Welcome to Durham Intermediate School!

On behalf of myself and the Durham Intermediate School Faculty, I welcome your student and family to Durham Intermediate School (DIS). The faculty and I are looking forward to the 2023-2024 school year.

DIS is an excellent school which has multiple opportunities for a successful year. DIS is not only known for their academic rigor and programs but also for their positive campus climate. Academically, DIS uses a curriculum supporting the California State Standards. We challenge our students to use their potential to the fullest in achieving high grades and test scores. Our staff supports the students by dedicating their time before school, at lunch and after hours for success as they prepare the students for high school.

DIS can be described as having a respectful, responsible, and safe student body. We create a caring and supportive environment that allows the students to learn to their full potential. The Durham Unified School District, at all campuses, is unique for its culture, parent involvement and excellent student behavior. When visiting the DIS campus you will see joyful students that are excited to learn, supporting their classmates and excelling in the classroom. The staff and I are excited to work as a team with you to create and sustain this safe, caring, and supportive environment.

The purpose of this handbook is to give you a better understanding of the expectations, policies, and procedures that are essential to the successful operation of our school. This will provide you with information that will enable your student to have a successful career at Durham Intermediate School. Please take the time to review this handbook and sign/acknowledge the final page indicating that both the student and parent/guardian have done so.

I look forward to meeting you. Please feel free to stop by the school or contact us at 895-4690. You can also email me at lfox@durhamunified.org for any further questions.

Sincerely,

Lora Fox, Principal
Durham Intermediate School
ATTENDANCE POLICY

The staff at Durham Intermediate School believes, and research has shown, that regular attendance and punctuality improve academic progress and develops responsibility in students. State law requires:

**EXCUSED ABSENCES**

Absences may be excused for the following reasons:

- illness
- family bereavement
- medical appointments
- religious holidays
- court appearance

**TARDIES**

All students are expected to be in class, on time, for each classroom period, every school day. School begins at 8:05 AM each day. Students not in class, when the tardy bell rings, will report to the office to receive a tardy slip. Students must show their tardy slip to their classroom teacher when they enter class late. Students will be allowed two tardies without disciplinary consequences. Tardies are counted on a year round basis and will not reset during the course of the school year. Consequences for unexcused tardies are as follows:

- 3rd Tardy – Parent phone call from principal or designee
- 4th Tardy – Detention and parent phone call from principal
- 5th Tardy – Double Detention and parent phone call from principal
- 6th Tardy - Loss of privilege (dance, athletic game participation, extracurricular activity) and parent conference with the principal
- 7th Tardy + - Disciplinary consequences at administrative discretion and student referred to the Student Study Team

-See more information regarding detentions on Pg. 10.

**CLEARING ABSENCES**

Before returning to school from any absence, students must clear the absence with the front office. In order to comply with district policy, the school must keep on file a note from home, or a telephone log, giving the reason for each absence. The following information must be included in either the phone message or note:

- Date of absence(s)
- Specific time student was absent, if only a portion of the day
- Exact reason for absence
- Parent/Guardian signature or verbal verification via telephone

Parents are encouraged to notify the office before 8:00 a.m. if a student needs to leave school early. A parent/guardian must either call the office or send a note before permission to leave school is given. No student will be released unless a parent/guardian has notified the office. Students coming directly to school from early appointments must bring notes and report to the office for an admit slip.
INDEPENDENT STUDY

The Durham Unified School District provides a short term Independent Study Program. Short term Independent Study are for those students and their families that must miss school for unforeseen or planned circumstances. A student qualifies for Short Term Independent Study when they are going to be gone from school for three (3) or more consecutive days. Short Term Independent Study can only be taken for 10 days or 15 days with Superintendent or designee permission. In order to qualify for Short Term Independent Study a family/student must:

- Give advance notice (at least 1 week) in advance notice to the school site.
- Minimum of three (3) days and a maximum of 15 days.
- Parents and student must sign the Independent Study Contract prior to leaving.
- Students must complete all work and return the work to the office ON THE DAY OF RETURNING TO SCHOOL.
- Students receive the percentage of attendance based on the percent of student work completion.

P.E. EXCUSES

If for any reason a student cannot take part in full physical education activities, a note must be brought from parents or guardian and must state the reason, duration, date of doctor’s release, and degree of limitation of activity. Students still are required to dress out if they have an excuse. Notes for P.E. excuses must be brought to the P.E. teacher. Written confirmation from a physician is required for an excuse longer than three days.

If a student does not dress down and participate in P.E. due to illness or injury, the student may not participate in school related games or practice, on that same day.

STANDARDS OF STUDENT BEHAVIOR

The rules you are about to read in the code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915.

A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period, and during or while going to or coming from a school sponsored activity.

EDUCATION CODE, SECTION 48900:
A student who has committed the following acts is subject to discipline by suspension or expulsion:
(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
    (2) Willfully used force or violence upon the person of another, except in self-defense.
(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil’s own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.

(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
   (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
   (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.
   (C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.
   (D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
   (i) A message, text, sound, video, or image.
   (ii) A post on a social network internet website, including, but not limited to:
       (I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
       (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
       (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
   (iii) (I) An act of cyber sexual bullying.
       (II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
       (III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

   (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
(1) While on school grounds.
(2) While going to or coming from school.
(3) During the lunch period whether on or off the campus.
(4) During, or while going to or coming from, a school-sponsored activity.
(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

(Amended by Stats. 2019, Ch. 279, Sec. 2. (SB 419) Effective January 1, 2020.)

Follow rules and laws. Respect authority, property, and the rights of others. Maintain standards of integrity and responsibility. Students who violate school rules are subject to disciplinary action.

GENERAL SCHOOL EXPECTATIONS OF BEHAVIOR

- Students will not interfere with a teacher’s responsibility to teach and any students’ right to learn.
- Students will treat others with courtesy and respect.
- Students will treat school property and the property of others with respect.
- Gum, soda and/or energy type drinks are not allowed on campus at any time by students. This includes caffeinated and sugary drinks.
- Hats and hoods are not allowed to be worn in any school building.
- Spitting is not allowed.
- Students will be in their classrooms before the tardy bell rings, seated, and with necessary materials for their classes.
- Fighting, pushing, and/or horseplay of any type are considered poor behavior.
- Gambling of any sort is not permitted.
- No selling anything to others on campus other than those items that are for a sponsored and approved school fundraiser.
- DIS is a closed campus. Once a student arrives on campus, they stay within campus boundaries during school hours unless they are checked out through the front office by a parent or guardian.
- Gangs or gang-related activities are strictly prohibited. Use of gang-related conversation, and drawing of gang-related symbols on books, binders, backpacks, or school property is prohibited.
- Public Displays of Affection (PDA) are not school appropriate and are unacceptable anywhere on school grounds and during any school activities.
BULLYING

DUSD Definition of Bullying:
Bullying contains the following three important components:
- Bullying is aggressive behavior that involves unwanted, negative actions
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

Types of Bullying:
- Verbal bullying including derogatory comments and bad names
- Bullying through social exclusion or isolation
- Physical bullying such as hitting, kicking, shoving, and spitting
- Bullying through lies and false rumors
- Having money or other things taken or damaged by students who bully
- Being threatened or being forced to do things by students who bully
- Racial bullying or Sexual bullying (sexting)
- Cyber bullying (via cell phone or Internet)
- Other

CITIZENSHIP GRADES

Students receive citizenship grades each quarter on their report card in addition to academic grades. Citizenship grades are based on attitude, cooperation and behavior, but will not be included in the calculation of a student’s grade point average (GPA). This grade may be used as criteria for participation in school related activities. Citizenship grades will be assigned as follows:

O = Outstanding
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

DRESS GUIDELINES

Standard dress and grooming is the responsibility of students and their parents, except in cases where reasonable standards are required in some activities outside the regular school day, and where necessary for reasons of health and safety.

If a manner of dress, grooming and/or appearance disrupts the normal educational process, or causes a school disruption, school administrators shall take necessary action to correct the situation. If a dress code violation occurs, students will be asked to change their attire or fix their appearance (turning their garment inside out, covering up, or removing the article of clothing). If this is not feasible, students may be given school appropriate and clean loaner clothing. Students will be withheld from class until they are appropriately dressed for school. There may be circumstances in which parents are contacted to bring appropriate clothing.
Durham Intermediate School Staff is dedicated to preparing students for the future and their employment in our community. The following guidelines shall apply to all school related activities:

- Footwear that provides safe participation in school activities must be worn at all times.
- All articles of clothing, patches or buttons that have slogans advertising alcoholic beverages, illegal substances, gang affiliation or bearing suggestive slogans are not allowed. This will include but is not limited to: Cookies, Corona, Sierra Nevada, Farmer’s Brewing, I (heart) Hot Moms, and other suggestive slogans.
- Hats, caps, hoods or other head coverings may not be worn inside school buildings. All hats will be worn with the bill to the front.
- Clothes shall be sufficient to conceal undergarments at all times. Pants may not be worn low enough or high enough that undergarments are visible. This includes men’s undergarments such as Ethika undergarments. This also includes distressed shorts. Shorts can not be so distressed that we see skin showing above the shorts hemline.
- See-through or fishnet fabrics, halter tops, off the shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are not appropriate attire for school. Tank tops and sleeveless top straps must be 2 inches wide and cover all undergarments.
- Personal grooming will not be allowed in instructional areas. A student’s general appearance shall be neat and clean and shall not distract others from learning.
- Sleepwear (Flannel Pajama Bottoms), Costumes, and slippers are not allowed to be worn at school unless it is for a designated school dress up day.
- School issued sports uniforms are only to be worn at athletic contests, not during P.E. or during the school day.

The principal may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities such as the promotion ceremony. Students may face disciplinary consequences up to and including suspension for repetitive or egregious dress code violations. Students who have repetitive offenses may be issued increased consequences.

**HARASSMENT**

The Durham Unified School District shall take reasonable steps to provide a school environment without unlawful harassment, including sexual harassment, and shall maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student or adult shall be subjected to sexual overtures or conduct, verbal, visual, or physical that is unwelcome. Such conduct is unacceptable and will not be tolerated. Sexual and other unlawful harassment violates state and federal law, and District policy.

**LOSS OF PRIVILEGES**

Students who have multiple referrals, detentions, suspensions or receive 3 “U” reports on their Citizenship grades may be placed on the “Hold List” for the current, following quarter or longer. Students may not be allowed to take part in dances or other extra-curricular activities.

**DANCES**

Durham Intermediate School sponsors several dances each year. These teacher and parent chaperoned events are for Durham Intermediate School students **only**; guests are not allowed. Students absent or
suspended the day of the dance may not attend. If a student needs to be picked up early from the dance, their parent or guardian must be present to pick them up. No student may leave the dance without parent permission. Students who leave the dance are not permitted to return. Students must be picked up immediately at the conclusion of the dance. If students are not picked up within 15 minutes of the conclusion of the dance, the student will not be permitted to attend the next dance. School dress guidelines apply at all dances. Students who have been suspended or have received more than three detentions between dances may not be allowed to attend the dance and will be placed on the “No Dance List”.

8th GRADE END OF YEAR ACTIVITY REQUIREMENTS
All eighth graders will be expected to participate in the graduation ceremony, however, the ceremony and the end of the year field trip are privileges. The following are the minimum requirements to participate in the end of the year eighth grade activities: “The Rule of 3!”

Behavior:
Eighth grade students with lack of citizenship (as shown on reporting periods) and/or discipline issues may not be allowed to participate in the End of the Year 8th grade activities. Three or more combined suspensions of any kind during a student's 8th grade year will result in the removal of a student from all and/or any of the end of the year activities.

Academics:
The academic requirements for a student to participate in the end of the year 8th grade activities are as follows.

- Students can not receive 3 or more “F’s” in any quarter.
- Students can not receive 3 or more “F’s” in the same class on their report card within the year.

Attendance:
Students must maintain a 90+% attendance rate. In other words, students cannot acquire 18 or more unexcused absences. Every 3 tardies equals one day absent.

All school issued materials must be turned in before, and/or paid for if lost, by the first day of promotion practice.

All 8th grade students will be evaluated by the 8th grade promotion committee to determine eligibility. It is at the discretion of the committee members as to the consequences of not meeting the aforementioned end of the year requirements.

STUDENT STUDY TEAM

The Student Study Team may be composed of the student, their parents and or their advocates, counselors, administrators, teachers, a district psychologist, and other school personnel. Students with academic, attendance, and/or behavior problems may be referred to this committee. This committee may suggest new approaches to help the student and his/her family.

SCHOOL DISCIPLINE & CONSEQUENCES

Detention
Any school staff member may assign detention(s). Students will receive a disciplinary referral/detention slip with the reasons for the detention as well as the length and time/location the
detention needs to be served. Students that do not behave during detention will not be credited for serving, and may be issued an additional detention(s) or other consequence. Students arriving late or leaving early will also not be credited for serving their detention. Students are required/expected to bring the detention form home to obtain a signature from their parents or guardians.

**Detention**
After school detention will be held on Wednesdays every week. Students are expected to arrive at the detention room (to be determined on a weekly basis) and stay til the end of the detention period, 3:15 pm. During this time it is expected that they work quietly and complete work during the entirety of the detention. Detention students will need to be picked up promptly at 3:15 pm. DIS reserves the right to allow morning and lunch detentions with administrator approval for unforeseen and/or certain circumstances. The school also reserves the right to have students participate in campus beautification for that period of time as well.

**Detention (Progressive Matrix)**
1st Detention- Detention slip sent home (Parent Signature Requested)
2nd Detention- Detention slip sent home (Parent Signature Requested) - Parent phone call by teacher
3rd Detention- Detention slip sent home (Parent Signature Requested) - Parent phone call by principal
4th Detention- Detention slip sent home (Parent Signature Requested) - Parent conference with principal and loss of school privilege (dance, athletic game, etc.)
5th Detention- Detention slip sent home (Parent Signature Requested)- Parent conference with principal, Student placed on the “Hold List” and loss of all extra-curricular privileges for a period of time determined by the principal.

**In-School Suspension**
In-school suspension may be assigned in lieu of at-home suspension. Students will receive work from their regular teachers to be completed during this time.

**Suspension**
The student is informed that he/she is subject to a suspension (up to five days). The student’s parent or guardian is notified by telephone or in person that the student is subject to suspension from school and will be expected to be picked up.

**Expulsion**
The student will be informed that he/she is subject to expulsion. The student’s parent/guardian is notified by telephone and certified letter that the student is subject to expulsion. A hearing with the principal will be held at the school with the family following any recommendation for expulsion. The expulsion does not become effective until the due process procedure has been completed and reviewed by the School Board.

Note: A student may be suspended, expelled, or referred to the appropriate law enforcement agency for any suspend-able or expellable incident which relates to school activity or to school attendance occurring within a school in the Durham Unified School District. The incident may occur at any time including, but not limited to, the following:
- While on school grounds.
- While going to or coming from school.
- During the break or lunch period.
• Off school grounds, including weekends and vacations, when the activity is school related.

ATHLETICS & EXTRA CURRICULAR ELIGIBILITY

Durham Intermediate School competes with other middle schools in the area in after school leagues. We have basketball teams for both boys and girls in the 6th (Through Durham Parks and Recreation Department), 7th, and 8th grades.

To be eligible and participate in athletics, students must:
• Complete the Acknowledgment & Assumption of Potential Risk form.
• Have a completed physical. Forms can be found on the school website and in the school office. Every athlete must have a current physical.
• The student athlete must be in good behavioral standing. As a condition for maintaining eligibility for participation in extracurricular activities, each student shall also maintain a positive record of citizenship and maintain academic eligibility. Any student who receives a citation, displays un-sportsman-like behavior, is disrespectful, is uncooperative, or who fails to maintain academic eligibility, can be removed from extra-curricular activities/groups by the coach, advisor, or principal for a period of time or for the remainder of the season.
• The student-athlete is to attend all classes regularly and punctually for the day in order to attend the tryout/practice/game on that given day. Students are exempt from this rule with verification of a medical appointment, court date, or funeral.
• Students who miss school, without a verification of their absence, as stated above, may not suit up, be a part of any team activity on game day, be on the sideline or bench during the contest, or travel to away events.
• Student athletes shall change clothes and participate fully in their physical education class the day of the athletic event.
• Any students whose grades drop in any class to an “F” and/or under a 2.0 GPa will be subject to be put on probation (unable to participate) until both criteria are met and the student is in good standing with the teacher(s). During academic probation, communication between the student, teacher, parent, athletic director, coach, and administrator is essential and DIS feels this is an opportunity to create and maintain a positive growth plan with parents and student athletes.

School issued uniforms are only to be worn at athletic contests, not during P.E. or during the school day.

BIKE RACK/BICYCLES, SKATEBOARDS, ETC.

Bikes must be walked on campus and locked in the bike racks provided. Durham Intermediate School cannot be held responsible for theft of bicycles or bicycle parts. Owners are encouraged to register their bikes with the Police Department. Students must wear bicycle helmets as required by law.

No bikes, skateboards, roller blades, or razor scooters are to be used on campus any time. No golf carts or any other off road vehicles are to be driven by unlicensed drivers on public roads.
as per DMV, so therefore, golf carts driven by unlicensed drivers are not permitted on any of the DUSD campuses or parking lots.

BUS TRANSPORTATION

State law closely regulates bus transportation. Students are reminded that they are under the authority of the driver and/or faculty member in charge. It is a PRIVILEGE, not a right, to ride on a school bus. The following is a partial list of rules that must be observed:

- Do not throw objects in or out of the bus.
- Do not use profanity or vulgarity or boisterous conduct.
- All riders must remain seated while the bus is in motion.
- No eating, drinking or chewing gum.

The above list is by no means comprehensive in nature. These are to be used as a guide only. If a problem arises, the driver will notify the administration of the violation. This could result in disciplinary consequences up to and including the loss of bus riding privileges. **Special Note: School buses have cameras that are actively recording students.

CLOSED CAMPUS

Durham Intermediate is a closed campus. Students are not to leave campus during school hours. Before and after school, students are to remain on campus until their transportation arrives. Once a student is dropped off in the morning for school, the student must stay within campus boundaries. Students are not allowed to go to the elementary or high school without prior permission.

CLUBS

Clubs at Durham Intermediate School have been successful in providing activities for interested students. If students want to start a club, they may petition the Student Council and find a staff advisor. The clubs may conduct fundraisers, take field trips, provide lunchtime activities for members, and sponsor other school events. We encourage students to become involved at the school and join the following school clubs.

ASBO

Students are members of the Associated Student Body Organization. Decision-making is done by the Student Council, which is made up of elected officers and representatives from each class. The Council acts as a voice of the student body. Students are free to express their ideas to their representatives, who will bring the ideas to be heard at the Student Council meetings. Student Council plans various activities throughout the year. Activities include dances, field trips, assemblies, class competitions, lunch activities, clubs, sports, and spirit days.

CJSF

California Junior Scholarship Federation is a statewide “Scholarship for Service” club. Students who qualify may apply for membership in CJSF and are eligible for honor society trips, recognition at promotion, statewide memorial awards, and admission to the high school CSF. This program is available to 7th and 8th grade students. Eligibility is determined on a special academic grading rating scale as well as good citizenship. PE grades are not calculated on this scale. More information is available to students/parents on the CJSF membership
application. Community service hours are also expected for CJS F members. In order to remain in good standing, attendance is required at ALL meetings.

**COMPUTER AND INTERNET USE**

Each student must complete and return the district approved Internet Use Agreement and Chromebook Contract to use the technology at Durham Intermediate School. In addition, students may not take photos or videos of others without permission. Students who violate this rule may be subject to serve detention, suspension, or any further disciplinary action (which may include law enforcement) needed to correct the behavior. No personal devices are allowed on or to be used on campus.

**HEALTH SERVICES**

Durham Intermediate School has a nurse assigned only on a part time basis. The nurse or health aide will assist the students in the areas of health counseling, screening tests for vision and hearing, giving first aid, and tracking/tracing of COVID cases or any other communicable diseases. All students who are injured or become ill at school must check out through the office before leaving school. ALL injuries happening on campus should be reported by the student to the teacher in charge. If a teacher is not available, report to the nurse’s office.

**Administration of Medication by School Personnel:**
Should it be necessary for your child to take medication at school, you must provide the school with a District Medication Authorization Form completed by a health care provider/doctor detailing the method, amount, and time schedule by which such medication is to be taken. Medicine at school must be kept in the original pharmacy container. All medication must be kept in the nurse’s office. No medicine (prescription drugs or non-prescription drugs) including aspirin substitutes will be given at school unless the above conditions are met.

**Medications at School**
The school district recognizes that students may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. The goal is to ensure that medication is safely administered to students within the requirements of state law.

**District Medication Authorization Form**
If your child has to take medicine while at school, the district must receive a District Medication Authorization form signed by you AND the child's health care provider, stating the name of the medication, method, amount, and time schedule of the medication (EC Section 49423). You can print a Durham Unified School District Medication Authorization form from the district website, or you may stop at the health office to obtain one. A District Medication Authorization Form is required for both prescription AND over-the-counter medications, such as Tylenol. Faxed Medication Authorization forms can be accepted from a doctor's office. Please call us and we will assist you in getting the form completed.

**Self-Administration**
State law allows students to carry and self-administer an asthma inhaler or emergency epinephrine (Epipen or Twinject) medication, if the student's parent and the health care provider complete a District Medication Authorization Form. If your child needs to carry an asthma inhaler, discuss this
with your doctor and have him/her complete the Medication Authorization form with the box checked for “Self-Administration of Medication.” Please take into consideration your child's age and ability when requesting that they self-administer asthma medication. Young children may need assistance to use their inhalers effectively.

Medication Supplies
As parent/guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school (except medicine your child is authorized to carry). Each medicine must be in a separate container labeled by a pharmacist (for prescription medication) or the original bottle (for over-the-counter medicine). Pick up all discontinued, outdated or unused medicine before the end of the school year.

For information on student rights related to medication administration assistance visit the California Dept. of Education website.

INSURANCE

The district does not carry insurance for accidents or injuries that might occur to individual students. For a nominal fee, parents may purchase limited accident insurance which pays medical and hospital benefits for pupils injured while under the supervision of the school. Students who participate in after school sports programs must be covered by insurance.

LOCKERS

Only 8th grade students are issued book lockers. All students are assigned P.E. lockers. Students should not share locker combinations with other students. P.E. Lockers are for P.E. use only and should not be used to store other items. Students are allowed in the locker room only during their P.E. class. Administration reserves the right to search lockers at any time.

LUNCH TIME /CAFETERIA RULES

All lunches will be eaten in the cafeteria. You may bring your lunch from home or acquire lunch in the cafeteria. In an effort to keep our campus clean, no one will be allowed to eat on the grounds without permission from the principal or other designated staff member. **Students are expected to clean up their own eating areas and place trash in trash cans.** If students litter, they will be subject to disciplinary action. If appropriate behavior is not demonstrated in the cafeteria, the student will stay to help clean up the cafeteria area in lieu of recess and/or will eat in the office instead. Courteous and responsible behavior is expected in the lunchroom. After eating, students are to return to their designated campus, once dismissed from a cafeteria supervisor.

PANTHER PRIDE

Show pride in your school by keeping the grounds and buildings free of litter. Students are expected to clean up their area after break and lunch. It is possible that the privilege of break could be taken away. Students that are observed littering, throwing food, defacing school property, etc., will face disciplinary action from the school administration. This may include, but is not limited to work detail, campus clean up as well as detention and/or suspension.
**PANTHER PROWL**

The Panther Prowl is the school yearbook. Pictures will be taken throughout the school year for various activities. The cost of the yearbook is usually $35 during early pricing. There is a deadline for ordering which will be advertised. If you miss the deadline, you may not get a book, so listen carefully for these announcements and advertisements.

**PERSONAL PROPERTY**

Students should have in their possession only materials and items directly related to the learning process. Items such as toys, trading cards, rubber bands, squirt guns, water balloons, permanent markers, eggs, shaving cream, matches, cigarette lighters, personal electronic devices, etc. are not allowed on campus without permission. Students and their parents assume responsibility for loss or damage to their clothing, equipment, books, electronics, or instruments. Large sums of money and articles of real or sentimental value should not be brought to school. DIS, nor DUSD are responsible for any lost or stolen personal items.

**PHYSICAL EDUCATION DRESS GUIDELINES**

Dressing out for Physical Education is required. You will have the opportunity to purchase DIS Physical Education Uniforms from the PE Department (more information to follow). These clothes are to be used for P.E. only and may not be worn to class or under school clothing. Both the shirt and the shorts must be clearly marked with the student’s last name. No other markings or coloring are allowed on P.E. clothing. If uniforms are marked, colored, or torn, a replacement uniform will be required. If there is a financial hardship that prohibits you from purchasing a PE uniform please communicate that to the department. Athletic shoes are required. In cold weather, a sweatshirt and/or sweatpants may be worn (more information to follow). Shorts and sweatpants shall be worn at the waist. No undergarments shall be visible. The physical education department will clarify any questions regarding physical education dress guidelines.

**SCHEDULE CHANGES/REQUESTS**

Durham Intermediate School does not take class/teacher requests. A student’s schedule may have to be changed for special circumstances. The teaching staff and administration do not recommend schedule changes during an academic quarter. Schedule changes should occur at the end of a quarter/semester. Schedule changes will be granted by administration only. It must be in the student’s best social/academic interest for a schedule change to be approved.

**SCHOOL PROPERTY**

Students participating in athletics will be issued uniforms which are school property. Students shall be responsible for keeping uniforms in good order, and return them to the coach at the end of the season. Students-athletes that do not return their issued uniforms in on time may be subject to disciplinary consequences up to and including detention, being placed on the “hold list” and/or loss of privileges. Students/parents/guardians shall be responsible for reimbursing the school for uniforms that are lost, stolen or damaged. Reimbursement must be paid before the last day of school. If your
student is in 8th grade, all reimbursements must be paid in order for them to participate in the promotion ceremony.

**TELEPHONES/PERSONAL ELECTRONIC DEVICES – (PED’s)**

General campus guidelines are included in the policy below.

- A PED may be used for personal use only before or after school hours. (School hours are 8:05 am – 2:20 pm from first bell to the last, including during lunch, passing periods and homework club).
- DIS strongly discourages students from bringing cell phones to school. If brought to school, cell phones will not be sought after if lost or stolen. DIS is not responsible for damaged, lost, or stolen cell phones or other personal devices.
- Personal devices must be off and secured out of sight at all times. It is recommended that they stay in backpacks or lockers all day.
- Therefore, there is no need to have headphones or earbuds at any time - these, too, are to be kept out of sight.
- Teachers have the discretion to allow students to use their device for academic purposes only, not for listening to music or as a reward when they finish work, for example.
- Students may use their personal device outside of school hours. If a student needs to contact their parent/guardian, the office has a phone for student use and vice versa. Parents please contact the office if you need to get a hold of your student.
- Of course, the best security for the device and all personal objects is to leave it home. Schools are not responsible for lost, stolen, or damaged personal items.

The consequences are as follows:

1st Offense- Warning! Device will be confiscated and students can pick it up at the end of the school day from the office.

2nd Offense- Device will be confiscated and shall be picked up by parent/guardian. Parent phone call by principal.

3rd+ Offense- Detention assigned, loss of school privilege and device shall be picked up by parent/guardian. Parent conference required and additional consequences will be determined by the principal which may include but is not limited to a check in/check out process from the office, every day, for the rest of the school year.

A phone, in the office, is available and can be used by students, with permission from office personnel. The security of electronic devices or other personal property on campus is solely the responsibility of the student. **Parents- Please do not text or call your students at school, during school hours!**

**TEXTBOOKS / CHROMEBOOKS / CHARGERS / LIBRARY BOOKS**

Students will be issued textbooks, chromebooks, chromebook chargers and may check out library books which are school property. Students shall be responsible for keeping textbooks / chromebooks / chargers / library books in good order, and return them to school at the end of the school year/due date or upon withdrawing from school. Books and chromebooks should be kept in student lockers or
in their backpacks. Books and chromebooks should not be left on campus where they could be lost, stolen or damaged. Students who act irresponsibly, and leave textbooks, chromebooks, chargers, and library books on campus, after 3:15 PM, will be subject to disciplinary consequences up to and including detention, being placed on the hold list and/or loss of privileges. Students/parents/guardians shall be responsible for reimbursing the school for books, chromebooks, chargers and library books that are lost, stolen or damaged.

VISITORS

Durham Intermediate encourages parents to visit. All visitors must sign in. Parents must give at least a 24 hour advance notice and obtain prior teacher and/or administrative permission before visiting classes. The administrator reserves the right to chaperone the visitor in the classroom and/or on campus. Visitor passes may be rescinded in cases of disruptive or otherwise inappropriate behavior. Durham Intermediate School does not allow student visitors.

DUSD Climate and Culture Vision Statement

DUSD promotes a safe, respectful, and supportive school climate. Both students and staff are positive role models of empathy and civil communication. Adult staff provides positive relationship building and comprehensive student supervision. Students and staff are tolerant and inclusive of diversity.

DIS Behavior Expectations Matrix

<table>
<thead>
<tr>
<th>AREA/SETTING</th>
<th>BE RESPECTFUL</th>
<th>BE RESPONSIBLE</th>
<th>BE SAFE</th>
</tr>
</thead>
</table>
| Classroom    | • Good Listening  
• Remove hats  
• Appropriately participate  
• Speak respectfully  
• Respect others, all staff and property  
• Indoor voice & Appropriate Verbal responses | • Be prepared  
• Be on time  
• Do your best  
• Follow all directions  
• Be cooperative  
• Take care of your belongings and your space | • Keep hands, feet, and objects to yourself  
• Use equipment correctly  
• Sit correctly |
| Bathroom     | • Respect the privacy of others  
• Use bathrooms quickly  
• Keep bathrooms clean | • Clean up after yourself  
• Report problems  
• Use garbage can | • Wash hands with soap |
<table>
<thead>
<tr>
<th>Location</th>
<th>Behavior Expectations</th>
<th>Rules</th>
</tr>
</thead>
</table>
| Office     | • Enter quietly and wait to be acknowledged  
• Use polite manners  
• Indoor voice  
• Tell the truth  
• Have a purpose  
• Have a pass  
• Enter and leave quietly  
• Wait patiently | • Keep hands, feet, and objects to yourself  
• Wait to be excused  
• Share conversation not food |
| Cafeteria  | • Wait turn  
• Enter and leave quietly  
• Use good manners  
• Wait patiently in line  
• Follow directions the first time  
• Clean up after yourself  
• Use an inside voice  
• Keep hands, feet, and objects to yourself  
• Wait to be excused  
• Share conversation not food | • Stay within campus boundaries  
• Be aware of surroundings  
• Keep hands, feet and objects to yourself |
| Campus     | • Be a good friend  
• Choose words wisely  
• Share equipment  
• Include others  
• Respect others’ activities  
• Use appropriate and positive words  
• Show pride and dignity  
• Follow all staff directions the first time given  
• Go directly to your destination  
• Use equipment correctly  
• Return equipment  
• Use garbage cans  
• Stay seated  
• Face forward  
• Talk in a low voice  
• Keep hands, feet and objects to yourself  
• No food or drink | • Stay seated  
• Face forward  
• Talk in a low voice  
• Keep hands, feet and objects to yourself  
• No food or drink |
| Bus        | • Speak nicely to others  
• Invite others to sit with you  
• Leave no trace  
• Be a good role model  
• Enter and exit with appropriate behavior | • Stay seated  
• Face forward  
• Talk in a low voice  
• Keep hands, feet and objects to yourself  
• No food or drink |
### Behavior and Consequences

<table>
<thead>
<tr>
<th>Misconduct</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Repeated Offense*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol/Drug providing and/or sales, offer to sell, sell, or attempt to sell, deliver or furnish</td>
<td>1-5 days suspension/parent conference, Sheriff's citation</td>
<td>Expulsion, Sheriff's citation</td>
<td>5 day suspension, Board expulsion, Sheriff's citation</td>
</tr>
<tr>
<td>Alcohol/Drug use, or possession; under the influence</td>
<td>3-5 day suspension/parent conference</td>
<td>3-5 day suspension, expulsion, Sheriff's citation</td>
<td>5 day suspension, Board expulsion, Sheriff's citation</td>
</tr>
<tr>
<td>Attack upon School Personnel</td>
<td>3-5 day suspension/parent conference</td>
<td>Sheriff's citation, Expulsion, Parental conference, Suspension</td>
<td></td>
</tr>
<tr>
<td>Defiance of Authority/Disrupting school activities/Excessive Tardy/Missing Detention</td>
<td>Conference, Detention</td>
<td>1-5 day suspension, Expulsion</td>
<td>5 day suspension, Board Expulsion</td>
</tr>
<tr>
<td>Disorderly Conduct/Roughhousing</td>
<td>Conference, Detention, Suspension</td>
<td>1-5 day suspension, Expulsion</td>
<td>5 day suspension, Board Expulsion</td>
</tr>
<tr>
<td>Display of Affection-PDA</td>
<td>Student conference, Detention, Parental contact</td>
<td>Parental contact, Detention, 1-5 day suspension</td>
<td>1-5 day suspension</td>
</tr>
<tr>
<td>Extortion or Robbery, taking or attempting to take money or something of value through threats</td>
<td>Restitution, Parental conference, Sheriff's citation, 1-5 day suspension</td>
<td>Restitution, Sheriff's citation, Expulsion</td>
<td>Restitution, Sheriff's citation, Expulsion</td>
</tr>
<tr>
<td>Fighting, caused, attempted to cause, or threatened to cause physical injury to another person</td>
<td>1-5 day suspension, Parental conference</td>
<td>Expulsion, Sheriff's citation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Fire alarm: tampering with or setting off when no fire exists/Arson</td>
<td>Report with Sheriff's Dept. and Fire Marshall, Restitution, 1-5 day suspension</td>
<td>Report with Sheriff's Dept. and Fire Marshall, Restitution, 1-5 day suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Firecrackers, party poppers, sparklers, CO2 or explosive devices (use, possession or sell)</td>
<td>Student conference, 1-5 day suspension</td>
<td>Sheriff citation, 1-5 day suspension, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Forgery (signing another person's name to official school documents, notes, etc.)</td>
<td>Parental conference, Detention</td>
<td>1-5 day suspension, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Misconduct</td>
<td>Minimum</td>
<td>Maximum</td>
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</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
<td>----------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Gambling</td>
<td>Parental conference, Detention</td>
<td>1-5 day suspension, Expulsion</td>
<td>1-5 day suspension</td>
</tr>
<tr>
<td>Hazing (forcing another person to do demeaning or harmful things)</td>
<td>1-5 day suspension, Parental conference, Sheriff's citation</td>
<td>1-5 day suspension, Expulsion, Sheriff's citation</td>
<td>1-5 day suspension, Expulsion</td>
</tr>
<tr>
<td>Loitering</td>
<td>Warning</td>
<td>1-5 day suspension, Expulsion</td>
<td>1-5 day suspension, Expulsion</td>
</tr>
<tr>
<td>Obscene Behavior, Profanity/Vulgarity</td>
<td>Student and/or Parental conference, Detention and/or Suspension</td>
<td>1-5 day suspension, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Off campus without permission</td>
<td>Detention/Parent phone call from principal</td>
<td>Suspension</td>
<td>1-5 day suspension</td>
</tr>
<tr>
<td>Physical Assault</td>
<td>Parental conference, 1-5 day suspension</td>
<td>1-5 day suspension, Expulsion, Sheriff's citation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Possession or sale of drug paraphernalia</td>
<td>Conference, Confiscation, Sheriff's citation, 1-5 day Suspension</td>
<td>Expulsion, Sheriff's citation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Reckless Bicycling, Excessive Speed</td>
<td>Detention, Student conference</td>
<td>1-5 day suspension, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Skateboarding on campus</td>
<td>Detention</td>
<td>1-5 day suspension</td>
<td>1-5 day suspension/expulsion</td>
</tr>
<tr>
<td>Sexual/Ethnic Harassment (verbal or written abuse)</td>
<td>Conference</td>
<td>1-5 day suspension, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Squirt guns, water balloons, etc., and/or throwing objects</td>
<td>Conference, Confiscation, Detention</td>
<td>1-5 day suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Taking photos or videos of staff or students without permission.</td>
<td>Conference, Detention, and/or Suspension</td>
<td>1-5 day suspension</td>
<td>1-8 day suspension, Expulsion</td>
</tr>
<tr>
<td>Theft (stealing or attempting to steal)</td>
<td>Restitution, Conference,</td>
<td>1-5 day suspension, Restitution</td>
<td>1-5 day suspension, Expulsion</td>
</tr>
<tr>
<td>Misconduct</td>
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<tr>
<td>---------------------------------------------------------------------------</td>
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<td>----------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Tobacco use/Possession</td>
<td>Detention, Parental conference</td>
<td>1-5 day suspension</td>
<td>1-5 day suspension, Expulsion</td>
</tr>
<tr>
<td>Vandalism (destroying or damaging school property)</td>
<td>Detention, Restitution, Conference</td>
<td>1-5 day suspension, Sheriff’s citation, Restitution, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Verbal Abuse</td>
<td>Detention, Parental conference</td>
<td>1-5 day suspension, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Weapons or Replicas (use or possession of any object which could inflict injury)</td>
<td>1-5 day suspension, Parental conference, Confiscation, Sheriff’s citation</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

*Repeated offenses may result in a recommendation of expulsion.*
We have read the Durham Intermediate School Student/Parent Handbook. We have reviewed, understand and discussed all the rules and regulations, within this handbook, that are required for our students to follow. Understanding and abiding by these expectations will help me to be a productive member of the Durham Intermediate School student body. Any effective middle school program is successful only with the cooperation of the administration, teachers, students, and parents. We (parent or guardian and student) agree to review the handbook periodically, throughout the school year and contact the school if there are any questions, suggestions or concerns about the school policies and procedures.

____________________________________  ______________________  ______________________
Parent/Guardian Signature              Date                     Printed Name

____________________________________  ______________________  ______________________
Student Signature                      Date                     Printed Name