

Kaysville Junior High School

100 East 350 South
Kaysville, Utah 84037
<http://kjh.davis.k12.ut.us>
Main Office - (801) 402-7200
Counseling Office - (801) 402-7207
Attendance Office - (801) 402-7206

Kenneth J. Hadlock, Ed.D. - Principal
Richard P. Miller, M.S. Psych. - Assistant Principal
Edward E. Campbell, M.Ed. - Assistant Principal

Karl Hall - Counselor (Students A-F)
Pam Stephens - Counselor (Students G-N)
Kent Brown - Counselor (Students O-Z)

Office Staff

Becky Larsen - Head Secretary
Karen Ball - Secretary
Sue Birrell - Counseling
Lynette Gines - Counseling
Bev McCormick - Attendance/Citizenship

Mission Statement

The mission of Kaysville Junior High School is to develop responsible, productive, well-rounded citizens by providing a balanced curriculum which promotes self-esteem and creative, independent problem-solving skills in a safe atmosphere of trust, respect, and cooperation.

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ACCIDENTS/ILLNESS

Accidents and illnesses are to be reported to the office where immediate care can be arranged. Parents will be contacted before students will be allowed to check out of school with an injury.

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 Kaysville Junior High School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator Ed Campbell, their principal or supervisor. Or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or Lorie Coates (402-5143) for student accommodations. (TDD hearing impaired 402-5358)

ATTENDANCE PROCEDURES

Absence - If a student is going to be absent for any reason, a parent should let the office know the reason. The parent must make a personal contact with the school before a student will be excused during school hours. The school cannot release a student from school to anyone but the legal guardian or adult designated by the guardian. All activities during the school day are mandatory. Activities are planned for students' educational value. All assemblies, dances, testing, seminars, etc., are considered to be an important part of the junior high school experience. The school will not support any unsupervised release of students during these events or at any other time. In the event of an absence, all make-up work is the student's responsibility.

Prearranged Absence - Students who must miss school for hospitalization, family trips, etc., should pick up a Prearranged Absence Form in the office. When students arrange unavoidable absences in advance, they stand a better chance of maintaining academic and citizenship standing. The form allows teachers and administrators to know that the student will be absent and details responsibilities the student should have ready upon return.

Admit to Class - Admits will only be written for students who check in to school or have been detained in the office. Admits do not excuse a student's tardy unless so specified. Classroom teachers will determine the expectations for attendance in their individual classes.

Check-in/Check-out Policy - A student must check in through the office before going to class if he or she has arrived to school late. A student must check out through the office if he or she is going to leave school before the end of the school day. A student who checks in or out is required to have a parent contact the school at the time of check in or out. Absences must be cleared within 3 days after returning to school from an absence. Five (5) uncleared absences will result in a citizenship U. To clear an absence from home, a parent can simply call the attendance number at 402-7206 and leave a message.

Closed Campus Policy - Kaysville Junior High School is a closed campus. Students are to remain on campus during school hours, including lunch time. Students who choose to leave campus without checking out will be marked truant.

Tardiness (Unexcused) - Tardiness is disruptive to the orderly running of a school. Students who are excessively tardy will receive reduced citizenship grades and will be subject to school discipline. Four (4) tardies are considered to be excessive in one term in any given class.

Truant (Unexcused Absence) - Students are truant if they are not where they are supposed to be during school hours. Citations, unsatisfactory citizenship grades, school suspensions and alternate school placements are all possible consequences of truancy. According to District Policy the following citations and fines will be issued as follows:

Truancy Citation Schedule

First	Warning
Second	\$10
Third	\$15
Fourth	\$20
Five or more	\$25

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Other Consequences of Truancy

1. A U citizenship grade may be given in classes missed during truancy
2. An administrative U may be given each term for truancy.
3. Teachers are not obligated to allow students to make up assignments or tests missed.
4. On-campus detention after school.
5. Parent conference may be required for students to return to school.

Students who exhibit a pattern of excessive truancy will be referred to District Student Services and may lose the right to attend Kaysville Junior High School.

BACKPACKS AND BOOK BAGS

The on campus use of backpacks or other large bags to carry books and school materials at school will be limited to carrying such bags to and from school. Once at school, all such bags shall be kept in student lockers. In classrooms, in the cafeteria, in the Gym during class and assemblies, in the Gym locker rooms, etc., backpacks and large book bags will be prohibited. This policy includes, but is not limited to, backpacks, large duffel bags, brief cases, and large purses. Small purses, smaller than a notebook, will be allowed.

BELL SCHEDULE

Following is the regular bell schedule. Throughout the year, activities such as assemblies may affect the bell schedule. In such an event, teachers will be given the schedule in advance and teachers will notify students of changes.

Regular Schedule: Monday - Thursday

Warning Bell	8:05
1st Period	8:10 - 9:00
2nd Period	9:05 - 9:54
3rd Period	9:59 - 10:48
4th Period	10:53 - 11:42
5th Period	11:47 - 1:07
1st Lunch	11:42 - 12:12
2nd Lunch	12:07 - 12:37
3rd Lunch	12:37 - 1:07
6th Period	1:12 - 2:01
7th Period	2:06 - 2:55

Early Out Schedule: Friday

Warning Bell	8:05
1st Period	8:10 - 8:50
2nd Period	8:55 - 9:35
3rd Period	9:40 - 10:20
4th Period	10:25 - 11:05
5th Period	11:10 - 12:30
1st Lunch	11:05 - 11:35
2nd Lunch	11:30 - 12:00
3rd Lunch	12:00 - 12:30
6th Period	12:35 - 1:15
7th Period	1:20 - 2:00

BUS CONDUCT

To insure safety, students must demonstrate responsible behavior while riding the school bus. All students being transported are under the authority of the bus driver and must obey driver requests. Students should follow these rules:

- Stay off the pavement as the bus approaches;
- Enter the bus in an orderly man
- Be seated and remain seated while the bus is in motion;
- Obey bus driver's directions immediately;
- Do not place objects or body parts out the windows of the bus;
- Do not eat or drink on the bus;
- Do not litter or vandalize;
- Do not open the emergency door or window except in case of emergency;
- Do not carry any item which could cause a hazard to passengers.

A school administrator will contact parents and/or the police in cases where students have engaged in disorderly conduct or behaviors that endanger passengers.

To find out if a student is eligible for bussing, please do the following: Log on to the student DSD account at

<http://webservices.davis.k12.ut.us/SecureSIS/>. Go to the "Report Tools" tab. Select the "Transportation Information" tab. Students without Internet access can ask a secretary for a print-out of the same information.

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CAFETERIA - COMMONS - HALLS

Cafeteria - All food purchased in the cafeteria must be consumed in the cafeteria. The following behaviors are strictly prohibited in the cafeteria:

- Running to get in line;
- “Cutting in” or saving a place for others in line;
- Throwing anything;
- Leaving trash, trays, or food on the tables;
- Taking food out of the cafeteria area.

Lunch Accounts - Students may obtain a school lunch by bringing money daily or by depositing money in their lunch account in advance. Money not used during the year will be carried over in the student’s account for the following year. Checks for lunches should be made out to Davis County School Foods.

Commons - Vending machines are provided in the commons area for the convenience of students and staff before and after school and during lunch time. The machines will be turned off during class time and 1/2 hour after school ends. The school will not refund money lost in the vending machines. Students should be sure to place wrappers and containers in trash cans in order to ensure a clean school environment.

Halls - Students are not allowed to consume food or drinks outside the cafeteria/commons areas.

CHANGE OF ADDRESS

Parents and students should notify the office when their address or phone number changes or when there is a change in the legal guardian. Such notification allows the office to be able to contact parents and send information to the accurate address.

CITIZENSHIP POLICY

The Davis County School District has instituted a citizenship policy that affects high school gradua-

tion. Ninth grade students who receive citizenship Us must make them up prior to high school graduation. Citizenship grades will be determined each term by the teacher. The school administration can also issue a citizenship U for negative or inappropriate behavior. An unsatisfactory citizenship grade can result from serious negative behavior. Serious negative behavior may also result in appropriate administrative action including suspensions and/or referral to Student Services for further action. Serious negative behavior might include, but is not limited to, documented conduct such as:

1. Five (5) or more uncleared absences in a term;
2. Four (4) or more tardies in a term;
3. Obvious disrespect for school authority;
4. Obvious disrespect for school staff;
5. Use of vulgarity or profanity;
6. Public displays of affection, i.e. holding hands, hugging, kissing, etc.;
7. Direct and willful disobedience of school rules and policies;
8. Possession/use of real/imitation controlled substance/drug paraphernalia/alcohol/tobacco or under the influence of a controlled substance/alcohol;
9. Cheating - Cheating will not be tolerated! Cheating includes using someone else’s work as your own;
10. Fighting;
11. Theft of private or public property;
12. Property destruction;
13. Trespassing;
14. Excessive absence or tardies;
15. Truancy;
16. Disruption of learning activities;
17. Vandalism of private or public property;
18. Harassment;
19. Extortion;
20. Possession of weapon(s);
21. Hazing.

In addition to receiving a citizenship U, many of the behaviors described above are considered Safe Schools violations (see the Safe and Orderly Schools section of this handbook).

In order to clear a U, a student must complete a

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school approved project and pay a citizenship fee. When the citizenship credit is satisfactorily made up, the administration will restore the lost credit. Students interested in appealing a U, must contact the Citizenship secretary prior to mid-term of the following term.

CIVIL RIGHTS COMPLAINT PROCEDURE

Complaints of discrimination should be filed with the individual's principal or supervisor and/or with the District Compliance Officer according to the provisions of the Davis School District Civil Rights Grievance Procedure, copies of which are available at each school. If the complaint is against the principal or supervisor, the complaint may be filed directly with the District Compliance Officer. The individuals who have been designated to monitor and coordinate the District's compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at the following address and telephone numbers:

Steven Baker
ADA (Employment Issues) Coordinator
Davis School District
45 East State Street
P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-5315

Lowell Oswald
ADA (Student Issues) /504 Coordinator
Davis School District
45 East State Street
P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-5158

Jackie Thompson
Title IX Compliance Coordinator
Civil Rights/Sexual Harassment
Davis School District
45 East State Street
P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-5319

Steve Lindsay
Title IX Compliance Coordinator
Gender Based Discrimination in Athletic Programming

Davis School District
45 East State Street
P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-5113

TDD (hearing impaired): (801) 402-5358

Discrimination complaints should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

CLASS CHANGE POLICY

Class changes for both semesters are allowed prior to the beginning of the school year. Only class changes to the second semester schedule will be allowed during the first semester. By school policy no class changes will be allowed during a semester already in session. Any exception to this policy will be rare and require certain conditions, i.e. physical impairment or injury that prohibits or limits participation in a given subject area, improper level placement in subject areas, or professional or medical recommendations that require class changes. Each time a request is submitted for class schedule changes there will be a \$10.00 charge.

CLEARING THE BUILDING

Students are required to leave campus at the end of the day no later than 3:15 p.m. (2:30 p.m. on Fridays) unless under the supervision of a teacher or parent. Students should plan for rides to pick them up from school immediately following the bell to end 7th period.

CLOSED HALLS

All classroom halls are closed during lunch. These halls include all of the upstairs halls and the tree east downstairs halls. Students should be in the cafeteria, the commons area, or outside during lunch.

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COMPULSORY EDUCATION

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

COMPUTER ACCEPTABLE USE POLICY

Computers used by students are for instructional purposes. Prior to computer use, students and parents will sign an Acceptable Use Policy, which addresses issues related to the use of the Internet. Student misuse of school computers will result in school discipline and a loss of computer privileges.

DETENTION

The Detention program is designed to provide a place where students in violation of school policies may study. Students can be assigned to Detention by the Administration. Detention needs to be completed within three days or students will be assessed an additional day. If Detention is not completed, students will be suspended, requiring a parent conference. Parents will be notified by an administrator.

DRESS AND GROOMING

The dress code for students is as follows:

1. All students shall maintain themselves in a clean, well-washed, modest manner.
2. Students shall be fully clothed and wear shoes at all times.
3. Shirts shall cover the student's entire upper torso. All shirts, tops and dresses are required to have sleeves. Bare midriffs and sheer fabrics are not allowed. Low neck lines, more than the width of the student's hand below the collar bone, will not be allowed.
4. Length of skirts, dresses and shorts must be within three inches of the top of the knee.
5. Ragged, unhemmed pants and shorts, or ragged clothing of any type will not be permitted.

6. No obscene or suggestive words or pictures shall be worn on clothing. Pictures and symbols of gang affiliation, drugs, alcohol or tobacco products are not allowed as part of student attire.
7. Visible body piercing will not be permitted. While pierced earrings will be allowed, excessive size or number of earrings will not be permitted.
8. Students will not be allowed to wear hats in the building.
9. Low-riding or sagging pants that hang below the waist line are prohibited.
10. Accessories, such as chains, which pose a threat to others or which become a nuisance to the school environment are not allowed.
11. Any attire; unnatural hair color, or style; or makeup which can be considered as odd or extreme and which brings undue attention to the student, disrupting the school environment, is not permissible.

ELIGIBILITY

Students desiring to participate in extracurricular activities must maintain the following standards:

Student Government/Cheerleading Eligibility -

Any student who seeks to run for student government or cheerleading must have maintained a minimum GPA of 3.0 in each of the three terms preceding elections or tryouts. Additionally, students must not have received more than one F or more than one U total during the three terms preceding elections or tryouts. If a U citizenship grade was received during the three terms prior to elections or tryouts, that U must be cleared before the due date of petitions for office (student government) or the first day of tryouts (cheerleaders). Furthermore, overall citizenship grades may be factored in to the score sheets of appointed officer and cheerleader applicants. Negative citizenship grades such as an N could have an adverse effect on the applicant's score. Once selected, officers and cheerleaders may not receive any Fs or Us during their terms of office and must maintain a GPA of 3.0 during each term of office.

Athletic and Other Extracurricular Activity Eligibility -

In the term preceding athletic partici-

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pation, students must have obtained a minimum GPA of 2.0 and must not have received more than one F or more than one U. If a U was received in the preceding term, that U must be cleared prior to athletic participation.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

It is the policy of the Davis School District and Kaysville Junior High School to provide equal educational and employment opportunity for all individuals. Therefore, the District and Kaysville Junior High School prohibit all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. This policy extends to all aspects of the district's and Kaysville Junior High School's educational program, as well as to the use of all district facilities, and participation in all District-sponsored activities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1) Parents have the right to inspect and review all of their student's education records maintained by the school within 45 days of a request for access.

2) Parents have the right to request that a school correct 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) Generally, the school must have written permission from the parent before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to some parties. Such ex-

ceptions include, but are not limited to: school officials with legitimate educational interests; other schools that have requested the records and in which the student seeks or intends to enroll; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; juvenile justice system; etc.

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 has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
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

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.

FEES AND FINES

Students and parents are responsible to pay all applicable school fees and fines. Persons interested in applying for a Fee Waiver should contact the principal.

Students who owe fines or fees at the end of the school year will not receive their yearbook until arrangements have been made with the administration to clear their fines. Arrangements may be made prior to yearbook day.

FIRE DRILLS

Emergency evacuation drills are conducted periodically for the purpose of practicing safe and efficient exit of the building. Students should take each drill seriously and follow the exit routes posted in classrooms. Once outside, students should stay at least 100 feet from the building and close to their teachers. Once the drill is completed, teachers will lead students back into the building. Under no circumstance should students reenter the building on their own following an alarm.

ELEVATOR USE

Students who have a need to use the elevator should contact the office to check out a key and to be trained on its proper use. A \$10 fine will be applied for keys not returned to the office.

HALL PASSES

Students must have a hall pass in order to be in the hall during class time. Each faculty member will have a hall pass. This pass will be given to any student leaving class and returning the same period. A hall pass can only be used by one student at a time. Class time is valuable and use of the hall pass will be limited to those situations where it is absolutely necessary. Reasons for using a hall pass include the following:

1. Student needing to go to his/her locker;
2. Student needing to use the restroom;
3. Student needing to run an errand for a teacher;
4. Other vital teacher/student needs.

When a student needs to check out of school for various reasons (doctor, dentist, court, etc.), he/she should present a note to his/her teacher. This note becomes a hall pass. If the student does not have a note from home, the teacher can allow the student to leave, but must write a note that will act as a hall pass. The student will then be required to call home from the attendance office in order to verify the need to check out.

A library pass/note will be required when using the Media Center during lunch or class time. The library pass will act as a hall pass.

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 in order for the school to authorize Home/Hospital services.

HOMEWORK REQUEST SHEETS

Homework assignments can be obtained for students who have been absent from school due to illness or injury two (2) or more days in a row. The following procedure will be used to obtain a student's missed work assignments:

1. Homework may be requested on or after the second day of illness.
2. A parent or the ill student should phone the school secretary at 402-7200 in the morn-

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ing before 9:00 a.m. and request assignments for the previous two days of school and for the current day. Homework will be collected during the school day from all classes for which requests for homework were made.

3. A family member, another student, or a friend designated by the family is responsible for picking up the homework collected in the office and accompanying textbooks, etc., from the student's locker between 3:00 and 3:30 p.m.
4. The student and/or parent is responsible for returning all homework to the teachers.
5. If a student is going to be absent from school for more than 10 consecutive days due to illness or injury please contact the school for Home/Hospital services.
6. Students who know about vacations and other foreseen absences, should make arrangements for homework with the teachers themselves.

HONOR ROLL

A student may achieve the Honor Roll in scholarship, citizenship and attendance. The requirements for being placed on the honor rolls are as follows:

4.0 Honor Roll - 4.0 GPA

High Honor Roll - 3.70 - 3.99 GPA

Honor Roll - 3.5 - 3.69 GPA

Citizenship - five (5) Hs

Perfect Attendance - No absences or tardies
(school excused excluded)

Students who make the Honor Roll or who have perfect attendance are recognized each term they qualify. Additionally, those students who maintain Honor Roll standards for the first three terms of the school year will be recognized at a special Honors Night held during the 4th term.

INTERNET ACCESS

Student grades and attendance can be accessed on the Internet at the following Internet address under Student Information System:
www.davis.k12.ut.us

LATE OPENING - NO SCHOOL

If a severe blizzard, heavy snowstorm, or ice storm occurs during the night, which makes driving hazardous, and such conditions are known by 7:00 a.m., or for any other emergency identified hazardous by the Superintendent either a "Late Opening" or a "No School" announcement will be made over local radio stations. In the event that it is necessary to start school late, the predetermined starting time for "Late Opening" will be 10:10 a.m.

LOCKERS

During registration, each student will be issued a locker to be shared with another student. No more than two students will share one locker. Lockers are to be maintained in a neat and clean fashion. Any object, photo, or picture displaying alcoholic or tobacco substances, or other inappropriate material may not be hung in lockers. Students should not leave valuable items, such as money, in their lockers. The school will not be responsible for the theft of items taken from lockers. I-Pods, MP 3 Players, and the like should be left at home. Combination locks are provided on all lockers. Changing combinations will cost \$5.00. Combinations will be changed only one time at student request. Students should not give the combination to others. Individuals having problems with their locker should report to the office after going to class first and getting a hall pass.

MEDIA CENTER

The Media Center hours are from 7:45 a.m. to 3:15 p.m. for student and faculty use. During class and lunch hours, students are admitted with a pass from their teachers for reference work, book check-out and check-in, or other specific class related assignments.

MEDICINE

A student who needs to take prescription medicine during the school day should only bring the prescribed dosage needed for one day. Parents desiring the school to dispense doctor prescribed

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medicine to their students, should contact the office.

PERSONAL BELONGINGS - TOYS, ETC.

The below mentioned items are not permitted on the campus of Kaysville Junior High School because they disturb classes and interfere with the educational process.

Boom Boxes	I-Pods
Video Games	Recreational Items
Chains	Tape Players
Hacky Sacs	Walkman-type stereos
Laser Pointers	Water pistols
MP3 Players	Any toy, etc.

If a student brings any of these items to school, the item will be confiscated and a parent must make arrangements to pick the item up in the office.

Roller Blades and Skateboards may not be used on campus. If a student brings these items to school, they must be put in that student's locker upon arrival.

Cellular phones shall not be used in classrooms, and they may be confiscated by school officials if used in any way that disrupts the educational environment.

Large amounts of cash and other expensive personal belongings are prime targets for theft. It is expected that students not bring articles to school that are not used in the educational program.

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:

- I. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas:
 - A. Political affiliations or beliefs of the student or student's parent;
 - B. Mental or psychological problems of the student or student's family;
 - C. Sexual behavior, orientation or attitudes;
 - D. Illegal, anti-social, self-incriminating, or

demeaning behavior;

- E. Critical appraisals of others with whom respondents have close family relationships;
- F. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- G. Religious practices, affiliations, or beliefs of the student or parents; or
- H. Income, other than as required by law to determine program eligibility.

II. *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.

III. *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. Kaysville Junior 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:

Family Policy Compliance Office
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.

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

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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 principal of separation between church and state.

SAFE & ORDERLY SCHOOLS

It is the policy of the Davis School District and Kaysville Junior 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, District disciplinary action as determined by the Department of Student Services Case Management Team (CMT), police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

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

Drugs/Controlled Substances - Any student who possesses, controls, uses, sells, or arranges the sale of real, look-alike, or pretend illegal

drugs or controlled substances, including alcohol and tobacco, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

Serious Violations - Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, and vandalism; 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.

Harassment/Hazing - Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, initiation, or discrimination of any school employee or student at school or school-related activity, including but not limited to bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment.

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 suspicion to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

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

KAYSVILLE JUNIOR HIGH SCHOOL 2008-2009

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

Disruption of School Operations - Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any school-related 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), and the use of foul, profane, vulgar, harassing, or abusive language.

Due Process - When a student is suspected of violating Kaysville Junior 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 or guardian that 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet with a designated school official to review the suspension.

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

STUDENT NEIGHBORHOOD ACCESS PLAN

A copy of the current Child Access Routing Plan is available in the office. Parents and students interested in reviewing the plan should contact the office.

SPORTSMANSHIP

Kaysville Junior High School has high expectations for exemplary student behavior at all activities. The following rules will help us maintain a high standard of behavior at athletic events.

1. All spectators will remain in the stands and stay off the playing area before, during, or after athletic contests.
2. Spectators are prohibited from having noise makers of any kind such as whistles, cow bells, horns, etc.
3. Megaphones and signs are also prohibited at athletic events.
4. Booing or contesting calls made by referees is not considered to be good sportsmanship and will not be allowed.

TELEPHONE USE

The office phones are for business purposes. A telephone for student use is available by the front doors. Students using the student phone during class time should first obtain a hall pass from their teacher. Students who need rides after school, should plan in advance of school activities and arrange for transportation before they come to school. The office phone will be available for students needing to check out.

VANDALISM

There is a standing cash reward for information that conclusively identifies individuals who have committed an act of vandalism at the school. Students who know about or observe vandalism have the responsibility to report it to the administration. Our school is a nice place to be. Don't allow a few students to ruin it for the rest.

VISITING STUDENTS

Because of the number of students in classes, we are unable to allow students from other schools or out of town to attend with a student in our school. Please make arrangements to have out of town guests entertained at home.

**CONSTITUTION
KAYSVILLE JUNIOR HIGH SCHOOL**

PREAMBLE

We, the students and faculty of Kaysville Junior High School, have developed this Constitution as a guide to provide student participation in school affairs, to encourage self direction and promote wholesome school spirit. Our aims are to develop an organization alive to the responsibilities of citizenship in the home, community, school, and nation and promote high ideals and wholesome activities. In this spirit we ordain and establish this constitution.

ARTICLE 1 - NAME AND EMBLEM

SECTION 1 - NAME OF ORGANIZATION

The name of this organization shall be the Associated Students of Kaysville Junior High School.

SECTION 2 - MASCOT

The mascot shall be the Knights.

SECTION 3 - COLORS

The colors of this organization shall be red, black, and white.

SECTION 4 - SCHOOL SONG

The official school song shall be, "When the Knights of Old Kaysville".

ARTICLE 2 - PURPOSE

SECTION 1 - PURPOSE

The purpose of this organization shall be:

1. To provide a means of giving all students a voice in the operation of the school through their elected and appointed representatives.
2. To improve school spirit and morale.

3. To organize and express the ideas for the betterment of our school and community.
4. To improve citizenship and respect in the student body.
5. To assist in the management of wholesome student activities and to promote high ideals.
6. To help promote the highest standards of scholarship.

ARTICLE 3 - MEMBERSHIP

All students who are properly registered at Kaysville Junior High School shall be members of the Student Body Organization.

All members shall have all rights and privileges set forth in this Constitution and shall be governed by its limitations. All graduates of Kaysville Junior High shall be honorary alumni members of this organization. All current faculty members, office staff, custodians, adult cafeteria workers, shall be honorary members. Other honorary memberships may be created by the Student Council. Honorary members shall not have the right to vote, but may participate in the discussion of key issues, and may assist in planning and executing activities.

ARTICLE 4 - EXECUTIVE BODY

SECTION 1 - STUDENT BODY OFFICERS

The Student Body officers shall consist of three elected officers - President, Vice President, and Secretary; and four appointed officers - Activities Coordinator, Artist/Historian, Publicity, and Assemblies. These officers will be selected according to the process identified in ARTICLE 8- ELECTIONS AND VOTING. These officers must be members of the ninth grade in the year they serve in office.

SECTION 2 - DUTIES OF OFFICE

Student body officers shall generally be responsible for all calendaring, budgeting and planning of activities that involve the entire student body. All

officers shall be a positive example to the student body and promote and foster good school spirit. Additionally, officers shall be responsible for assignments given them by the President and/or advisor. All officers will help and support other officers fulfill their duties. Specific responsibilities for each office are identified as follows:

Elected Officers

President:

- Coordinate all activities of the Student Body Officers with the administration. Coordinate the SBOs and the student body in relation with all other junior high schools.
- Help and support other officers fulfill their duties.

Vice President:

- Presides over the Student Council and acts as a mentor for the class presidents.
- Oversees the annual renewal and application of club charters and oversees club activities.
- Sits in place of President when the President is absent.
- Becomes the President should the office of President be vacated.
- Presides over elections.
- Helps and supports other officers fulfill their duties.

Secretary:

- Keep agendas and minutes of all officer meetings.
- Keep a budget of student activity moneys.
- Keep all other records pertinent to Student Government activities.

Appointed Officers

Activities Coordinator:

- Calendar all student body activities with the school administration.
- Recognize all student birthdays and student participation
- Help new students feel welcome, and appoint

officers to show new students around the school.

- Meet and greet/host visiting schools at home athletic and academic activities.

Artist/Historian:

- Maintain a calendar, an activity bulletin board and the display case.
- Make posters and banners advertising student activities.
- Keep a history/scrap book of the school year that will be kept in school archives.

Assemblies:

- Plan and carry out all assemblies.
- Coordinate with the faculty Assembly Committee.
- Delegate assembly responsibilities to other officers and follow-up on those responsibilities.

Publicity:

- Coordinate the morning announcements.
- Up keep the school marquee.
- Write articles for school newsletter, school newspaper, and local papers.

ARTICLE 5 - CLASS OFFICERS

SECTION 1 - CLASS OFFICERS

The seventh, eighth, and ninth grades shall have duly elected officers who are members of the grade they serve. Such officers shall include a President, Vice President, Secretary.

SECTION 2 - DUTIES OF THE CLASS OFFICERS

The duties of the class officers shall be to promote all worthwhile activities for the students in their respective grades and foster and promote school spirit. Class officers and Student Body officers shall work jointly to accomplish common goals.

ARTICLE 6 - STANDARDS FOR OFFICERS/CHEERLEADERS

SECTION 1 - STUDENT GOVERNMENT/CHEERLEADING ELIGIBILITY

Elections - Any student who seeks to run for student government or cheerleading must have maintained a minimum GPA of 3.0 in each of the three terms preceding elections or tryouts. Additionally, students must not have received more than one F or more than one U total during the three terms preceding elections or tryouts. If a U citizenship grade was received during the three terms prior to elections or tryouts, that U must be cleared before the due date of petitions for office (student government) or the first day of tryouts (cheerleaders).

Term of Office - Officers and cheerleaders may not receive any Fs or Us during their terms of office and must maintain a GPA of 3.0 during each term of office.

SECTION 2 - FAILURE TO MAINTAIN STANDARDS

Students who do not meet scholastic or citizenship requirements will be placed on probation and will be ineligible to serve as an officer or cheerleader as determined by the advisor for the succeeding term. If, in the succeeding term, the requirements are not met, he/she shall be removed from office. The administration shall have the right to remove a student from office or put him/her on probation for conduct unbecoming an officer or cheerleader.

ARTICLE 7 - STUDENT COUNCIL

SECTION 1 - MEMBERSHIP

The Student Council shall consist of all student body officers, class officers, homeroom representatives, and the head or an appointed representative from each school organization or chartered club.

SECTION 2 - POWERS AND DUTIES OF THE COUNCIL

The council may assume any duties that will be conducive to the best interests of Kaysville Junior High in the fields of service, social betterment, or administrative assistance.

The Council will be representatives of the student body. The Council must give consideration to recommendations made by the student body through its various representatives, although the council is not bound to act in accordance with such recommendations. The Principal of the school shall have final say on any matter pertaining to the council.

ARTICLE 8 - ELECTIONS AND VOTING

SECTION 1 - STUDENT BODY AND CLASS OFFICER ELECTIONS

Student Body and Class Officer elections shall be held during the spring of each year. Seventh grade officers will be elected within the first month of their 7th grade year at Kaysville Junior High School. Appointed Officer selection will be made following the Student Body and Class Officer elections.

SECTION 2 - METHOD OF NOMINATION

The method of nominating a candidate shall be by petition, carrying twenty-five student signatures. Before petitions are issued, candidates must submit their names to the Student Body Advisor to verify eligibility to run for student office. After the names have been approved, petitions will be issued. Twenty-five student signatures are required on each petition. Petitions must be signed only by students who are eligible to vote for the candidate. Petitions must be returned to the office by the deadline identified in the election packet.

Section 4—Final Elections

Finalists will continue to campaign through Friday. An election assembly will be held during 1st period on Friday, where finalists will present a two (2) minute speech/skit before the student body. Voting will take place during 5th period on Friday. Elections results will be announced by the end of the day on Friday.

Article 9– Clubs

Any group of students wishing to organize a club for a specific purpose or activity must make an application to the Student Body Officers annually. The application must contain the following:

1. A statement of the club’s name and purpose;
2. A statement indicating how the leadership and membership of the club will be determined;
3. A statement concerning the club’s meeting times and frequency of meetings;
4. The advisor’s name (approved by the Principal).

Together with the principal, the Student Body Officers will review and approve all club charters annually. According to District policy, a school shall deny access to any student organization or club whose program or activities would materially and substantially: encourage criminal or delinquent conduct; promote bigotry; or involve human sexuality.

Article 10– Method of Amending This Constitution

Any proposed amendment shall come before the Student Council. If 2/3 of the Student Council approve the amendment, the amendment shall be placed before the student body for discussion and election during their homeroom class.

With the approval of the Principal of this school, this Constitution may be amended by 1/2 majority of the Student Body.