

Altamont High School Student Handbook



Altamont High School

Home of the Longhorns!

Welcome to another great year at Altamont High School. We are glad to have you here. We are excited for the learning, relationships, and memories you will be making this school year.

We are beginning not just a new school year, but have also built a new schedule based off of student development and instructional rigor to maximize student success.

- Depending on grade level and course choices, students will have a series of classes ranging from 40 to 80 minutes.
 - Grades 7th - 10th: the majority of these students will have 7 classes per day.
 - Grades 11th and 12: the majority of these students will have 8 to 9 classes per day.
- This schedule allows AHS to increase the amount of instructional time in the Math, English Language Arts, and in most of the Science classes.
 - The time for these three CORE classes is 80 minutes every instructional day - giving the students more access to instruction in these pivotal subject areas.
- This schedule also allows for the implementation of two lunches giving the younger students in grades 7th and 8th first lunch and the older students in grades 9th - 12th second lunch. Both lunches will remain open campus allowing the students to leave for lunch.
- AHS is focused on Student learning, personal development and preparation for graduation and beyond.
- School will begin at 7:50AM and dismissal will be at 3:32PM
- No class will be held on Friday.

This book is a guide for you to understand the policies, practices, and procedures of Altamont High School, and Duchesne County School District.

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New Information

DCSD Policy

5.0710 Student Use of Personal Electronic Devices In Schools

(Reference: Utah Code 53G-7-226)

5.0710.01 Definitions

"Cellphone" means a handheld, portable electronic device that is designed to be operated using one or both hands and is capable of transmitting and receiving voice, data, or text communication by means of: a cellular network; a satellite network; or any other wireless technology.

"Cellphone" includes: a smartphone; a feature phone; a mobile phone; a satellite phone; or a personal digital assistant that incorporates capabilities similar to a smartphone, feature phone, mobile phone, or satellite phone.

"Smartwatch" means a wearable computing device that closely resembles a wristwatch or other time-keeping device with the capacity to act in place of or as an extension of an individual's cellphone.

"Smartwatch" does not include a wearable device that can only: tell time; monitor an individual's health informatics; receive and display notifications or information without the capability to respond; or track the individual's physical location.

"Emerging technology" means any other device that has or will be able to act in place of or as an extension of an individual's cellphone.

"Emerging technology" does not include school-provided or required devices.

"Listening device" means any device used for the purpose of listening, via bluetooth or other means, to what is being sent from a cell phone, smartwatch or other emerging technology. Listening devices include, but are not limited to, ear buds, headphones, etc.

5.0710.02 Restriction Of Devices

To allow all students to engage in learning during school, with minimal distraction, the following policy applies to all schools in the Duchesne County School District. Cellphones, Smartwatches, emerging technologies, and listening devices must be turned off and out of sight during school. They may remain in the possession of the student, but cannot be visible in part or whole. This begins when the student arrives at school for the day and ends when students are dismissed for the day. Students will only be allowed to use school-issued electronic devices during class time. Students must keep personal devices off and out of sight during recess, passing time, and every other activity during the school day. As an exception, schools who have an open campus during lunch may allow students to use their personal devices throughout the lunch period. Schools that are a closed campus during lunch shall not allow student use of personal devices during lunch.

- Individuals assume full responsibility for their own technology devices. This includes the device's safety, security and maintenance.
- Personal communication devices and/or devices that can take pictures or videos may not be used in locker rooms or bathrooms at any time.
- No taking, uploading or sharing photos, recording audio, or capturing video during school.
- Students may not have their phone out in the hallway, unless it is an open campus school and it is during lunch time.
- Any disruption to class or other educational activity may result in disciplinary action.

5.0710.03 Exceptions

The following exceptions apply:

A student will be allowed to use a cellphone, smartwatch, emerging technology, or listening device:

1. to respond to an imminent threat to the health or safety of an individual;
2. to respond to a school-wide emergency;
3. to use the SafeUT Crisis Line;
4. to allow for a student to follow their Health Care plan, IEP, or Section 504 accommodation plan;
5. to address a medical necessity;
6. or during the lunch period of an open campus school.

In order to receive an exception, a student and/or their family needs to talk with a school administrator to discuss the nature of the need and the possible accommodations. If both the family and the school administrator agree, the student will be granted a specific exception for their specific need.

5.0710.04 Consequences

Any personal electronic device seen or heard will be confiscated.

- First Offense: The device will be confiscated until the end of the day.
- Second Offense: The Parent/Guardian must come to the school to regain possession.
- Third Offense: The Parent/Guardian must come to the school to regain possession and pay a fine.
- Fourth Offense: The Parent/Guardian must come to the school to regain possession and pay a fine.
- Additional Offense: The device may be confiscated until the end of the year and/or the student will enter into a behavior contract regarding this (and any other) behavior issue.

Fines collected will go into the school student activity fund to be directly used for student activities such as behavior rewards, positive behavior intervention supports, class rewards for achievement, field trips, etc.

ALTAMONT HIGH SCHOOL

Our mission at Altamont High School is to prepare each and every student to successfully live in and contribute to a diverse and ever-changing society.



**-WE ARE IN CONTROL OF OUR BEHAVIOR -
The way in which I act or conduct myself,
especially toward others.**

WE ARE READY

I have my gear out and ready to go.

Class notebook, writing utensil, and my charged school laptop.

WE ARE RESPECTFUL

To ourselves

To our fellow students

To our teachers

To our community

WE ARE RESPONSIBLE

If I see something, I say something

I am responsible for myself, my space, my behavior, and my learning

WE ARE LONGHORNS!
AHS Bell Schedule 25/26

Period	Time
1A	7:50 - 8:30
1B	8:34 - 9:14
2A	9:18 - 9:58
2B	10:02 - 10:42
3A	10:46 - 11:26
Jr. High Lunch	11:26 - 11:56
3B (Jr. High)	11:56 - 12:36
3B (High School)	11:30 - 12:10
High School Lunch	12:10 - 12:40
4A	12:40 - 1:20
4B	1:24 - 2:04
5A	2:08 - 2:48
5B	2:52 - 3:32

IF YOU NEED HELP

1. IF YOU ARE ABSENT FROM SCHOOL...

Parents should call the office (738-1345) 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 (738-1345) 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 at <https://www.dcsd.org/>

6. IF YOU WANT TO BUY LUNCH...

Go to the office or you can pay online at <https://www.dcsd.org/>

7. IF YOU ARE SICK...

Check with your teacher (if in class) and report to the office.

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.

{E3} Accountability Compact



Duchesne County School District Accountability Compact

Students: Be where you are supposed to be. Do what you are supposed to do.

When you ... Attend classes 95% of the time or more
Engage in class every day
Behave in school so all can learn

And ...

Parents:

When you ... Ensure your child attends class 95% of the time or more
Encourage them to engage in class every day
Expect them to behave in school so all can learn

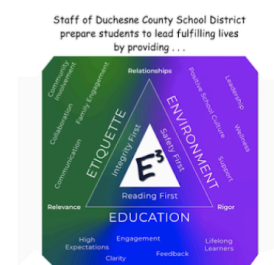
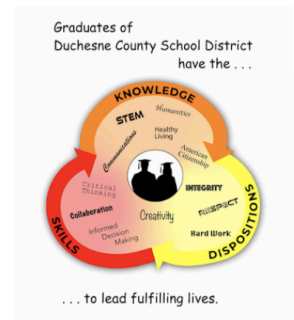
And ...

Staff:

We will ... Engage students in meaningful and relevant learning activities every day
Expect and reinforce good behavior
Do all in our power to keep students safe
Treat each other, each student, and families with dignity and respect

Then ...

Each student will acquire the knowledge, skills, and dispositions to lead fulfilling lives.





Duchesne County School District - Personal Accountability Contract

WHY? What expectations are not being met right now?

ACTION PLAN What actions will help to meet expectations in the future?

Follow-Up Timeline:

Student: _____ Parent: _____ Staff: _____ Date: _____

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. Roll will be taken before and after assemblies that occur during scheduled school time.

DANCES

Visiting high-school age youth are welcome as long as they are willing to abide by the policies of AHS. A form will be provided by the host school for both partners to sign. 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 more than once, they will not be allowed back in the building. Generally, dance times for junior high will be during school; senior high times will be 8:00-11:00 PM.

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 AHS 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.

{E3} Fee Waiver

A fee waiver means a full or partial release from the requirement of payment of a fee and from any provision in lieu of fee payment. All fees are subject to waiver. Non-fee charges are not subject to waiver. A waiver shall be granted to a student if charging the fee would deny the student the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee.

A student is eligible for waiver upon providing verification that:

1. The student qualifies for free lunch based on family income;
2. The student receives SSI;
3. The family receives TANF funding;
4. The student is in foster care through the Utah Division of Child and Family Services;
5. The student is in state custody.

The principal, or the principal's designee, shall review and make decisions regarding fee waiver requests, verifying eligibility as required (including obtaining the required documentation).

FOOD AND DRINK IN CLASSROOMS/AUDITORIUM

Food and drink are allowed in classrooms at teacher discretion, but NOT in the auditorium. If an accident does happen, it will be the student and teacher who are responsible to clean it up thoroughly.

INSURANCE

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

{E3} Items not allowed at school

- Any dangerous weapon, or look-alike
- Any dangerous substance—drugs, alcohol, or imitation, or drug paraphernalia
- Any electronic device, when used in a physically harmful, or in a threatening way
- Any gang-related clothing, hats, jewelry, emblem, badge, symbol, sign, or other things that would evidence membership in a gang

LOCKERS

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.

{E3} Medication

- Prescription medication must be prescribed by the student's health care provider. The health care provider's orders must be presented to the school at the time the medication is given to the health office. The Parent/Guardian Medication Authorization Form must be completed and signed by the parent/guardian and the health care provider to administer the medication at school as needed. The Parent/Guardian Medication Authorization Form is available through the school office and on the District website.
- Prescription drugs must be in the original pharmacy container, labeled with the student's name, date, medication, dose, time to be taken at school and

length of treatment. (The Pharmacist may be requested to prepare a special container for school use.)

- The parent **MUST** bring the medication to school. Students are **NOT** allowed to transport medication. The only exception would be in the case of inhalers, emergency allergy pens, and/or diabetic insulin and diabetic supplies. Only students with the appropriate paperwork on file with the Health Office will be allowed to carry medication. Contact Office personnel for more information.
- Medication will be administered in the presence of the school nurse and/or health assistant, or in their absence, by the person designated by the school principal, or as otherwise required by law.
- All over-the-counter and/or non-prescription medication must be given by a parent or we must have the district [Medication Authorization form](#) on file. There is a copy at the end of this student handbook.

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

Students participating in competitive sports are required to obtain a physical examination each year. Form A for the exam may be picked up from the office or from Register my Athlete. These need to be turned into Mrs. Justice in the office.

{E3} Portrait of a Graduate

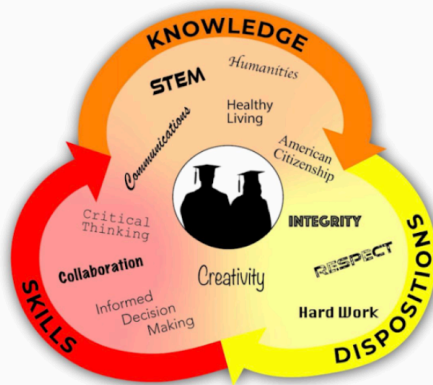


Duchesne County School District

Mission

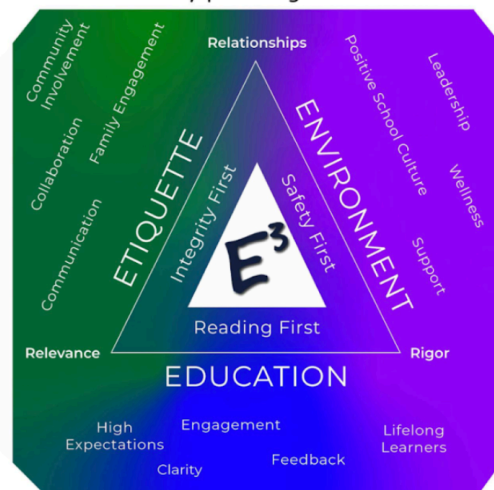
Educators persistently engage students in gaining the knowledge, skills, and dispositions to lead fulfilling lives.

Graduates of
Duchesne County School District
have the . . .



. . . to lead fulfilling lives.

Staff of Duchesne County School District
prepare students to lead fulfilling lives
by providing . . .



SCHOOL HOURS

School hours are considered between 7:20 AM and 4:00 PM. 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 4:00 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 4:00 PM, 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 vending machines will be available before school, during lunch, and after school. Vandalism and other destructive acts on the machines will be referred to the police and may result in the removal of the machines.

{E3} Visitors

Parents, guardians, grandparents, and other persons interested in the education of our children are encouraged to visit the school. Visitors are required to check in with the office and wear a visitor's badge. The administration reserves the right to refuse school visits at times that may alter the effectiveness of instruction. Students from other schools will not be allowed to visit.

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

{E3} Academic Grading/credits/graduation

An academic grade reflects successful demonstration of knowledge and/or skills pertaining to the Utah State standards for that course. Teachers inform students of the content to be learned and the success criteria for each level of learning. These proficiency scales are available for student and parent information.

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 (Concurrent Enrollment courses equal 1 full credit) and a semester class is 0.50 credits. To graduate with a regular diploma, a student must accumulate a total of 36 academic credits, with earned credits in all required subjects. For students transferring into a DCSD school from outside the district, all courses for credit must be earned from an accredited institution and those credits will be prorated into the DCSD credit system on an individual basis.

Students who fail classes required for graduation will need to make up these classes to gain the necessary credits. Please talk to your counselor to determine what option would work best for you to recover the credit and/or forgive the grade from the failed class.

WHY USE STANDARDS-BASED GRADING?

- Provides specific mastery scores connected to the standards of each course.
- It shows specific strengths and areas for growth for individual students.
- Clearly documents every students' progress, using the success criteria, on each standard.
- Allows and encourages multiple opportunities to demonstrate progress throughout the school year.
- Students who require extra time to master a skill are not penalized.
- It is designed for teachers to utilize more pre-tests and formative assessments to guide instruction.
- It demonstrates a student's readiness for summative assessments.
- It shows specifically what students have learned and has a strong correlation to positive standardized testing results.

ASSESSMENTS FOR LEARNING OUTCOMES

- A** – The student has demonstrated mastery of the standard.
- B** – The student has mastered all of the simple learning goals "C" and partially mastered the standard "A"
- C** – The Student has mastered all of the simple learning goals of the standard.
- D** – The student has partially mastered the simple learning goals of the standard.
- F** – The student has provided evidence, but has not attained the simple learning goals.
- M** – Missing. Student has not provided evidence on which to base a grade.

PROFICIENCY SCALES

- Specific scoring guides are created for each standard.
- The success criteria for each standard is clearly defined.
- The needs of students, at all learning levels, are addressed.
- Students learn to evaluate their own skill levels.
- Feedback on the success criteria of each standard is specific and it is done collaboratively.
- Students learn to evaluate their own skill levels using the success criteria.

"Reflective teaching must be based on evidence of student learning, and reflection is most powerful when it is collaborative." —John Hattie



Duchesne County School District High School Graduation Check Sheet



DCSD requires 36 credits for graduation
Each box equals 0.25 credit / 1.0 credit is equal to 1 year

Student Name: _____
Graduation Year: _____

English Language Arts (6.0)

English 9				
English 9 Lab				
English 10				
English 10 Lab				
English 11				
4th Year English				

Mathematics (6.0)

Secondary Math 1				
Math 1 Lab				
Secondary Math 2				
Math 2 Lab				
Secondary Math 3				
4th Year of Math				

Science (3.0)

Life (Biology)				
Physical (Chem, Physics, Earth)				
3rd Year Science				

Social Studies (3.0)

World Geography				
World History				
U.S. History II				
U.S. Government				
Social St. Elective				

Fine Arts (1.5)

CTE (1.0)

Financial Lit. (0.5)

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Computer Lit. (0.5)

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Health & PE (2.0)

Health II				
Fit For Life				
PE Elective				

Electives (12.5)

Notes:

Credits Earned

	Q1	Q2	Q3	Q4	Total
9th Grade					
10th Grade					
11th Grade					
12th Grade					
Total:					

Civics Test Passed: ☐

* Transfer students will have their credits prorated into our system by a counselor.
** Special thanks to Amanda Jenks of the Ute Tribe for inspiring this document!

	Q1	Q2	Q3	Q4
9th Grade	2.25	4.5	6.75	9
10th Grade	11.25	13.5	15.75	18
11th Grade	20.25	22.5	24.75	27
12th Grade	29.25	31.5	33.75	36

	Q1	Q2	Q3	Q4
9th Grade	2.25	4.5	6.75	9
10th Grade	11.25	13.5	15.75	18
11th Grade	20.25	22.5	24.75	27
12th Grade	29.25	31.5	33.75	36

Our job is to prepare you for anything you ever choose to do - so you can lead a fulfilling life.

[illegible][illegible][illegible]

Job opportunity
Job opportunity
Job opportunity
Job opportunity
Job opportunity

Career Planning	
Top Career Choice: _____ Courses that would help:	Plan:
2nd Career Choice: _____ Courses that would help:	Plan:
3rd Career Choice: _____ Courses that would help:	Plan:

ACADEMIC GRADES CHANGES

Grade changes by a counselor will be made within two (2) weeks after the end of the term. Teachers must notify the counselor of a grade change request via form within 2 weeks of the quarter's end.

ACADEMIC HONOR ROLL

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

ACADEMIC 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 Citizenship Point Average (CPA) of 3.0, will be rewarded.

CRITERIA FOR DETERMINING CITIZENSHIP GRADES

Beginning with the 2025-2026 school year, AHS will use the DCSD Citizenship Proficiency Scale. This scale is located at the end of this document. Citizenship grades will have an effect on eligibility for Extracurricular activities. Students who receive a U citizenship grade will not be eligible to participate until the grade is rectified.

{E3} Citizenship Proficiency Scale

2.0

	Duchesne County School District Citizenship Proficiency Scale	
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- Attending class and engaging in class are fundamental to learning and being a responsible citizen.
- Expectation for students: Be where you are supposed to be and do what you are supposed to do.
- Beginning with the 2024-25 School Year:
 - Citizenship grades will be recorded on the report card.
 - Programs such as rewards and/or extracurricular eligibility are impacted.
 - Study Hall and/or other interventions will be required for those in yellow/red for attendance.
- Beginning with the 2026-27 School Year:
 - No academic credit is awarded if any of the citizenship grades are a U.
 - The U can be made up, and academic credit awarded, if the required conditions are met. School administrators will determine the conditions/contract based on severity.

Citizenship Grade	Attendance	Behavior	Classwork *
H (Honors)	<input type="checkbox"/> H (Blue) matrix	<input type="checkbox"/> On Level 0	<input type="checkbox"/> All work is competently completed (100%)
S (Satisfactory)	<input type="checkbox"/> S (Green) matrix	<input type="checkbox"/> On Level 1	<input type="checkbox"/> Large majority of work is competently completed (70-99.9%)
N (Needs Improvement)	<input type="checkbox"/> N (Yellow) matrix	<input type="checkbox"/> On Level 2 or 3 (must include teacher intervention plan at 3)	<input type="checkbox"/> Most work is competently completed (50-69.9%)
U (Unsatisfactory)	<input type="checkbox"/> U (Red) matrix	<input type="checkbox"/> On Level 4 or Worse (must include admin and a contract)	<input type="checkbox"/> Most work is NOT competently completed (0-49.9%)
Make Ups?	Yes. Get the Grade Up	Yes. Improve the Level	Yes, within teacher established deadlines.

* Classwork Citizenship is only for those teachers who use "collected" for the "assignments" in Powerschool. Teachers establish the cut score for each assignment at a "competent" level with modifications for those with an IEP. There must be a minimum of 6 "assignments" in Powerschool for this grade to be given.

(2.0 Updated: June 5, 2025)

{E3} Attendance Matrix

Duchesne County School District Attendance / Grades Consequence Matrix

2.0

Secondary

		ATTENDANCE																	
		(# of Days Absent per quarter per class. All absences count, except hospitalization.)																	
GRADE		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17+
	As																		
	Bs																		
	Cs																		
	Ds																		
	F/M																		
Citizenship Grades																			
H	Honors level of attendance. Keep up the good work!																		
S	Warning: on watch. Keep your grades up and attend class to avoid dropping any further.																		
N	You are in study hall sessions until you get back into the green or blue. Coordination with parents will take place.																		
U	An Attendance Contract is created in coordination with parents. You are in study hall until the conditions of the contract are met. Possible service opportunities, etc.																		

(for Pass/Fail Courses)

Secondary

		ATTENDANCE																	
		(# of Days Absent per quarter per class. All absences count, except hospitalization.)																	
GRADE		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17+
	P																		
	F																		

(2.0 Updated: June 5, 2025)

{E3} Concurrent Enrollment

Through an agreement between Duchesne District and Utah State University, 11th and 12th grade students who have a minimum of a (3.0 GPA) may enroll in college courses, for both high school and college credits. Held on the AHS 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.

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, and principal.

{E3} Demonstrated Competency

Demonstrated Competency Assessment (DCA) gives students the opportunity to test out of a course to earn high school graduation credit. Students can take a DCA in an identified subject area and receive .5 or 1.0 credit (plus Lab credit as applicable). DCAs are available in ELA, Math, Health, and PE to all high school students. Tests are taken at scheduled times for assessment-only DCAs or by appointment prior to April 15th for project-based DCAs. DCAs are completed at the District Learning Center (DLC). Students and their parents should meet with a counselor to review previous coursework, standardized test scores, or other relevant experience to decide if they are sufficiently prepared to be successful on a DCA.

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 administration at the end of each grading period.

{E3} Integrity with AI

As emerging technologies like artificial intelligence (AI) and Natural Language Processing (NLP) become more prevalent, our District is proactively developing principles to guide the safe, effective, and responsible use of these tools for student learning.

Students are required to rely on their own knowledge, skills, and resources when completing schoolwork. To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, “AI/NLP tools”) is strictly prohibited for the completion of school work except as outlined in governing board policy. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that staff is tasked with developing in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Behavioral Referral Process.

Under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students may use such resources to help them better understand and analyze information and/or access course materials. If students have any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

{E3} Participation in graduation ceremonies

For seniors to be eligible to participate in graduation exercises, the following conditions must be met:

1. The student must complete his/her last semester at Altamont High School.
2. The student must be on-track to graduate by mid-term of the fourth quarter. Grades will be stored the Friday before graduation for seniors, and all credits must be earned.
3. All seniors must meet with their counselor upon exit to review his/her grades and transcript information.
4. The student must be enrolled in at least 60% of Altamont classes.

{E3} Valedictorian

The designation of Valedictorian will be based on a student's GPA, with the highest GPA being awarded Valedictorian and the second highest GPA being awarded Salutatorian. If more than one student earns the highest GPA, then no Salutatorian shall be awarded (but may be honored in other ways). Only students who completed at least 50% of their total senior year in the DCSD high school from which they are graduating will be considered for this honor. Early graduates may be considered as long as they meet the 50% requirement. Grades must be submitted for this honor no later than the Monday before graduation (or sooner if the school requires). Grades submitted after this date will not be considered for this honor, but may impact student rankings. Note: Typically, 3rd Trimester CE courses do not finalize until after this date and should not be considered in Valedictorian determination if they are not finalized.

Graduation speakers shall be chosen from the pool of Valedictorians and/or Salutatorians. Students wishing to speak will audition by submitting their speech by the Monday before graduation. The administrative team and/or designees will review speeches and choose the winning candidate(s). If no speech passes analysis, no honors speaker is required.

POLICIES: STUDENT CODE OF CONDUCT

{E3} Acceptable use policy

DCSD schools will use the document signed during registration “Responsible Use for Duchesne County School District Technology Resources” for all items pertaining to technology use.

Attendance Behaviors Leading to School Penalties

- Truancy. (Sluffing) All unexcused absences are truancies and will result in consequences.
- Tardiness. Excessive unexcused tardiness will result in consequences. Fines, assignment to Positive Alternative to School Suspension (PASS)/ Social Emotional Behavioral Supports (SEBS), etc. may be imposed after tardiness becomes excessive.
- Citizenship grade is partially based on attendance.

Truancy (Unexcused Absence)

On the first offense, the student will be assigned to a session of PASS (positive alternative to school suspension). On the second offense, the student will be assigned 2 sessions of PASS. On the third offense, the student will be assigned 3 SESSIONS of PASS. On the fourth or subsequent offenses, the student will be assigned to PASS until attendance improves and coursework is complete. Eventual consequences could include counseling, contracts, referral to district students services director for alternate school placement, and juvenile court referral.

Tardiness

The citizenship grade is partially based on the number of tardies. In addition, overall school consequences for excessive tardiness will be enforced. The following consequences are for all tardies in all classes each quarter:

6 = verbal warning, 8 = parent notification, 10 = 1 hour of service + parent notification, 12 = 1/2 day in PASS/SEBS + parent notification, 14 = 1 day in PASS/SEBS + parent notification, 16 = 2 days in PASS/SEBS + parent notification, 18 = 3 days in PASS/SEBS + parent notification, 20 = Parent meeting + Behavior Contract with personalized intervention going forward.

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 DCSD 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 DCSD 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 PROCEDURES

1. If you are absent from school. .. Parents should call the office (738-1345) 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, or release time) without pre-approval from the principal. Four-wheelers and other ATVs/UTVs are not allowed on campus. Staff parking is designated to the back of the school (North side), student parking is designated to the West side of the school, and the front of the building in front of the Library.

The South parking lot in front of the building is designated for visitors only until 4:00 Monday-Thursday. Parking at school is a privilege - not a right. If you litter, ride on top of cars, race, or cause potential endangerment to yourself and others your parking privilege may be taken away.

{E3} Behavior levels

2.0

DCSD Behavior Intervention Levels

Description	Possible Intervention(s)
Level 0 - Classroom <ul style="list-style-type: none"> Exemplary behavior in every school setting. 	<ul style="list-style-type: none"> Positive relationships Fulfilling life Behavior Grade: H
Level 1 - Classroom <ul style="list-style-type: none"> Not following class or school rules. 	<ul style="list-style-type: none"> Behavior is corrected in class Informal Documentation Parents Notified By Teacher Behavior Grade: S
Level 2 - Classroom / School <ul style="list-style-type: none"> Repeated level 1 behaviors Distracting, Disrupting, Disrespecting Examples: <i>pushing, talking out, inappropriate language, etc.</i> 	<ul style="list-style-type: none"> Verbal warning Teaching of replacement behaviors Behavior Tracker Parents Notified By Teacher/Admin Informal Documentation Behavior Grade: N
Level 3 - School <ul style="list-style-type: none"> Repeated level 1-2 behaviors Disrespecting, Defying, Destroying, Degrading Examples: <i>insults, obstinance, bullying, damaging, etc.</i> 	<ul style="list-style-type: none"> Lunch DT or In-School Suspension Refocus Lesson Academic Probation Behavior Tracker Parents Notified Formal Documentation Intervention Plan Created Behavior Grade: N
Level 4 - School <ul style="list-style-type: none"> Repeated level 1-3 behaviors Destroying, Degrading, Dangerous Examples: <i>vaping, drugs, harassing, fighting, threats, etc.</i> 	<ul style="list-style-type: none"> In-School Suspension Out-of-School Suspension Refocus Lesson Academic Probation Parents Notified Formal Documentation Contract Created Behavior Grade: U
Level 5 - School / District <ul style="list-style-type: none"> Repeated level 1-4 behaviors Distributing Illegal Substances, Dangerous, Weapon 	<ul style="list-style-type: none"> Out-of-School Suspension Home Placement for Instruction Individualized Plan Parents Notified Formal Documentation New Contract Created
Level 6 - District <ul style="list-style-type: none"> Repeated level 1-5 behaviors, Weapon Failed School Contract 	<ul style="list-style-type: none"> Expulsion / Home Placement Alternate Location of Instruction Individualized Plan Parents Notified Formal Documentation New Contract Created
Level 7 - District / Juvenile System <ul style="list-style-type: none"> Failed District Contract 	<ul style="list-style-type: none"> Full Expulsion Entry into Juvenile System

* Based on situational severity, school administrators may determine that specific behaviors warrant skipping levels.

(2.0 Updated: June 5, 2025)

Behavior Contract		Level # ____	School: _____	Date: _____	Student: _____
<small>Your own resolution to succeed is more important than any other. - Abraham Lincoln</small>					
WHY? What behaviors have caused you to be at this level? 			ACTION PLAN What actions will improve behavior in the future? 		
			Follow-Up Timeline: <input type="text"/>		
CONSEQUENCES Natural and/or Imposed. Personal and/or Relationships. 			NEEDS What do you need in order to succeed in the action plan? 		
<small>The most important single ingredient in the formula of success is knowing how to get along with people. - Theodore Roosevelt</small>					
Student: _____		Parent: _____		School: _____ Date: _____	

{E3} Bullying / Abusive Conduct / Hazing

Definitions as used in Utah law 53G-9-601

"Abusive conduct" means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.

"Staff bullying" means a school employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another school employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that: (i) creates an environment that a reasonable person would find hostile, threatening, or humiliating; and (ii) substantially interferes with a student's or employee's educational or professional performance, opportunities, or benefits.

"Staff bullying" does not mean instances of: (i) ordinary teasing, horseplay, argument, or peer conflict; (ii) reasonable correction of behavior by a school employee; or (iii) reasonable coaching strategies and techniques by a school employee who is a coach.

"Student bullying" means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that: (i) creates an environment that a reasonable person would find hostile; and (ii) interferes with a student's educational performance, opportunities, or benefits.

"Student bullying" does not mean instances of: (i) ordinary teasing, horseplay, argument, or peer conflict; (ii) reasonable correction of behavior by a school employee; or (iii) reasonable coaching strategies and techniques by a school employee who is a coach.

"Cyber-bullying" means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

"Hazing" means a school employee or student intentionally, knowingly, or recklessly

committing an act or causing another individual to commit an act toward a school employee or student that:

- I.(A) endangers the mental or physical health or safety of a school employee or student; (B) involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; (C) involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or (D) involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and

II.(A) is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club, or event; or (B) is directed toward a school employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the individual who commits the act also participates. The conduct described constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

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.

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.

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 be escorted by a teacher or staff member 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.

Behavior interventions will be determined using the DCSD Behavior Intervention Scale. This scale is included at the end of this document. Upon referral to the office, the following consequences may be imposed. (a) Assignment to PASS/SEBS for an appropriate number of sessions depending upon the severity of the disruption. (b) Loss of ExtraCurricular Eligibility: Student is ineligible to participate in, or attend, any extra-curricular activity until cleared from PASS/SEBS 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.

{E3} Dress Code

Appearance and dress generally affect the behavior of students attending school; therefore, to create the best learning environment possible for all individuals concerned, the following is established Altamont High School policy:

1. Clothing:
 - i. The attire and appearance of students should always be neat and clean.
 - ii. All shirts, blouses, or dresses must have a sleeve and must cover the entire shoulder, as well as the entire midsection, and not be low cut.
 - iii. No attire or accessories with writing or pictures depicting or promoting controlled substances, including brand names, or violence shall be worn to school or school-sponsored activities; nor shall attire with vulgar expressions or obscene pictures be permitted on tee shirts.
 - iv. Shoes are to be worn while in school and on the school campus.
 - v. Length of bottom must extend past the student's finger-tip length while standing. Pants, shorts, skirts, dresses, must not allow skin to show within these parameters. Layered clothing or patches may be used to meet these requirements.
 - vi. Bottom attire must sit on the waist of the individual and can not hang below.

- vii. Proper athletic wear should be worn in physical education classes. PE Uniforms are required for secondary students.
- 2. Hair:
 - i. Styled so that it is neat, clean (to protect health), and well-groomed.
 - ii. Colored hair is permitted. Hair dye must be permanent enough to not be transferred from the hair. Hair must not be a distraction to learning.
- 3. Accessories:
 - i. Hats/baseball caps are allowed as long as they are not a distraction to learning. Hoodies are not allowed to cover the head.
 - ii. Bandanas are not permitted on school grounds.
 - iii. Wallet chains are not allowed.
 - iv. Belts must be worn properly and tucked into pant loops. Belts can not be excessive in length and hang freely from the body.
 - v. Piercings are permitted unless they are a distraction to the student or others.
 - vi. Clothing, attire or accessories that mimic non-human characteristics is not permitted.
- 4. Wearing, possessing, using or distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang.

Game/Activity 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 Principal or Athletic Director **before** the day of the activity.
2. If a student's game occurs on a Friday or Saturday, they must attend school on the Thursday before that game.

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.

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 three (3) weeks. The student is required to complete 15 hours of approved community service. Community service must be complete before eligibility is reinstated. In addition, the student must create a self improvement plan.

2. Second Offense: The student will be suspended from participation in any extracurricular school activities for a period of nine (9) weeks. The student is required to complete 45 hours of approved community service. In addition, the student must complete an approved treatment/intervention program before eligibility is reinstated.

3. Third Offense: The student will be suspended from participation in any extracurricular school activities for a period of eighteen (18) weeks. The student is required to complete 90 hours of approved community service. The student must complete an approved treatment/intervention program before eligibility is reinstated. The student must receive counseling by a licensed counselor (school or any outside agency) with an initial visit and any needed follow up sessions. In addition, the student must successfully pass the school drug test before being granted eligibility.

4. Fourth Offense: The student will be suspended from participation in any extracurricular school activities for a period of eighteen (18) weeks. The student is required to complete 90 hours of approved community service. The student must complete an approved treatment/intervention program before eligibility is reinstated. The student must receive counseling by a licensed counselor (school or any outside agency) with an initial visit and any needed follow up sessions. In addition, the student must successfully pass the school drug test twice per month (or wear a drug identification patch) before being granted eligibility.

5. Fifth Offense: The student will lose eligibility for the remainder of his/her high school career. Junior High students are bound by this policy for the duration of junior high. When a student enters 9th grade he/she will begin with a clean slate.

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.

LANGUAGE/MANNER OF SPEECH

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.

FUND RAISING

All fundraising and advertising (selling of ads) must be approved by the principal and the program advisor before AHS is committed to any financial responsibility. All funds raised on behalf of AHS shall be submitted to the school financial office and administered by AHS. There shall be no “outside” accounts that pertain to AHS. There is a fundraising form in the office that must be filled out and returned to the office.

LUNCH

Students who demonstrate irresponsible behavior in association with the lunch time activity (e.g., crowding in line, throwing 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.

{E3} Released Time

Released Time – Released Time is for a student to attend a specific Activity. There is no credit awarded for Released Time, and students must go to the designated area for which the release time is intended.

{E3} Safe Schools

Safe Schools

This policy is adopted by the Board of Education of Duchesne School District pursuant to UCA 53A-11-901 - 907. The Board intends to provide every student in the district with the opportunity to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruption. The Board has invited and received input from district employees, parents and guardians of students, and the community. The Board now adopts this policy, based on the principle that every student is expected to follow rules of conduct, and to show respect for others and to obey persons in authority at the schools.

Delegation of Authority

Students should be aware that certain behavior, outlined herein and in other policies of the district, is unacceptable and will result in disciplinary action. The superintendent and his designees will enforce district policies with the aim of assisting students and their parents or guardians in understanding that unacceptable behavior will not be tolerated and will be dealt with in accordance with the Board's disciplinary policies.

The Board hereby delegates its authority to suspend students for up to 10 days to principals and vice principals in each school in the District. (In addition, the Board authorizes hearing officers to conduct informal hearings.)

Publication of Safe Schools Policy

A copy of this policy shall be given to each student in school in the district once each school year. Each student transferring to a school in the district who was not attending a school in the district just prior to the transfer shall receive a copy of this policy. A copy of this policy shall be posted in each school in the district. Any significant change in this policy shall be posted in each school in the district.

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 a 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 district employee:

1. Continued willful disobedience or open/persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. 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.
4. Behavior that unreasonably disrupts or interferes with the educational process for other students.
5. Sells, gives, delivers, transfers, possesses, controls, uses or distributes alcoholic beverages, tobacco products, vaping products, controlled substances, psycho-toxic chemicals or over the counter medication within 1000 feet of school property or any school-sponsored event.
6. Is under the influence of alcoholic beverages, controlled substances, psycho-toxic chemicals or has intentionally misused over the counter medication within 1000 feet of school property or any school-sponsored event.

Mandatory Suspension/Expulsion

Students shall be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in a school building, in or on school property, or within 1000 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 at or against another student or district employee:

1. Possession of a weapon, explosive, or flammable material.
2. The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities within 1000 ft. of school grounds.
3. The sale, control, delivery or transfer or distribution of a drug or controlled substance as defined in UCA 58-37b-2.
4. The sale, control, distribution, delivery, or transfer of imitation controlled substances as defined in UCA 58-37b-2.

5. The sale control or distribution of drug paraphernalia as defined in UCA 58-37a-3.
6. 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.
7. Assaults a teacher or other individual. A student who commits an assault will be suspended until the next regularly scheduled school board meeting.

Behaviors Resulting In Suspension/Expulsion

In an effort to provide help/services as well as identify students as possible severe behavioral candidates, and in addition to the current policies, a plan of behavior identification, safety, and security has been established. For detailed descriptions of listed categories below, refer to the school student handbook.

Behaviors Displayed

- Weapons at School (gun, knife)
- Fighting
- Bullying
- Sexual Harassment
- Severe Defiance to Authority
- Disregard for Property
- Drugs, Alcohol, Tobacco, Vaping

Weapons at school is a safe school violation with an automatic safe school hearing required.

Severe Step One: Student will be suspended for up to 5 days, referred to local police, and a wellness check to be conducted by police. Access to guns discussed with parents. Upon return to school, the student will be required to complete a behavior plan with school administration.

Severe Step Two: Student will be suspended for up to 10 days with a possible safe school hearing to determine if he/she can continue attending school. Students will be offered counseling from the school counseling center.

Severe Step Three: Students will be identified as a “danger to safety of self/others.” This student will be suspended indefinitely pending a safe schools hearing with the District Student Services Director. Students will not be allowed to attend district schools or activities, but may continue through online services/intervention, etc., under district guidance. A wellness check will be conducted by the police.

Extra consideration may be given if any of the following self-harming behaviors are displayed.

- Suicide Ideation, Threats of Suicide
- Cutting
- Acting in Unsafe Ways
- Depression

Incidents involving students with an IEP will be reviewed on an individual basis.

{E3} Senior Trip

Senior Trips will be limited to one day, and there will be no overnight trips. Trips must meet all Risk Management criteria.

{E3} Search and Seizure

5.0740.01 Students shall be free from unreasonable search and seizure by school officials. School officials may search a student or a student's property with reasonable suspicion or with the student's consent. A search must be reasonable both in the reason for the search and the scope of the search.

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.

{E3} Standard Response Protocols

Standard Response Protocol (SRP) for all emergencies. The following protocols will be used, depending on the situation:

- Hold-when hallways need to be kept clear of occupants
- Secure- used to safeguard people within the building
- Lockdown-used to secure individual rooms and keep occupants quiet and in place
- Evacuate- used to move people from one location to a different location in or out of the building
- Shelter- used in an emergency such as an earthquake or extreme weather

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

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 for missed school work. 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.

{E3} Title IX/Sexual Harassment

5.0100.04 DISCRIMINATION POLICY

Issue Date: 5/8/97 The policy of the District is not to discriminate on the basis of sex, disability, race, creed, color, national origin, age, religion, politics or any other condition as required by various state and federal laws for admission or access to treatment or employment in educational programs or activities.

Inquiries concerning Title VI, Title IX, and Section 504, may be referred to:

Duchesne County School District

Office of the Superintendent

P. O. Box 446

Duchesne, Utah 84021

435 738-1240

Or

U. S. Department of Education

Office of Civil Rights

1961 Stout Street

Denver, Colorado 80294

5.0100 EQUAL EDUCATIONAL OPPORTUNITIES

5.0100.01 GENERAL

Issue Date: 5/8/97

No officer or employee of the District, when acting or purporting to act in official capacity shall

refuse to permit any student to participate in any school program because of the student's race,

religion, color, sex, or national origin.

Utah Admin Rule 300-112-3

5.0100.02 TITLE IX

Issue Date: 5/8/97

The Board shall adopt and publish grievance procedures providing for prompt and equitable

resolution of student complaints alleging any action prohibited by Title IX of the Education

Amendments of 1972, as amended.

20 USC § 1681-86

34 CFR § 106.8(b)

5.0100.03 TITLE IX COORDINATOR

Issue Date: 5/8/97

Updated: 3/9/23

The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Phillip Bertoch

Position: Human Resources Director

Address: 1010 E 200 N, Roosevelt, UT 84066

Office Telephone: 435-725-4520

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical communication of a sexual nature. Sexual harassment may include but is not limited to:

- Verbal, written, or electronic harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate patting or pinching
- Intentional brushing against others
- Demanding sexual favors. Any unwelcome sexually motivated

touching

Persons found in violation of this policy will be subject to discipline including but not limited to reprimand, suspension and referral to local police.

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 DCSD 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

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 7:20 AM to 4:00 PM, although special appointments may be made.

If there is an emergency situation, students should feel free to contact the counselor right away.

HEALTH SERVICES

A school nurse is assigned to AHS. 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.

{E3} HelpLines

Students or parents that are needing any crisis intervention may download the Safe UT App at the following website or call any of the hotlines listed.

AHS has administrators, counselors and a campus officer available during regular school hours.

Safe UT - <https://safeut.med.utah.edu/> -The SafeUT Crisis Chat and Tip Line is a statewide service that provides real-time crisis intervention to youth through live chat right from their smartphone.

This service is staffed by licensed clinicians 24/7 providing supportive or crisis counseling, suicide prevention, and referral services.

Suicide Prevention Hotline- When you or someone else is having thoughts of suicide call- 24/7 availability- 1-800- 273-8255

Northeastern Counseling - 1-435-725-6300

In case of emergencies call - 911

INTERNET SERVICES

Students may apply for use of the Internet system by completing the necessary District and school forms. These are available online and available during registration. If all conditions in the "user's agreement" are met, students may be issued a "users card". Misuse of the 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. 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 County School District 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

ALTAMONT HIGH SCHOOL

How to be a part of the “Stampede”

(United Students of Altamont)

School pride is the idea of feeling a connection with the school community and being proud to represent the values of a school.

***Get involved in school activities:**

Attend games, assemblies, pep rallies

Audition for the school play

Join the choir

Join the pep band

Try out for athletics

E-sports

Find something that makes you smile!

***Know your school song. We sing it at assemblies and games!**

***Keep our school clean.**

***Do the right thing!**

ALTAMONT SCHOOL SONG

Proudly Waving O'er Old Altamont
Our Colors Red and Blue.
The Flag Above Is the Flag We Love
To You, We'll E'er Be True.

Our Courage, Lies in Crimson.
And Our Loyalty, It's Blue.
And An Emblem to Me, You Will Ever Be
Forever the Red and Blue.

Oh, I'll Be True to You Old Red and Blue
And I Will Stand Through Every Fight with You
Staunch And True You'll Always Be
Close By You Old School Are We.

Every Loyal "A" Man Sings
Of The Memories You Will Bring.
"You Are Mine Forever, Red and Blue."





SCHOOL MEDICATION AUTHORIZATION FORM

In Accordance with UCA 53A-11-601

Date:

Student
Picture

STUDENT INFORMATION

Student:	DOB:	Grade:	School:
Parent:	Phone:	Email:	
Prescriber Name:	Phone:	Fax:	
School Nurse:	School Phone:	Fax:	

Parent: complete the above section, read and sign below, obtain signature from Health Care Provider and As parent/guardian I request the medication(s) listed below be given to my student during regular school hours.

- ☐ I understand medication will be administered by trained school employee volunteers.
☐ I understand a new medication authorization form will be required each school year, and whenever there is a dosage change.
☐ I understand parent or guardian is responsible for maintaining necessary supplies, medications, and equipment.
☐ I understand prescription medication must be transported to and from school by an adult*.
☐ I understand all medication, both prescription and over-the-counter, must be in the current original pharmacy container and label, with the child's name, medication name, administration time, dosage, and health care provider's name.
☐ I understand over-the-counter medication must be in the original manufacture container.
☐ I understand the information contained in this order will be shared with school staff on a need-to-know basis.
☐ I understand it is my responsibility to notify the school nurse of any change in my student's health status, care or medication order.

I give permission for my child's healthcare provider to share information with the school nurse for the

Parent Name (print):	Signature:	Date:
Emergency Contact Name:	Relationship:	Phone:

MEDICATION INFORMATION

If a request is being made for school staff to administer asthma medication, epinephrine auto-injector, diabetes medication, or seizure rescue medication, an additional specific form(s) will be required, and must be signed by the parent and physician, and kept on file at the school. These supplemental forms will also be required for students who carry and self-administer asthma medication, epinephrine auto-injectors, and diabetes medications.

Name of Medication	Indication/Diagnosis	Dosage	Route	Time	Side Effects

Additional Instructions to the school:


SIGNATURE This order can only be signed by an MD/DO; Nurse Practitioner, Certified Physician's Assistant or a provider with prescriptive practice.

The above named student is under my care. It is medically necessary for medication administration while student is under the control of the school.

- ☐ It is medically appropriate for the student to self-carry* this medication, when able and appropriate, and be in possession of this medication and supplies at all times (see statement above under Medication Information). This student has been trained to self-administer the medication and is capable of doing this safely.
☐ It is **not** medically appropriate to carry and self-administer this medication. Please have the appropriate/designated school personnel maintain this student's medication for use if needed.

Prescriber Name:	Phone:
Prescriber Signature:	Date:

CONTINUED ON NEXT PAGE: →

School Nurse		Duchesne County School District		
<input type="checkbox"/> Signed by physician and parent	<input type="checkbox"/> Medication appropriately labeled	<input type="checkbox"/> Medication log generated		
Medication is kept: <input type="checkbox"/> Front office <input type="checkbox"/> Health office <input type="checkbox"/> Classroom <input type="checkbox"/> Other* (specify):				
School Nurse Signature:		Date:		
<p>*Student may carry some medication in certain circumstances. This applies to asthma medication, epinephrine auto-injectors, and diabetes medications, and ONLY after supplemental forms are completed and turned in to the school. <i>District and school medication policies have the final say on whether medication other than asthma medication, epinephrine auto-injectors, and diabetes medications can be self-carried.</i></p>				