

**DOUGLAS COUNTY HIGH SCHOOL**  
**STUDENT HANDBOOK**  
**AND**  
**CODE OF CONDUCT**  
*2022/2023*



2842 FRONT STREET  
CASTLE ROCK, CO 80104  
303.387.1000

[SCHOOL WEBSITE](#)



# Douglas County High School

## 2022/2023 Student Handbook and Code of Conduct

### DCHS OFFICE HOURS

North Office:	7:00 am-3:30 p.m.	303-387-1000
South Office:	7:00 am-3:30 p.m.	303-387-1100
Bookkeeper's Office:	7:00 am-3:30 p.m.	303-387-1015
Counseling Office:	7:00 am-3:30 p.m.	303-387-1083/1084
Media Center:	7:15 am-3:30 p.m.	303-387-1045
Attendance:	7:00 am-3:30 p.m.	303-387-1002

### DOUGLAS COUNTY HIGH SCHOOL VISION

Douglas County High School students will be well-rounded and well-prepared to excel in their future aspirations and studies.

### DOUGLAS COUNTY HIGH SCHOOL MISSION

The DCHS community embraces individual growth, collaborative spirit, intellectual curiosity, creativity and life-long learning skills. We provide diverse and challenging opportunities in an atmosphere that fosters global mindedness, mutual respect and support.

DCHS SCHOOL SONG	DCHS FIGHT SONG
<p style="text-align: center;">Oh, cheer for the purple and white,            May it weave over loft in its splendor,            Its fullness forever unfold,            The emblem we adore.            Let us all shout aloud with our might,            For the school that's the best in the Rockies,            For fairness in all is our aim,            We stand for right, we fight with might            We fight forever.</p>	<p style="text-align: center;">Go you Huskies fight the enemy,            Make them kneel before our varsity.            We're behind you with our battle cry,            Indestructible a do or die;            For DC High we've got the Huskie pride            We are brave and we are might'.            So Fight! Fight! For DC High!            We are the Purple and White.</p>

### INTERNATIONAL BACCALAUREATE MISSION

The International Baccalaureate Organization (IBO) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the IBO works with schools, governments and international organizations to develop challenging programmes of International education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



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### IB LEARNER PROFILE

#### **IB learners strive to be:**

Inquirers - They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable - They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers - They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators - They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled - They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded - They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring - They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service and act to make a positive difference to the lives of others and to the environment.

Risk-takers - They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced - They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective - They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.



#### **International Baccalaureate**

As an International Baccalaureate (IB) World School, “we encourage both personal development and academic achievement, challenging students to think critically, to ask the right questions and think across disciplines. An IB education also fosters diversity, curiosity and a healthy appetite for learning.”

The International Baccalaureate at DCHS is comprised of two programmes: the Middle Years Programme and the Diploma Programme.

- Middle Years Programme:
  - The Middle Years Programme (MYP), for students aged 11 to 16, provides a framework of academic challenge that encourages students to embrace and understand the



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connections between traditional subjects and the real world, and become critical and reflective thinkers. All 9th and 10th graders at DCHS are a part of the MYP.

- The Middle Years Programme:
  - Encourages international-mindedness in IB students, starting with a foundation in their own language and culture.
  - Encourages a positive attitude to learning by challenging students to solve problems, show creativity and resourcefulness, and participate actively in their communities.
  - Reflects real life by providing a framework that allows students to see the connections among the subjects themselves, and between the subjects and real issues.
  - Supports the development of communication skills to encourage inquiry, understanding, language acquisition, and to allow student reflection and expression.
  - Emphasizes, through the learner profile, the development of the whole student-physically, intellectually, emotionally, and ethically.
- Diploma Programme:
  - The International Baccalaureate Diploma Programme (IBDP) is a choice program for juniors and seniors of a comprehensive and rigorous two-year curriculum, leading to examinations, for students aged between sixteen and nineteen. Based on the pattern of no single country, it is a deliberate compromise between the specialization required in some national systems and the breadth preferred in others. The general objectives of the IB are to provide students with a balanced education, to facilitate geographic and cultural mobility, and to promote international understanding through a shared academic experience. In the thirty years since its founding, the IB Diploma has become a symbol of academic learning, both in terms of the mastery of subject content and in the development of the skills and discipline necessary for success in a competitive world.
  - The IBDP curriculum at Douglas County High School consists of six subject groups:
    - Language A - (English) including the study of selections from World Literature
    - Language B - (second language) French and Spanish
    - Individuals and Societies - European History, Psychology and Philosophy
    - Experimental Sciences - Biology, Chemistry, Physics and Environmental Systems & Societies
    - Mathematics - Math Studies, Math Methods, and High Level Mathematics
    - Sixth Subject - Music, Art, Theater, Business Management, Computer Technology or chose from Group 3 or 4
  - All IBDP candidates are required to take one subject from each of the groups. At least three and not more than four of the six subjects are taken at the Higher Level, the others at Standard Level. Each examined subject is graded on a scale of 1 (minimum) to 7 (maximum). The awarding of the diploma requires a minimum of 24 points and the satisfactory completion of three additional requirements:
  - The Extended Essay of 4,000 words, which provides the experience of the independent research paper;
  - A course entitled Theory of Knowledge (TOK), which analyzes the knowledge acquired within and beyond the classroom; and



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- Participation in a weekly commitment of creativity, activity and service oriented experiences (CAS).
- Bonus points may be awarded for an exceptional essay or performance on Theory of Knowledge.
- Students successfully completing the IB program will receive two diplomas: one from the IB and one from Douglas County High School. Approximately 75-80% of Diploma candidates earn the Diploma. The student who does not satisfy the requirements of the full program is awarded certificates for examinations completed.

### **Advanced Placement\***

Advanced Placement (AP) curriculum is developed by the College Board. The expectation is that high school students will complete first-year, college-level course work while attending high school. AP Exams given in May test for course mastery. Because every college has different criteria it is important to check with each college individually to learn how much credit or advanced placement a student may earn taking AP classes in high school. DCHS currently offers several Advanced Placement courses.

*\*AP courses may include fees for exams, textbooks or other required materials.*

### **Concurrent Enrollment Program**

DCHS has a partnership with community colleges to provide a Concurrent Enrollment Program designed for students looking for a challenging academic experience. Students can earn both high school and college credit simultaneously. This program:

- Lowers the cost of college by providing college credit at no charge to the student (textbook purchase may be required).
- Prepares students for a seamless transfer to college by providing the experience of being a college student.
- Allows access to college coursework at DCHS.

College courses are offered during the school day and are taught by qualified high school instructors at DCHS. Many of these college courses are guaranteed to transfer to any public 4-year institution in Colorado. However, please check with the college you are planning to attend whether they accept these credits.

### **CTE**

#### **Academic Honesty Policy**

The DCHS community embraces individual growth, collaborative spirit, intellectual curiosity, creativity, and life-long learning skills. We provide diverse and challenging opportunities in an atmosphere that fosters global mindedness, mutual respect, and support.

We believe that the pursuit of learning must be authentically motivated by personal curiosity and perpetually energized by the desire for personal growth. This process requires learners to seek a clear understanding of what they genuinely know. Such understanding enables the pursuit of further knowledge to contribute to intellectual growth and enables learners to make authentic contributions to their community. The value of learning in this system resides in the development of self and the recognition of



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what one can contribute to others. Consequently, efforts to substitute genuine learning with fabrications and appearances erode the foundation of academics, equating falsehood with truth and preventing the development of relationships rooted in trust and honesty. In our effort to foster “mutual respect and support” we recognize the need to uphold the ideals of education. It is essential for students to commit themselves to presenting work that reflects their efforts and their talents.

This policy represents our effort to assure that all parties involved understand what expectations we have for academic honesty. We want to enable instructors to have flexibility to address concerns in a manner that aligns with their classes while maintaining a consistent understanding of our expectations as International Baccalaureate programs.

Academic misconduct is any behavior that attempts to gain an unfair advantage or that attempts to misrepresent student accomplishments through deception or by actively assisting in deception. Academic misconduct includes, but is not limited to:

- **Cheating:** Misrepresenting mastery of content is considered cheating. This includes the use of devices, notes or other means to supplement individual understanding during an examination as well as acquiring information about an assessment prior to taking the assessment.
- **Plagiarism:** Presenting ideas, wording or data as your own when in truth you were not responsible for generating or creating them is plagiarism. Presenting work that is not your own may be deliberate or it may be the result of a failure to properly document/credit the source. Deliberate as well as the accidental presentation of another’s ideas constitute plagiarism. Proper documentation and referencing are essential to avoid plagiarism.
- **Collusion:** Any effort that supports academic malpractice by another student is considered to be collusion. This can include allowing work to be copied, providing answers to assessments or to work that is intended to be completed individually or completing work for someone else.
- **Duplication of Work:** Submitting, presenting or using the same work or slightly altered work for different assessment components and/or requirements is considered a duplication of work. This does not include a significant departure on a similar theme.
- **Fabrication:** The deliberate generation and presentation of data, information or research that is invented or falsified is fabrication.

### Student Responsibilities

- Students will adhere to the expectations of the IB Learner Profile, acting “...with integrity and honesty, with a strong sense of fairness, justice and respect.”
- Students will acknowledge that academic honesty is a necessary part of their education and act with honesty and integrity.
- Students will take pride in their original thoughts and will value their own work.
- Students will utilize appropriate citations and include works cited.
- Students will refuse to participate in any form of academic dishonesty.
- Students will accept consequences for their actions.

### Administration Responsibilities

- Support teachers and staff in the development and application of consistent academic misconduct policies and procedures.



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- Inform stakeholders of the academic policy, the penalties for infractions, and appeal procedures available to students.
- Apply penalties consistently and fairly when infractions occur, in accordance with the established DCHS Academic Honesty Policy. These may include students receiving zeros for the assignment, failing the class, or being dropped from the class.
- Maintain records of infractions, and communicate with appropriate staff as necessary.

### Teacher Responsibilities

- Teachers will include the designated portion of the “DCHS Academic Honesty Policy” in their class policies.
- Teachers will define malpractice including: cheating, plagiarism, fabrication and collusion.
- Teachers will explain the consequences of academic misconduct including the impact on the student’s grade, the documentation of the incident and the contacting of parents.
- Teachers will provide information to students regarding proper citation of sources for written as well as for verbal presentations. Teachers will conference with and provide opportunities for students to become familiar with the process of proper citation.
- Teachers will provide students with the opportunity to use “turn-it-in” as appropriate to verify the authenticity of their work.

### Parent/Guardian Responsibilities

- Parents agree to become aware of policies and expectations related to academic honesty.
- Parents will be appropriately active and engaged in their student's coursework.
- Parents will strive to keep an open dialogue with their student (s) and about all aspects of academic misconduct and its impact to the entire community.
- Parents will encourage and support their student's self-advocacy when confronted with issues of academic dishonesty.
- Parents agree to communicate with appropriate staff about any questions or concerns.

### Homework Policy

The Douglas County High School staff believes that homework is necessary reinforcement of skills learned during the school day. Students are expected to make appropriate use of their time to decrease the amount of work taken home.

- Make-up work
  - Immediately upon return to school the student should ask their teachers for detailed assignments covering the work missed and arrange to complete the work promptly. Responsibility for completing makeup work rests entirely upon the student.
  - A reasonable length of time for a student to prepare and hand in make-up work will be allowed. One class day of make-up work will be allowed for each day of absence. Work that has been assigned prior to and due during an absence must be turned in upon return.
- Homework request
  - If a student’s illness is such that he/she will be absent the parent should contact each teacher by email to request homework. Please allow 24 hours for requests to be answered.
- Advance homework request
  - Parents should notify the student personnel secretary as soon as possible when they know a student will be absent due to vacations, family trips, etc. A student personnel secretary



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will issue a pre-excused absence sheet for the student to carry to classes to receive advance assignments. IT IS EXPECTED THAT THE ASSIGNMENTS BE COMPLETED BEFORE THE ABSENCE, OR TURNED IN UPON RETURN. The teacher of each course will determine when the assignment is due.

### Weighted and Regular Grading

- Regular courses offer an A grade as 4 points, a B grade as 3 points, a C grade as 2 points, a D grade as 1 point and an F as 0 points.
- IB and AP courses are academically challenging and the curriculum of each course is uniform across the country.
- Weighted grades are given in classes deemed to be significantly more rigorous than the typical classes.
- The goal is to reward a student’s achievement proportional to the degree of difficulty of the classes. Weighted grades should encourage students to take more challenging courses.
- Weighted courses are courses which award the student:
  - 5 points for an A, 4 points for a B, 3 points for a C, 1 point for a D, and a 0 for an F.
  - All Advanced Placement courses will receive 1.0 weighted credit.
  - International Baccalaureate classes, including Theory of Knowledge, will receive one (1.0) weighted credit for every year of the course.
- Post-secondary courses, which are either a continuation of a weighted high school course or courses which exceed the high school weighted course, may also receive a weighted credit.
- See chart below for further detail:

Class	Number of Years	Weighted
Computer Science SL	1	1
English HL	2	2
French SL	2	1
Spanish SL	2	1
History HL	2	2
Philosophy SL	1	1
Philosophy HL	1	2
Psychology SL	1	1
Psychology HL	1	2
Biology HL	2	2
Chemistry SL	1	1
Physics SL	1	1
Mathematics A & I SL I	1	1



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Mathematics A & A SL I & II	2	1
Mathematics A & A HL II	2	2
Music SL	1	1
Music HL	1	2
Physics HL	2	2
Theater HL	2	2
Art Design HL I & II	2	2
TOK	1	1
Business Management SL	1	1

\*The year tested is the weighted year.

\*All SL classes will receive one year of weighted credit.

\*All HL classes will receive two years of weighted credit.

### 6-Week Grade Reporting/Report Cards

Final grades for credit and GPA will be calculated at the end of each semester. Semester grades are the only grades that appear on permanent records. All grades of progress will be posted in Infinite Campus Parent Portal.

Only semester grades are permanent and printed on transcripts.

### Incomplete Grade Policy

Students who fail to complete required coursework will receive zeros for work not completed. The teacher will adjust these zeros when the work is made up. Deadlines for make-up work to be turned in are set by the teacher of the course.

### Grade Replacement Policy

A student may retake a course with the permission of the building administrator. A record of both classes, along with the grade received for both classes, will remain on the student's transcript. The first class will show "course repeated". No credit will be awarded nor will the grade for the first class be factored into the GPA. The second class will bear credit and be factored into a student's GPA. The course being replaced must be the exact same course and course number.

If a student retakes a class but does not complete the Grade Replacement form, a record of both classes will remain on a student's transcript. Credit will be awarded for both classes, one will be elective credit, and both grades will be calculated into the GPA.

Forms may be picked up in the Counseling Office. Your form may be turned into your counselor anytime during the semester you are re-taking the course but must be turned in by the end of that semester.



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### **Withdrawing From A Course**

A student may withdraw from a course for an off hour (Juniors and Seniors only) during the first five school days of the semester without penalty. After the fifth school day when records are finalized, a student will receive a W/P (Withdrawal/Passing) if passing the course at the time of withdrawal, or W/F (Withdrawal/Failing) if failing the course at the time of withdrawal. The W/P or W/F will not be calculated into the student's GPA. However, the W/P or W/F will be posted to a student's transcript. After the tenth school day of the semester, a student will not be allowed to withdraw from the course without receiving a letter grade of F. The F will be posted to the transcript and calculated into the student's GPA.

### **Schedule Change**

Schedules are rarely changed. The following guidelines will be used to determine whether or not a schedule change will be allowed. A schedule change will be granted by the counseling department if:

- The student did not pass the course prerequisite or was placed in the incorrect level of a course.
- The student is physically unable (by doctor's excuse) to participate in the class.
- The student is a senior, and needs the course for graduation.
- Juniors and Seniors may drop for an off hour.

An administrator must approve any schedule changes falling outside of these guidelines.

### **Final Examination Policy**

No finals will be given before the first day of regularly scheduled finals.

### **Grade-Point-Average (GPA) for Continuing and Transfer Students**

The GPA is based on letter grades for courses received in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades. The GPA is calculated at the end of each semester and made cumulative for purposes of reporting to the student, employers, and colleges.

### **Honor Roll**

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each semester. The honor roll is separated into grade point average (GPA) categories of 4.0 or higher (straight A's) and 3.5 up to 3.99 (B or higher).

### **Academic Letter**

The Academic Letter is awarded to students through application who achieve a 3.70 or above GPA for three consecutive semesters at the high school level. Students must apply at the beginning of each semester to receive this letter.

### **Parent-Teacher Conferences**

Parent-Teacher conferences are held after the 6 week grading period for each semester. The dates for these conferences are listed on the school calendar each year. It is the desire of the administration and the



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staff at DCHS to work closely with parents for the benefit of the student. If parents are unable to attend the scheduled conferences, they are encouraged to contact the teachers involved to set up an appointment.

### Grade Level Classification

A student will be designated as a Freshman during the first year in high school, as a Sophomore during the second year, and as a Junior during the third year. When a student has attended six full semesters, he/she will be classified as a Senior. Students will be classified at the beginning of each school year.

### Student Records

Student education records usually contain the transcript, attendance data, and test scores as well as pertinent data. School records shall be made available to parents and eligible students upon request and in accordance with Board of Education policy JO-R. For a copy of the student records policy, or to discuss your rights to access your records, see an administrator.

### Students' Right to Read Policy

DCHS embraces the National Council of Teachers of English "Students' Right to Read" policy, which encourages students to make intelligent decisions for appropriate reading. Students who do not wish to read a selection for reasons of personal values, religious beliefs, or other objections may at any time select an alternative work comparable in difficulty and subject matter with the teacher's guidance.

### Guidelines for New Enrollments to DCHS

Students who enroll who have not attended another school will receive credit as follows:

- Enrollment before day 20 of the semester – will receive .5 credit per course
- Enrollment after Day 20 and up to Nov. 1st or April 1st – will receive .25 credit per course
- Enrollment after Nov. 1 – no credit will be allowed

### Residency Requirements

A diploma will be issued from the school in which the student spent his/her last full semester prior to meeting Douglas County graduation requirements unless written arrangements have been secured from the principal of the receiving school.

Ninth, tenth, and first semester eleventh grade students who transfer into Douglas County High School must satisfactorily meet all of the district's academic requirements, behavioral expectations, and community service requirement to receive a diploma from Douglas County High School.

Second semester eleventh and twelfth grade students who transfer into Douglas County High School must satisfactorily meet all of the District's 16 "Core Credit" requirements, the district's behavioral expectations, community service requirement, and at least 6.5 of the 8.0 "Elective Credit" requirement to receive a diploma from Douglas County High School.



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### Transfer Students

Transfer Students will have their GPA reviewed and possibly recalculated when their former school's transcript arrives. This assures equal consideration for all of the district's high school students when calculating the GPA and class rank. This also allows for the revision of any serious grading deviation from our district's system.

### Repeating a Course

A student may retake a course with the permission of the department chairperson and a building administrator. Record of both classes will remain on the student's transcript with the first showing "course repeated" and the second will be factored into the GPA. No credit will be awarded to the first class.

### Diploma and [Graduation Requirements](#)

- In order to graduate from Douglas County High School, the student must pass 24.0 credits in grades 9-12 including:

<b>CORE Curricular Areas</b>	<b>Credits Required</b>
Language Arts	4.0
Mathematics	3.0
Science	3.0
Government	0.5
US History	1.0
World History	1.0
Social Studies Elective (Individuals and Societies)	1.0
Practical Arts	1.0
Fine Arts	1.0
<b>Total Core Required</b>	<b>16.0</b>
Electives	8.0
<b>TOTAL CREDITS REQUIRED</b>	<b>24.0</b>

- Proof of **20 hours of community service** must be turned into the counseling office 48 hours before graduation.



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- Starting with the class of 2021, and in addition to these requirements, students will be expected to meet or exceed the Colorado Department of Education’s [graduation competencies](#) in reading, writing and math.

### **TO PARTICIPATE IN THE GRADUATION EXERCISES, A STUDENT MUST MEET ALL OF THE FOLLOWING 48 HOURS PRIOR TO THE CEREMONY:**

- Successfully complete all of the “academic requirements,” as described above, including correspondence and other out-of-school coursework no later than 48 hours prior to graduation exercises.
- Students identified as disabled, under the Individuals with Disabilities Education Act, must successfully complete all of the “academic requirements” as described in their Individual Education Plan (IEP). Student’s transition requirements for credit need not be completed prior to their participation in graduation exercises.
- Be a full time student (defined as taking the equivalent of five classes per semester, which are transcribed through Douglas County High School.
- Wear, without alteration, the designated cap and gown and must have appearance and dress that conforms to standards established by the Board of Education and/or building principal.
- Demonstrate behavior (during the semester prior to graduation) deemed by the building principal, to be compatible with the district’s behavioral expectations.
- Cooperate fully with the school’s staff during all school sponsored senior activities, including graduation exercises.
- Return all school and/or district property and clear all outstanding debts owed the school and/or the school district.

### **Certificate of Attendance (Foreign Exchange Students)**

The Foreign Exchange Student may participate in the high school graduation ceremony and receive a certificate of attendance if the student has successfully completed all enrolled courses.

### **Early Completion**

Students must apply in writing to the principal and see a counselor by Oct. 1 of their senior year to be eligible for early completion. If a junior wishes to complete early, they need to have applied in writing to the principal and counselor by the fall before. If students choose to complete early, they will not be eligible for Spring sports or activities.

### **Graduation Honor Designations**

For the graduation ceremony and transcript purposes, students will be evaluated for honor designations by cumulative grade point average (GPA) for eight (8) semesters. There will be three honor designations:

- Highest Academic Honors      4.0 and above
- Academic Honors                3.75 – 3.99
- Honors                                3.5 – 3.74



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Students will not be ranked within these designations, nor will there be any limit on the number of designated students within each honor designation. All students in the Highest Academic Honors category will be designated as valedictorians.

### ATHLETICS AND ACTIVITIES

#### **Philosophy and Goals of the Athletic/Activities Program**

Interscholastic athletics and intra-school activities have an important place at DCHS. They are a vital part of our total educational environment and development, although they do not replace academics. There are educational values and experiences provided by these programs that cannot be found in the classroom.

Students who desire the opportunity to challenge their interests and skills are encouraged to participate. Participation has proven to be a major contributor to wholesome lifetime values and achieving successful adulthood. Those who participate are representing not only themselves but also the student body and the community.

The goals of the athletic/activity program are the following:

- To develop an understanding and appreciation of the place which interscholastic athletics/intra-school activities occupy in the American culture, and to develop sound educational attitudes toward them;
- To develop in the student participants an appreciation of athletics/activities as life-long interests;
- To serve as a focal point for the morale, spirit, and loyalty of students by providing a common meeting ground and for the enthusiasm shared by all;
- To provide the opportunity for social growth as well as physical development, with guidelines established for supervision;
- To provide the opportunity for emotional growth in both personal maturity and in an awareness of team responsibility;
- To provide a challenging, enjoyable, rewarding experience for all who are involved in the athletic/activity program.

#### **Sportsmanship**

Students are encouraged to show pride in their school and actively participate in positive cheers supporting DCHS teams. Cheers involving negative comments, sexual innuendos, “put downs” of opponents, inappropriate language and/or inappropriate gestures are not acceptable. Any student who demonstrates unacceptable behavior will be asked to leave the activity or event without warning. If a student has been asked to leave, he/she will not be permitted to attend any DCHS activities for a period of time determined by administration.

#### **Student Publications**

The function of student publications is to represent the students of DCHS and to provide a public forum for student expression.

The school yearbook is a publication for students that historically records student opinion and school activities. It provides a comprehensive picture of the current school year. The yearbook is distributed in



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the Spring. Copies of the Student Publications Code and Board of Education Policy IGDB are available in the principal's office.

### Clubs and Activities

National Art Honor Society (NAHS)	Jam Club
Bad Dawg Book Club	Be a Good Person Club
Book Club	Ceramics Club
Chess Club	Choir
Climbing Club	Color Guard
County Cares Club	County Travel Club
DC Gone Green Club	DECA
Diversity CLub	Dungeons & Dragons Club
FBLA	FCCLA
FFA	Fearlessly Girls Club
Fellowship of Christian Athletes	French Honor Society
Gay Straight Alliance/Diversity	Girls in Science Club
Green Team	Interact Club
Jewelry Club	Link Crew
Marching Band	Mock Trial Club
Model UN Club	Mountain Biking Club
National Honor Society	Orchestra
Peer Counselors	Photography Club
Politics Club	Project Unify
STEPP (SADD)	Science Bowl
Sociedad Honoraria Hispánica (SHH)	Speech & Debate
Student Council	Technology Student Association Club



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Theater/Thespians	Yearbook
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### Extra-Curricular and Co-Curricular Eligibility

Participation in extra-curricular and co-curricular activities is encouraged as part of DCHS’ total education program. In order to enjoy the privilege of extra-curricular and co-curricular involvement in both athletics and activities, students must meet the eligibility requirements required by CHSAA and/or Douglas County School District & DCHS. This includes all athletics, as well as extra-curricular, and co-curricular activities. Band, Orchestra, Choir, Theatre, FCCLA, FBLA, DECA, Student Government, Speech & Debate, and any other extra or co-curricular activity that competes or receives a grade, score, rank, judging status, or rating.

Eligibility reports on each student participating in a sport, extra-curricular activity, or co-curricular activity will be given to sponsors/coaches at the end of the six week grading period for eligibility. Any student not eligible at grade reporting time will not participate for the next eligibility period, or beyond, if the student continues to not meet the eligibility requirements.

At DCHS, we support the appropriate actions in order to meet academic standards for all students to ensure that each student is progressing towards graduation. Participating in athletics and/or extra-curricular & co-curricular events, whether competing, practicing, or performing, is a privilege. If at any time, a student’s participation is negatively impacting a student’s academic progress and/or a student is not progressing academically for any other reason, sponsors/coaches will take the appropriate actions to support a student to be successful in all academics, which may include progress reports, sitting out of practices, and performances of any kind, alternate assignments, and removal from a program.

**Students who have not attended at least one-half of the school day (minimum of 2 class periods), unless they have a doctor’s excuse, will not be allowed to participate in any after-school activities on that day.** This includes games/competitions, practices, work sessions, rehearsals and performances. Students who participate in evening activities or athletics are expected to attend school the following day.

### Lettering

Information regarding the criteria for lettering in any activity or varsity sport is available through the coach or sponsor. Student Athletes must end the season in “good standing” and lettering will ultimately be decided upon by the coach of the program.

### DCHS Theatre Ticket Guidelines

The DCHS Theatre Department is grateful for our valued patrons and wish to thank you for your continued support of our young artists and technicians. It is through ticket sales that 95% of the theatre budget is generated. Every time you place a ticket order you make a positive difference in the educational experience of our students. We have switched to an online ticketing system, which has been a great convenience for our patrons. The website to pre-order tickets is:

[www.seatyourself.biz/dchs](http://www.seatyourself.biz/dchs)



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All sales are final! Simply bring in your receipt the evening in which you made your reservation to receive your physical tickets from Will Call. The box office opens at 6 pm for each show, curtain is at 7 pm.

### Dance/Social Functions Policy

Dances and other social functions are held to provide an enjoyable and wholesome form of entertainment for the students at DCHS. Only students currently in high school up to the age of 20 will be allowed at DCHS dances. Those who are not current DCHS students must have a signed permission form in order to attend. The school must receive permission forms **48 hours** before the dance and guests must provide a picture ID. Adults age 21 and older may not attend dances. Students must show their DCHS student ID for admission. Students are expected to dress appropriately when attending school functions and inappropriate dress will result in dismissal from the function. Students who leave a school function without notifying an Administrator prior to leaving will not be allowed to re-enter. All school and district rules will be enforced at school functions. Inappropriate behavior at school events may result in loss of privileges to attend future games or activities, suspension and/or expulsion. This includes, but is not limited to, the use of noise makers at school events such as dances, activities, athletic events, graduation and any other school sponsored activity. **Prom is a Junior/Senior class event. All other individuals are considered guests.**

### Dance Dress Code\*

- Formal attire, no jeans
- Clothing that adequately covers the body
- No lingerie or undergarments exposed
- Slits no higher than fingertip length
- No sheer/see through clothing
- No excessively low cut dresses or tops
- Shirts must remain on

\*Themed dances will have defined expectations as needed

\*Any student who alters his/her dress during the dance will be asked to leave at the discretion of a DCHS administrator or staff member.

### Dance Policy

- You can move with the music as long as you do the following:
  - No inappropriate or suggestive dancing
  - No simulated sex acts (freaking, twerking, etc.)
  - No straddling legs or wrapping legs around another person or object
  - No “sandwiches”
  - No dancing that could do harm to one’s self or others (“moshing” and crowd surfing)
  - Hands need to remain in/on appropriate places
  - Front to back/front to front grinding is appropriate as long as you are not simulating sex acts
- Students who do not maintain an appropriate style of dance or dress will be given one warning
- Wristbands will be given and put on with entrance to dance
  - warning will be removal of wristband



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- if caught with no wristband and breaking rules, the student will be removed from the dance and removal will be explained by a DCHS administrator
- No refunds for removal from dance will be given

### ATHLETICS

#### **Fall Sports**

Football, Co-Ed Cross Country, Boys Soccer, Softball, Volleyball, Boys Tennis, Spirit (Cheer & Poms), Boys Golf, Gymnastics (Co-op w/PHS), Field Hockey (Co-op w/MVHS)

#### **Winter Sports**

Girls Swimming & Dive (Co-op w/CVHS), B/G Basketball, B/G Wrestling, Ice Hockey (Co-op w/CVHS), B/G Skiing (Co-op w/Platte Canyon HS)

#### **Spring Sports**

Baseball, Girls Tennis, Co-Ed Track & Field, Girls Soccer, Girls Golf, Girls Tennis, Boys Lacrosse, Girls Lacrosse (Co-op w/CVHS), Boys Swimming & Dive (Co-op w/CVHS), Boys Volleyball (Co-op w/ CV)

The DCHS Athletic Director should be contacted in all matters relating to athletics. For questions pertaining to playing time, placement on a specific team, etc. athletes are encouraged to reach out to their coach for clarification. All athletic schedules and student eligibility are maintained in the athletic office. Students requesting information on sports should contact that office.

[www.dchuskies.org](http://www.dchuskies.org) or [www.continentalleague.org](http://www.continentalleague.org) (for schedules)

#### **General Athletic Procedure**

##### Reporting for a Sport

Students are expected to report for practice at the beginning of each season. Unless they have made prior arrangements with the coach, those who report late may jeopardize their chances for participation.

##### Attending Practices

Team members of all sports are expected to attend all scheduled practices and meetings. Those who miss a practice or a meeting may jeopardize their chances of participation. If circumstances should prevent a student from attending a practice or a meeting, the validity of the reason will be judged by his/her individual coach. Whenever possible, the coach should be notified prior to practice or meeting by personal contact, phone call, or written statement from the parent or guardian.

##### Team Size

In some sports, facilities and team size limit the number of students who can participate. Any student who does not make the squad in one of these sports remains eligible for other sports offered in the same season. Further, he/she is encouraged to go out for one of those other sports.

##### Dropping a Sport



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- A. A student in good standing may drop a sport prior to the first contest by making his/her intentions known to the coach.
- B. The student must make his/her reason known to the coach personally, on or before the day on which he/she intends to quit.
- C. A student who quits one sport of that season will NOT be permitted to participate in another sport that season.

#### Varsity Lettering

Student athletes are required to FINISH THE SEASON IN GOOD STANDING as determined by the coach. Specific lettering requirements will be determined by each individual sport.

#### Student Responsibility for Athletic Equipment

When equipment has not been checked in or accounted for between the end of one season and beginning of the next, the student may jeopardize his/her eligibility until the problem has been resolved with the athletic office.

#### Adequate Physical Exam/Medical Re-evaluation Parental/Guardian Consent

Any student expecting to participate in athletics (any capacity) must have on file with the school, prior to the first practice, a statement signed by his/her parents or legal guardian and a practicing physical certifying that he/she has passed an adequate physical exam within the current school year. Medical forms are good for one calendar year.

#### Athletic Insurance

In compliance with the Colorado High School Activities Association and Douglas County Schools, students who participate in interscholastic athletics must have some form of accident insurance protection.

- A. The school district is relieved of any and all liability for accidents or injuries connected in any way with competitive athletics.
- B. It is the responsibility of the parent or guardian to provide insurance protection for the athlete while he/she is participating in competitive athletics. Parents are required to sign a waiver indicating they have their own personal insurance which covers the student. Parents and students are encouraged to retain the benefit schedule of any insurance purchased.

#### General Expectations for Students Participating in Athletics\*

- A. As a representative of DCHS, an athlete is expected to behave on or off campus in a way which will not bring discredit upon him/herself or the school.
- B. An athlete's personal appearance should reflect cleanliness and concern for his/her well being, as well as concern for those with whom he/she is associated.
- C. An athlete is expected to set a positive example to the total student body, conducting him/herself always as a prudent human being, and endeavoring to be a leader regarding all school policies governing student behavior.
- D. Since sports participation is demanding both physically and mentally, it is expected that an athlete will follow a healthy diet and a schedule which permits adequate rest so that his/her body has a chance to perform at maximum potential in the classroom, as well as in his/her sport.
- E. An athlete is expected to abstain from the use or possession of alcohol, tobacco, marijuana, or other illegal drugs.



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- F. An athlete will pay a required non-refundable athletic fee of \$185.00 per sport. The following guidelines will be used in administering the fee:
- The fee will be refunded any time a coach determines that the athlete lacks the athletic ability to make the team.
  - The fee will be refunded on a prorated basis if a student moves from the school's attendance area or from the district.
  - The fee **will not be refunded** if a student "cuts" him/herself from the program or if a student is dropped from the team for disciplinary reasons.

#### Athletic Registration Procedure\*

Athletes must register for their sport at [www.dchuskies.org](http://www.dchuskies.org) prior to tryouts:

- Interscholastic Participant Form (parent permit) electronically signed and completed;
- Interscholastic Activities Insurance Waiver electronically signed and completed;
- CHSAA Hazing contract completed during registration process;
- Participation/Medical Physical signed, completed, printed and turned in to Athletic office;
- Athletic Fee paid - \$200 per sport per athlete. Some sports may require an additional program fee and/or fundraising expectations.

Coaches will:

- Review the CHSAA pamphlet on competitors, emphasizing eligibility and transfer rules (report any possible problems to the Athletic Director immediately); and,
- Review documents #1 through #4 above for completeness prior to allowing an athlete to practice.

*\*No athlete will be allowed to participate until the required forms are on file with the Athletic Office.*

#### **Managers, Trainers and Statisticians**

##### Registration Procedure

Any participants in our program (other than athletes) such as managers, trainers, and statisticians must have the following:

- Current (valid for 365 days) Interscholastic Participation Form (parent permit) signed and completed;
- Interscholastic Activities Insurance Waiver signed and completed;

Managers, trainers, and statisticians will be exempt from turning in Participation/Physical Statement (physical) or paying athletic fee.

#### **Directions to Continental League and District High Schools**

##### Echo Park Stadium – 11901 Newlin Gulch Blvd, Parker

Go East on Lincoln Ave. Turn right on Chambers. Chambers currently dead ends at Mainstreet. Turn left (east) on Mainstreet to Newlin Gulch Blvd. Go south on Newlin Gulch Blvd. The stadium is on the right. Stadium for Chaparral, Legend and Ponderosa.

##### Castle View HS (303-387-5492) 5254 N. Meadows Drive, Castle Rock

Meadows Pkwy west to Meadows Blvd; turn right (NW) to Meadows Drive; go North to Butterfield Crossing; CVHS is on the east side.



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### Chaparral HS (303-387-3500) 15655 Brookstone Dr., Parker

I-25 North to Lincoln Ave.; east on Lincoln to light at Stonegate Parkway; turn left at Brookstone to school on the left.

### Heritage HS (303-347-7600) 1401 W. Geddes Ave., Littleton

I-25 north to C-470 west to Broadway; north to Ridge Rd.; west on Ridge Rd., to Elati; left on Elati to Geddes; right on Geddes to school. Varsity football and varsity soccer played at Littleton public stadium, 199 E. Littleton Blvd.

### Highlands Ranch HS (303-387-2500) 9375 S. Cresthill Ln., Littleton

North on I-25 to Lincoln Ave.; west on Lincoln to Cresthill Ln.; turn right on Cresthill, school on left.

### Legend HS (303-387-4500) 22219 Hilltop Rd, Parker, CO 80138

Lincoln Ave. or E470 east to Parker Road. Go south on Parker Road to Hess. Go east on Hess; it will turn into Hilltop at the light. Legend HS is on the left. Go past Canterbury Dr. to the next entrance on the left to park in visitor parking.

### Mountain Vista HS (303-387-1500) 10585 Monte Vista Way, Highlands Ranch

I-25 north to C-470, west to Broadway; left on Broadway to dead-end; left onto Wildcat Reserve Pkwy.; school on right (approx. one mile)

### Ponderosa HS (303-387-4000) 7707 Bayou Gulch Rd., Parker

South on Front St. to Hwy. 86; east on Hwy. 86 to Franktown; north on Hwy 83 about three miles to Bayou Gulch Rd.; right on Bayou Gulch Rd., school on left.

### Regis HS (303-699-1598) 16300 E. Weaver Pl., Aurora

I-25 north to Arapahoe Rd.; east on Arapahoe Rd. to Parker Rd.; go through intersection (east) to top of hill; entrance to school is on the left.

### Rock Canyon HS (303-387-3000) 5810 MacArthur Ranch Rd., Littleton

I-25 north to Lincoln; exit left and go west to Quebec; left to MacArthur Ranch Rd; turn right and school is on the left.

### Shea Stadium: (720-348-0383) 3270 Redstone Park Circle, Littleton, CO 80129

Sante Fe (Hwy. 85) north to Town Center Drive; right on Town Center Dr. Stadium is located behind Burger King (attached to Redstone Park). Stadium for Rock Canyon, Highlands Ranch, Mountain Vista and ThunderRidge.

### ThunderRidge HS (303-387-2000) 1991 Wildcat Reserve Pkwy., Highlands Ranch

Sante Fe (Hwy. 85) north to Highlands Ranch Parkway, right (east) on Parkway to Wildcat Reserve Pkwy, right on Wildcat Reserve Pkwy, school on left OR from C-470 you exit South on Broadway and turn right/west on to Highlands Ranch Parkway, then follow the above directions.



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### ATTENDANCE

Please see DCSD Board Policy JH for additional information.

The staff and administrative team at DCHS believe that attendance is vital to every student's well-being. We encourage parents and students to be attentive to any make-up work that may result from an absence. Attendance in class is an integral part of the education process. We are dedicated to a collaborative and united effort between home and school to ensure that all students attend successfully.

#### **Absences**

“An absence consists of failure to appear at the assigned school and remain there throughout the entire school day unless dismissed earlier by proper authority. Failure to appear and remain throughout the entire time of a scheduled class period shall also constitute an absence from that class unless dismissed earlier by proper authority.”

*-DCSD Board Policy JH*

#### **Enforcement of Compulsory School Attendance**

Secondary school principals and assistant principals are designated as ‘attendance officers’. As such, the Board of Education authorizes these attendance officers to represent the school district in truancy proceedings. It is the duty of attendance officers to investigate the causes of nonattendance, counsel with students and parents, and to take action necessary to enforce the compulsory school attendance laws of Colorado in the District, including initiating proceedings to compel attendance and proceedings for enforcement of court orders compelling school attendance.”

*-DCSD Board Policy JH*

#### **Excused Absences**

“Excused absences are those resulting from: temporary or extended illness, injury, or physical, mental, or emotional disability; family emergencies; absences excused by the principal through prior requests of parents or guardians; absences approved by the superintendent or designee due to inclement weather; absences pursuant to school release permits; absences which occur when a student is in custody of a court or law enforcement authority; absences due to suspension or expulsion; and any other absence approved by the principal. If a student is in out-of-home placement as defined by C.R.S. 22-32-138(1)(e), absences due to court appearances and participation in court-ordered activities shall be excused.”

*-DCSD Board Policy JH*

#### **Unexcused Absences**

“Unexcused absences are those with or without prior knowledge and approval of the parents but for reasons not acceptable to the principal. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence. The administration shall develop regulations to implement appropriate penalties. The administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of unexcused absences.”

*-DCSD Board Policy JH*



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### Student Absences Impacting Grades

Credit for work missed during excused absences will be allowed when the required work has been satisfactorily completed within the time specified. Students will receive partial credit for any work missed while they are unexcused. When a student fails to complete course requirements, or has reached the 10 absences per semester as mandated by BOE policy, credit for the course may be denied. Students may be dropped from a course with an “F” when, in the judgment of the teacher and administrator, so much class time and material has been missed that credit for the course cannot be given.

The School will not discriminate on the basis of disability in the application of missing/ makeup work policies.

It shall be the responsibility of all students at DCHS to:

- Be present and on time for all assigned classes;
- Officially check out or in at either the North or South Main offices if they need to leave or return to school;
- Absences not excused within two school days may result in detention and loss of credit for work missed
- Obtain and turn in make-up work for absence(s).

### Reporting an Absence

Please call and leave a message. Your student’s absence will be documented. The DCHS attendance line is 303-387-1002.

**ONLY** parents or legal guardians may call in to excuse students, and this must be done within 48 hours of the original absence. An absence will remain unexcused if the attendance office has not been contacted within a 48 hour period after the absence has occurred. Students are responsible for all work missed due to an absence. Absences will **NOT** be excused for students who leave campus for a release period and **do not return**, unless pre-approval has been obtained through the office or the student produces a doctor’s note.

Students **must** check out if they will miss instructional class time at the main offices in either the North or South building. Students **must** check in if they are coming to school **during a class period** at the main offices in either the North or South building.

### School-wide Tardy Expectation

Consistent class attendance and punctuality are both critical components for student academic success and application to the world of work. DCHS continues to build upon these attributes to support student growth. Multiple tardies in the same class per semester may result in consequences:

- 3rd tardy to class-15 minutes detention during Academic Assistance with teacher
- 4th tardy to class-30 minutes detention during Academic Assistance with teacher
- 5th tardy to class-60 minutes detention during Academic Assistance with teacher
- 6th tardy to class-referral to administration

### Excused Tardies

Douglas County School District defines tardiness as a failure to appear on time and is considered a form



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of absence. Repeated tardiness shall be reported to administration and recorded in Infinite Campus (IC). For reporting purposes, a student who is present 50 percent or more of any Attendance Period during a scheduled school day shall be considered present for that entire recorded and reported period. Tardies shall not be included in the calculation of Habitually Truant students for Department reporting purposes.

There are legitimate reasons for a student to be tardy to a class such as: a teacher note, a medical appointment, dental appointment, court or illness. To excuse a tardy, a student MUST check in at the North or South Office upon arrival to school and during a class period to obtain an “Excused Tardy” slip to enter class. A tardy may be excused with a phone call or note from a parent within the prescribed time period. If a call has not been received prior to check-in, the student will receive an unverified tardy (UNV) until a call is received. Students have seven minutes to move from one class to another, which is considered ample time. Therefore, all students are expected to arrive on time to all classes.

#### **Truancy Procedure**

Repeated truancy violations will result in district truancy procedures with a possible court referral. At this point, students under 17 years of age are not in compliance with the Colorado Compulsory Attendance Law and will be sent a letter indicating that further truancies will result in the initiation of court procedures.

#### **Absences and After School Athletics & Activities**

Students who have not attended at least one-half of the school day (minimum of 2 class periods), unless they have a doctor’s excuse, will not be allowed to participate in any after-school activities on that day.

#### **Ditch Days**

“Ditch days” are not sanctioned by the school. Students participating in these days will be considered truant and dealt with under the truancy procedures.

#### **Illness During the School Day**

If a student becomes ill at school, he/she must report to the main office. If it is necessary for the student to be dismissed from school, the school will contact the student’s parent/guardian and make arrangements for the student’s dismissal from school.

### DISCIPLINE

DCHS provides students with the opportunity for self improvement and individual growth. School authorities have the right to control student conduct. Students are expected to conduct themselves at all times in a manner which is compatible with the school’s function as an education facility, and in accordance with District policies and regulations concerning student conduct and discipline, including but not limited to the grounds for suspension, expulsion, and classroom removal in policy JKD/JKE.

Conduct which disrupts or threatens to disrupt the operation of a school, which interferes in any way with the rights and privileges of other students or citizens, which endangers the health or safety of any person, or which damages property, will not be tolerated and will result in disciplinary action. All employees of the district shall be expected to share responsibility for supervising behavior of students and for seeing that students abide by the established rules of conduct.



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A partnership of school and parents is essential to support the academic and behavioral growth of students.

Policy JIC/JICDA, all of its subcodes, and any corresponding regulations approved by the BOE shall constitute the student conduct code for the district. A summary of this policy, its subcodes, and any corresponding district regulations, as well as any individual school rules governing student conduct, can be found at the following link: [DCSD Code of Conduct](#).

### **Conduct and Suspension Policy**

A suspension is a disciplinary action taken by school officials that temporarily prohibits the student from attending classes and other school events. Administration may immediately suspend any student for a serious breach of conduct or failure to fulfill an agreement as a result of a disciplinary problem. The length of the suspension will normally vary from one-half to five days and parent contact is required for readmission to school. Students under suspension are not to be on school grounds or in the school building during the period of suspension; thus, attendance at any after school or evening activity or event is prohibited. Violators of this rule can receive additional days of suspension and/or trespassing charges through Douglas County Sheriff's Office.

Parents are informed by telephone or in person in the event of all serious violations of the rules resulting in suspension. A parent conference may be necessary for readmission to school depending upon each situation and at the discretion of the administration. Parents may request a conference with administrators or counselors at any time by calling the appropriate person.

### **Due Process**

Everyone at DCHS has personal and civil rights and the commitment from the DCHS administration that the rights of each individual will be upheld. Students should be aware that if their rights have been violated they are expected to exhibit cooperation at all times and then see an administrator for support and assistance.

### **Students with Disabilities**

Disruptive behavior by a student identified as a student with disabilities, as defined by District policy, shall be dealt with in accordance with the student's individual education plan (IEP). Students with disabilities shall be subject to expulsion as a habitually disruptive student only if determination has been made by the student's special education staffing team that the disruptive behavior is not a manifestation of the student's disability.

### **Grounds for Suspension and/or Expulsion**

- Alcohol violation: possession, use, or distribution
- Dangerous weapons (guns, illegal knives, etc.)
- Disobedient, dishonest,
- Assault/Felony
- Destruction of school property
- Drug violation: possession,
- Assault/Felony on a teacher or staff member
- Detrimental behavior
- Fight/minor assault



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- |   |  |  |
|---|--|--|
| <p>inappropriate, or defiant behavior</p> <ul style="list-style-type: none"> <li>● Fight/minor assault on a teacher or staff member</li> <li>● Robbery</li> <li>● 3rd degree assault/disorderly conduct</li> <li>● Bomb threat/false fire alarm</li> <li>● Gang activity</li> </ul> | <p>use, or distribution</p> <ul style="list-style-type: none"> <li>● Harassment, sexual harassment, or Intimidation</li> <li>● Tobacco/Nicotine</li> <li>● Arson</li> <li>● Disrupting the learning environment</li> <li>● Non-school crime of violence</li> </ul> | <ul style="list-style-type: none"> <li>● Repeated interference</li> <li>● 1st, 2nd degree or vehicular assault</li> <li>● Other felonies</li> <li>● Academic dishonesty</li> <li>● Theft or Vandalism</li> </ul> |
|---|--|--|

### Discipline of Habitually Disruptive Students

Disruptive behavior means behavior that is initiated, willful and overt on the part of the student and requires the attention of school personnel to deal with the disruption.

Any student who continues to engage in disruptive behavior may be declared a habitually disruptive student and shall be subject to mandatory expulsion in accordance with the district policy, student suspension and expulsion, and state law.

### Dismissal from Class

If a situation develops in which a student’s behavior becomes detrimental to the welfare of the class and is interfering with the learning opportunity of students, the teacher will send the student from the class to the main office. The following procedure will be adhered to after the student has been instructed to leave a class and report to the office:

- A student who is instructed to leave a class because of behavior or a conflict between that student and the teacher is to report directly to the main office. Under no circumstance is the student to make a decision contrary to this rule, such as go home or report to his/her next class without having first reported to the office;
- The teacher will submit a referral to administration. The teacher will communicate with families regarding the incident.

### False Disaster Drill Alarms/Bomb Threat

Tampering with and/or setting off school disaster alarm systems is illegal. Students involved in either of these offenses will be suspended and may be recommended for expulsion. Tampering with emergency equipment in a public building or causing school to be dismissed for false reason will also result in a suspension and possible recommendation for expulsion.



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### **Forgery**

Any form of forgery will be considered a serious violation of school rules and may be grounds for suspension. Forgeries may include but are not limited to, the signing of a parent or teacher's name, calling in to excuse yourself, and/or using another student's permit.

- 1<sup>st</sup> Offense-Saturday School or detention
- 2<sup>nd</sup> Offense-Out of School Suspension

### **Hazing**

Hazing is the harassment of fellow students by means of horse play and/or practical jokes often by humiliation, embarrassment, or physical harm. Hazing in any form will not be tolerated and will result in appropriate disciplinary action.

### **Misconduct at School-Sponsored Events**

Inappropriate behavior at school events may result in loss of privileges to attend future games or activities, suspension and/or expulsion.

### **Nondiscrimination/Non-Harassment of Students and Staff**

Nondiscrimination requires a collaborative responsibility of each administrator, supervisor, employee, and student to affirm in actions and deeds the intent and spirit of governing laws and regulations. Toward this end, the school district shall provide management, staff, and student assistance in the implementation of the Board of Education's good faith intent to provide compliance with nondiscrimination in the district's employment and educational opportunities.

Students or staff members who believe that they or any other student or staff member has been the subject of harassment and/or discriminatory behavior will report the incident immediately to a school administrator, appropriate supervisor, or their designees. Complaints about harassment/discriminatory behavior will be investigated immediately.

Students who violate this policy by engaging in conduct defined above that directly or indirectly cause intimidation, harassment, or physical harm to another student or staff member will be subject to disciplinary action and an intervention class will be recommended.

Any staff member who violates this policy by neglecting to report an incident of harassment and/or discriminatory behavior or by engaging in conduct defined above that directly or indirectly causes intimidation, harassment or physical harm to a student or staff member will be subject to appropriate disciplinary action. Such disciplinary action may include, but is not limited to, meeting with supervisor or superintendent or designee, or written warning or reprimand, implementation of a special remediation plan, suspension, or dismissal proceedings as provided by Colorado law. The school district reserves the right to institute the level of discipline that appropriately responds to the severity of particular instances of misconduct.



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Ethnic intimidation is prohibited under Colorado law and is classified as a criminal offense. Incidents of ethnic intimidation, as defined under Colorado law, will be reported to the appropriate law enforcement authorities for investigation.

The Board of Education is committed to the policy that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any District program or activity on the basis of race, color, religion, sex, age, national origin, or disability.

Further, the Board of Education affirms the right of all students and staff, regardless of race, color, religion, sex, age, national origin, or disability, to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment.

Harassment/discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct, or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, sex, age, national origin, or disability of the individual(s) or creates an intimidating, hostile, or demeaning environment for education.

Individuals or groups are in violation of this policy if, on school grounds, at school-sanctioned activities, or in vehicles dispatched by the district, they:

- Make demeaning remarks or indirectly, such as name-calling, racial slurs, “jokes,” or physically threaten or harm an individual on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion or ancestry. “Sexual orientation” means a person’s actual or perceived orientation toward heterosexuality, homosexuality, bisexuality, or transgender status.
- Display visual or written material or deface school property or materials to demean the disability, race, creed, color, sex, sexual orientation, national origin, religion or ancestry.;
- Damage, deface, or destroy private property of any person because of that person’s disability, race, creed, color, sex, sexual orientation, national origin, religion or ancestry.

### **Public Displays of Affection**

Engaging in sexual misconduct including, without limitation, displays or other inappropriate sexual conduct, will result in disciplinary action.

### **Searches**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.



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- **Personal Searches**-A student's person and/or personal effects in his/her possession (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, except that under urgent circumstances, a search may be conducted by a school official alone, without a witness present. If the administrator feels that a more intrusive search is required, searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to and conducted by a law enforcement officer, and school personnel will not participate in such searches.
- **Locker Searches**-Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. This also includes canine searches.
- **Automobile Search**-Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- **Custody of Evidence**-Anything found in a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards may be:
  - Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or designee until it is presented at the hearing;
  - Returned to the parent or guardian of the student from whom it was seized;
  - Destroyed if it has no significant value;
  - Turned over to a law enforcement officer.

#### **Tobacco/Nicotine Use and Possession Policy**

It is the policy of the Board of Education to prohibit the possession or use of tobacco by students in or on any school property or while participating at any student activity sponsored by the school district.

School property includes, but is not limited to the following: any building used for instruction, administration, support services, maintenance, or storage; the grounds surrounding these buildings, if the school is authorized to exercise domain and control over those grounds; all vehicles used by the school for transporting students.

**Tobacco means all forms of tobacco suitable for chewing or smoking and any product that is packaged for smoking, vaping, and chewing.**

If there is suspicion the student is in possession, we reserve the right to search their person, backpack, purse, locker or vehicle. In all incidents, the product will be confiscated and returned to the parent, upon request.



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### **Consequences for possession and/or use of tobacco/nicotine products**

- 1<sup>st</sup> Offense-1 day of suspension + referral to the School Resource Officer
- 2<sup>nd</sup> Offense-up to 3 days of suspension + referral to SRO
- 3<sup>rd</sup> Offense-up to 4 days of suspension + referral to SRO
- 4<sup>th</sup> Offense-up to 5 days of suspension + referral to SRO

### **Student Alcohol/Drug Use and Possession Policy**

Student use, possession, distribution, or sale of alcohol, or illicit drugs is prohibited in all Douglas County Schools, on all school grounds and district property, at any school-sanctioned activities, when students are being transported in vehicles dispatched by the district, or at any time or in any place where the student's conduct interferes with or obstructs the educational program or operations of the school district or the health, safety or welfare of students or employees. Illicit drug use is the use of illegal drugs and the abuse of alcohol and other drugs, including anabolic steroids. For the purpose of this policy, illicit drugs include, but are not limited to, opiates, narcotics, cocaine, amphetamines and other stimulants, depressants, hallucinogenic substances, marijuana, intoxicants of any kind, counterfeit drugs, and drug-containing paraphernalia. A violation shall subject a student to appropriate disciplinary action, up to and including expulsion and referral for prosecution. Expulsion shall be mandatory for any distribution, trade, exchange, or sale of a drug or other controlled substance in a school building or in or on school property.

### **Consequences for possession and/or use of alcohol/drug products**

If it is determined by the administrator that the student is under the influence or in possession of drugs or alcohol, the appropriate law enforcement agency will be called and the student will be subject to the following provisions:

#### First Offense

- The student will be suspended from school for five days.
- The principal or designee will conduct a conference with the parent, student, and if possible, law enforcement representative, prior to the student's readmittance to school.
- Depending on the severity of the case, the principal may initiate procedures outlined in Policy JICH, which may lead to a request for expulsion of the student.

#### Second Offense

- In substantiated cases, upon a second offense, a recommendation for expulsion according to policy JICH will result as well as a ten day out of school suspension and referral to law enforcement.

### **Weapons Policy**

Carrying, bringing, using, or possessing any dangerous weapon in a school building, on school grounds, in any school vehicle, or at any school sponsored activity without the authorization of the school or the school district is prohibited. Any student who acts in violation of this policy shall be placed on immediate suspension and proceedings for expulsion shall be initiated promptly by the principal.

**Dangerous weapons include**, but are not limited to:



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- **Firearms**-loaded or unloaded; a firearm facsimile; any pellet or BB gun, or any other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- **Knives**-a fixed blade knife with a blade that measures three inches or greater in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches; or any weapon, device, instrument, materials or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury. (DCHS prohibits the possession of **any** knife at school, regardless of size and all knives brought to school will be confiscated.)

**Students caught with any weapon may face suspension, possible expulsion, and referral to law enforcement in accordance with BOE policy.**

Confiscated weapons may be claimed by the student's parent or guardian after disciplinary action is completed. Should a student discover that he/she has inadvertently brought a weapon on school property, he/she should notify an administrator immediately and relinquish the weapon.



#### **Counseling Department**

- A - Bt: Courtney Hay
- Bu - D: Angela Anderson
- E - Hak: Amy Wein
- Hal - Kh: James Davis
- Ki - Mh: Cory Monroe
- Mi - Rh: Amy Boyce
- Ri - S: Emme Mancuso
- T - Z: Terri Mathis

**Counseling Mission Statement:** Everyone college/career ready.

DCHS Counseling department will strive to provide guidance and resources to prepare each student to be college/career ready. Counselors will encourage each student to reach their highest academic potential, form a career identity, and develop as a lifelong learner.

#### **Counseling Vision Statement**

DCHS Counselors embrace self-advocacy, responsible citizenship, mutual respect, global mindedness, and resourcefulness. Counselors value collaborative relationships with parents, students, and colleagues.

#### **Counseling Services**

- Academic planning and guidance
- ACT/SAT/PSAT/PLAN/AP testing
- Crisis support
- Career exploration
- Post-graduate planning
- Referral to outside service providers
- Peer counselors



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### **Mental Health Services**

The DCHS Mental Health Team consists of a full time school psychologist and a full time social worker who provide crisis intervention and support. The team is also available for consultation on many issues which may affect learning and school success. We consult regularly with general and special education teachers regarding students' access to learning.

### **Library Media Services**

Monday through Friday 7:00am to 3:30pm

Main library (303) 387-1044

A/V and IT Technician (303) 387-1045

Fax (303) 387-1043

### **Library Mission Statement**

The Douglas County High School Library Media Center seeks to stimulate curiosity, encourage dreamers, and energize doers who believe that a better tomorrow depends on their bold thought and unceasing call to action.

- **Expectations**

- Students must carry their DCHS ID at all times.
- Students must scan their authentic DCHS ID when entering and exiting the Library Media Center.
- Library Media Center is closed during Homeroom; all students must be in their Homeroom class.

### **Library Services**

- Print and electronic books
- Print and electronic magazines
- Research databases
- Desktop computers
- Printers
  - Black and white prints are FREE!
  - Color prints = .50 a page
  - Wide-format poster prints (priced according to size)
  - 3D printer
- Electronic device re-charging stations
- Student conference room
- Private study rooms
- Classroom with Epson Smart Projector
- Computer classroom
- Future MakerSpace in development

### **Library Borrowing Privileges**

- Each student may have up to five physical items checked out at any one time.



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- The checkout periods are as follows:
  - Books - 21 days
  - eBooks - 14 days
  - Reference - 7 days
  - Magazines - 7 days
- Students may renew an item twice if there are no holds on that particular book.
- If we cannot fulfill a student's request we will request an Interlibrary Loan (ILL) from other DCSD schools, Douglas County Libraries, or WorldCat libraries and deliver the item to the student.

#### Library Fines and Damages

To encourage the timely return of library items, DCCHS has adopted the overdue fines schedule of Douglas County Libraries:

- Students will be notified of overdue items/fines by student email once a week.
- Students will be assessed a .10 daily fine for each overdue item.
- Maximum fine for any student account is \$5.00.
- If a student accumulates a total of \$5.00 in fines, the student may not check out any other library materials until the fine is paid in full.
- If a student returns an ILL item late, that student is responsible for the DCCHS overdue fine and the ILL overdue fine.
- All items 30 days past the due date will be marked "lost" and a replacement fee will be assessed.
- Lost or damaged items will incur a replacement fee. Students may not check out any other library materials until the replacement fee is paid in full.
- Seniors will not receive their diplomas if they have outstanding books or fines.

### GENERAL INFORMATION

#### Closed Campus Policy for Freshmen

DCCHS operates under a closed campus policy for Freshmen. Students must stay on the school grounds from the time they arrive until dismissed. Students must have written or oral permission from their parents and must check out with a student personnel secretary to leave campus during the school day. Freshmen may not leave campus during their lunch period.

**Any freshmen students who leave campus at any time during the school day without following the necessary procedures (proper pass, checking out, etc.) will be subject to the following disciplinary actions:**

- 1<sup>st</sup> Offense-Detention
- 2<sup>nd</sup> Offense-Saturday School
- 3<sup>rd</sup> Offense-2 day suspension
- 4<sup>th</sup> Offense-3 day suspension
- 5<sup>th</sup> Offense-5 day suspension

#### Open Campus Guidelines for grades 10-12



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As DCHS continues to support a student's ability to be a good decision maker and a responsible citizen, we have provided several options for students to choose from when they have a "Release Period" in their schedule. Students may choose:

- To leave campus & return upon the next scheduled period
- To spend their off-hour in the library for academic purposes
- To spend their off-hour in the North Commons
- To spend their off-hour in the Academic Assistance area
- To seek assistance as pre-arranged with a teacher
- To be in the counseling office as pre-arranged

Administration expects that students with a "Release Period" built into their schedule will choose one of the above stated options. We do not support any disruptions to the instructional environment with students walking or sitting in the hallways. If this type of activity occurs, administration reserves the right to take away the privilege of a "Release Period" from a student.

**Any 10-12<sup>th</sup> grade students who take a freshmen student off campus at any time during the school day without following the necessary procedures (proper pass, checking out, etc.) will be subject to the following disciplinary actions:**

- 1<sup>st</sup> Offense-Saturday School
- 2<sup>nd</sup> Offense:-Saturday School + loss of parking for remainder of semester
- 3<sup>rd</sup> Offense-2 days suspension + loss of parking for school year

### Dress Standards

Students are encouraged to dress appropriately for all school activities and to maintain a high standard of dress per the Douglas County School District policy ([Board Policy JICA](#)).

The school district sets minimum standards for student dress with the provision that individual principals may establish additional specific standards for their own schools. A safe and disciplined learning environment is essential to a quality educational program. Dress standards are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety.

### Guidelines for proper attire at DCHS:

- School attire should adhere to accepted standards of decency.
- Clothing must cover the chest and buttocks.
- **Clothing with undue exposure of the body or undergarments is not permitted and includes:**
  - **Muscle shirts; cut-off shirts; shirts that expose bra or bra straps; backless shirts; see-through clothing without proper undergarments; swimwear; bralettes; camis; tube tops; lingerie; short shorts that expose the lower buttocks; or pants that sit below the waistline and expose underwear.**
- No visible undergarments.
- Shirts must be worn at all times when on campus.
- Dress may not pose a threat to public or personal health or safety in the classroom.
- Students must wear shoes at all times while on campus.



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- Personal grooming and/or dress may not be disruptive or distracting to classroom activity or student behavior.
- Student dress and/or grooming may not inhibit the ability of staff to clearly identify the student upon sight.
- Clothing or personal possessions that advertise or promote/facilitate the use of drugs, alcohol, tobacco, or weapons, make sexual or racial innuendoes, are obscene, profane or vulgar, and/or threaten the safety or welfare of others are prohibited. This includes trench coats, which are prohibited inside the building.
- Clothing that, by virtue of color, arrangement, trademark, or other attribute, denotes membership in gangs is prohibited.

Any student deemed in violation of the dress code will change into appropriate clothing in their possession or change into appropriate clothing provided by DCHS; or remove and surrender the inappropriate article of clothing (if appropriate). Whenever there is a disagreement between the school and the student about appearance/dress, the school reserves the right to determine what is or is not appropriate.

Chronic offenders will receive disciplinary consequences.

### **Academic Assistance Time**

Academic Assistance (AA) meets on PLC mornings, AA is held from 8:30am-9:12am. Please see the calendar for the odd/even/PLC day rotation for which days to plan for Academic Assistance.

The main purpose of this time is to provide:

- The opportunity for students to seek academic help;
- A time for student-teacher mentoring;
- A time for make-up work, surveys, club meetings (curricular and co-curricular only), specialized testing, and other school business.

### **Lunch Information**

Per Douglas County School District policy, DCHS is a closed campus for freshmen, and students must remain on school grounds during lunch. No food is allowed in the hallways unless it is in a closed container or a sealed package. Free/Reduced lunch applications are available through the cafeteria or Nutrition Services.

### **Skateboards/Similar Mobility Devices**

The use of skateboards, scooters, bicycles, roller skates, razors, wheelies, drones, inline roller blades, etc., on school property is prohibited during school hours. Students bringing these to school are expected to store these items in assigned student locker during the school day.

### **Personal Telephones and Electronic Devices**

If students choose to bring devices, they bring them at their own risk. DCHS/DCSD is not responsible for any items/electronic devices that are stolen or misplaced. Should any of these items cause a disruption to



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the educational process, disciplinary action will be taken. No phones, iPods, etc. out during class unless directed by the teacher. Repeated offenses will result in the device to be sent to the office for parents to pick up.

### Personally Owned Devices

As we strive to deliver a World-Class Education for our students, we know allowing students to use digital tools can open more and more learning opportunities in our classrooms. That is why the District has launched an effort to allow students to use Personally Owned Devices (PODs). The goal is to leverage these devices, so that students have access to learning applications and online information throughout the school day, not just when they are in a computer lab or when using school-owned devices.

- **The POD initiative**-The initiative allows students to use devices that best fit their learning styles and that they are comfortable with. Our school, in turn, will provide access to wireless Internet connections. Each Teacher will be able to decide when and where to allow usage of PODs. For instance, they may choose to collect devices, allow the use of the devices during certain classes, work times, etc.
- **Safeguards for students**-This wireless connection would continue to have safeguards to ensure that inappropriate Internet content and sites are blocked. Plus, students using PODs would still be held to the same standards used for any other tool as set in the Student's Rights & Responsibilities Handbook, which they sign annually.
- **Responsibility of POD users**-Students and their families are ultimately responsible for ensuring their devices are compatible with the District's wireless system and the devices have the appropriate software and antivirus programs. It is also the student's responsibility to avoid theft, loss or damage to their devices.
- **Student handbook references**-Students continue to follow the expectations set forth in the student Rights & Responsibilities Handbook. Students follow acceptable conduct with and without technology. Students follow policy for anti-Bullying which includes cyber bullying. Students follow JICJ Policy "Student Use of District Info Tech".

Douglas County School District IT POD support is limited to ensuring no barriers from our network are causing unexpected performance in the POD. All hardware repairs, software purchases, anti-virus, installations and upgrades are the responsibility of the device owner. District-owned software cannot be installed on personally owned devices.

Things to consider when purchasing a new laptop for school use. Windows, MAC or Chromebook.

Minimum 128GB Capacity - Solid State Drive (SSD) recommended

Minimum 4GB RAM

WiFi enabled - supports WPA2 Enterprise

### Bus Behavior

Please see DCSD Board Policies (Policy JICC, JICC-R-1 and JICC-R-2) for more information.

The safe transportation of students to and from school is of primary importance. In order for the school bus operator to operate the school transportation vehicle safely, it is essential that the student passengers behave in a controlled manner. The school transportation vehicle is considered an extension of the classroom. Students who wish to ride a different bus must present a written note from their parents to the



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front office to receive a bus pass that will be presented to the bus driver to board the alternate bus. Students whose behavior could endanger the safety of others may be excluded from school bus transportation. All high school students are required to show their student ID to ride a bus. Students who do not have their ID or bus pass will be transported but will be required to sit in the front of the bus for that ride. A parent contact and/or referral will be made if a student continually fails to show their ID or bus pass.

#### **Delayed Start**

The district has implemented a delayed school bus schedule, which will be announced via district and school website, social media, and radio/television. The district will attempt to make the decision prior to the 10:00 pm news on the status of the next day. In some cases, the decision will be made early in the morning, and, therefore, on the 5:00 am news. In any case, tune in to your local radio or television station for the delayed bus schedule announcement. The secondary schools will be delayed 90 minutes.

#### **Fees**

Student fees are collected one month after the beginning of each semester. Where additional charges are required for classes, the costs will be noted in the course description guide.

Textbooks-At all grade levels, fees for lost or severely damaged textbooks are based on the replacement purchase price. Teachers have the original costs of textbooks. Books/supplies being returned should be taken to the office so any fines can be removed from student records.

#### **Fire Drill**

When the fire alarm sounds, students will follow designated exit instructions and proceed to a distance approximately 100 feet from the point of exit. Students are to stay with and take directions from their teacher.

#### **Health Room**

Students becoming ill during the school day should report to the health office in either the north or the south building. If it is necessary to go home, the office will inform the parent, and the student will be released from school. **If the procedure is not followed, and the student leaves without properly checking out, the student will be given unexcused absences for classes missed.** Students will not be allowed to remain in the Health Room for more than 20 – 30 minutes. Per school district policy, no over-the-counter medications are allowed to be supplied to students by staff or other students. This includes but is not limited to Tylenol, aspirin, cold/allergy medications, etc. The school cannot supply students with wheelchairs for extended periods of time. All questions regarding medical conditions should be addressed to the student's physician as Health Room personnel cannot diagnose injuries or illnesses. If a student has a temperature of 100 degrees or higher, a parent/guardian must make arrangements to have the student picked up immediately.

#### **Medications at School**

Students may carry and self-administer one day's supply of their own prescribed medication as long as they do so in a responsible manner. Irresponsible use of medication will be dealt with by an appropriate disciplinary measure. No employee of Douglas County Schools shall give UNAUTHORIZED medicine



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to a student. The school may not supply students with any over-the-counter medications. Students may carry a one day supply only.

### Information for Public Display

All posters, flyers, and advertisements must be approved by an administrator before posting them in the halls. Painter's tape is the only tape that may be used. DCHS display cases may only be used by school sponsored clubs. Student initiated clubs may post signs for meeting information only and must be signed by an administrator.

### Identification Cards

Identification cards will be issued to all students. **This card should be carried at all times when on campus.** ID cards are mandatory for checking out library materials, attending athletic events, school dances and riding the school bus. Students may obtain a replacement card (\$5) from the North Office before and after school or during their lunches. All students must have their photo taken for school records.

### Lockers and Locks

The school will provide a locker to each student who requests one. Since the locker is school property, **the administration reserves the right to inspect this locker at any time. The student is to use only his/her originally assigned locker and is to use only the school-owned lock.** It is the student's responsibility to keep his/her locker locked when not in use to avoid theft. If a non-school-owned lock is placed on a school locker, an administrator or any legitimate school authority has the right to use any method necessary to remove the lock in order to gain access to the school's locker. In the event of an emergency, such as a bomb threat, fire, etc., access to the school's locker is important to safety. At the end of the year, a locker inspection will be held and students will be responsible for any damage incurred to their assigned locker. Students are encouraged to keep locker combinations confidential. If problems develop during the year with a locker or lock, the problem should be reported to the student personnel office.

Illegal material found in a locker is presumed to belong to the student assigned to that locker. A student is also held responsible if they are aware of illegal material stored in a locker and does not report it. Therefore, no student should believe that lockers or automobiles on school grounds are protected by any "right of privacy."

**Lockers should always be locked when not in use. Do not give your combination to anyone else. Do not leave money or valuables in your locker. Lockers are not safes. DCHS is not responsible for lost, stolen or damaged articles. We discourage students from bringing excessive money and valuables to school.**

### Parking Policies and Regulations

- All parking regulations are strictly enforced. Students are not allowed to park in the faculty and/or visitor parking lot North or South during the school day. It is considered a privilege to park on school grounds. All students must be licensed, covered by insurance and have parental approval to park on school grounds. Only one permit will be issued per student.



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- All student automobiles parked on school grounds must visibly display current permit from the rearview mirror. A warning for the first violation of this rule will be issued and then monetary fines will occur for each violation.
- The parking lot speed is 10 mph, and reckless driving will not be tolerated.
- Suspension of driving privileges, monetary fines, and/or suspension from school may result when violations of these regulations occur.
- Students are not allowed to transfer or sell parking permits to other students.
- Due to the limited number of parking spaces, only juniors and seniors are eligible to park on campus.
- The school is not responsible for the automobile or its contents.
- Parking permits will not be issued to students with outstanding fines.
- The fee for parking is \$50. A \$15 fee will be charged for a replacement hang tag. Seniors will be assigned to the North student parking lot and Juniors will be assigned to the South student parking lot. A parking ticket will be issued if you do not park in your assigned parking lot.

#### Parking Discipline & Fines

The following consequences apply:

- Parking violation fees & consequences for students **WITH** valid permits are:
  - 1<sup>st</sup> violation is a warning and no fine;
  - 2<sup>nd</sup> violation is a \$10 fine and parental notification;
  - 3<sup>rd</sup> violation is a \$25 fine and parking privileges revoked for 10 school days;
  - 4<sup>th</sup> violation is a \$25 fine and parking privileges revoked for the remainder of the school year.
  - Five or more violations may result in booting of the vehicle (\$50 removal fee), and/or towing at the owner's expense.
  - Further violations may result in booting of the vehicle (\$50 removal fee), and/or towing at the owner's expense.
- Parking violation fees & consequences for students **WITHOUT** valid permits are:
  - 1<sup>st</sup> violation is a warning and no fine;
  - 2<sup>nd</sup> violation is a \$50 fine and referral;
  - 3<sup>rd</sup> violation is automatic boot (\$50 removal fee), and/or towing at the owner's expense; discipline referral;
  - Fines not paid within 10 school days may result in forfeiture of parking hang tag and/or other disciplinary action.

#### Student Injury or Temporary Disability

Students who have injuries or temporary disabilities that require assistance in moving throughout the building should contact their counselor or the attendance office personnel for options available. The school can not supply students with wheelchairs or crutches for extended periods.

#### Telephones – Students

In order to use the school office phones during class time, students must have a pass from a teacher. Only emergency messages will be delivered to students in classrooms. Students may be called on the intercom system before and after school and during passing periods.



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### Visitor's Policy

**ALL VISITORS** must sign in at the main office and obtain a visitor's badge. **Persons who are not authorized to be on campus may be charged with trespassing.**

Once a student withdraws from DCHS, they will not be allowed to be on campus during the school day without administrator permission. Expelled and/or suspended students may not be on any district property, including the parking lot, at any time. Former students and graduates are welcome to visit teachers but are not allowed to attend classes. DCHS does not allow any current students to have a visitor attend school with them.

### DCHS Building Use\*

- Students are welcome to work, practice, and perform in the building until 10:00 pm on nights prior to a school day under a sponsor's supervision.
- Students are welcome to work, practice, and perform in the building until 11:00 pm on nights prior to a non-school day under a sponsor's supervision.
- Students are welcome to work, practice, and perform in the building on Sunday if they are participating in a pre-approved competition or performance under a sponsor's supervision.

\*Any exceptions to the above building usage rules must be approved through the activity director.

### Community Building Use

DCHS is available for public use to the greatest extent possible without infringing on the school programs. Fees will be assessed where necessary to defray the additional costs of public use, which should not rightly be borne by the taxpayer at large. Please contact the district for further information.