



**Duchesne High  
School  
Eagles**

**STUDENT HANDBOOK 2021-2022**

155 West Main  
Duchesne, Utah 84021  
Telephone: 435-738-1260  
Fax: 435-738-1285  
Principal

***This handbook belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

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## **Duchesne High School Mission**

We, the Duchesne High School community are dedicated to the principles of respect, responsibility, and life-long learning; to an environment that supports educational and personal experience; and to the development of skills necessary for acquiring knowledge and using it wisely. This is the **Eagle Way**. We achieve this mission by focusing on the following:

### Areas of Emphasis

Student Learning    Curriculum  
Quality Teaching    Activities  
Service                Communication

### Community Values

Caring                Trust  
Responsibility      Respect  
Family                Integrity

## **Duchesne High School Beliefs**

### **At DHS We Believe:**

- Student learning is our first priority.
- All students and teachers can learn.
- We can maintain a safe and appealing learning environment.
- Teachers make a positive difference in students' lives.
- We make accommodations for different learning styles.
- All school participants show mutual respect for each other.
- Students need skills for lifelong learning.
- The responsibility for student education is shared among parents, teachers, students, and community.
- We strive for continuous improvement.
- It is important to offer a variety of opportunities for participation.
- Schools can and should teach values, standards, and ethics.
- A broad range of assessment practices should be utilized.
- Student achievement and excellence is recognized.

## Bell Schedule

### High School (Monday-Thurs)

|       |             |
|-------|-------------|
| 1st   | 8:00-9:10   |
| 2nd   | 9:15-10:25  |
| 3rd   | 10:30-11:40 |
| 4th   | 11:45-12:55 |
| Lunch | 12:55-1:25  |
| 5th   | 1:25-2:35   |

### High School Friday

|       |             |
|-------|-------------|
| 1st   | 8:00-8:50   |
| 2nd   | 8:55-9:45   |
| 3rd   | 9:50-10:40  |
| 4th   | 10:45-11:35 |
| 5th   | 11:40-12:30 |
| Lunch | 12:30-1:00  |

### High School Flex

|       |             |
|-------|-------------|
| 1st   | 8:00-9:00   |
| Flex  | 9:05-9:55   |
| 2nd   | 10:00-11:00 |
| 3rd   | 11:05-12:05 |
| Lunch | 12:05-12:30 |
| 4th   | 12:30-1:30  |
| 5th   | 1:35-2:35   |

### High School-Flex Friday

|       |             |
|-------|-------------|
| 1st   | 8:00-8:42   |
| Flex  | 8:47-9:29   |
| 2nd   | 9:34-10:16  |
| 3rd   | 10:21-11:03 |
| 4th   | 11:08-11:50 |
| 5th   | 11:55-12:37 |
| Lunch | 12:37-1:05  |

### Jr. High (Monday-Thurs)

|       |             |
|-------|-------------|
| 1st   | 8:00-9:10   |
| 2nd   | 9:15-10:25  |
| 3rd   | 10:30-11:40 |
| Lunch | 11:40-12:10 |
| 4th   | 12:10-1:20  |
| 5th   | 1:25-2:35   |

### Jr High Friday

|       |             |
|-------|-------------|
| 1st   | 8:00-8:50   |
| 2nd   | 8:55-9:45   |
| 3rd   | 9:50-10:40  |
| 4th   | 10:45-11:35 |
| Lunch | 11:35-12:05 |
| 5th   | 12:05-1:00  |

### Jr High Flex

|       |             |
|-------|-------------|
| 1st   | 8:00-9:00   |
| Flex  | 9:05-9:55   |
| 2nd   | 10:00-11:00 |
| Lunch | 11:00-11:25 |
| 3rd   | 11:25-12:25 |
| 4th   | 12:30-1:30  |
| 5th   | 1:35-2:35   |

### Jr High-Flex Friday

|       |             |
|-------|-------------|
| 1st   | 8:00-8:42   |
| Flex  | 8:47-9:29   |
| 2nd   | 9:34-10:16  |
| 3rd   | 10:21-11:03 |
| 4th   | 11:08-11:50 |
| Lunch | 11:50-12:18 |
| 5th   | 12:18-1:05  |

## **IF YOU NEED HELP. . .**

1. IF YOU ARE ABSENT FROM SCHOOL...  
Parents should call the office (738-1260) or send a note with the student within 3 days of returning to school.
2. IF YOU NEED TO CHECK INTO OR OUT OF SCHOOL...  
Call the attendance secretary (738-1260) or go to the office.  
Students **must check out with the office BEFORE** leaving.
3. IF YOU ARE ABSENT FOR MORE THAN 3 DAYS AND NEED TO GET HOMEWORK...  
Contact the secretaries in the office. Allow 24 hours for the office to collect the homework from the teachers; then the homework may be picked up from the office.
4. IF YOU HAVE A QUESTION/PROBLEM WITH YOUR LOCKER...  
Check with the secretaries in the office if you have forgotten your locker combination or need help with your locker assignment. Find a custodian, teacher or the principal for help if your locker is jammed or damaged.
5. IF YOU WANT TO PAY FEES OR FINES...  
Go to the secretaries in the office or pay online.
6. IF YOU WANT TO BUY LUNCH...  
Go to the office or you can pay online.
7. IF YOU ARE SICK...  
Check with your teacher (if in class) and report to the office.
8. IF YOU HAVE QUESTIONS ABOUT GRADES OR CREDITS...  
Go to the counseling office and talk to the counselor. If the question has to do with a report card clarification, check with the attendance secretary in the office.
9. IF YOU HAVE TROUBLE IN CLASS...  
The best person to talk to is the teacher. Go to the teacher at a time when he/she is not busy with a class. If your parents would like to talk to the teacher, have them make an appointment through the teacher or the office (738-1260). The counselor or principal are also available to help you.
10. IF YOU NEED HELP WITH SCHOOL OR ANYTHING BOTHERING YOU...  
Visit with the counselor, the principal, or your favorite teacher.

## **GENERAL INFORMATION . . .**

### ACCIDENTS & INJURIES

Parents will be notified immediately in case of an accident or illness and their directions will be followed to obtain medical treatment. If parents cannot be reached, the emergency number provided on the student registration form will be used. For insurance purposes, a report of injuries will be prepared and filed in the office as soon as possible. School personnel are not allowed to give anything except first aid of a very simple type to anyone injured at school. They cannot give medications unless authorized by a doctor.

### ASSEMBLIES

All students are expected to attend all assemblies unless excused for a special reason. All who attend are expected to act appropriately, be courteous and respectful. Inappropriate behavior will not be permitted during an assembly.

### CELL PHONES/ELECTRONICS

Cell phones, and other electronic devices (iPod, MP3 etc.), may be used at school only when classes are not in session. If they are used inappropriately, including texting, calling, pictures, etc., they will be confiscated and turned in to the office. On the 1<sup>st</sup> offense you will meet with the principal to get your phone back. On the 2<sup>nd</sup> offense a parent/guardian may be required to come and get it back. On the 3<sup>rd</sup> offense the student may lose all cell phone privileges until the end of the school year. Some teachers may allow use of some devices to read and research during class. Check with your teacher to make sure of his/her rules.

### CONCURRENT ENROLLMENT

Through an agreement between Duchesne District and Utah State University, 11<sup>th</sup> and 12<sup>th</sup> grade students who qualify (3.0 GPA) may enroll in college courses, for both high school and college credits. Held on the DHS campus, these courses are designed for college-bound students and are offered at a significantly reduced rate. The college courses normally offered include; History, Theater Arts, English, Algebra/Trigonometry, Calculus, and Psychology. Courses offered vary from year to year.

### DANCES

Visiting high-school age youth, alumni, and other post-high school age youth are welcome as long as they are willing to abide by the policies of DHS. The use of tobacco, alcohol, and drugs on the school grounds is prohibited. Any people attending a dance who are using these substances will be removed from the dance and referred to police authorities. The school reserves the right to refuse admission to any

person who has been drinking or who has shown negative behavior in the past. Admission and dress standards for all dances will be determined by the activity advisors and approved by the principal. If a student leaves the building/facility during a dance, a \$1 re-entry fee may be charged. Generally, dance times for junior high will be 6:30-8:30 PM; senior high times will be 9:00-11:30 PM.

#### EMERGENCY PROCEDURES

*Fire:* When the Fire Alarm sounds, students should evacuate the building according to the emergency evacuation plan posted in their classroom. This should be done in an orderly manner. They should remain with their teacher outside until further instructions are given. The teacher will take roll at the designated area outside of the building to account for each student.

*Earthquake:* Drop to the floor and assume the "duck, cover and hold" position under a desk or table if possible. Evacuate the building when the earthquake is over. Do not return to the building until it is declared safe.

*Other Emergencies:* You are the responsibility of your teachers. Follow their directions when other emergencies occur.

#### FEES

All activity fees and participation fees must be paid before a student is permitted to participate in an extracurricular school activity. Students must also pay their Student Body Activity Fee before being issued a student activity card. This card allows students to attend many DHS activities free of charge, as well as many away high school activities at a reduced rate. This fee also helps to fund many of the other activities, including assemblies and socials, which will be held during the school year. Students who are financially unable to pay the assessed fees may apply for a fee waiver through the principal by checking with the secretary.

#### FEE WAIVERS

School fees may be waived in accordance with Utah State Board of Education standards for students whose parents/guardians verify evidence of inability to pay. Inability to pay is defined as those who are in state custody, foster care, or receiving public assistance in the form of aid to dependent children, Supplemental Security Income, or eligible for free school lunch. Case by case determinations are made for those who do not qualify under one of the foregoing standards. Extenuating circumstances will be considered. Students desiring consideration should communicate with the office for an application form.

#### FOOD AND DRINK IN CLASSROOMS

No food or drink other than water is allowed in classrooms.

#### INSURANCE



Students are NOT automatically covered with insurance by the school. However, information about school insurance is available at registration and in the office.

#### ITEMS NOT ALLOWED AT SCHOOL

Harmful items such as weapons, cigarette lighters, laser pens, and other dangerous items are not allowed. Electronic devices and other items that distract from the educational process will not be allowed.

#### LOCKERS

A user fee will be paid before a locker will be assigned to a student. Students are responsible to secure their personal belongings by keeping their locker locked. The security of personal belongings depends greatly on the number of students who know the locker combination. Therefore, it is advisable to NOT share that combination with other students. The school will NOT assume responsibility for lost or stolen property. The school has the authority to refuse to issue a locker to an individual, as well as to prohibit further use of a school locker by an individual. The administration also reserves the right to make periodic checks of lockers that are suspected of containing illegal substances, pornography, stolen property or weapons. Sexually suggestive pinups or pictures will not be allowed in lockers.

#### MEDICATION

If it becomes necessary for a student to take any form of medication at school, a signed note from a doctor must be presented to the office. All medication, including Aspirin, Tylenol, Advil, etc. must be administered by the office, and then ONLY when a doctor's note is on file. Asthma inhalers can be kept and used by students if parents' and doctor's permission are recorded in the office.

#### MESSAGES

Any message or delivery to be given to students must go through the office. No student will be interrupted during class time for messages unless absolutely necessary. All non-emergency messages and deliveries will be retained in the office and given to students at an appropriate time. Parents wishing to see a student should have them called to the office rather than going to the classroom.

#### PHYSICAL EXAMINATIONS

All students are encouraged to have a physical exam each year. If conditions are such that limited participation in physical education or any other school activity is necessary, a doctor's statement should be shown to the teacher concerned and filed in the office. Students participating in competitive sports, cheerleading, and/or drill team are required to obtain a physical examination each year. Forms

for the exam may be picked up from the office.

#### SCHOOL HOURS

School hours are considered between 7:30AM and 3:00PM. This allows students to work with teachers before and after regular classroom time. Only students who are involved in approved and supervised teacher-help programs, library research, or extra-curricular activities are allowed to remain in the school after 3:00 PM each school day. All other students are requested to vacate the building by that time in order for building cleaning to take place. The outside building doors will be locked at 3:00 PM (1:30 on Fridays), with no student access without clearance. You must be supervised by a specific teacher to remain on campus.

#### TEXTBOOKS

Textbooks are school property and are loaned to students for their use. Students are responsible for lost or damaged texts and are expected to pay replacement costs if lost or damaged. When texts are issued to students, it becomes their responsibility to care for and provide security for the books to avoid a fine at the end of the school year. Damage to textbooks and equipment will be deducted from the textbook deposit fee paid at registration.

#### VENDING MACHINES

The vending machines are made available for student use. The machines are a privilege. If litter or tardiness because of the machines becomes a problem, the machines will be shut off for a period of time. If the problem continues, the machines will be removed from the building. Vandalism and other destructive acts on the machines will be referred to the police and may result in the removal of the machines.

#### VISITORS

Parents are always welcome at DHS. District/school policy requires that all visitors report to the office before going to other parts of the building. If a parent needs to see a student, arrangements can be made through the office to call the student out of class. Parents are asked NOT to go to the classrooms. School is not a place to entertain friends and relatives, or to tend younger siblings. ***Visitors will not be allowed to attend school with our students.***

#### WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school during the year, a parent or guardian must contact the school and give official notification. Books, fees, and other obligations must be taken care of before leaving.

## **ACADEMICS and RECOGNITION. . .**

### GRADES AND CREDITS

Each student will receive a report card at the end of each term or quarter. Credit is issued on a quarter basis, with each quarter being the equivalent of 0.25 credits. A full year class equals 1 full credit; a semester class is 0.50 credits. Students who fail classes required for graduation will need to make up these classes. This can be done in one or more of the following ways: (a) Credit Recovery courses. Students will be assigned a period during the day to make up lost credits. (b) Independent correspondence courses through an accredited institution, or (c) repeat the class during a subsequent year. To graduate with a regular diploma, a student must accumulate a total of 36 academic credits, with earned credits in all required subjects.

### GENERAL MEANING OF ACADEMIC GRADES

Student performance is graded each term (4 times yearly) as:  
A= Excellent or superior work; B= Very Good work; C= Average work; D=Below average;  
F= Failing and unacceptable work; or I = Incomplete work.

### CRITERIA FOR DETERMINING ACADEMIC GRADES

An academic grade reflects successful completion of a set of learning activities as prescribed by the classroom teacher. Teachers are responsible to develop their own grading policy for the classes they are assigned to teach. These policies must be published and posted for student and parent information. The following is a list of grades and the grade points assigned to each:

|    |       |    |       |    |       |
|----|-------|----|-------|----|-------|
| A  | 4.000 | B- | 2.667 | D+ | 1.333 |
| A- | 3.667 | C+ | 2.333 | D  | 1.000 |
| B+ | 3.333 | C  | 2.000 | D- | 0.667 |
| B  | 3.000 | C- | 1.667 | F  | 0.000 |
| NG | 0.000 | P  | 0.000 |    |       |

### INCOMPLETE (I) GRADES

A student may receive an Incomplete (M) grade in case of extended illness or other pre-approved absences. Incompletes may not be given to students who could have completed the work during the allotted time period. The incomplete must be made up within 2 weeks of the end of the grading period or the grade will automatically change to an "F".

GRADE CHANGES

Grade changes by teachers will be made within two (2) weeks after the end of the term and can be made for clearance of an "M" or for computation or recording errors.

CLASS SCHEDULE CHANGES

Changes to class schedules may be made during the first week of each term, with parent's permission and/or approval from the counselor.

ACADEMIC HONOR ROLL

Students who achieve an academic GPA of 3.50 or better will be members of the Academic Honor Roll at DHS. A GPA of 3.75 or better will be considered High Honors. When calculating the GPA for Honor Roll, "I" grades will disqualify a student until the "I" is changed to a passing grade and the GPA is recalculated.

HONOR ROLL RECOGNITION

There will be some activities scheduled throughout the year to recognize students who achieve honor roll membership, as well as citizenship honors. Those students who achieve honor roll membership during all of the first three terms, or maintain a CPA of 3.0, will be rewarded with a special reward during the final month of school.

CRITERIA FOR DETERMINING CITIZENSHIP

GRADES

DHS has developed a proficiency scale for citizenship grades. These required proficiencies should be published and posted for student and parent information. Four categories of citizenship grades can be earned:

"H" = Honors      "N" = Needs Improvement

"S" = Satisfactory      "U" = Unsatisfactory

Citizenship grades will have an effect on eligibility for extra-curricular activities. Students who receive a U citizenship grade will not be eligible to participate until the grade is rectified.

CRITERIA FOR DETERMINING ATHLETIC AWARDS

The outstanding male and female athlete for each current year will be based on the following point system:

| <u>Individual Sports (Wrest. Track, CC, etc)</u> | <u>Team</u>          |
|--|----------------------|
| <u>Sports</u>                                    |                      |
| State Champ      10                              | 1 <sup>st</sup> Team |
| All-State      10                                |                      |
| State 2 <sup>nd</sup> Place      9               | 2 <sup>nd</sup> Team |
| All-State      8                                 |                      |
| State 3 <sup>rd</sup> Place      8               | 1 <sup>ST</sup> Team |
| All-Region      6                                |                      |
| State 4 <sup>th</sup> Place      7               | State                |
| Honorable Mention      6                         |                      |
| Region Champ      6                              | 2 <sup>nd</sup> Team |
| All Region      4                                |                      |

|                              |         |             |
|------------------------------|---------|-------------|
| Region 2 <sup>nd</sup> Place | 4       |             |
| Varsity Letter               | 2       | Letter      |
| Participant                  | 1       | Participant |
| MVP                          | 1 bonus | MVP         |

All-state or all-region must be from the *Salt Lake Tribune* or *Deseret News*.

Note: For cross country, the first 7 places are considered first team all-state, 8<sup>th</sup>-14<sup>th</sup> place is second team.

Note: 11 points is the maximum possible for any one sport.

A student **must participate in at least 3 sports** to be eligible for this award.

The outstanding scholar-athlete award will be computed as follows:

Academics: The current-year GPA will be computed and the students will be ranked accordingly, with the following point scale applied:

1<sup>st</sup> = 15   2<sup>nd</sup> = 13 1/2   3<sup>rd</sup> = 12   4<sup>th</sup> = 10 1/2   5<sup>th</sup> = 9 etc.

The students will then be ranked athletically according to the points earned for the athletic award. The scale for this ranking is:

1<sup>st</sup> = 10   2<sup>nd</sup> = 9   3<sup>rd</sup> = 8   4<sup>th</sup> = 7   5<sup>th</sup> = 6 etc.

A bonus of 2 points per sport will be given to any student who is named Academic All-State by the Utah High School Activities Association.

The points from the athletic scale, academic scale, and bonus points will be totaled and the winner is the student with the most total points.

Note: a student must participate in at least **2 sports** to be eligible for this award.

## **POLICIES: STUDENT CODE OF CONDUCT...**

Duchesne High School encourages the development of mature, responsible citizens. Since an orderly atmosphere is essential if learning is to take place, the following guidelines are intended for the personal welfare of the student, as well as for the common good of the entire school.

- A constant respect for persons including teachers, fellow students, staff, visitors, or others, is the basic requirement.
- Consideration for personal and community property is a visible sign of this respect.
- An atmosphere for learning must exist in order for education to take place.
- Students should be cooperative and courteous. If a conflict arises, the student should maintain self-

control during the situation until an orderly appeal can be made to the principal or a teacher.

#### ACTIVITIES ATTENDED OUTSIDE THE SCHOOL OR DISTRICT

Students are considered "in school" while participating in any school sponsored activity either on campus, or from the time the bus leaves campus to the time the bus returns the student to the campus. Students who represent DHS at activities outside the school and/or district are to conduct themselves in a manner that will bring honor to themselves, their parents, their school, and the community. Students involved in actions or behavior which defames the school will lose all participation or spectator privileges at DHS and be subject to further disciplinary actions.

#### AFFECTION

Inappropriate public displays of affection will not be tolerated within the building or on campus. Kissing and inappropriate hugging/touching are examples of inappropriate displays of affection. Students will be given a verbal warning first. Those students who refuse to comply will be called into the principal's office for a conference with parents. If the problem continues, the students may be suspended from school.

### **ATTENDANCE POLICY...**

#### Attendance Guidelines

1. Parents are responsible to see that their children attend school, but may keep the students out of school for family emergencies. Parents are discouraged from keeping students out of school for such things as shopping, baby-sitting, recreational activities, or any other non-emergency family business.
2. Students will be allowed to make up work assigned by the teacher in all cases of excused absences. The *school* will decide if the absence is excused, after contact with parents.
3. Teachers will be required to give students who are absent (excused) an opportunity to show proficiency on missed learning opportunities, including tests. This policy includes students who are suspended from school; they should be allowed an opportunity to complete work missed during the time of the suspension. A reasonable deadline will be set for work to be completed; generally, the number of days a student was absent may serve as a guideline. Students who are truant MAY NOT be allowed to make up work missed during the time they were truant; this includes tests.
4. Students missing a class to participate in any school-sponsored activity will not be considered absent from that class. To earn full grade and credit, students will be required

to make up any work assigned by the teacher. In all cases, it is the students' responsibility to get work from teachers.

5. Students missing school to attend school activities which do not pertain to them, such as the honors sneak, will be considered truant.

6. Teachers should provide a Disclosure Statement to students at the beginning of each course. This statement must outline the class attendance and participation policy used to determine student grade and credit.

#### **Attendance Behaviors Leading to School Penalties**

1. All unexcused absences (truancies)
2. Excessive unexcused tardiness...students will be referred to the office. Fines and/or assignment to PASS may be imposed after tardiness becomes excessive.
3. In the hall during class without permission.

#### **Truancy (Unexcused Absence)**

On the first offense, the student will be assigned one day of PASS (positive alternative to school suspension) On the second offense, the student will be assigned 2 days of PASS. On the third or subsequent offense, the student will be assigned to PASS indefinitely until attendance improves and coursework is complete. Eventual referral to district students services director for alternate school placement, if excessive absences continue.

#### **ATTENDANCE PROCEDURES**

1. If you are absent from school....Parents should call the office (738-1260) or send a note with the student to excuse absences within 2 days of being absent. The note or phone message must include the reason for absences and the date of the absences.
2. Late Arrivals/Check-in: The student should report directly to the office to check-In. If the student has a doctor's statement, or a note from a parent stating the time and reason for tardiness, the tardy will be "excused." Otherwise, it will be unexcused.
3. Early Dismissal/Check-Out: Once a student has arrived on school property, the student becomes the legal responsibility of the school. Any student who leaves the campus must be excused by the parent in person, by written note, or by phone call BEFORE leaving school.

#### **AUTOMOBILES AT SCHOOL**

Legal student drivers are welcome to drive their vehicles to school as long as they abide by state laws and school policies. Those who drive to school are not allowed to drive their vehicles during school hours (except at lunch time) without pre-approval from the principal. Four-wheelers and other ATV's are not allowed on campus.

#### **Bullying**

Bullying will not be tolerated at DHS, whether verbal, physical, or electronic. Those who engage in bullying will be given the strictest penalties allowed by Duchesne School District. Students are asked to report incidents of bullying to the principal or counselor, or use the Buddy Box to drop in a message anonymously.

#### **BUS TRANSPORTATION**

While on a school bus, students must obey the rules of the District, as well as those policies of the bus driver. These policies are in effect as students load onto and off from buses, as well. Failure to cooperate may result in suspension or removal of the student from the bus. On any bus trip the activity supervisor is responsible for the behavior of the students.

#### **CHEATING**

A person's honor and integrity are priceless. Cheating on school work by giving or receiving help on assignments, quizzes, or tests is not acceptable. Plagiarism is a form of cheating. Teachers will have an individual classroom policy regarding cheating; it is regarded as a serious offense.

#### **CLASSROOM BEHAVIOR**

A student is expected to comply with the requests of teachers and substitutes regarding classroom control and discipline, as well as academic work. No students are permitted to leave the classroom without permission of the teacher. Students who are asked to leave the classroom as a disciplinary action will need to go immediately to the principal's office. Teachers will develop their own set of classroom rules and will communicate them to their students. When students have disrupted classroom learning activities beyond acceptance, they will be referred to the principal for possible suspension or other penalties.

1. Teacher-Based Remediation: If a student is disruptive in any class, the first remediation effort will be made through the teacher. The teacher will determine the make-up process and communicate it to the student. If the student is disruptive a second time, the teacher will contact parents and may either initiate remediation procedures similar to that outlined previously, or may refer the student to the office.
2. Office-Based Remediation: Upon referral to the office, the following consequences may be imposed. (a) Assignment to PASS for an appropriate number of days depending upon the severity of the disruption. (b) Loss of Extra Curricular Eligibility: Student is ineligible to participate in, or attend, any extra-curricular activity until cleared from PASS and assigned coursework is complete.



(c) Referral to district student services as a habitually disruptive student, for possible change of school placement.

**CLASS INTERRUPTIONS**

To help ensure maximum learning, students and/or parents are asked not to interrupt a classroom to talk to students or to talk to a teacher. Parents are asked to come to the office if they need to see a student. Students will not be taken from a classroom unless it pertains to a family necessity.

**DAMAGES**

Students who damage school property willfully or through negligence will be responsible for repairs or replacement of such property. Also, students are responsible for all textbooks and library books checked out to them. Acts of vandalism and willful damage will be reported to the police.

**DRESS and APPEARANCE**

DRESS: All clothing and attire will be of such fashion and style as to appropriately cover the body in a modest and becoming manner for the school setting. The following rules will apply:

1. No vulgar or obscene pictures or sayings (or innuendoes of such nature) printed on the clothing.
2. No attire which promotes or depicts controlled substances.
3. No tattered, mutilated, “grubby”, or deliberately distracting clothing.
4. No revealing, excessively tight, or low-cut tops.
5. No headwear including: hats, scarves, bandanas, caps, or hoods.
6. No gang-related clothing.
7. No biker chains.
8. No short skirts or shorts, halters, bare midriffs, cut-offs, tops with spaghetti straps, house slippers, pajama pants. Modest shorts are permitted.
9. Shoes must be worn. Shoes with roller devices are not allowed.
10. Pants must be worn appropriately above the hips with no underwear or underlying anatomy showing.

**Appearance**

1. Hair must be styled so that it is neat, clean, well groomed and so that it does not interfere with the student’s vision. Hair style or color must not create a distraction to the educational process. A small amount of bright or unnatural colors in the hair will be allowed as long as it is not excessive, as determined by administration. Mohawks and spiked hair are not allowed.
2. Beards and mustaches will be kept clean and

- neatly trimmed.
3. Appropriate body hygiene is required of all students.
  4. At the discretion of administration, jewelry which is distracting to the educational process is not allowed, which may include certain piercings.

### **ACTIVITIES AND ELIGIBILITY STANDARDS**

#### **A. Grade Requirements**

1. Students must have a 2.0 GPA with no Fs from the previous grading period. A student who is declared eligible shall be eligible for the entire term insofar as grades are concerned.
2. A student may not participate in any activity if he/she has an unpaid fine or unfinished community service obligation.
3. Summer school make-up grades will be accepted for first term eligibility. The make-up grades will be calculated as a P for purposes of eligibility. For all other terms, once a grade has been entered on the report card, it cannot be made up. The grade can only be changed in case of teacher error with regard to the grade.

#### **B. Game Day Attendance**

1. Students must attend all classes on the day of an activity. An exception, such as a doctor's appointment, funeral, etc. must be cleared with the coach/advisor and administration **before** the day of the activity.

#### **C. Bus Rules**

1. All students must ride the bus to and from the activity. No student will be released to ride home with anyone other than his/her parents or guardians, and then only if they clear it with the coach/advisor first.
2. All school rules concerning behavior apply to students while they are on the bus. The coach/advisor is in charge and may apply whatever appropriate disciplinary measures deemed necessary.

#### **D. Extra- Curricular Policy Regarding Use of Illegal Substances**

1. First Offense: The student will be suspended from participation in any extracurricular activities for a period of four (4) weeks. In addition, the student is required to complete 50 hours of approved community service, which may or may not be completed during the 4 week suspension period. Community service must be complete before eligibility is reinstated.
2. Second Offense: The student will be suspended from participation in any extracurricular school activities for a period of twelve (12) weeks. In addition, the student is required to complete 50 hours of approved community service, and complete an approved treatment/intervention program before eligibility is reinstated.

3. Third Offense: The student will lose eligibility for the remainder of his/her high school career.

4. Jr. High students are bound by this policy. When a student enters 9<sup>th</sup> grade he/she will begin with a clean slate.

These are the school's minimum policies. A coach or advisor may have stricter rules with approval from the administration. If a coach/advisor chooses to have stricter rules, those rules must be clearly written and communicated to students and parents.

### **Fee Waivers**

Certain school fees may be waived if a student's family qualifies financially for such waivers. Please contact the principal for applications and/or information.

### **FIGHTING**

This dangerous practice cannot be tolerated in the building, on the grounds, or at school activities. Students involved in fighting will be suspended from school (if the situation warrants such action). Each offense thereafter will also result in suspension from 1 to 10 days. Students watching or encouraging fights may also come under the same penalties. Police may be called with the possibility of assault charges being filed.

### **FUND RAISING**

All fund raising and advertising (selling of ads) must be approved by the principal and the program advisor before DHS is committed to any financial responsibility. All funds raised on behalf of DHS shall be submitted the school financial office and administered by DHS. There shall be no "outside" accounts that pertain to DHS.

### **Home School/Dual Enrollment**

Credits will be accepted from accredited educational providers. No credits will be accepted from home-taught courses or non-accredited courses without prior agreement from the principal. Also, to be eligible for extra-curricular activities, grades from homeschool or alternate providers must be reviewed by DHS administration at the end of each DHS grading period.

### **LANGUAGE/MANNER OF SPEECH**

The Board of Education accepts as policy the position that a person's speech is indicative of his cultural values, educational background, and moral attitude. Lewd, vulgar, defamatory, or otherwise disruptive language is not acceptable in the school. Degrading, ethnic, disabling, racist, sexist, or homophobic remarks are not acceptable and will not be tolerated. The use of profanity or obscene language at the school or school activities shall not be tolerated. Any behavior demonstrated by speech or action

that is detrimental to the educational process will be grounds for disciplinary action.

**LUNCH**

Students who demonstrate irresponsible behavior in association with the lunch time activity (e.g., crowding in line, throwing of food at others or on the floor, deliberately leaving a mess) will be removed from the lunch program for a period of time, and be subject to other disciplinary action.

**PARKING LOTS**

All student vehicles should be legally parked during the school hours. The front parking lot is reserved for the faculty and visitors of the school. Student parking is designated to be in the north lots. All laws regarding parking should be observed, including those related to established handicapped zones.

**SAFE SCHOOL POLICY**

Duchesne High School students and employees are entitled to a learning/working environment which is free from danger and unlawful or threatening acts. It is the policy of the Duchesne District to maintain school environments which are conducive to learning. With this in mind, the Duchesne County School Board has instituted the Safe School Policy. The basic elements of this policy are summarized as follows. A complete copy of the policy is available in the office.

**1. Conduct Resulting in Suspension/Expulsion.**

A student may be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in the school building, in or on school property, in conjunction with any school-sponsored activity, or when it occurs in the presence of or is directed at or against another student or school staff member:

- a. continued willful disobedience or open and persistent defiance of proper authority;
- b. willful destruction, defacement, or injury to any school property;
- c. behavior, threatened behavior, or intimidation, which poses an immediate and significant threat to the welfare, safety or morals of other students or school personnel or to the operation of the school;
- d. willful defacement or injury to any school property;
- e. behavior which unreasonably disrupts or interferes with the educational process for other students;
- f. sells, gives, transfers, delivers, possesses, controls, or distributes alcoholic beverages or tobacco products within 1000 feet of school property or any school sponsored event;
- g. is under the influence of an alcoholic beverage or controlled substance within 1000 feet of any school property or any school sponsored event.

## 2. Mandatory Suspension/Expulsion

Students must be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in the school building, in or on school property, or within 100 feet of school property, or within 1000 feet of and in conjunction with any school sponsored activity, or when it occurs in the presence of or is directed against another student or school staff member:

- a. possession of a weapon, explosive, or flammable material;
- b. the sale, control, delivery, transfer, or distribution of a drug or controlled substance or an imitation controlled substance;
- c. the sale, control, or distribution of drug paraphernalia;
- d. commission of an act involving the use of force or the threatened use of force which, if committed by an adult, would be a felony or Class A misdemeanor;
- e. assault of a teacher or other individual.

## 3. Habitually Disruptive Behavior.

A student may be suspended/expelled if he/she is habitually disruptive and has failed or refused to comply with established school rules and procedures.

*Note:* Security cameras are located throughout the campus to help identify those who engage in inappropriate behavior.

**SEXUAL HARASSMENT/HAZING:** DHS strives to maintain the dignity of the individual and feels that every person is entitled to be treated respectfully, with all rights and freedoms accorded by law and by human ethics. Harassment in any form (sexual, verbal, physical, electronic) is unacceptable and will not be tolerated. Hazing will be considered as a form of harassment. Any student either directly participating in any such act, or found in complicity as an accessory, will be automatically suspended from school, and dealt with to the full extent of the Duchesne District Safe School Policy.

Sexual Harassment includes: any verbal, written, or physical conduct of a sexual nature, which has the purpose or effect of creating an intimidating, hostile, or offensive environment. Any suggestion, request, demand, or pressure for sexual involvement, accompanied by implied or explicit threat concerning one's grades, extracurricular standing, job, etc. is prohibited. This includes, but is not limited to the following:

1. Derogatory, demeaning, or offensive jokes, teasing or comments of a sexual nature.
2. Graphic remarks or sexual comments about an individual's body.
3. Sexually suggestive or obscene telephone calls, letters, notes, or invitations.

4. Sexually suggestive or obscene pictures, cartoons, posters, or objects.
5. Grabbing, pinching, or touching of private areas.
6. Deliberate cornering, shouldering, or bumping in hallways.
7. Sexual gestures, unwanted pats or hugs, any unwanted touching.
8. Any form of sexual threat, intimidation, or exploitation.
9. Actual or attempted sexual assault, molestation, or rape.
10. Sexist remarks or gender-based stereotyping.
11. Depantsing of students.

Incidents of harassment should be reported to a teacher, principal, or other trusted adult. Utah reporting laws apply to all adults at school.

#### **SKATEBOARDS, ROLLERBLADES, ETC.**

Rollerblades, skateboards, etc. are NOT to be ridden inside the building or on sidewalks around the building. Hacky-sacks will be limited to use outside the school building. An exception would be if they are involved in a P.E. activity or special approved lunchtime activity. Shoes that have rollers on them are not allowed in the building.

#### **SNOWBALLS**

Because of potential injury, throwing snowballs and/or pushing people in the snow or ice anywhere on the school campus is prohibited

#### **SUSPENSION/EXPULSION**

Suspension is a special "time out" for repeated misbehavior or continued poor citizenship, and will be used with discretion, as the situation warrants. Suspended students are not permitted to attend classes, enter the school building, be on school grounds, travel on school transportation, or participate in extracurricular activities, school dances, etc. Students who have been suspended have the right to written notification and a hearing. Continued behavior that results in repeated suspension will lead to expulsion from school. The suspended student will be responsible to obtain and make up school work missed. At times an In-School Suspension may be used as an alternative to Out- of-School Suspension.

#### **THEFT**

Students are encouraged to NOT bring valuables and large amounts of money to school. They should also take care to make sure their personal property is locked in a locker or secured on their person at all times. Students are encouraged to check with the office for assistance in securing items on an emergency/special occasion. Students caught stealing either from the school or other students will be held responsible. Suspension from school is automatic for all students caught stealing. Referral to the police

authorities and juvenile court will also be made.

**TOBACCO, ETC.**

All school areas and activities are drug, alcohol and smoke-free. Possession or use of any illegal, or legally controlled substances, prohibited by law on any school property or in any building owned or operated by the Board of Education or while representing DHS at any school-sponsored activity will result in suspension and referral to juvenile authorities. Continued violation of the same will result in referral to the School Board for expulsion from the school system. Other professional agencies will be asked to provide adequate support and placement for these students.

**VANDALISM and PROPERTY DAMAGE**

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, they should report it to a teacher or the office immediately.

**VIEWING OF STUDENT RECORDS**

Parents and approved staff members may review a student's cumulative records at the school office upon request. Cumulative records are treated as confidential material, and the privacy rights of students and parents are safeguarded. Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent.

**STUDENT SERVICES . . .**

**BOOKSTORE**

The office has a limited number of school supplies available for students to purchase. The bookstore will be open before school, after school, during lunch and between classes. The bookstore is closed during classes.

**COUNSELING SERVICES**

Students are encouraged to use the services of our counseling center. Our counselor is trained to work with students in the areas of academic counseling, career guidance, scholarship and college placements, behavior modification, course selection, educational planning, and resolution of personal problems. The counselor has ready access to student records and state/national test scores. Students may seek the help of the counselor themselves, or be referred by various members of the school or family. Our Counselor is generally available 8:00 AM to 3:30 PM, although special appointments may be made. If there is an emergency need, students should feel free to contact the counselor right away.

### **HEALTH SERVICES**

A school nurse is assigned to DHS. She can be reached by phone/pager if needed for any type of emergency. Some age groups will have special exams (e.g., eye, hearing, or scoliosis) during the year.

### **INTERNET SERVICES**

Students may apply for use of the Internet system by completing the necessary District and school forms. These are available at the Media Center (Library). If all conditions in the "user's agreement" are met, students may be issued a "users card". Misuse of internet may result in suspension from school and revocation of privileges.

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

Students are encouraged to make extensive use of the Media Center.

When students come to the center, they should arrive with a study purpose in mind. If they are sent by a teacher, to take a test or study, they should have a note from that teacher. The Media Center is a place for *quiet* study.

### **Right to Due Process**

Students and their parents have the right to be heard concerning incidents at school, and may appeal decisions made at the school level by contacting Duchesne School District officials at 435-738-1240.

### **Civil Rights Notices and Procedures**

**Duchesne High School is committed to providing educational services to students without regard to race, color, national origin, sex, or disabilities.**

If students, parents, teachers, or others have cause to believe that services are not being properly provided because of one of these reasons, the grievance process is as follows:

- Students contact a trusted adult and/or school administrator.
- Parents or teachers state the problem in writing and make an appointment with the principal to discuss the issue.
- If not satisfied with the decisions at the school level, contact Duchesne School District administrators-superintendent or assistant superintendents. 435-738-1240
- If not satisfied with decisions at the district level you may contact the office of civil rights in Denver.
  - Cesar E. Chavez Memorial Building
  - 1244 Speer Boulevard, Suite 310
  - Denver CO 80204
  - 303-844-5695





