

BULLDOG HANDBOOK

2021-2022



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Douglas, AZ 85607
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Fax – 520-805-4171

Website:
www.dusd.us/o/douglas-high-school

Facebook page:
www.facebook.com/dhsbulldogs1

“ONCE A BULLDOG, ALWAYS A BULLDOG”

School Mascot: *Bulldog* School Colors: *Vegas Gold and Black*

Principal's Message



Welcome back to the 2021-2022 school year at Douglas High School, the home of the Bulldogs. We are excited about the upcoming year. This year will be much different than what education has ever been. After surviving a pandemic, we're optimistic about being able to overcome any challenge that comes our way because we are "BULLDOGS". In addition we will continue to implement safety, sanitation, and protocols to ensure everything goes smoothly.

As I embark on this new journey with you, I can tell you that I am so excited to lead the wonderful educators at Douglas High School. During this school year we will be working together to provide the best possible education for your students. Your commitment is an important part of our educational process and communication is the key to a successful school year.

The Douglas High School staff is also committed to success so as a school community we will be working hand-in-hand to ensure that we provide our students the skills to become tomorrow's leaders. We strive to challenge each student to reach their full academic potential to be college/career ready by the end of their four years. Together, by believing in excellence, we will build a strong foundation necessary for success. I promise you that the staff at Douglas High School will use best practices to determine student skill sets and establish goals for growth and improvement. We all believe that our students should graduate from high school prepared for college or a career.

It is expected that all of our students set personal and academic goals for the coming school year. These goals should include improving or sustaining high academic standards, participating in school activities, and establishing quality attendance patterns. Most importantly, our students should strive for excellence in school.

Our caring and professional staff provides our students with a safe and motivating academic environment in which to learn. Please allow me to introduce to you our Administrative staff for the upcoming year.

Mr. Albert Young – Assistant Principal, CTE Director
Mr. Angel Vidal– Assistant Principal, Curriculum
Mr. Angel Ortega – Assistant Principal, Athletic Director

The entire DHS staff wishes our students a successful 2021-2022 school year! Thank you for entrusting us with the opportunity to educate your child. I look forward to an awesome year!

Sincerely,
Melissa Rodriguez, Principal

"Your future hasn't been written yet. No one's has. Your future is whatever you make it, so make it a good one." Emmett "Doc" Brown, *Back to the Future*

Douglas Unified School District Board Members

Mr. Ray Borane–Board President
Dr. Ed Gómez
Mr. Mitch Lindemann
Mr. Mario Ramos
Mrs. Jana Selchow

Douglas Unified School District Central Administration

(520) 364-2447

Mrs. Ana Samaniego	Superintendent
Mrs. Denise Cox	Assistant Supt/HR Director
Geraldina Treviño	Curriculum and Federal Programs Director
Mrs. Katie Walker	Special Services and Preschool Director
Mr. Cesar Soto	Business Manager

Douglas High School Administration

(520) 364-3462

Mrs. Melissa Rodriguez	Principal	Ext. 2103
Mr. Albert Young (12)	Asst. Principal/CTE Director	Ext. 2131
Mr. Angel Ortega (11)	Asst. Principal/Athletics	Ext. 2113
Mr. Angel Vidal (9/10)	Asst. Principal/Curriculum	Ext. 2114

Douglas High School Office Staff

(520) 364-3462

Mrs. Maria Velasco	Principal's Secretary	Ext. 2101
Mrs. Christy Rios	Attendance Clerk	Ext. 2108
Mrs. Ana Hill	Registrar	Ext. 2120
Ms. Audrey Robles	Bookstore Manager	Ext. 2117
Ms. Alejandra Yanez	Athletics Secretary	Ext. 7602
Mrs. Lorenia Carranza	Counseling/CTE	Ext. 2170

Student Body Officers

Kamila Barrios	Student Body President
Sophia Michel	Student Body Vice President
Paulina Camacho	Student Body Secretary
Sailyn Lopez	Student Body Treasurer

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OUR DOUGLAS HIGH SCHOOL VISION AND MISSION FOR STUDENTS

VISION STATEMENT

Douglas High School will empower students to maximize opportunities to be college and career ready.

MISSION STATEMENT

Douglas High School will provide quality education in a safe, supportive environment with maximized opportunities to become college and career ready.

OUR SCHOOL WIDE GOALS

1. Employ and retain highly qualified and trained personnel
2. Use standards-based instruction
3. Use research-based instructional methods
4. Engage in regular collaboration and communication between students/parents/staff/ administration/community
5. Use data-driven decision making
6. Maintain a positive environment conducive to learning

POLICIES

The following policies are available upon request from any administrator or on <http://lp.ctspublish.com/asba/>. It is the responsibility of the student to know and understand these policies.

Student Rights and Responsibilities	JI-R
Student Conduct	JIC, JIC-R
Student Discipline	JK, JK-R
Student Suspension Due Process Rights	JKD
Student Expulsion Due Process Rights	JKE
Weapons in School	JICl
Student Interrogations, Searches, and Arrests	JIH
Secret Societies/Gang Activity	JICF, JICF-R
Tobacco Use by Students	JICG
Drug and Alcohol Use by Students	JICH, JICH-R
Alternative to Suspension	JKD (Part B)
Student Activity Suspension/ Expulsion	JKI
Extracurricular Programs	JJJ
Removal of Students from School Sponsored Activities	JKDA

SCHOOL SONG / FIGHT SONG

Loyalty

We're loyal to you Douglas High
We're steadfast and true Douglas High
We'll back you to stand
'Gainst the best in the land
For we know you gave sand Douglas High
RAH! RAH!
So, pile on that ball Douglas High
We're backing you all Douglas High
Our team is our fame protector
On boys for we expect a victory
From you Douglas High

2021-22 Bell Schedule

M, T, TH Regular Schedule	Early Release Wednesday	Friday ADVISORY DAY	End of Quarter & Day After Parent Conferences	Late Start Testing
<i>Traditional</i>	<i>Traditional</i>	<i>Traditional</i>	<i>Traditional</i>	<i>Traditional</i>
Period 0 7:00-7:50 (50 minutes)	Period 0 7:00-7:50 (50 minutes)	Period 0 7:00-7:50 (50 minutes)	Period 0 7:00-7:50 (50 minutes)	Lunch 1 11:30-11:55 (25 minutes)
Period 1 8:00-8:50 (50 minutes)	Period 1 8:00-8:40 (40 minutes)	Period 1 8:00-8:45 (45 minutes)	Period 1 8:00-8:30 (30 minutes)	Period 5A 12:00-12:40 (40 minutes)
Period 2 8:55-9:45 (50 minutes)	Period 2 8:45-9:25 (40 minutes)	Period 2 8:50-9:35 (45 minutes)	Period 2 8:35-9:10 (35 minutes)	Period 5B 11:30-12:15 (45 minutes)
Period 3 9:50-10:40 (50 minutes)	Period 3 9:30-10:10 (40 minutes)	ADVISORY 9:40-10:05 (25 minutes)	ADVISORY 9:15-9:35 (20 minutes)	Lunch 2 12:15-12:40 (25 minutes)
Period 4 10:45-11:35 (50 minutes)	Period 4 10:15-10:55 (40 minutes)	Period 3 10:10-10:55 (45 minutes)	Period 3 9:40-10:10 (30 minutes)	Period 1 12:45-1:00 (15 minutes)
Lunch 1 11:35-12:00 (25 minutes)	Lunch 1 10:55-11:20 (25 minutes)	Period 4 11:00-11:45 (45 minutes)	Period 4 10:15-10:55 (40 minutes)	Period 2 1:05-1:20 (15 minutes)
Period 5A 12:05-12:55 (50 minutes)	Period 5A 11:25-12:05 (40 minutes)	Lunch 1 11:45-12:10 (25 minutes)	Lunch 1 10:55-11:20 (25 minutes)	Period 3 1:25-1:40 (15 minutes)
Period 5B 11:40-12:30 (50 minutes)	Period 5B 11:00-11:40 (40 minutes)	Period 5A 12:15-1:00 (45 minutes)	Period 5A 11:25-12:05 (40 minutes)	Period 4 1:45-2:00 (15 minutes)
Lunch 2 12:30-12:55 (25 minutes)	Lunch 2 11:40-12:05 (25 minutes)	Period 5B 11:50-12:35 (45 minutes)	Period 5B 11:00-11:40 (40 minutes)	Period 6 2:05-2:20 (15 minutes)
Period 6 1:00-1:50 (50 minutes)	Period 6 12:10-12:50 (40 minutes)	Lunch 2 12:35-1:00 (25 minutes)	Lunch 2 11:40-12:05 (25 minutes)	Period 7 2:25-2:45 (20 minutes)
Period 7 1:55-2:45 (50 minutes)	Period 7 12:55-1:35 (40 minutes)	Period 6 1:05-1:50 (45 minutes)	Period 6 12:10-12:50 (40 minutes)	
Tutorial 2:50-3:30 (40 minutes)	Teacher Collaboration Time 1:35-4:00	Period 7 1:55-2:45 (50 minutes)	Period 7 12:55-1:35 (40 minutes)	
		Tutorial 2:50-3:30 (40 minutes)		

Activities/Athletics

Students participating in extracurricular activities represent the Douglas Unified School District and as such they are expected to conduct themselves in a manner that will reflect the highest credit to themselves and the school district. Students participating in or attending activity/athletic events are expected to follow school district discipline guidelines at all times. **To participate in extracurricular activities, the student is required to attend all of his/her classes the day of the activity.** Any exception will need prior approval by the D.H.S. Administration. Any student who has received an out of school suspension is ineligible to practice/participate/compete for the duration of the suspension. School sponsored student activities/dances are provided for responsible students who display positive and appropriate behavior. **Activities are viewed as a privilege and participation may be revoked. (Reference the D.H.S. Activities Handbook for further information).**

Announcements and Bulletin Board Displays

High School Administration must approve all announcements and all posters and/or bulletin board display materials.

Attendance Procedures – Douglas High School

(District Policies IKE, IKEA-R, JE, JH, A.R.S.15-803)

Douglas High School is an accredited high school, and we believe good attendance is an integral element of success in school and work. Maintaining good attendance is the responsibility of the student and parents. In accordance with that belief, we support the following attendance procedure:

- Student absences must be excused in order to make up the work.
- **If suspended, work must be made up while on suspension or the day a student returns.**
- **Any student who has 10 consecutive absences from school may be withdrawn.** The parent will be informed by letter of the withdrawal. The parent is required to accompany the student to the New Student Center for re-admittance.
- A student who accumulates ten (10) or more absences from any class during a semester **may** lose credit for that class. (School activity absences shall **not** be counted as an absence).
- Loss of credit will impact participation in sports, extracurricular activities and graduation
- Parents shall be notified by Parent-link of unexcused absences. Parents must provide updated telephone numbers whenever a change occurs.
- Excessive tardies may result in administrative disciplinary action.
- Classroom assignments may be made up on google classroom

Any student entering the classroom **AFTER** the bell has rung will be considered tardy. If a student arrives after 11 minutes, it will be recorded as an absence for that class period.

- The 10th undocumented absence results in a **Loss of Credit** for that class. All documentation for acceptable absences must be provided to the attendance clerk prior to December 13th for 1st Semester absences and May 15th for 2nd semester absences.
- Loss of Credit will result in the retaking of the class, impacting progress towards graduation

The student will:

- Attend classes regularly and on time.
- Obtain acceptable documentation for absences and submit documentation to the school attendance office within 48 hours of absence.

- Sign out in the attendance office if a student has to leave for illness or medical appointments, funerals, or other circumstances. This must be approved by an administrator or designee. Students may only be signed out by parents or guardians, or by someone authorized by the parent on the emergency contact list.
 - ** Students who are 18 cannot sign themselves out unless they do not live with their parents/guardians. Proofs must be provided that 18 year old students are no longer living with parents or guardians. If the student lives with parent/guardian and is 18 the parent/guardian must sign a waiver form stating that they allow the student to sign themselves out. These waivers will be provided at the start of the school year, and will be on file as students may turn 18 throughout the school year.**
- Realize that if a student accumulates ten (10) or more non-school activity undocumented absences in a semester in one class, the student **will** lose credit in that particular class.
- **A student needs to see the nurse before being released from school due to illness.**

The parent will:

- Require his/her student to attend regularly and **to be on time.**
- Promote the importance of regular school attendance.
- Obtain acceptable documentation for absences.
- **Notify the school the same day of any absence.**
- Realize that if a student accumulates ten (10) or more non-school activity undocumented absences in a semester in one class, student **will** lose credit in that particular class.
- Make an effort to schedule all appointments for students so they do not interfere with school.

The teacher will:

- Accurately record absences and tardies in the PowerSchool grade book.

The attendance office will:

- Accurately record student absences and excuses.
- Maintain accurate documentation files.

Acceptable documentation includes:

- A medical doctor's note, and/or office visit receipt.
- An orthodontist/dentist note or office visit receipt.
- In the event of a death in the family, a card from the funeral service or a newspaper obituary notice.
- A letter from the clerk of court in a courtroom procedure.
- Absences excused through the school's health/nurse's office because a student is ill and has been sent home.

Absences that Need Prior Approval to be considered Excused:

- ☞ Family vacation.
- Graduations, weddings, etc.

Note: No finals will be administered early because the student will be absent.

Makeup Work

If students are absent, students will be allowed:

- To make up daily work assigned during their absence.
- To complete (during tutorial) tests, quizzes and pre-scheduled projects assigned or due during their absence
- To complete the makeup work during the same number of days absent.
- To make up work missed while suspended.

Note: Make-up work must be submitted in the quarter in which it was due. Students will be able to access missing assignments through Google Classroom.

Awards and Honors

National Honor Society

Juniors and seniors eligible for consideration as members of the D.H.S. National Honor Society must have attained a grade point average of 3.500 by the beginning of the first semester of the induction year. All students so eligible shall be voted on by the Chapter Faculty Council in regard to Service, Leadership, and Character. The Chapter Faculty Council shall consist of 5 voting members appointed annually by the principal. The induction of a new member shall take place at a special ceremony after The Chapter Faculty Council makes the final selection.

Once a student has been inducted into National Honor Society, he/she must uphold the standards of good character, scholastic, leadership and community service and abide by the rules and regulations of National Honor Society.

Academic "D" Awards

An Academic D will be awarded to any D.H.S. student who has maintained a cumulative grade point average of 4.000 or higher at the end of his/her first, third, fifth or seventh semester at Douglas High School. A student will be awarded the Academic D only once during their years at D.H.S. and will be awarded a pin or bar for their Academic D in subsequent years if they again qualify with a 4.000 G.P.A. Awards (Ds and Pins or Bars) are ordered by the Student Council with student activity funds.

Carlson Honor Cup

This award is in honor of J.E. Carlson, former Superintendent of the Douglas Schools, and is given on the basis of scholarship and participation in various school activities. Only the student's junior and senior years are considered in the selection process. The cup is awarded to the outstanding boy in the Senior Class.

Huber Honor Cup

Mr. Paul Huber, Sr., served Douglas Schools for 45 years. The student's junior and senior years will be considered in the selection process. The cup is awarded to the outstanding girl in the Senior Class.

Dr. E.W. Adamson Scholarship

A scholarship based on scholastic standing, character, and financial need will be awarded to a Douglas High School graduating male. The recipient must attend a college or university as a full time student and maintain a 3.00 GPA.

Scholarships

Each year a number of scholarships are available. The scholarships come from many sources and information will be available in the counseling office and on the D.H.S. website. Eligibility varies and students graduating before or after their expected date of graduation may not be eligible for certain scholarships and awards.

Academic Bulldog Award

An Academic Bulldog Pin will be awarded to any D.H.S. student who has maintained a cumulative grade point average of 3.8 or higher at the end of his/her first, third, fifth or seventh semester at Douglas High School.

Assessments

ACT

Cohort 2025 (typically grade 9) students will take the ACT Aspire assessment. Cohort 2023 (typically grade 11) students will take the ACT assessment.

The test is designed to measure student mastery of course-specific skills and readiness for college and career.

AZELLA

The Arizona English Language Learner Assessment (AZELLA) is a standards-based assessment that meets both state and federal requirements to measure students' English language proficiency. AZELLA is used for both placement and reassessment purposes. Student's will be tested in the fall and in the spring.

AZSCI

The AzSCI Field Test will be administered to students in Grade 11 (Cohort 2023) in the 2021-2022 school year.

Civics Test Graduation Requirement

Arizona high school graduates are required to pass (60/100) a civics test identical to the civics portion of the naturalization test used by the U.S. Citizenship and Immigration Services.

CPR Training Graduation Requirement

By July 1, 2019, mandatory cardiopulmonary resuscitation (CPR) training is required as a high school graduation requirement. D.U.S.D must provide DHS students with one or more training sessions in cardiopulmonary resuscitation, through the use of psychomotor skills in an age-appropriate manner.

Bulldog Bookstore Fees*

P.E. Uniforms (optional)	\$ 20.00 Replacement
ID	\$ 5.00
Replacement Lanyards	\$ 2.00

EXTRACURRICULAR FEE SCHEDULE

Driver's Education (if available)	\$125.00
Interscholastic Activities*	\$ 50.00/per activity (If student completes PPT requirement fee is \$10.00/per activity)

****All fees are subject to change with DUSD Governing Board approval***

Bullying/Harassment (D.U.S.D. Policies JICK; JICK-EA; JICFB; JICFB-R; JICFB-EB)

Bullying behaviors will not be tolerated. Harassment, Intimidation, and bullying (HIB) reports will be accepted anonymously via e-mail, phone calls, and/or letters as well as taken in person. All reports will be thoroughly investigated by school administration. School administration will prescribe and enforce policies and procedures to prohibit pupils from harassing, intimidating and bullying other pupils on school grounds, on school property, on school buses, at school bus stops, and at school sponsored events and activities (A.R.S. §15-341). Students will face discipline consequences.

J-3200 © JICK

STUDENT VIOLENCE / HARASSMENT /INTIMIDATION / BULLYING

The Governing Board of the Douglas Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyber bullying: Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

Cafeteria/Food Service for DHS Students

High School students will have breakfast and lunch available to them at no cost as long as a lunch application has been submitted for state verification only.

If you have any questions or concerns about the meals or food service, please call the Child Nutrition Office at 364-2447 X 2180.

Second meals will be available at full price.

Students are only allowed to buy food during their designated lunch period.

Campus Disturbance (Student Conduct D.U.S.D. Policy JIC, JIC-R)

The State of Arizona now requires a written policy in regards to any potential campus disturbance. The written statement in its entirety is on file with the Douglas School Administrative offices. Pertinent facts related to students enrolled in Douglas High School are:

- Students creating a disturbance will be subject to disciplinary action.
- No literature may be distributed on the school grounds without permission of the high school administration.
- In the event of a campus disturbance, roll will be taken in all classes and pupils without legitimate excuses will not be readmitted to school unless accompanied by a parent/guardian.
- No person shall visit or audit a classroom or other school activity nor shall any person remain on school premises without the approval of the Principal or his/her designee.
- Dangerous Weapons: Any deadly weapon, dangerous instrument or explosives found on campus will be confiscated by school administrators. The appropriate agency will be notified and the confiscated items will be turned over to the appropriate agency for proper disposal. This infraction is grounds for long-term suspension or expulsion.
- We support a zero tolerance procedure concerning violence on campus. First offense will result in up to a 5-day suspension and police action if needed. Second offense may result in a 10-day suspension and/or a long-term suspension in addition to police action.

Career and Technical Education (CTE)

Career and Technical Education Courses offered at Douglas High School allow students to enroll in CTE programs that match their career goals. Upon completion of the program sequence and scoring successfully on the industry-validated state assessments students will receive certificates that give an overview of the mastered standards. Our programs may offer dual credit opportunities with Cochise College for the student.

Cell Phones/Electronic Devices

Electronic devices such as cell phones will be confiscated if they interfere with the educational process. Students may bring cellphones to school but they are **not** to be used in classrooms to place calls, text, or take pictures/video. An Electronic Device Referral will be written up by the teacher and the devices will be confiscated and taken to the office. These articles will be returned only to the parent/guardian. Continued defiance regarding school rules and cell phones will result in progressive discipline according to the discipline matrix.

•Teachers maintain the right to implement stricter rules about cell phones in their classrooms. •
If a cell phone is confiscated it will be held by an administrator and must be picked up by a parent/guardian:

•**D.H.S. is not responsible for any lost, stolen or damaged electronic device.**

§8-309 states it is unlawful for a juvenile to use a cell phone to transmit sexually explicit pictures of minors. It is also unlawful for a juvenile to knowingly possess explicit pictures of minors.

Child Find/Special Services

It is the Douglas Unified School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. Please contact the D.U.S.D. Special Services Department at 364-2447 Ext. 7101.

Class Ranking and Grade Point Averages (DUSD Policy IKC)

Colleges and Universities require rank in class on transcripts submitted for entrance evaluation.

Class rank shall be determined as follows:

- Class rankings will be determined each semester beginning with the first semester of the ninth grade.
- Total grade points begin accumulating with the ninth grade. These are divided by total units attempted to produce the cumulative grade point average (GPA). Students are then ranked accordingly.
- Valedictorian and salutatorian are two (2) honors based solely on scholarship (cumulative grade point average). The senior having the highest cumulative GPA (rounded to three [3] decimal places) will be the valedictorian. The senior having the second highest cumulative GPA will be the salutatorian. To be eligible for either honor, the student must have completed seven (7) semesters of high school and must have attended Douglas High School all of his/her tenth (10th), eleventh (11th), and twelfth (12th) grade years. Summer school sessions and correspondence courses are not counted as a semester of high school work. A student must have a minimum of nineteen (19) credits to be eligible. Valedictorian and salutatorian will be announced immediately upon the completion of the official seven (7) semester's grade point average rank list. In the event of a tie, distinction points will be used.
- The boy and girl in the junior class with the highest cumulative grade point average (rounded to three [3] decimal places) after five (5) semesters are selected as honor guards for the graduation ceremonies. To be eligible, the student must have attended Douglas High School during the tenth (10th) and eleventh (11th) grades. Summer school sessions and correspondence courses are not counted as a semester of high school work. The honor guards will be announced immediately upon the completion of the official five (5) semester's grade point average rank list.

Classification of Students

***For the purpose of DHS, students will be placed in Cohort Classification for ID purposes.

Freshman: Any student who has completed the eighth grade, is enrolled in Douglas High School, and who has less than six (6) credits will be classified as a freshman.

Sophomore: Any student who has attended two (2) semesters in high school, and who has at least six (6) credits will be classified as a sophomore.

Junior: Any student who has attended four (4) semesters in high school, and who has at least twelve (12) credits will be classified as a junior.

Senior: Any student who has attended six (6) semesters in high school, and who has at least eighteen (18) credits will be classified as a senior.

Common Formative Assessments (CFAs)/Benchmarks

CFAs are given regularly in each content area to determine mastery of standards taught within the quarter. CFAs are aligned to state standards and may be a predictor of student success on state assessments. Scores will be shared with students and parents regularly. Assessment scores will be used as report card grades. A pre and post benchmark is given to show student academic growth in all content areas.

Computer Use (DUSD Policy IJNDB-EA)

All students have access to computer labs and computers in the classrooms and library. It is their responsibility to behave appropriately and treat the materials and equipment with respect.

Additionally, students and parents must sign an Internet use agreement form before they are allowed to use school computers. Any student who uses the school computers inappropriately will have his/her computer privileges suspended.

Dating Abuse (DUSD Policy JICL)

All students have the right to be free from sex discrimination and sexual harassment at school. Dating abuse is a form of sexual harassment. Students are encouraged to report all known or suspected instances of dating abuse involving themselves or other students. When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed by school officials.

DECA Store

The DECA store is open before and after school, and during class time, but not during the lunch periods. Students are allowed to visit DECA only if the classroom teacher approves and gives the student a DECA pass. Only 2 students may use each pass. The DECA pass does not allow for visits to the nurse and/or restroom.

Discipline (Parent Notification)

Any infraction of a school rule may result in the notification of a student's parent or guardian. Problem areas which violate state law require notification of appropriate police authorities. When this occurs, school officials will attempt to contact parents by telephone. Any action the police authorities take will be in addition to the action taken by the school.

Physical Threats

Any student inflicting physical violence or suggesting physical harm to a staff member will be immediately suspended from school and his/her case referred to the Board of Education.

Abuse of School Employee

A person who knowingly insults or abuses any school employee while on school grounds or while the employee is engaged in the performance of his/her job responsibilities is guilty of a class 3 misdemeanor. A.R.S. § 15-507.

Discipline (Procedures)

§15-841 Responsibilities of Pupils; Certain Causes for Expulsion:

- Pupils shall comply with the regulations, pursue the required course of study and submit to the authority of teachers and the governing board.
- Continued open defiance of authority or habitual profanity and vulgarity constitute good causes for expulsion. A pupil may be expelled for excessive absenteeism only if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in §15-802.

H.B. 2094 Suspension and Expulsion of Pupils Summary:

A teacher may send a student to the principal's office in order to maintain effective discipline in the classroom. If a student is sent to the principal's office, the principal must employ appropriate discipline

management techniques that are consistent with the rules adopted by the school district governing board.

A teacher may remove a student from the classroom if either of the following conditions exists:

- The teacher has documented that the student has repeatedly interfered with the teacher's ability to communicate effectively with the other students in the classroom or with the ability of other students to learn.
- The teacher has determined that the student's behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other students in the classroom or with the ability of other students to learn.

Each school must establish a 15-841 placement review committee to determine the placement of a student if a teacher refuses to readmit the student to the teacher's class and to make recommendations to the governing board regarding the readmission of expelled students. The committee must be composed of two teachers and one administrator, all of whom are employed at the school. **The faculty members of the school must select the teachers, and the principal must select the administrator.** The faculty members must also select a third teacher who will serve as an alternate. If the teacher who refuses to admit a student serves on the committee, the teacher shall be excused and the alternate shall serve until the conclusion of all matters relating to the student's readmission.

The process for determining placement of a student in a new class or replacement in the existing class must not exceed three business days from the date the student was first removed from the existing class. The principal must not return a student to the classroom from which the student was removed without the teacher's consent unless the committee determines that the return of the pupil to that classroom is the best or only practicable alternative.

The law essentially empowers teachers to remove disruptive students from their classrooms until a committee reviews the matter. Each school must have a placement review committee so that, if a teacher refuses to readmit a disruptive pupil, the student's placement will be determined.

Distinction Points (DUSD Policy IKC)

Beginning with the 2021 cohort, if a tie occurs in the valedictorian and salutatorian honors, distinction points will be awarded. Students are awarded distinction points for honors classes and advanced placement classes as follows: Honors classes receive .05 for each class completed and passed; advanced placement classes completed and passed receive 1.0 These points are used in the overall calculation to determine the valedictorian and salutatorian. In the event of a tie, SAT/ACT scores will be considered as a tiebreaker.

Dress Code

At Douglas High School we work to prepare students for life after school. Part of that effort is establishing a dress code appropriate for a high school learning environment. A student's personal appearance should be a matter of pride. School is considered the training place for students who plan to enter the work world of professions, business, and industry. We rely upon parents' good judgment and discretion as to what your student should wear to school. We understand that styles change, and as they do the administration of Douglas High School will make the final decision as to the appropriateness of any attire and decide if it violates the school dress code.

Clothing/Accessories:

- Must not depict inappropriate or negative pictures, messages, symbols lettering or anything deemed inappropriate or unsafe.
- There can be no depiction of sex, alcohol, drugs, or weapons.
- There can be no gang-related clothing, symbols or lettering on students' personal belongings. This includes bandanas.
- Tattoos with inappropriate or gang-related symbols must be covered.
- DHS Administration will approve pajamas, slippers, and other "spirit wear" in advance in connection to Student Activity/Organizations.

Bottoms

- Excessively short shorts or skirts are not appropriate for a high school learning environment.
- Pants/shorts/skirts must not expose undergarments or the buttocks.
- Administrative discretion will determine appropriateness.

Tops

- Shirts must not expose undergarments and must have sleeves.
- Must be long enough to tuck into pants, shorts, or skirts.
- Should not expose areas of the stomach, side, lower back, or chest.
- Administrative discretion will determine appropriateness.

Students who are out of dress code will be allowed to change into PE clothes or will receive a loaner shirt/shorts. Multiple dress code violations will result in a disciplinary referral. The administration of Douglas High School will make the final decision as to the appropriateness of any attire and decide if it violates Douglas High School's dress code.

Educational and Career Action Plan (ECAP)

The state of Arizona requires every student to graduate with an ECAP, which includes academic, career, and postsecondary plans as well as extracurricular participation. The ECAP is housed in a state computer web based program, and is accessible to students and parents.

Good Standing

Good standing refers to complying with all school requirements and obligations, both behaviorally and academically. Being in good standing means a student is eligible for any school activities and/or participation in commencement.

Grading Systems (D.U.S.D. Policy IKA-R)

Grades are based upon student mastery of academic standards, not behavior or work habits, as demonstrated through classwork, homework, quizzes, common formative assessments (CFAs), and other assessments such as tests, presentations, and projects. DUSD has established a uniform system of grading percentages which shall be consistent from school to school:

Secondary 6-12

Assessments	60%
Mastery Measurement	
Quarterly Standards Progression (Midterms)	
Quizzes	
Tests	
Projects	
Labs	

Classwork/Homework **40%**

Extra credit work **will not be assigned**, as it does not reflect mastery of content and/or inflates grades. Grades will be kept in an electronic grade book and updated regularly. Parents receive progress reports mid-quarter and grade reports quarterly according to the schedule developed at the beginning of the school year.

Grades will be determined as follows:

- Alphabetical/Numerical reporting based on level of work each reporting period -
Grade of A,B,C,D or F based on:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

The teacher's grade book is the official record. It must be accurate and updated regarding the posting of attendance and grades. The auditors check school records including those maintained by teachers. If there is a need to change a grade on teacher record sheets, the teacher will submit a grade change form.

PowerSchool access is available to all parents and students to check student progress, and parents are encouraged to monitor student grades. The log-in code is available in the office at Douglas High School.

Graduation Requirements - Regular Education (DUSD Policy IKF)

A minimum of twenty-four (24) units of credit are required for graduation. Each student shall demonstrate accomplishment of the standards in reading, writing, science, social studies and mathematics as adopted by the State Board of Education.

Graduation requirements may be met as follows:

- By successful completion of subject area course requirements.
- By mastery of the standards adopted by the State Board of Education and other competency requirements for the subject as determined by the Governing Board in accordance with A.A.C. R7-2-302.04 and rules established by the Superintendent.
- By earning credits through correspondence courses that meet graduation requirements in accordance with A.A.C. R7-2-302.04 and/or by passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board and in accord with A.R.S. 15-701.01.

Graduation Credit Requirements

English	4
Math	4
Science (4 years recommended)	3
Integrated Health/Wellness	1
United States/Arizona History	1
American/AZ Government/Economics	1
World History/Geography	1
Foreign Language (same program)	2
AND	
Fine Arts	1
OR	
Career Technical Education (same program)	2
Electives	up to 10
Total	24

Early Graduation (D.U.S.D. Policy IKFA)

The Board will authorize early high school completion in order to meet career goals. Students desiring early graduation must submit a written request to the high school principal during the first half of the preceding semester prior to the desired completion date. The Principal may accept requests after this date in special circumstances. The request must contain the reasons for the request and the written approval of the student's parents or guardian. All graduation requirements must be met by the early completion date.

The Superintendent will establish procedures to evaluate each request and the Principal will ensure that the parents or guardian are informed of any restrictions or limitations to be placed on the student in the event the request is approved, including restrictions on co-curricular activities.

Diplomas will be awarded only at the completion of the spring semester. However, final transcripts will be provided as soon as the high school requirements have been met.

Graduation Exercises (D.U.S.D. Policy IKFB)

Graduation exercises will be held for students who have met state and local requirements for graduation from high school. Participation in high school commencement exercises is encouraged but is not compulsory. However, since these exercises require planning and rehearsals, the following rules shall apply:

- Students who wish to participate must be present at the rehearsal. Failure to do so, except for legitimate reasons for absence, may be cause for excluding students from participating in the exercises.
- Students may not participate in the commencement exercises unless they have successfully completed the requirements for graduation.
- Other awards to graduating seniors selected by persons or organizations outside the school may be presented at the final awards assembly if approved by the principal.

Participation in high school commencement is encouraged and is a privilege. Students must have completed all requirements and be in "good" standing with all outstanding fees paid.

Identification Badges (IDs)

All students must wear an identification badge. Students will not be allowed on campus without the school issued I.D. The school issued I.D. must be visible at all times. Damaged IDs must be replaced. The first ID is free. A replacement I.D. cost of \$5 will be charged.

Inspection of Student Lockers (Gym, Physical Ed.)

It shall be understood and agreed upon as a condition of the use of any locker space by a student that the school district shall retain joint control of the locker space and the right to examine the contents at any time the school district decides that such an examination would serve the health, safety, welfare, or best interests of the student body. The District maintains the right to remove by any means necessary a lock or other device to inspect a locker. Students should NEVER share lockers/locks with other students.

Leaving Campus

Any student who leaves campus for any reason during the regular school day must be signed out in the attendance office. **Any student who becomes ill during the regular school day shall report to the Nurse and follow proper procedure before leaving campus. Failure to do so will result in an UNEXCUSED ABSENCE.** **Age 18** - A student at age 18 is defined in Arizona as an adult but must sign all school documents with parental permission unless he/she resides independently. Unless the student requests in writing to the Principal that the parents not be contacted, the parents will be notified of grades, absences, etc.

Makeup Work

Please see page 9.

Nurse

The DHS Health Office is available for students who feel ill. No one will be accepted into the Health Office without a pass. Students are not to call parents to come pick them up without clearance first from the nurse.

Parking (student) and Student Drop Off

- Any student who drives a car to school will need a valid DHS Parking Permit sticker for his/her car, available at the bookstore. A driver's license and Arizona registration or title must be presented before a parking permit may be issued. PARK AT YOUR OWN RISK. ed after leaving a dance.
- All school rules apply at school dances, including dress code.

Promotion and Retention of Students (D.U.S.D. Policy IKE)

The earning of credit for a high school course is based on the student's satisfactory completion of the course academic requirements as demonstrated by the student's course grade. Periodic grade reports shall inform the student and the student's parent(s)/guardian(s) of the student's progress in a course. The teacher should further inform and confer with the student's parent(s)/guardian(s) whenever the student's lack of satisfactory progress in the course indicates a trend toward the student receiving a failing course grade. No course credit is granted for a failing grade.

A student's high school grade classification (i.e., freshman – ninth [9th]; sophomore – tenth [10th]; junior - eleventh [11th]; senior – twelfth [12th]; is determined by the number of units of credit the student has earned relative to the respective minimum number of credits to attain each successive classification. A student must achieve passing grades in the number of required and elective course credits prescribed by the Governing Board and the State Board of Education to be granted a high school diploma.

Restroom Procedures

During class time, students must obtain a pass from their teacher. Students **without** passes will be sent back to their respective classrooms. **Restrooms in the gym area are for physical education class use only! Students are not to leave classrooms during the lunch hours except for emergencies.**

Scheduling

Per District Superintendent in an effort to be fair to all of our teachers, we structure classes as equally as possible. As a result, the Douglas Unified School District will not be able to honor teacher requests. We feel that we need to create a fair opportunity for all teachers by dividing the classes in the most impartial way possible.

School Pranks

Any activity that results in damaging, destroying, defacing or disrupting the school campus is considered a school prank and possibly criminal damage. Students who engage in the behavior will be subject to prosecution, and disciplined according to the district discipline matrix, which could include not participating in the graduation ceremony.

Student Code of Conduct (D.U.S.D. Policy JIC)

All students are expected to behave appropriately and in a manner that does not interfere with the educational process. Students are also expected to obey all policies and regulations of the district. Students may not refuse to obey the reasonable orders given by a member of the faculty or staff who is attempting to maintain order. Any student who violates the policies will receive discipline, which may include suspension or expulsion.

Student Concerns, Complaints, and Grievances (D.U.S.D. Policy JII-EB)

Parents or guardians may initiate a complaint or grievance on behalf of their student under the DUSD Policy JII-EB. The complaint or grievance addresses discriminatory treatment, denial of equal opportunity, harassment, intimidation, bullying or any violation of the student's constitutional rights.

J-3632 © JII-EB

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(To be displayed in school buildings and in student handbooks)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Student/Parent Grievance Procedure

Students, parents or guardians, employees, or members of the community who have any concerns about these regulations or who wish to file individual grievances should contact the following district staff person:

Denise Cox
Assistant Superintendent
1132 12th Street
Douglas, Arizona 85607
(520) 364-2447 Ext. 7088

A copy of the grievance procedure may be obtained from the local school, the District website (www.dusd.us) or the District office.

Student Interrogation, Searches and Arrests (D.U.S.D. Policy JIH)

There may be times when school officials call law enforcement to the school site to interview a student involved in behaviors that affect the safety of other students. Parents will be called if the student is taken into custody or if the student is subject to discipline for a serious offense. The officer will sign appropriate paperwork when removing the student from school.

The administration also has the right to search and seize all property brought to school or school events, and school property temporarily assigned to students when there is reason to believe that some material or matter detrimental to the health, safety and welfare of the student exists. Students have no reasonable expectation of privacy in desks, lockers, storage areas, etc., and they may be inspected by school personnel at any time with or without reason, or with or without notice, and without permission from the student or his/her parents or guardian.

Student Records / Student Statement of Rights (D.U.S.D. Policy JR)

Annual Notification

Within the first three weeks of each school year, the District will publish in a District communication a notice to parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure. This notice will also be provided to each parent of new students enrolling after school begins. The notice will be provided in English. The District will arrange to provide translation of this notice to non-English-speaking parents in their native language.

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act (FERPA):

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record, in a hearing if necessary.
4. The right to report violations of the FERPA to the U.S. Department of Education.
5. The right to be informed about FERPA rights.

For additional information contact the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD), or the Arizona Department of Education at (602) 542-4013

Student records are governed by Board policy. All rights and protections given parents under the FERPA and this procedure transfers to the student when he/she reaches age 18 (except where the student is dependent) or enrolls in a postsecondary school. The student then becomes an "eligible student."

*Student directory information forms may be picked-up in the office.

Teacher Qualifications (D.U.S.D. Policy KB-EA)

As a parent of a student in the Douglas Unified School District, under the Every Student Succeeds Act (ESSA) and Title I, you have a right to know the professional qualifications of the teachers who instruct your child. Please contact the school office.

Test Security

During testing, including benchmarks, CFAs, mid-terms, and final exams, and any other high-stakes school, district, or state test, cell phones will be collected by the teacher prior to the beginning of the test. Phones will be returned to students after all students have completed the test. Students who

refuse to turn in the phone are subject to the consequences assigned for defiant and/or insubordinate behavior. Students found to be in possession of a cellphone during a test are subject to “no credit” for the test.

Textbooks

When students are issued a textbook, **they** are responsible for the return of **that** book. Students should never loan textbooks, or leave them in a classroom. **Students are held responsible for the return of the textbooks issued to them and will be charged the replacement fee for lost or damaged textbooks.**

Transportation (Student)

- All clubs/classes or athletes traveling to and from activities shall travel in school-authorized vehicles with district-authorized personnel as drivers. Transportation by private vehicle is not allowed. *(Exceptions to this procedure may be granted only by careful review of the administration prior to the activity). Failure to comply with this procedure shall eliminate the student from participation in the activity and also may eliminate them from future participation in such activity.
- No student will be transported in school transportation to a club/class activity unless they are a member of that club/class or athletic activity and are participating in the particular activity.
- No overnight trips are permitted except for activities as scheduled on the AIA Master Calendar or approved by the high school administration.
- Students are subject to team, group and organization rules in addition to school rules on all school-sponsored trips.
- All students being transported in school vehicles will have a "Consent for Emergency Care" form on file with the coach or sponsor/teacher.
- Students may only be released to parents/guardians on non-athletic school-sponsored trips with prior written administrative approval.

Tutoring Academic tutoring is available for all students from 2:50-3:30. There will be no tutoring on early release Thursdays, last day of the quarter and the day after Parent Conferences. Additional tutoring time may be worked out between the teacher and the student.

Visitors

Students may not have personal visitors on campus. Parents are invited to visit the school at any time, but we do require that you sign in at the office **and respect the dress code**. Unauthorized individuals on campus are considered to be trespassing. Appropriate action will be taken.

DISCIPLINE DEFINITIONS AND MATRIX FOR DISCIPLINE ACTIONS

This list is not all-inclusive. A student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the school administrator or assistant superintendent. This list includes violations committed while on campus or attending any district activity. Any student who knowingly assists another in committing an act of misconduct may be subject to the same disciplinary action as the student who commits the act of misconduct.

These discipline procedures may also involve criminal violations of state or federal law. State law requires schools to report to police: (a) drug violations, (b) firearm possession, (c) sexual abuse and other forms of child abuse, (d) assault, (e) theft, and (f) other serious criminal incidents.

The abuse of a teacher or other school employee while performing official duties is a criminal violation of Arizona law. ******(IF MANDATED BY THE GOVERNOR OF ARIZONA, THE SCHOOL MAY BE REQUIRED TO GO ONLINE. THEREFORE, THE HIGHLIGHTED DISCIPLINE STEPS WILL APPLY)**

Discipline Matrix

Discipline Offense	Action	Step 1	Step 2	Step 3
Academic Misconduct/Cheating or Plagiarism Cheating, plagiarism or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately.	Automatic Referral to the Office	* 1 Day Suspension *Loss of credit for test or assignment	*3 Day Suspension *Loss of credit for test or assignment	* 5 Day Suspension *Loss of credit for test or assignment
Arson Damaging or attempting to damage property by fire or incendiary device.	Automatic Referral to the Office/ report to law enforcement (admin action)	*Long Term Suspension *Expulsion *Restitution	*Expulsion *Restitution	
Assault A physical attack-real or threatened- on a person who does not wish to fight or provoke it. This violation includes a student who encourages another to commit an assault.	Automatic Referral to the Office/ report to law enforcement (admin action)	* 5 Day Suspension *Online Off Campus	*10 Day Suspension *Long term Suspension *Expulsion *1 wk Online Off Campus	*Long term Suspension *Expulsion *3 wk Online Off Campus
Assault (Aggravated) The crime of physically attacking another person which results in serious bodily harm and/or is made with a deadly or dangerous weapon such as a gun, knife, sword, ax or blunt instrument.	Automatic Referral to the Office/ report to law enforcement (admin action)	*Long Term Suspension	* Expulsion	
Automobile/Vehicle Violation Parking on campus is a privilege. Misuse of an auto on school property, including unauthorized parking, and not stopping at the gate to check with a school or official is a violation.	Automatic referral to the Office	* 1 Week Loss of Parking Privileges	*1 Month Loss of Parking Privileges	*Revocation of Parking Privileges for Balance of School Year
Bribery Bribery is offering money or something valuable to persuade someone to do something.	Automatic referral to the Office	*1 Day Suspension	* 1 Day Suspension * 3 Day Suspension *5 day Suspension	*7 Day Suspension *10 Day Suspension

Discipline Offense	Action	Step 1	Step 2	Step 3
<p><u>Bullying/ Cyber Bullying</u> <u>Threatening& Intimidating Behavior</u> Physical or psychological abuse of another student by means of verbal, physical, or on-line threats, intimidation, insults or other aggressive behavior.</p>	Automatic Referral to the Office	* 1 Day Suspension * 3 Day Suspension *1 wk Online Off Campus	*5 Day Suspension *10 Day Suspension *3 wk Online Off Campus	*Long Term Suspension *Expulsion
<p><u>Bus Referral</u> Violation of bus rules.</p>	Automatic Referral to the Office	* 1 Week Loss of Bus Privileges *1 wk Online Off Campus	*1 Month Loss of Bus Privileges *3 wk Online Off Campus	*Revocation of Bus Privileges *6 wk Online Off Campus
<p><u>Dangerous Instrument</u> Use, display or possession of an instrument not designed for lethal use but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used.</p>	*Automatic Referral to the Office/report to law (administrative action)	*Long term suspension *Expulsion	*Expulsion	
<p><u>Death Threat</u> An offense to knowingly speak or convey a threat to cause death or bodily harm to any person. It is also an offense to threaten to burn, destroy or damage property or threaten to kill, poison or injure an animal or bird that belongs to a person.</p>	Automatic Referral to the Office/ report to law enforcement (admin action)	* 10 Day Suspension *Long term suspension	*10 Day Suspension *Long term suspension *Expulsion	*Expulsion
<p><u>Defamation</u> Either by written, cyber or verbal the act of making untrue statements about another which damages his/her reputation. If the defamatory statement is printed or broadcast over the media it is libel and, if only oral, it is slander.</p>	Automatic Referral to the Office	*1 Day Suspension *3 Day Suspension *1 wk Online Off Campus	*5 Day Suspension *7 Day Suspension *3 wk Online Off Campus	*10 Day Suspension *Long term suspension *Expulsion *6 wk Online Off Campus
<p><u>Discrimination</u> Mistreatment based upon race, ethnicity, gender, religion or disability. This violation includes false accusations of discrimination or harassment.</p>	Automatic Referral to the Office	*Detention *3 Day suspension	* 5 Day Suspension *10 Day Suspension	*10 Day Suspension * Long Term Suspension *Expulsion
<p><u>Disorderly Conduct</u> Conduct that disrupts the orderly operation or educational environment or mission of the school. This violation may include profanity, obscene gestures and excessive public displays of affection.</p>	Automatic Referral to the Office	*3 Day Suspension *1 wk Online Off Campus	* 5 Day Suspension *3 wk Online Off Campus	*10 Day Suspension *6 wk Online Off Campus
<p><u>Disrespect/Defiance of Authority/Insubordination</u> Refusal to comply with reasonable requests of school officials. Physical resistance to school officials may result in expulsion regardless if such resistance is a first occurrence.</p>	Automatic Referral to the Office	*Conference *Detention *1 Day Suspension *1 wk Online Off Campus	*3 Day Suspension *5 Day Suspension *3 wk Online Off Campus	*10 Day Suspension *Long term Suspension *Expulsion *6 wk Online Off Campus

Discipline Offense	Action	Step 1	Step 2	Step 3
<p><u>Disruption</u> To cause (something) to be unable to continue in the normal way; to interrupt the normal progress or activity of (something).</p>	Automatic Referral to the Office	*Conference *Detention *1 Day Suspension *1 wk Online Off Campus	*3 Day Suspension *5 Day Suspension *3 wk Online Off Campus	* 5 Day Suspension *10 Day Suspension *Long term suspension *6 wk Online Off Campus
<p><u>Dress Code Violation</u> Failure to comply with district and school dress standards.</p>	Dress Code Violation Log Entry	*Change to school shirt * Parent Contact *1 Day In-School Suspension	*1 Day Suspension *3 Day Suspension	*3 Day Suspension *5 Day Suspension
<p><u>Drugs/Alcohol (Distribution or sale)</u> Distribution, manufacture or sale of alcohol, marijuana, other illegal drugs and inhalants, and other noxious substances including alcohol. It also includes distribution, manufacture or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances. Distribution of a medication or a dietary supplement for recreational use is included.</p>	Automatic Referral to the Office/report to law enforcement (Administrative action)	*Long Term Suspension *Expulsion	*Expulsion	
<p><u>Drugs/Alcohol (Possession)</u> Use, possession, or purchase of alcohol, marijuana, other illegal drugs and inhalants, and other noxious substances. This includes off-campus use and then being on district property or at a district function. It also includes use, possession or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances.</p>	Automatic Referral to the Office/report to law enforcement (Administrative action)	*Long Term Suspension	*Expulsion	
<p><u>Drugs/Dietary Supplement/Look-A-Like (Over the counter)</u> Unauthorized possession or distribution of a medication or dietary supplement on school grounds or while traveling between school and home.</p>	Automatic Referral to the Office/possible report to law enforcement (Administrative action)	*Long Term Suspension	*Expulsion	
<p><u>Emergency Services Violation</u> A.R.S. § 13-2911 Threatening safety of persons or property. This violation includes violations of A.R.S. § 13-2911: Pulling fire alarms or enacting other emergency services when an actual emergency is not taking place. This includes initiating an alarm for the purpose of disrupting or interfering with a school or other district facility.</p>	* Automatic Referral to the Office/report to law (admin action)	*5 Day Suspension	*10 Day Suspension	* Long Term Suspension

<p><u>Endangerment</u> To cause (someone or something) to be in a dangerous place or situation; to bring into danger or peril; to create a dangerous situation.</p>	* Automatic Referral to the Office	* Notify Parent * Detention *3 Day Suspension *1 wk Online Off Campus	*3 Day Suspension *5 Day Suspension *3 wk Online Off Campus	*10 Day Suspension * Long Term Suspension * Expulsion *6 wk Online Off Campus
<p><u>Extortion</u> The solicitation of money or property in return for protection or under threat to inflict harm.</p>	* Automatic Referral to the Office	* Notify Parent * Detention *3 Day Suspension	*3 Day Suspension *5 Day Suspension	*10 Day Suspension * Long Term Suspension * Expulsion

Discipline Offense	Action	Step 1	Step 2	Step 3
<p><u>Failure To Serve Detention</u> Non-compliance in attending administratively assigned in-house suspension.</p>	* Automatic Referral to the Office	*1 Day Suspension	*3 Day Suspension *5 Day Suspension	*10 Day Suspension * Long Term Suspension
<p><u>Failure To Serve In House Suspension</u> Non-compliance in attending administratively assigned in-house suspension.</p>	* Automatic Referral to the Office	*1 Day Suspension	*3 Day Suspension *5 Day Suspension	*10 Day Suspension * Long Term Suspension
<p><u>Fighting</u> Mutual participation in physical violence against a person or persons. This can include verbal confrontations. Anyone who is known to have instigated a confrontation will be treated as if they participated.</p>	* Automatic Referral to the Office (if serious injuries result, the administrator will call law enforcement)	*3 Day Suspension *5 Day Suspension	*5 Day Suspension *10 Day Suspension	* Long Term Suspension * Expulsion
<p><u>Fireworks</u> A device containing gunpowder and other combustible chemicals that causes a spectacular explosion when ignited, used typically for display or in celebrations</p>	* Automatic Referral to the Office	*1 Day Suspension *3 Day Suspension *5 Day Suspension	*10 Day Suspension	* Long Term Suspension * Expulsion
<p><u>Forgery/Falsification</u> Using the signature or initials of another person.</p>	* Automatic Referral to the Office	*Parent Contact *Detention *1-3 Day Suspension	*3-5 Day Suspension	*5-10 Day Suspension
<p><u>Gambling</u> Participating in games of chance for money.</p>	* Automatic Referral to the Office	*Parent Contact *Detention *1 Day Suspension	*3 Day Suspension	*5 Day Suspension

<p><u>Gang Related Offenses</u> Gang-related behavior that threatens the safety of persons or property, creates an atmosphere of intimidation, or substantially disrupts the education environment or mission of the school. This includes gang related graffiti on any part of the district's structures, school materials (notebooks, textbooks, etc.) or clothing; also any display of gang related symbols, gestures, or whistles.</p>	* Automatic Referral to the Office/ report to law enforcement (admin action)	*Parent contact *3-5 Day Suspension	*Parent contact *5-10 Day Suspension *Long term suspension	*Long term suspension
<p><u>Harassment/Hazing</u> Physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior. This violation includes abuse based upon race, ethnicity, gender, religion or disability, and forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school-affiliated organization.</p>	* Automatic Referral to the Office/ report to law enforcement (admin action)	*1 Day Suspension *3 Day Suspension *5 Day Suspension *1 wk Online Off Campus	*5 Day Suspension *10 Day Suspension *Long term suspension *3 wk Online Off Campus	*10 Day Suspension *Long term suspension *Expulsion *6 wk Online Off Campus
<p><u>Horseplay/Roughhousing</u> Rough, boisterous, or rowdy play.</p>	*Teacher mediation with documentation	*Detention	*1 Day suspension *1 wk Online Off Campus	*3 Day suspension *3 wk Online Off Campus

Discipline Offense	Action	Step 1	Step 2	Step 3
<p><u>Hate Speech</u> Speech that offends, threatens, or insults groups, based on race, color, religion, national origin, sexual orientation, disability, or other traits.</p>	* Automatic Referral to the Office	*3 Day Suspension *5 Day Suspension	*5 Day Suspension *10 Day Suspension *Long term suspension	*10 Day Suspension *Long term suspension *Expulsion
<p><u>Incorrigibility</u> Incapable of being corrected or amend to school policy as per truancy.</p>	* Refer to Truancy Officer	* Refer to Truancy Officer	* Juvenile Probation	
<p><u>Information Systems/Electronic Device Violation/Technology Misuse/Computer Tampering</u> Inappropriate use of electronic devices, such as computers, personal digital assistants (PDAs), cell phones, cameras and audio/video recorders, and other information systems devices, such as the Internet and email. This violation includes the use of any recording or video device in such a way that it violates the privacy of others.</p>	* Automatic Referral to the Office	* 1 Day Suspension *3 Day Suspension * 5 Day Suspension	*5 Day Suspension *10 Day Suspension *Long term suspension	*10 Day Suspension *Long term suspension *Expulsion

<u>Leaving Campus Without Authorization</u> Leaving school without permission.	Automatic Referral to the Office	*Detention *1 Day Suspension	*1 Day Suspension *3 Day Suspension	*5 Day Suspension *10 Day Suspension *Long term Suspension *Expulsion
<u>Lying/False Accusation</u> Knowingly giving false or misleading information including false accusations against others.	*Referral to counselor *Automatic referral to office	*Detention *1 Day Suspension	*3 Day Suspension	*5 Day Suspension *10 Day Suspension
<u>Misbehavior During In-school suspension or detention</u> Any behavior while assigned to in-house suspension or detention which does not comply with district and school expectations.	*Automatic referral to office	* 1 Day Suspension *3 Day Suspension	*5 Day Suspension	*10 Day Suspension *LTS
<u>Misbehavior with substitute</u> Failure to follow district, school, and classroom behavior expectations in the absence of the classroom teacher.	*Automatic referral to office	*Detention	*1-3 Day suspension	*1-3 Day suspension
<u>Non-possession of School Identification card</u> Not possessing school identification card while on campus or during participation of school activities.	*Verbal warning	*Detention/ Purchase new ID	*1-3 Day suspension	*1-3 Day suspension
<u>Physical aggression</u> Physical aggression is behavior causing or threatening physical harm towards others. It includes hitting, kicking, biting, using weapons, and breaking possessions.	*Automatic referral to office	*1 Day Suspension	*3 Day Suspension *5 Day Suspension	*5 Day Suspension *10 Day Suspension *Long term suspension
<u>Discipline Offense</u>	Action	Step 1	Step 2	Step 3
<u>Pornography</u> Pictures and/or writings of sexual activity intended solely to excite lascivious feelings of a particularly blatant and abnormal kind, such as acts involving children, animals, orgies, and all types of sexual intercourse.	*Automatic referral to office	*1 Day suspension	*3 Day Suspension *5 Day Suspension	*5 Day Suspension *10 Day Suspension *Long term suspension *Expulsion
<u>Profanity/Student Speech</u> Prohibited speech or violation of valid school restrictions on the time, place or manner of speech or other communications. This violation includes speech that causes a material and substantial disruption, lewd, vulgar or plainly offensive speech, "fighting words" and threats of violence and or hate speech.	*Teacher mediation	*Detention *1 Day suspension	*3 Day Suspension *5 Day Suspension	*10 Day Suspension *Long term suspension *Expulsion

<p><u>Public Display of Affection</u> Students are to refrain from any public display of affection that would offend others. PDA that is considered unacceptable is as such: •Kissing on the lips•Sitting on another's lap</p>	<p>*Verbal warning *Teacher mediation with documentation</p>	<p>*Detention *Parent conference</p>	<p>*Parent conference *1 Day suspension</p>	<p>*3 Day Suspension *5 Day Suspension *10 Day Suspension</p>
<p><u>Robbery</u> Obtaining money or property by threat or intimidation.</p>	<p>*Automatic Referral to the Office/report to law enforcement (administrative action)</p>	<p>*5 Day Suspension *Restitution</p>	<p>*10 Day Suspension *Restitution</p>	<p>*Long term suspension *Restitution</p>
<p><u>Sale or Distribution of Dangerous Instruments</u> Distribution, manufacture or sale of an instrument not designed for lethal use but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used</p>	<p>*Automatic Referral to the Office/report to law enforcement (administrative action)</p>	<p>*10 Day Suspension * Long Term Suspension</p>	<p>*Expulsion</p>	
<p><u>Sale or Distribution of a Weapon</u> Distribution, manufacture or sale of a weapon as defined by DUSD policy JICI</p>	<p>*Automatic Referral to the Office/report to law enforcement (administrative action)</p>	<p>* Long Term Suspension</p>	<p>*Expulsion</p>	
<p><u>School Threat</u> A school threat is legally defined as the communication through the use of mail, telephone, telegram, or other instrument of commerce; the willful making of any threat; or the malicious conveyance of false information knowing the same to be false which concerns an attempt being made, or to be made; to kill, injure, intimidate any individual; or unlawfully to damage or destroy any building, vehicle, or other real or personal property.</p>	<p>Automatic Referral to the Office /report to law enforcement (admin action)</p>	<p>*10 Day Suspension</p>	<p>*Long Term Suspension</p>	
<p><u>Sexting</u> The act of sending sexually explicit text messages back and forth via cell phone.</p>	<p>*Automatic Referral to the Office /report to law enforcement (admin action)</p>	<p>*1 Day Suspension *3 Day Suspension</p>	<p>*5 Day Suspension</p>	<p>*10 Day Suspension *Long term suspension</p>

Discipline Offense	Action	Step 1	Step 2	Step 3
<p><u>Sexual Abuse/Sexual Harassment</u> Sexual contact without consent. Unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical. Sexual harassment may also constitute sexual abuse.</p>	<p>*Automatic Referral to the Office</p>	<p>*Counselor intervention * 1 Day Suspension *3 Day Suspension</p>	<p>*5 Day suspension</p>	<p>*10 Day Suspension *Long term suspension *Expulsion</p>

<p><u>Sexual Misconduct</u> The use of verbal, written, electronic, or physical actions or any language that is sexually demeaning. This violation includes but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, de-pantsing, pulling another's underclothing, possession or distribution of pornographic materials.</p>	<p>* Automatic Referral to the Office/report to law enforcement (administrative action)</p>	<p>* 1 Day Suspension *3 Day Suspension</p>	<p>*5 Day suspension</p>	<p>*10 Day Suspension *Long term suspension *Expulsion</p>
<p><u>Sexual Offense</u> Sexual conduct on school property or during schoolrelated activities that is immoral by community standards. This violation includes indecent exposure, sexual intercourse, lewd phone calls and possession pornographic materials.</p>	<p>*Automatic Referral to the Office/report to law enforcement (administrative action)</p>	<p>* 1 Day Suspension *3 Day Suspension</p>	<p>*5 Day suspension</p>	<p>*10 Day Suspension *Long term suspension *Expulsion</p>
<p><u>Simulated weapon</u> Any fake weapon that is not distinguishable from a real weapon.</p>	<p>*Automatic Referral to the Office/report to law enforcement (administrative action)</p>	<p>* 1 Day Suspension *3 Day Suspension</p>	<p>*5 Day suspension</p>	<p>*10 Day Suspension *Long term suspension *Expulsion</p>
<p><u>Tardy</u> Late arrival to a scheduled class or appointment.</p>	<p>*Parent Contact</p>	<p>*Detention</p>	<p>*1 Day suspension 3 Day suspension</p>	<p>*5 Day suspension *10 Day Suspension</p>
<p><u>Technology Misuse/ Computer Tampering</u> A student shall observe the DUSD "Acceptable Use Guidelines" and shall not inappropriately use the internet, email, URL's or other technology which includes altering or damaging equipment.</p>	<p>* Automatic Referral to the Office *Procedures according to district policy IJNDB</p>	<p>*Parent contact *Loss of technology use privileges *3 Day suspension *Restitution</p>	<p>*5 Day suspension *Restitution</p>	<p>*10 Day Suspension *Long term suspension *Expulsion</p>
<p><u>Theft (Value of more than \$5)</u> Taking or concealing property that belongs to others. This violation includes copyright violations and passing counterfeit money.</p>	<p>*Automatic Referral to the Office/report to law enforcement (admin. action) *Restitution</p>	<p>*3 Day Suspension *Restitution</p>	<p>*5 Day Suspension *Restitution</p>	<p>*10 Day Suspension *Restitution</p>
<p><u>Threats</u> Threatening safety of persons or property.</p>	<p>*Automatic Referral to the Office</p>	<p>* 1 Day Suspension *3 Day Suspension *1 wk Online Off Campus</p>	<p>*5 Day suspension *3 wk Online Off Campus</p>	<p>*10 Day Suspension *Long term suspension *Expulsion *6 wk Online Off Campus</p>
<p><u>Tobacco</u> Use, possession, or purchase of tobacco or tobacco products</p>	<p>*Automatic Referral to the Office/report to law enforcement</p>	<p>*5 Day Suspension</p>	<p>*10 Day Suspension</p>	<p>* Long Term Suspension</p>

Discipline Offense	Action	Step 1	Step 2	Step 3
<u>Tobacco Paraphernalia/E-Cig/Hookahs/Vape pens</u> Use, possession, or purchase of items for tobacco products use	*Automatic Referral to the Office/report to law enforcement	*5 Day Suspension	*10 Day Suspension	* Long Term Suspension
<u>Trespassing/Loitering</u> Unauthorized presence on district property.	*Automatic Referral to the Office	*1 Day suspension 3 Day suspension	*3 Day Suspension	*5 Day Suspension
<u>Truancy</u> Continuous absence from any class, study hall, or activity during the school day for which the student is scheduled.	*Parent contact	10 th Absence = Loss of credit		
<u>Vandalism</u> Destroying or defacing property of the district, staff or students. This violation includes graffiti, even when done as a “prank.”	*Automatic Referral to the Office/possible report to law enforcement	*3 Day Suspension *Restitution	*5 Day Suspension *Restitution	*5 Day Suspension *Long term suspension *Expulsion *Restitution
<u>Vehicle Violation</u>	* Verbal Warning	*Temporary loss of parking privileges *Vehicle towed	*Revocation of parking privileges *Vehicle towed	*Long term suspension *Vehicle towed
<u>Verbal Abuse/Profanity</u> A form of abusive behavior involving the use of language (criticizing, name-calling, put downs, threats, blaming). The use of obscene language.	*Verbal warning *Teacher mediation with documentation	*1 Day Suspension *3 Day Suspension	*3 Day Suspension *5 Day Suspension	*5 Day Suspension *10 Day Suspension
<u>Verbal Abuse/Profanity to an Adult</u> A person who knowingly insults or abuses any school employee while on school grounds or while the employee is engaged in the performance of his/her job responsibilities is guilty of a class 3 misdemeanor. A.R.S. § 15-507.	*Automatic Referral to the Office	* 3 Day Suspension *5 Day Suspension	*10 Day Suspension	*Long term suspension *Expulsion
<u>Weapon</u> No student shall carry or possess a weapon or simulated weapon on school premises as defined by DUSD policy JICI	*Automatic Referral to the Office/report to law (administrative action)	*Long term suspension *Expulsion	*Expulsion	

Suspensions may be In-House/On Campus Reassignment or Off Campus at the discretion of the administrator.

In-House Suspension/On Campus Reassignment: The student will work under the direction of a school employee out of the regular classroom and will remain isolated from his/her classmates for the entire length of the suspension. **Off Campus suspension:** The student will be under the supervision of the parent/guardian at home and may not be on any district property for the entire length of the suspension.

This list is not all-inclusive. A student committing an act of misconduct not listed, nevertheless, will be subject to discretionary authority of the teacher or the school administrator. Any student who knowingly assists another student in committing an act of misconduct may be subject to the same disciplinary action as the student who commits the act of misconduct.

