GPA</b>
<b>Citizenship</b>	<b>“H” in 6 of 7 classes for 7<sup>th</sup> &amp; 8<sup>th</sup> grades</b>
<b>Citizenship</b>	<b>“H” in 5 of 7 classes for 9<sup>th</sup> grade</b>

Student lists will be posted at the school following each term and will also be posted on the CJH website.

### HONOR/AP CLASSES

CJH offers Honors and AP classes to highly motivated students. Parents and students are encouraged to give serious thought before enrolling your student in honors classes. Class size is determined by the number of students requesting honors classes in the spring of the preceding year. **Parents and students are cautioned that enrollment in honors classes is a full semester commitment.** Enrollment changes either in or out of honors classes during the semester will only take place with the approval of an administrator.

### INTERNET GRADE CHECK (MY DSD)

Student grades, attendance, lunch account balances, bussing information, and more can be accessed on the myDSD link at [www.davis.k12.ut.us](http://www.davis.k12.ut.us).

### LATE START/NO SCHOOL

If conditions are hazardous or for any other emergency identified by the Superintendent, a “Late Opening” or “No School” announcement will be made through local media outlets. Parents will also be able to determine whether schools are closed by calling 801-402-5500, as well as by visiting the district webpage at [www.davis.k12.ut.us](http://www.davis.k12.ut.us). If it is necessary to start school late, the predetermined starting time for “Late Start” will be 10:15 a.m.

### LOCKERS

Locker use is completely optional for student use. Most students do not use a locker, however, if a student would like to use a locker for the school year they may request on in the front office. *Students who use a locker may not share their locker with any other student unless assigned by administration.* All students will be held responsible for any unnecessary damage, vandalism, writing on the lockers, etc. Be sure to keep the outside and inside clean and free from tape or glue. Locker checks may take place at any time. Students have no right or expectation of privacy in the locker as the locker is the property of Centerville Junior High School. Students who allow others to use their locker or move to another locker may lose their locker use privilege.

PE Lockers will be assigned, and students must bring their own padlock to secure their belongings during gym.

### LOST AND FOUND

Lost and found items are to be turned into the office. Items will be stored in a file drawer where students can check for their lost items. Items will be cleaned out on a regular basis. Unclaimed items will be given to a charitable organization. Wherever possible, we encourage students to label their personal items.

### **MAKE-UP WORK**

**It is the responsibility of the student to check with the teacher concerning work missed when absent.** Teachers are expected to allow a reasonable amount of time for students to accomplish assigned tasks that occurred during the student's absence. In cases of a predetermined absence, students are expected to complete assigned tasks for full credit the day they return to school. All students should have access to course curriculum and assignments through Canvas and will be expected to check there regularly for any make-up work while absent. Students should check with each teacher for work before a school sponsored activity or utilize Extended Opportunity to meet their needs.

### **MEDIA CENTER (LIBRARY)**

The Media Center will be open for student use 20 minutes before and after school, as well as during school hours. Students may go to the Media Center during their lunch **to study**. Most books can be checked out for a month and will become the responsibility of the student for all damages and losses. **Activity cards are required to check out books.**

### **MEDICATION**

A student who needs medication during the school day can bring the dose needed and take it at school. Parents who desire the school to dispense doctor prescribed medicine to their students should contact the office. Students who need assistance in administering their medication will need to complete a Health Care Plan through the District School Nurse. Please contact the Main Office and talk to a school secretary for more details.

### **NATIONAL JUNIOR HONOR SOCIETY**

NJHS is an organization that encourages scholarship, citizenship, character, leadership and service. Throughout the year, members participate in a variety of service-oriented activities. Any full-time student may qualify if he/she meets the following requirements:

1. Must be an 8<sup>th</sup> or 9<sup>th</sup> grader.
2. Must have a cumulative and current GPA of 3.85 or better.
3. Must not have any "N" or "U" citizenship grades for the past three terms.

### **OFFICE / PHONES**

**Cashier window:** Open at 7:45 AM, during lunch and after school until 3:05 PM

**Front office:** Student check in/out via the iPad inside the main office door  
student/parent concerns via phone calls or intercom via the front vestibule

**Front Vestibule:** Drop off items for student pickup – notify the office using the intercom system

**Office phone:** Phone of the South wall in the main office will be for student use

**Office hours:** M, T, TH, F - 7:45 AM to 3:15 PM  
& W- 9:45 AM to 3:15 PM

### **PERSONAL BELONGINGS**

Please do not bring articles to school that will not be used for educational purposes. Toys, hats, laser pointers, LED key chains, etc. will be taken and kept in the office. Retrieval will be determined by the administration.

### **SCHOOL HOURS**

School hours are as follows:

M, T, Th, F: 8:15 AM - 3:00 PM

W: 10:15 AM – 3:00 PM

Students should not be in the building prior to 7:15 AM on Mon, Tues, Thurs, and Fri and prior to 9:15 AM on Wed. All students should be out of the building by 3:15 PM daily unless under the direct supervision of a teacher. Students are expected to be off school grounds by 3:30 PM. Students who do not clear the building by 3:15 PM or remain on school property past 3:30 PM may receive consequences. Hallways (A, B, and D halls) north of the double doors are off limits during extra-curricular activities held after school hours.

### **SNOW**

For safety reasons, we follow a simple rule in the winter months regarding snow. Please "leave it on the ground." Students who choose to throw snowballs can cause injury or damage to school/personal property and as such, may be disciplined by administration.

## STUDENT RECORDS

Student records may be examined by those authorized in keeping with the guidelines set forth by the Utah State Board of Education. It is the responsibility of parents to provide the school with the information necessary to have records forwarded to any new location. A student's birth certificate, current immunization record and proof of residency are necessary to register a student. Any disabilities or conditions, etc., need to be disclosed to an administrator.

## TRANSPORTATION

Students riding on buses must be on the bus within seven minutes of the dismissal bell. Riding the bus is a privilege and failure to do so may result in your student losing bus privileges.

Parents who pick up their students must enter the parking lot at the south **end** of the school and **pick up students at the southeast part of the parking lot until all buses have left.** Please be considerate of our neighbors, their yards, and driveways. Centerville Junior High has one crossing guard at the south crosswalk, but no crossing guard at the north crosswalk. **Do not jay walk or cross between traffic. The drive-through zone in front of the building is off limits to private vehicles from 2:50 - 3:10. The speed limit in the south parking lot is 10 m.p.h.**

## VISITORS

All visitors must check into the Main Office for a visitor's pass. **No school-aged visitors are allowed.**

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## NOTICE OF NON-DISCRIMINATION

Davis School District and [name of your 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.

Darrin Nash,  
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  
[dnash@dsdmail.net](mailto:dnash@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](mailto: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 Freeport Center West Building F3  
Clearfield, UT 84015  
tel: (801) 402-5180 [mclough@dsdmail.net](mailto: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](mailto:tbest@dsdmail.net)

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

Rich Swanson,  
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  
[rswanon@dsdmail.net](mailto:rswanon@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 [name of your school] will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator [name and school phone number], 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 [name of your school] to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, or District disciplinary action as determined by the District Case Management Team. Criminal acts that are a class B misdemeanor or above (including but not limited to drug possession or physical assault) may also be referred to law enforcement. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary records.

#### **WEAPONS AND EXPLOSIVES – UP TO ONE YEAR EXPULSION (Utah Code 53G-8-205)**

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

### **DRUGS/CONTROLLED SUBSTANCES**

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

### **SAFE SCHOOL VIOLATIONS**

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

### **DISRUPTION OF SCHOOL OPERATIONS**

Any student may be suspended, transferred to an alternative placement, or expelled for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language. Conduct that is a class B misdemeanor may also be referred to law enforcement. Conduct which is a class C misdemeanor, an infraction, a status offense on school property, or an offense that is truancy may not be referred to law enforcement or a prosecuting attorney unless a student refuses to participate in alternative restorative interventions offered at the time of the infraction, or the student has committed the same offense on two prior occasions and has been referred to alternative restorative interventions in each prior case.

### **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 [name of your 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. School administration should also seek advice from the District's Case Management Team when suspension mandate completion delays the typical process of returning a student to the school environment in a timely manner.

### **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. Centerville Junior High School adheres to District policy 5S-100 which may be found at this [LINK](#) 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 [name of your 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 to 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 Centerville Junior 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. [name of your 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 Centerville Junior 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 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 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.