

# Douglas High School

## Student Handbook

### 2017-2018

1670 Hwy 88  
Minden, NV 89423

Office: (775) 782-5136

Fax: (775) 782-7039

DHS Website: <http://www.dhs.dcsd.net>

Douglas County School District Website: <http://www.dcsd.k12.nv.us>

Infinite Campus Parent Portal Website:

<https://douglasnv.infinitecampus.org/campus/portal/douglas.jsp>

#### **MISSION STATEMENT**

Douglas High School students will have opportunities to achieve their potential and graduate as competent, life-long learners who continue to grow as productive citizens.

Name:

Address:

City/State/Zip:

Phone Number:

# **Douglas County School District Title IX Notice of Non-Discrimination**

The Douglas County School District is an Equal Opportunity/Affirmative Action agency and does not knowingly discriminate against any person on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, or disability.

All programs, classes and opportunities are available to all students regardless of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, or disability.

If you have any questions, please contact (775) 782-7179.

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## PRINCIPAL'S MESSAGE

### Welcome to the 2017-2018 School Year

Welcome to Douglas High School! Our school community takes pride in the achievements of our students and wants all of them to fulfill our mission both during their time at Douglas High and after they graduate: "Douglas High School students will have opportunities to achieve their potential and graduate as competent, life-long learners who will continue to grow as productive citizens." These are not just words; rather, our mission provides the goals and direction we value for all of our students. This is why our school community has worked hard and supported rigorous academic course work, programs and classes in career and technical education such as Project Lead the Way Engineering and Biomedicine, culinary arts, and JROTC, and clubs and co-curricular and extracurricular activities to help our students connect with our school and to pursue and enhance their interests and talents.

In 2015, 2016 and 2017, Douglas High School was recognized by *U.S. News and World Report* as a Silver Medal School in its "Best High Schools" report. In 2016, our school is ranked 5<sup>th</sup> in the state from over 130 high schools that were evaluated. Also, our school was fifth in the Nevada Interscholastic Activity Association's "Awards of Excellence" for Division 1 schools state-wide. This recognition is based upon student athletes' competitive performance, their academic achievement, and the sportsmanship of our student athletes and coaches.

Douglas High has a proud tradition in academic and extracurricular success that we want to ensure continues. But the most important part of what makes our school a great place to be is the students, staff, parents, and school community we have. We are fortunate that our school has strong student leadership that creates a climate and culture of acceptance and support for all students. We have parents who care about their students' achievement and success joined by many wonderful community members, businesses, and agencies who support our mission, the safety and welfare of students, and our students' long-term success. Our school is blessed to have this unparalleled support each day.

I hope that you find ways to get involved in our school community if you desire, and for our new and current students, I know that you will have incredible opportunities to learn and grow at our school, and our staff wants to work with you in order to achieve your goals and to help you to have many opportunities and a bright future after you graduate.

We want you to "experience the roar" and have a great 2017-2018 school year!

Joe Girdner  
Principal

Tom Morgan, Mike Rechs, Sarah Russell  
Assistant Principals

Laura Parks, Marc Walling  
Deans of Students/ Athletic Directors

### TELEPHONE DIRECTORY

Main Number	(775) 782-5136
Front Reception	Extension 0
Attendance Office	Extension 2
Administration	Extension 3
Counseling	Extension 4
Athletics	Extension 5
Registrar	Extension 6
Counselors:	
<i>Kira Brown (A-Fa)</i>	Extension 1716
<i>Kris Robison (Leg-Rob)</i>	Extension 1719
<i>Vanessa Ozolins (Rod-Z)</i>	Extension 1717
<i>Alison Young (Fe-Lee)</i>	Extension 1718
<i>Jim Meyers</i>	Extension 1770
Dean for Freshmen and Sophomores, Marc Walling	Extension 1823
Dean for Juniors and Seniors, Laura Parks	Extension 1836
Jen Tyndall, Chief Nurse	Extension 1824
Jen Hinnant, Site Nurse	Extension 1825

## 2017-2018 SCHOOL CALENDAR

August 14.....	First Day of School
September 4* .....	Labor Day
September 13^ .....	Staff PLC Day
September 13 .....	Back to School Night
September 25* .....	Staff Professional Development Day
October 11^ .....	Staff PLC Day
October 16* .....	Parent Teacher Conferences
October 23-27* .....	Fall Break
November 10* .....	Veterans' Day
November 22-24* .....	Thanksgiving Holiday
December 13^ .....	Staff PLC Day
December 20-22** .....	Finals
December 25-January 5* .....	Holiday Break
January 8* .....	District In-service Day
January 15* .....	MLK Jr. Holiday
January 17^ .....	Staff PLC Day
February 14^ .....	Staff PLC Day
February 19-23* .....	Winter Break
Spring .....	ACT Testing
March 5* .....	Staff Professional Development Day
March 14^ .....	Staff PLC Day
April 11^ .....	Staff PLC Day
April 16-20* .....	Spring Break
April 30-May 11 .....	AP Testing
May .....	End of Course testing
May 9^ .....	Staff PLC Day
May 28* .....	Memorial Day
June 5-7** .....	Final Exams
June 7 .....	Last day of School

\*No School    \*\*Minimum days, school out at 11:23 a.m. (lunch served until 11:52)

^Late Start days 9:05 a.m.

Visit the DHS website at <http://dhs.dcsd.net/> and click on the DHS Calendar 2017-2018 for a detailed calendar.

# THE BELL SCHEDULE

**(Subject to change. Additional calendars available on the DHS website.)**

**Douglas High School Seven Period  
Regular Bell Schedule**

Period	Start	End	Minutes
Zero	6:35 a.m.	7:25 AM	50
Passing	7:25 AM	7:30 AM	5
1 / 2	7:30 a.m.	9:06 a.m.	96
Nutrition	9:06 a.m.	9:11 a.m.	5
Passing	9:11 a.m.	9:16 a.m.	5
3 / 4	9:16 a.m.	10:55 a.m.	99
Lunch	10:55 AM	11:30 AM	35
Passing	11:30 AM	11:35 AM	5
5 / 6	11:35 AM	1:11 PM	96
Passing	1:11 p.m.	1:17 p.m.	6
7	1:17 p.m.	2:07 p.m.	50

**90 – Minute PLC Late Start from above schedule**

Period	Start	End	Minutes
Zero	6:40 a.m.	7:20 AM	40
Passing	7:20 AM	7:30 AM	10
Inservice	7:30 AM	9:00 AM	90
Passing	9:00 AM	9:05 AM	5
1 / 2	9:05 a.m.	10:14 AM	69
Nutrition	10:14 AM	10:19 AM	5
Passing	10:19 AM	10:24 AM	5
3 / 4	10:24 AM	11:33 AM	69
Lunch	11:33 AM	12:07 PM	34
Passing	12:07 PM	12:12 PM	5
5 / 6	12:12 PM	1:21 PM	69
Passing	1:21 PM	1:27 PM	6
7	1:27 PM	2:07 PM	40

## STUDENT SAFETY

### Safe Zone

For effective learning to occur, students and staff need to feel safe and secure. Douglas High School (DHS) is a safe zone, which provides for learning and social interactions based on respect for all. As a result, we have **zero** tolerance for DRUGS, FIGHTING, HARRASSMENT, INTIMIDATION, BULLYING, KNIVES, GUNS and OTHER WEAPONS. Violation of the policies that apply to these areas will cause an investigation that may result in suspension, expulsion, and/or arrest. Students can also report anonymously information about or incidents of harassment, intimidation, and bullying through text message by contacting [Tigers@DHS411.com](mailto:Tigers@DHS411.com) or by calling 783-SAFE (7233).

### Canine Sniffs

In order to maintain a safe, drug-free learning environment, a canine unit from the Douglas County Sheriff's Department will periodically conduct sniffs on our campus. Prior to a canine sniff occurring on school premises, students shall be requested to vacate the area being searched. The school will do nothing to restrict the student from taking his or her belongings with him or her. If during this process the canine officer indicates that drugs may be present in an area of the campus or a student's personal property, the school administration will follow the procedures outlined in Douglas County Administrative Regulation 529B. This statement serves as your notice that we will have periodic canine sniffs at DHS.

### Surveillance System

DHS has an extensive surveillance system located throughout the school campus. Students and guests may be recorded while on campus or during school activities.

## School Resource Officer and Campus Safety Monitors

DHS has a Douglas County Sheriff's deputy, Officer John Meyer, assigned to the campus. The deputy by law is a School Resource Officer and considered a part of the school staff. Deputy Meyer assists in counseling, teaching, and enforcing laws and school policies. The School Resource Officer's objective is to maintain a safe and proper educational environment. You may contact him with questions or concerns by calling the school.

### Emergencies During Non-Class Time

In the event of an emergency that requires an evacuation of the building, you need to follow the procedures below:

- Before school, you should report to your first class's evacuation location.
- During a break or lunch, you should report to your previous class's evacuation location.
- During class, you will go with your classmates and teacher to the designated evacuation location.

## STUDENT SERVICES Counseling and Guidance

Students are encouraged to visit with their counselors for personal guidance, for course scheduling, and for information on grades, graduation requirements, career planning, colleges, scholarships, tutoring, study help and testing programs. The counselors are available to discuss any home, school or social concerns (see telephone extensions on page 4). Varieties of support groups are also available. Please visit the website and monthly newsletters for detailed counseling information at <http://dhs.dcsd.net/counseling>. To set an appointment with your counselor, contact the counseling secretary in the counseling office at extension 1713. Students will have all disclosures to their counselors kept confidential unless they are discussing an incident of abuse, neglect, or plans or thoughts to harm themselves or others. In these cases, all school personnel are required by law to report this information to the appropriate authorities.

**Kira Brown:** extension 1716

- A-Fa last name student counseling

**Alison Young:** extension 1718

- Fe-Lee last name student counseling

**Kris Robison:** extension 1719

- Leg-Rob last name student counseling

**Vanessa Ozolins:** extension 1717

- Rod-Z last name student counseling

**Jim Meyers:** extension 1770

- Career and Technical Education programs coordinator
- Career guidance
- Work-based learning coordinator (COE and Internships)

### SAT/ACT Test Dates for 2017-2018

For testing dates, deadlines and locations, please visit the links below.

Our High School Code is 290075

To register on line for the SAT, visit [www.collegeboard.com](http://www.collegeboard.com) or call 609/771-7700

To register on line for the ACT, visit [www.actstudent.org](http://www.actstudent.org) or call 319/337-1270

### Transportation

The Douglas County School District provides regularly scheduled bus routes to and from school each day. Students enrolled in zero periods or after-school programs will require their own transportation. Misbehaving on the bus or damaging the bus in any fashion could result in the loss of riding privileges as well as additional consequences. Transportation issues can be answered by phoning the transportation department at 782-5194.

## **Cafeteria**

The cafeteria at DHS serves breakfast for \$1.50 and lunch for \$3.10 and \$3.60 for premium lunches each school day. Your student may qualify for free or reduced price meals; reduced meals cost \$.30 for breakfast and \$.40 for lunch. Students can pay for their meals and/or snacks directly to the cashier; however, online payments through Infinite Campus are preferred. To do this, login to your Infinite Campus parent portal account or go to <https://douglasnv.infinitecampus.org/campus/portal/douglas.jsp>. Although this service charges a small transaction fee, you will enjoy the ease and convenience of managing your students meal account by viewing their balance and purchasing history at any time. You can even elect to receive email notifications on low balances. All students will receive the application for free or reduced lunches at the start of the school year or you can apply online through Infinite Campus, it's an annual process so please don't delay!

## **Community Support Services**

- Suicide Hotline: 1-800-992-5757
- 24-hour Crisis Hotline (Safe Place): 1-800-870-8937
- Partnership of Community Resources (Prevention Programs/ STOP) : 782-8611
- Tahoe Youth and Family Services : 782-4202
- Family Support Council (Domestic Violence & Sexual Assault Assistance 24 hour) : 782-8692
- Community Health Nurse: 782-9038
- Douglas County Mental Health: 782-3671
- Douglas County Sheriff's Office Dispatch: 782-5126
- Safe Schools: 783-SAFE (7233) or text to [Tigers@DHS411.com](mailto:Tigers@DHS411.com)

## **Health Services and Dispensing of Medications at School**

The school nurse's office is located off the commons near the front entrance of the school. The school nurse is available to assist with dispensing medications and with student medical concerns. Some students need to take prescriptions and over-the-counter medications at school. If this applies to you, you must bring the medication in the original container to the nurse along with the specific instructions signed by the prescribing physician. Students are not permitted to possess any drugs or controlled substances including prescription and over the counter drugs at any time during school, on school grounds or at school-sponsored events. Refer to DCSD Administrative Regulation 508 for more information. We encourage parents and guardians to communicate to the school nurse any changes in your student's medical condition or needs.

## **Extra-Curricular and Co-Curricular Health Services**

Students participating in extra-curricular and co-curricular activities may not possess their own medication, with the exception of EpiPens and inhalers with the written consent of a medical doctor. Coaches and advisors will coordinate with the school nurse to provide medications to student participants as needed during school-related activities. If you are participating in extra-curricular or co-curricular activities and will need to have medications dispensed to you, you and your parents will need to fill out and give to the school nurse the Medical Assistance Request form. We want to ensure that this happens within the guidelines of your student contract, district policies and state law. Refer to Douglas County School District Board Policy 216 and Administrative Regulation 216 for clarification of any questions you might have.

## **Douglas High School Athletic Information**

Information concerning our tryout dates can be found on the Douglas Website, <http://dhs.dcsd.net/> under athletics. For the initial drug, alcohol, and tobacco/random drug test presentation and contracts, parents/guardians and students can access the website under athletics (clearance information).



## Extra-Curricular and Co-Curricular Activities

DHS offers a wide variety of extra-curricular and co-curricular activities. All students are encouraged to participate in one or more of these activities.

All participants in an extra-curricular, co-curricular or club activity have rules and guidelines they must follow in order to participate. Parents and students must sign and abide by the designated contract for the respective extra-curricular, co-curricular or club activity.

Representing DHS as a role model is an expectation of all participants. Students and parents are expected to respect the decisions of those adults and officials administering and officiating each contest.

Specific guidelines for parents and student participants are listed in Douglas County School Administrative Regulation 216.

Douglas High School has a random drug testing program in place per Board Policy 544. Any school district student who wishes to participate in co-curricular or extra-curricular activities is subject to random, suspicion less testing of their urine to determine the presence of illicit drugs, alcohol, and other banned substances. In addition, parents and legal guardians of students will also have the option to voluntarily permit their child to participate in the testing program, for a fee of \$35 (subject to change), even if their child is not in any activity.

**As a reminder, students must be in attendance for at least one period in a block schedule** on the day of a game/activity including a Friday before a Saturday game/activity, or he/she will not be allowed to participate.

<u>Organization</u>	<u>Coach/Advisor</u>		
Academic Team	Karen Heine	Golf, Girls	Steve Gustafson
Alpine Club	Stormy Herald	<u>Organization</u>	<u>Coach/Advisor</u>
Amnesty Int.	TBD	Honor Society	AnneMarie Chase
Art Club	KC Brennan/Kelley Yost	Interact	Mark Lilly
Associated Student		Iron Tigers	Ernie Monfiletto
Body	Karen Lamb & Jay Frey	Key Club	TBD
Band	Christi Blahnik	Mountain Bike Club	Kurt Lundergreen
Baseball	Marc Walling	Psy Mu Sigma	Keith Cole
Block D	Ernie Monfiletto	Safe School	
Basketball, Boys	Corey Thacker	Ambassadors	Kira Brown
Basketball, Girls	Werner Christen	Ski Team	Shannon Elmquist
Cheer	Amanda Laca & Katy Shipley	Soccer, Boys	Chase Zumpft
		Soccer, Girls	Rick Smith
Chemistry Club	Patti Fitzpatrick	Softball	TBD
Chorus	Christi Blahnik	Speech and Debate	Karen Heine
Cross Country	Jay Frey	<b>Students Taking</b>	
Danceline	Amanda Laca	<b>On Prevention</b>	Kris Robison
Drama	Amy Sando	Swim/Dive	Sarah Davenport
Environmental		SkillsUSA	Kerry Stack
Club	Lorraine Fitzhugh	Tennis, Boys	TBD
FCA	Jay Frey	Tennis, Girls	Dan Hannah
FFA	Robin Futch	Track, Boys	Shannon Dry
Flag Team	Mei Kastler	Track, Girls	Kim Tretton
French Club	Danielle Esquivel	Volleyball	Suzie Townsell
Football	Ernie Monfiletto	Wrestling	Jake Fair
Golf, Boys	Evan Evans	Yearbook	Kris Erb

## ACADEMIC AND GRADUATION EXPECTATIONS

We hold high expectations for DHS students in the areas of grades, attendance, behavior, and decision-making. A successful graduate of DHS has demonstrated high academic achievement, outstanding attendance, and mature behavior by making positive decisions.

### End of Course Exam Requirements

Class of 2018 – Take End of Course (EOC) Exams

Class of 2019 and beyond – Pass End of Course (EOC) Exams and take CCR Assessment (ACT)

### Competencies

Students are required to pass several competencies each year. Students and parents often have questions about which competencies have been completed and which have not. Please refer to the Competency Report Card that is mailed home at the beginning of each school year or set an appointment with your counselor.

In addition to these competencies, an annual review of the educational plan will be completed and updated during registration. Students can modify the plan during these yearly meetings.

**All students must be enrolled in at least six classes except seniors, who must be enrolled in a minimum of four. Underclassmen enrolled in 0 period are expected to be enrolled in periods 1-6.** NOTE: If you are interested in taking dual credit course work, review the dual credit guidelines and work with your counselor. If you have any questions about these requirements, please contact your counselor.

**IMPORTANT: Seniors planning to graduate in the spring of 2018 must pass the required district and state assessments and have all credits from correspondence courses and night school submitted and verified by Friday, May 25, 2018. Any student taking a BYU on-line course **MUST** have the final exam ordered by May 1, 2018 to allow adequate grading time.**

### Current Douglas High School Graduation Requirements

Douglas County School District has specific academic requirements that students must meet in order to earn a Douglas High School Diploma. These include:

#### 23 high school credits

Class of 2018 – Take End of Course (EOC) Exams & CCR Assessment (ACT)

Class of 2019 and beyond – Pass End of Course (EOC) Exams & Take CCR Assessment (ACT)

Subjects:	Credits:	Competencies:	Grade:
English	4		
Math	4*		
Science	3*	Science Literacy	7-12
PE	2		
World History	1		10
U.S. History	1		11
U.S. Government	1		12
Fine Arts (CTE)	1		
Health	1/2		

Computer Literacy	1/2	Keyboarding	10-12
		Database	
		Spreadsheet	
Speech	1/2	Oral Proficiency	9-12
		Career Notetaker	
Electives	4 1/2	Career Plan	8-12
		World Languages	

\*Students opting to take three years of math and two years of science must complete appropriate waivers.

### Grades

Students will be graded for both academic achievement and citizenship.

Academic grades will be expressed in the letter form:

A+ 98-100%	C- 70-71%
A 92-97%	D+ 68-69%
A- 90-91%	D 62-67%
B+ 88-89%	D- 60-61%
B 82-87%	F less than 60%
B- 80-81%	I Incomplete
C+ 78-79%	
C 72-77%	NG No Grade (primarily given due to excessive absences without an approved appeal)

Citizenship grades will be:

O Outstanding
S Satisfactory
N Needs Improvement
U Unsatisfactory

All student aide positions, including office aides, teacher aides, classroom tutors, lab assistants, etc., will receive a pass or fail grade.

Based on NRS 389.0195 and School Board Policy 513 weighted course grades for the class of 2018 and beyond will be computed into the GPA as follows:

<u>Unweighted Classes</u>	<u>Honors Classes</u>	<u>AP Classes</u>
A = 4 points	A = 4.025 points	A = 4.05 points
B = 3 points	B = 3.025 points	B = 3.05 points
C = 2 points	C = 2.025 points	C = 2.05 points
D = 1 point	D = 1.025 point	D = 1.05 point

Semester grades represent a composite of completed work, test scores, cumulative knowledge and abilities shown by the end of the semester. A progress grade will be issued at the end of six and twelve weeks each semester to inform students and parents of academic achievement and behavior.

### Makeup Work

Makeup work is the responsibility of the student. Work for absences will receive full credit. Students have the number of class periods absent plus one class period to complete makeup assignments. Parents/guardians with questions should email their student's teachers.

### Incomplete Grades

"Incomplete" (I) as a semester grade is used for extenuating circumstances, such as a prolonged illness. It is the student's responsibility to **COMPLETE THE REQUIRED WORK BEFORE THE END OF THE NEXT PROGRESS REPORT** (six weeks). At that time, the incomplete grade will be changed to a letter grade and entered on your report card. Grades and attendance can be checked in real time at <https://douglasnv.infinitecampus.org/campus/portal/douglas.jsp>.

## **Diplomas and Graduation Ceremony**

(See Douglas County Administrative Regulation 518F)

**Standard High School Diploma** – Students who have met the credit requirements listed above, have passed the Nevada proficiency exams in reading, writing, mathematics, and science, and have met the competencies will receive a DHS diploma.

**High School Diploma with National Honor Society Seal** – Students who maintain a 3.6 or higher G.P.A., have been inducted into the National Honor Society, have maintained a good standing membership, and have met the credit requirements of a high school diploma (listed above) will receive a DHS diploma with a National Honor Society seal.

**High School Diploma with Career and Technical Education Seal** – Students who have met the requirements of a CTE program will receive a DHS diploma with CTE recognition.

**Advanced Diploma** – The advanced recognition is given to those students who have a 3.25 or higher cumulative GPA and 24 or more credit hours earned which must include 4 or more math credits and 3 or more science credits.

**Honors Recognition Diploma** – Students receiving honors recognition must meet the advanced diploma requirements as well as 10 semesters of AP or Honors classes with a B or better and a cumulative GPA of at least a 3.6

**Adjusted Diploma** – Students with Individual Education Plans (IEP's) may receive an adjusted diploma through the IEP process.

**Valedictorian and Salutatorian** Final class ranking for Valedictorian and Salutatorian is based upon the number of credits earned and the final grade point average. Ties are acceptable for Valedictorian and/or Salutatorian. The Valedictorian and Salutatorian will be determined at the conclusion of the spring semester, immediately prior to graduation.

### **Graduation Speakers**

Senior graduation speakers are selected by auditions. Auditions are open to any graduating senior. The Salutatorian and Valedictorian are provided opportunities to speak. A panel of students and staff will select the speakers.

### **Transcript Request Process**

Seniors can request five official transcripts free of charge including a final transcript upon graduation to be sent to the college or colleges of their choice. Additional official transcripts may be requested at \$5.00 each.

### **Class Change Policy**

Students and parents are expected to select classes carefully during registration based upon past performance, high school goals, interests, aptitudes and career pathways. Once the registration process is completed, schedule change requests will be considered on a case-by-case basis. The Class Change Policy below explains the process for changing a class. Class changes may not be made in any other way. **Please note that dropping a class after the eighth week of a semester will result in an “F” grade** (except in extreme situations such as a major illness or injury).

### **Student/Parent Initiated Changes:**

1. Within the first two week of the first semester, students will initiate a conversation with the current teacher and consult with their counselor.
2. The counselor will determine if the schedule change is appropriate and will let the student know the result.

3. After the first two weeks, the student's counselor will explain the schedule change process to the student and the parents.
4. AP course changes will not be considered until the end of the first semester unless the health and well-being of the student are a factor and only if a meeting has been held with the student, the parents, the teacher, the counselor, and an administrator.

**Teacher Initiated Change:** There will be situations in which the teacher may wish to initiate a class change for a specific student. The schedule change may occur after communication with the counselor, the student, and the parents. The reason this would occur would be because the course is either too easy or too difficult.

**Counselor Initiated Change:** The counselors may initiate class changes for a variety of reasons. Examples are the need to ensure that all students fulfill their graduation requirements or moving a student who has requested a class that does not have room. Counselors will engage all the concerned people in the discussion prior to any changes being made. All of the class change procedures require the use of the schedule change form, available from the designated counselor.

### **STUDENT GOVERNMENT**

The DHS student body officers and representatives that students have elected meet with school administration and teachers to share student concerns and ideas. Students can make their ideas and opinions count by becoming a part of student politics at DHS.

#### **2017-2018 Student Government**

Student Body President: Sean Dunkelman	Senior Class President: Carly Howe
Student Body Vice President: Peri Buck	Senior Class Vice President: Alyson Foster
Student Body Secretary: Scarlett Harmon	Junior Class President: Hailey Hughes
Student Body Historian: Cassidy Ward	Junior Class Vice President: Megan Perry
Student Body Communications: Autumn Warren	Sophomore Class President: Amanda Shaffer
Student Body Commissioners: Hannah Campbell, Kennedy Lash, Kevyn Reid, Austin Clutts, Hannah Kyle, Kaitlyn Rollins, Andrea Perry, Ian Ozolins, Kaelynn Tholl	

### **ATTENDANCE EXPECTATIONS**

Achievement and grades are directly related to attendance. Students who attend school have better grades than students with numerous absences. Students must be in attendance for a minimum of 81 instructional days per semester, or ninety percent (90%) of the instructional days from the time of enrollment per semester, in order to earn credit. All absences, excused or unexcused, count towards student attendance. **Nevada law also stipulates that students must have at least 90% attendance in order to apply for a driver's license or permit.** Attendance can be checked on a daily basis by accessing Infinite Campus at <https://douglasnv.infinitecampus.org/campus/portal/douglas.jsp>.

### **DMV Certificate of Attendance**

Nevada State Law (NRS 392) requires that students applying for a driver's permit or driver's license must obtain a Certificate of Attendance from their high school. Students must have attended school 90% of the possible school days in the previous semester or the current semester if the current semester has been in session longer than 6 weeks. These forms can be requested from the front office.

## Unavoidable Absences

The Douglas County School District Board of Education recognizes the following reasons for valid student absence from school:

1. Illness;
2. Death in the immediate family;
3. Medical emergency or dental care.

Procedures for clearing excused absences are as follows:

1. Have your parents call the attendance office or write a note explaining the reason for the absence. We strongly recommend that parents or guardians call the school on the date of absence. If a call or note is not received within **three (3) school days** after the **first** day of absence, the absence(s) will be listed as a truancy. For medical-related absences, a doctor's note is helpful in accounting for the absence(s).
2. Prearrange all scheduled absences of three (3) days or more by completing the prearranged absence form available from the attendance secretary in the front office. Students need to take this to all of their teachers, get their signatures, and then return it to the attendance office.
3. To leave school during the day, students must have a note or call from the parent/guardian to the school. Students then need to get an early out pass to present to their teacher. Work may be made up for excused absences.

It is the responsibility of students to get the assignments missed from their teachers.

## Unexcused Absences/Truancies

Any absence from school becomes unexcused if a parent or guardian does not provide an excuse for it within **three (3) schools days** (72 hours per Nevada Law). Truancy is defined as an absence from any part of a school day. If a student misses any period of time during a school day their parent/guardian must contact the office by phone or note to verify and clear the absence. If this does not happen, then the absence will become a truancy. **In order to address questions about truancies, you need to contact the truancy officer at (775) 782-5136, ext. 1833. The school attendance office cannot change truancies.**

Students who have truancies will receive the following consequences:

1. First Truancy: The school will send a letter to the parent.
2. Second Truancy: The student will serve two (2) hours of detention and the parent is notified by letter.
3. Third Truancy: The student will serve four (4) hours of detention and the parent will be notified by letter that the student is being identified as a habitual truant. The habitual truant indication follows the student through the entire succeeding school year and is removed after that time if the student has not incurred additional truancies.
4. Fourth and Subsequent Truancies: The student and his or her parents will attend a truancy hearing. Some of the possible consequences given at the hearing could be a citation and fine, loss of the student's driver's license, community or school service hours, and/or removal from the day school program and placement in the alternative education program (for 18-year-old students).

It is the responsibility of the student to ask teachers for missed work and to ensure that it is completed and turned in to the teachers.

## Tardy Policy

In order to keep accurate track of attendance, it is important that students arrive promptly to class. This is also an important employability skill. **Definition of a tardy: Student is not through the classroom door when the bell rings.** Individual teachers may exceed this standard, but this will be a minimum expectation school wide for unexcused tardies. If a student is tardy, he/she should sign in on the sheet provided in the classroom to help keep an accurate record of attendance. Tardies may only be excused on the day that they occur.

Teacher Interventions:

**Tardy #1:** Warning from teacher.

**Tardy #3:** After the third tardy in a single class, teacher intervention may include parent contact, holding the student five minutes after class, etc.

**Tardy #6:** Parents will be contacted by letter. The student will serve two hours of detention.

**Subsequent Tardies:** These incidents will be considered defiance of authority and will result in parent shadowing for a day and/or **suspension** from school.

## BEHAVIOR EXPECTATIONS

On a daily basis, we all make decisions about our behavior. The choices we make have consequences. Because we have high expectations for DHS students, we support all healthy and positive choices you make about your behavior. Students demonstrating inappropriate behavior will be referred by staff to administration. These students will receive due process and a consequence determined through the school's progressive discipline policies, district policies, and state laws. It is important that you know you are accountable for your behavior.

Listed below are some basic rules to guide Douglas High School students. Violations of any of the following school rules will result in disciplinary action:

1. Students are expected to treat members of the school staff with respect.
2. Students must carry and provide proper identification to school personnel upon request.
3. Visitors are not allowed to attend classes without prior approval. No visitors will be allowed during the week of finals. Only staff, parents/guardians and enrolled students attending scheduled classes are allowed on school grounds. A trespass warning will be issued to unauthorized individuals on a first offense; on a second offense individuals will be subject to arrest per NRS 207.200.
4. Students must obtain administrative approval for any meeting or assembly held on school property and any printed matter they wish to distribute or post on school property.
5. No student may leave a classroom without the permission of the teacher.
6. No student may leave the campus for any reason during class without obtaining a pass from the attendance office. Permission from a teacher to leave is not sufficient.
7. Students may not leave class without the teacher's permission.
8. Eighteen-year-old students must conform to the same requirements as all other students if they attend the regular day classes.
9. **The school does not assume responsibility for lost, stolen, or confiscated items, which may include money, electronic equipment, PE clothes, or school-issued supplies.**
10. Students representing the school in school-affiliated groups or clubs, co-curricular activities, and extracurricular activities must conform to the standards established by the coaches or sponsors of the activities, district policy and by the Nevada Interscholastic Activities Association, as applicable.

11. Items that can affect student and staff safety are prohibited. Prohibited items will be confiscated. This includes any inhalants that cause a mind altered state.
12. **Unless a student has permission from a staff member, cell phones and all other electronic devices must be turned off and put away (not visible) during instructional time, including in hallways and in restrooms. This includes but is not limited to cell phones, iPods, earphones/earbuds, and gaming devices.**
13. Skateboards, skate shoes, and roller blades may not be ridden on school property.
14. Acceptable Use Policy (AUP): In order to use any school computer, students must have on file an AUP agreement signed by both the student and his/her parent or guardian.
15. Food and drink are not permitted in any of the school's computer labs or in a classroom when a mobile computer lab is being utilized.
16. Lockers are school property and may be searched at any time. School officials may search students, their backpacks, purses, and vehicles if there is reasonable suspicion that the student has violated school rules or civil laws.
17. Douglas County School District prohibits behavior that is bullying, intimidating, harassing, hazing, threatening, or disruptive. It also prohibits behavior associated with gang activity or affiliation. This also includes texting and social media that affects students' ability to function and be safe at school.
18. Students are expected to clean up any messes they create. We expect our campus to stay clean.
19. It is inappropriate for students to gather in a manner that obstructs the orderly movement of pupils and staff.
20. Couples should demonstrate proper respect for each other by avoiding excessive and/or offensive displays of affection on school property or at school-sponsored activities.
21. Students should not engage in any behavior that threatens the safety or welfare of themselves or others.
22. Douglas High School's campus will be closed for all Freshmen, Sophomores, and any students determined to not be in good standing.

## **PROGRESSIVE DISCIPLINE GUIDELINES**

**As a student is accountable for his or her behavior, it is important to note that repeated violations of school and district policies or state laws will result in increased consequences. The following list provides examples of inappropriate behavior and resulting consequences. You can access the Douglas County School District policies at <https://dcsd.k12.nv.us>**

Detention – students are required to attend before school, during lunch, or after school, and they may be assigned campus clean up.

Closed Campus – requires student check in at the office during nutrition break and at least three times during the lunch break.

Alternative In School Instruction (AISI) – students may be assigned for partial or full days. They are responsible for completing any class work missed while in AISI. They may also be assigned to campus clean up during AISI.

Out of School Suspension (OSS) – students are responsible for completing any work missed. They must be in contact with teachers to arrange for missed instruction and completion deadlines. Restriction from attending extracurricular/special events – students can be restricted from attendance to extracurricular/special events either held at DHS or off site. It is a privilege for students to attend and/or participate in extracurricular/special events.

Expulsion – students may be required to attend an expulsion hearing. They may be expelled for any length of time which would prohibit them from attending any Douglas County School. Compulsory



education continues to be the responsibility of the parents/guardians. Students who are expelled are not allowed on any school campus for any reason. They will be charged with trespassing if they are found on any property.

### **INAPPROPRIATE BEHAVIOR AND CONSEQUENCES**

Alcohol/Drug/Controlled Substance (including prescription medication), Possession or Use	10-day suspension; police involvement; possible expulsion
Alcohol/Drug/Controlled Substance (including prescription medication), Sale or Distribution	90-day expulsion; police involvement (N.R.S. 392.466 and DCSD BP 529)
Battery of Staff	90-day expulsion; police involvement (N.R.S. 392.466)
Bullying (Admin. Reg. 543)	Possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Cell Phones and Other Electronic Devices (Admin. Reg. 529(a))	1 <sup>st</sup> offense: parent contact and parent pick up 2 <sup>nd</sup> offense: 2 days of AISI and parent pick up 3 <sup>rd</sup> offense: 3 day out of school suspension 4 <sup>th</sup> offense: 5 day out of school suspension 5 <sup>th</sup> offense: 7 day out of school suspension
Cheating/Plagiarism, unauthorized possession or distribution of teacher materials or school/district/state assessments (includes photographs taken or distributed electronically)	Zero on assignment; possible 1-5 day suspension
Closed Campus Violation	Possible lunch and/or after-school detention; loss of future open campus privileges; possible suspension; possible recommendation for expulsion
Dangerous Weapons/Guns/Firearms/Explosives/Knives (Board Policy 529(a))	1-year expulsion; police involvement (N.R.S. 392.466)
Defiance of Authority	Possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Dress Code Violation (Admin. Reg. 521(a))	Immediate compliance; possible parental notification; possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Failure to Serve Detention	Possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Fighting	1 <sup>st</sup> offense: 5-10 day suspension; possible expulsion 2 <sup>nd</sup> offense: 10-day suspension; possible expulsion with behavior plan; second

	initiation of a fight will result in a recommendation for expulsion (N.R.S. 392.4655)
Gang Affiliation/Activity (Admin. Reg. 540)	Possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
General Misconduct/Class Disturbance	Possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Inappropriate Conduct at School Activities, either on campus or other locations	Possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Inappropriate Display of Affection	Warning and conference; parent contacted; possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Inappropriate Use of Internet	Loss of Internet privileges; possible loss of all computer access at DHS; possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Inappropriate Use of Technology	Possible lunch and/or after school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Intimidation/ Harassment/Threats(Physical and/or electronic and/or verbal)	Possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Knives (Board Policy 529(a))	10-day suspension, if determined not to be a dangerous weapon by N.R.S. 392.466
Language/Gestures to Staff or Another Student	Possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Medications, possession, use or distribution (Admin. Reg. 523(a))	Possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Misuse of Vehicle	Possible loss of on-campus driving privileges, parental notification; possible police intervention, possible lunch and/or after-school detention; possible closed

	campus; possible suspension; possible recommendation for expulsion
Persistent Misconduct (Board Policy 532)	Possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Safety Violations	Possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion
Sexual Harassment (Board Policy 112, Admin. Reg. 112)	1-10 day suspension; required counseling, possible police involvement and/or expulsion
Stealing	1-10 day suspension; police involvement
Threat to Staff	5-10 day suspension; possible expulsion
Tobacco (any form) Possession or Use (including e-cigarettes)	1 <sup>st</sup> offense: smoking cessation counseling or 2-day suspension 2 <sup>nd</sup> offense: 3-day suspension 3 <sup>rd</sup> offense: 5-day suspension
Vandalism/Destruction of Property	Possible 1-10 day suspension and/or 10-40 work hours; reimburse school for expenses to repair or replace; possible Peer Court referral; possible police involvement
Withholding Knowledge of Harmful/Unsafe Event	Possible lunch and/or after-school detention; possible closed campus; possible suspension; possible recommendation for expulsion

### Habitual Discipline

Habitual disciplinary problem (NRS 392.4655). A pupil shall be deemed a “habitual disciplinary problem” if the school in which the pupil is enrolled has written evidence which documents that in one school year: the pupil has threatened or extorted, or attempted to threaten or extort another pupil, or a teacher or other personnel employed by the school; the pupil has been suspended for initiating at least two fights on school property; or the pupil has a record of five suspensions from the school for any reason. A second offense in any of the above categories results in a permanent expulsion from the school.

### Sexual Harassment

Conduct that constitutes sexual harassment that is committed by students of either sex against students or staff of the opposite or same sex is inappropriate behavior.

Students can expect guidance, support and/or advocacy from district staff in addressing matters related to sexual harassment or inappropriate behavior of a sexual nature.

**Definition:** Sexual harassment may include any unwanted physical contact, verbal comments or written statements that would be offensive to others.

**Filing a Complaint:** Any Douglas County School District student who believes that she or he has been subjected to sexual harassment should report the incident promptly.

1. The report can be made verbally or in writing to any staff member who will then report the incident to the principal or designee.
2. An investigation will be conducted and a report will be made to the District Equal Employment Opportunity officer.
3. Confidentiality will be preserved consistent with applicable laws and Douglas County School District's responsibility to investigate and address such complaints.

More detailed information can be found in Douglas County School Board Policy 112 and Administrative Regulation 112.

### **Harassment, Intimidation, and Bullying**

The Douglas County School District does not condone harassment or intimidation in our school or at school-related activities. Our school staff will investigate reports of harassment, intimidation, and bullying. In addition Safe School Ambassadors assist students in addressing, reporting, and getting help with situations of harassment, intimidation, and bullying. Students can also report anonymously information about or incidents of harassment, intimidation, and bullying through text message or email by contacting [Tigers@DHS411.com](mailto:Tigers@DHS411.com) or by calling 783-SAFE (7233). It is important when harassment, intimidation, or bullying occurs, that students or parents/guardians let school staff know as soon as possible so that it can be addressed.

Chapter 388.122 and 388.123 of NRS states the following:

“Bullying” means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person to one or more negative actions which is highly offensive to a reasonable person and (Admin. Reg. 543):

1. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
2. Exploits an imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
3. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
4. Places the person in reasonable fear of harm or serious emotional distress; or
5. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

Cyber-bullying means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, sexual image has the meaning ascribed to it in NRS 200.737.

### **Internet Use**

Students at DHS have the ability to access the Internet as a learning device. We encourage its use in this capacity. **Each student is given a confidential password that, under no circumstances, should he or she share with other students.** Students should not use someone else's password. Students sign an Acceptable Use Agreement and violations of this agreement such as the accessing of non-educational, inappropriate sites will result in the loss of their computer privileges and other disciplinary consequences. Students are held responsible for any Internet activity that occurs while their login name and password are being used. Students are encouraged to log out anytime they leave their workstation.

### **Student Dress Code**

The purpose of the school district dress code is to promote a learning environment that is safe, respectful, and free from distractions. To put it simply, the priority at DHS is to teach and learn, not to be on display.

Students who disregard the dress code will be required to change or call his or her parent/guardian and have appropriate clothing brought to school and put on before they attend their classes. In the case of inappropriate jewelry, chains, safety pins, etc., administration will request that students give such items to them, and the students' parents or guardians will need to call to make arrangements for pick-up. If similar behavior continues, the student will receive consequences outlined in the school's progressive discipline policy.

### **Douglas County School District Administrative Regulation 521(a)**

In the interest of health, safety, cleanliness and welfare of all students in Douglas County schools, and in attempt to provide guidance to staff members who need to enforce appropriate dress and grooming, the administration has developed the following standards:

1. When shorts or skirts are worn, the length must be at least mid-thigh. No bare midriff tops, spaghetti straps, low-cut tops, fishnet shirts, see-through or revealing shirts or blouses will be allowed. Shirts and blouses should have sleeves.
2. Sunglasses may not be worn indoors unless a student has a verified medical reason.
3. Hats or headwear may not be worn inside school buildings during the school day other than for valid medical, safety or religious reasons.
4. Clothing and accessories that display suggestive, double meaning, hate language (symbols of racism or violence), or drug/alcohol-related words and/or symbols are inappropriate. Also prohibited are apparel, jewelry, accessories, notebooks or any manner of grooming which because of its color, the way it is worn, its trademark or any characteristic, carries known gang connotations or can be used as a weapon. This includes, but is not limited to, chains, spikes, pins, or needles.
5. Commonly acceptable standards such as cleanliness and the wearing of underclothing and footwear are required at all times.
6. The safety of students requires that when a student is working around potentially hazardous equipment, his or her hair must be short or appropriately covered.

### **Off-Campus Lunch**

DHS has an open campus **DURING LUNCH TIME for Juniors and Seniors in good standing ONLY**. Good standing includes but is not limited to academics, attendance, behavior, and student safety. Freshmen and Sophomores are not allowed to leave campus. When students are off campus for lunch all DHS rules of appropriate behavior apply. The purpose of off-campus lunch is to allow you the freedom to make decisions about your lunch options, demonstrate responsibility for your behavior and return to campus on time for your classes. Maintaining an open campus is the responsibility of all eligible DHS students and is based on responsible student behavior. Open campus is a privilege that may be revoked for any student who behaves inappropriately off campus at lunch or who has attendance, tardy or classroom behavior problems.

### **Patriotic Exercise**

Each school day, the Pledge of Allegiance shall be performed, although students with objections may choose not to participate. After the Pledge, the school will observe thirty seconds of silence per NRS388.075.

### **Student Fines**

Students are responsible for returning all items in good condition, including but not limited to textbooks, library materials and athletic equipment. If the items are not returned, it is the student's responsibility to pay for the replacement cost of the items. This also includes parking fines, which are charged due

to the student's abuse of parking privileges. Any student who damages school property will be responsible for restitution. Various privileges will be withheld or revoked if a student's obligations are not met, such as parking privileges, receiving cap and gown, walking with his or her class at graduation, and receiving a diploma. In the event that a check with insufficient funds is given to the high school for payment of any debt, a \$25 fee will be added to the amount owed. The amount of the fee will increase should there be additional checks returned to the school for non-payment. Toward the end of the second semester, cash or money orders only will be accepted as payment.

### **Parking and Driving Policy**

Parking and driving at DHS is a privilege that can be revoked. **Purchase of a parking pass does not guarantee a space, simply the right to park in the lot.**

Because of limited parking space, **freshmen and sophomores may not park on campus.** If a freshman or sophomore student has a transportation need that necessitates parking on campus, the student and his or her parents are asked to complete the parking permission form and submit it for review.

Parking at DHS requires a pass to be visible and hanging from the rear-view mirror of the car. Enforcement of the parking policy will begin on Tuesday, September 5, 2017. The speed limit at DHS is 10 miles per hour.

Students are to park south of the school in the areas that have been designated for student parking. They are not to park in posted handicapped parking (unless appropriate), no-parking zones, fire lanes, staff parking, visitor parking or bus lanes.

**Parking tags are issued to students, not cars, and can be moved from car to car as needed.**

New tags will not be issued until the parking contract is completed and returned to the office with a \$10.00 fee. Students who purchased last year's tags (2016-2017) can exchange them and purchase a 2017-2018 pass for \$5.

Stolen or lost tags need to be reported immediately. New tags can be purchased for a \$10.00 fee.

#### **Consequences for Inappropriate Parking:**

1. **First Offense** – \$10 fine.
2. **Second Offense** - \$25 fine.
3. **Third Offense** – \$50 fine.
4. **Subsequent Offenses** – May be secured or towed at owner's expense and consideration for permanent removal of DHS parking privileges.

See page 18 for misuse of vehicle and unsafe driving consequences.

### **School Dance Guidelines**

Throughout the year, students will have opportunities to attend school dances both at the school and in the community. It is important to remember that all of the policies of the school and the district apply to these functions. The following are guidelines that apply to student and guest participation at DHS dances:

1. Students and their parent or guardian must sign and submit a DHS dance contract **every year** in order to attend dances.
2. If a student is suspended during the time when the dance occurs, then that student may not attend. This includes a student who is suspended on a Friday and the dance is held on a Saturday.

3. If a student wishes to bring a guest, he or she must complete the guest form by the date required prior to the dance. If the guest is approved, the guest becomes the student's responsibility at the dance.
4. **Students must bring and show school identification in order to enter a dance.**
5. Couples should demonstrate proper respect for each other by avoiding excessive and/or offensive displays of affection on school property or at school-sponsored activities.
6. Students at dances and other school events may be asked to take a Breathalyzer test prior to participating in an event.

### **SCHOOL ACTIVITIES**

Students are reminded that it is a privilege to attend school activities. Student behavior that is inappropriate or violates school rules, district policies, or state laws may result in restriction from future participation.

### **OTHER SERVICES**

#### **District Liability and Student Insurance**

All students are responsible for any personal or school issued property, instruments, books, equipment, automobiles, clothing and other items that they have on campus, whether they are owned by the student or the school district, or others. **The district is not an agent for any student and is not responsible for any loss, theft or damage to any such items whether in the student's possession or stored/left on campus or other school property.**

Students should not engage in any behavior that threatens the safety or welfare of themselves or others.

The district does NOT provide insurance coverage for student injuries while participating in any school activity. If a student is not covered by the parents' insurance, the student's family may purchase school related insurance. Forms are included in the start of year mailing and available in the administrative office.

#### **Night School**

Douglas High School supports night school opportunities for students who are credit deficient. There is a fee per half-credit. In order to enroll in night school, please see your counselor.

#### **Correspondence/Career Occupational Education (COE)/Internships**

Correspondence, COE, and Internships are courses offered outside the school day and are individualized for specific student needs. If you are interested in these opportunities, you must contact your counselor in order to enroll.

1. For COE and Internships, participation must be for a minimum of six weeks and students must attend seminars and be approved by Jim Meyers.
2. The student must have prior approval from a counselor for COE and correspondence courses.
3. All COE and Internship hours and requirements must be completed and submitted to Jim Meyers by May 25, 2018, for a student to participate in the class of 2018 graduation ceremony.
4. All correspondence course grades and transcripts must be received by DHS by May 25, 2018, for a student to participate in the graduation ceremony. All BYU final exams must be **ordered** no later than May 1, 2018 to allow adequate time for grading.

## **Fifth Year Students**

If students need a fifth year to complete course work, they are welcome at DHS with the approval of an administrator. In order to attend the fifth year day school program, you will be expected to enroll in at least four classes. Also, you are expected to attend regularly and maintain a C or higher average. Unexcused absences, disruptive behavior, and/or lack of effort in courses will result in your being removed from our day school program. All fifth year students will sign a standard behavior contract.

### **NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR**

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

#### What is cheating?

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

#### What is plagiarism?

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- Turning in purchased papers or papers from the Internet written by someone else
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty



promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child's school administration and/or the school district.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

### **ANNUAL NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the Douglas County School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Douglas County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a counselor, a school psychologist; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The federal office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

In addition, the Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Douglas County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Douglas County School District may disclose appropriately designated directory information without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Douglas County School District to include this type of information from your child's education records in certain school participations. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the DCSD to provide military recruiters and institutions of higher education upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the DCSD that they do not want their student's information disclosed without their prior written consent. If you do not want DCSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. DCSD has designated the following information as directory information:

- Student name
- Address (military & institutions of higher education only)
- Telephone listing (military recruiters & institutions of higher education only)
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Photograph

For additional information, please contact the DCSD Special Services Office, at 775-265-5262, or write to:

Special Services Office  
1638 Mono Ave  
Minden, NV 89423

## RELEASE OF STUDENT DIRECTORY INFORMATION

The Douglas County School District makes student Directory Information available in accordance with state and federal law.

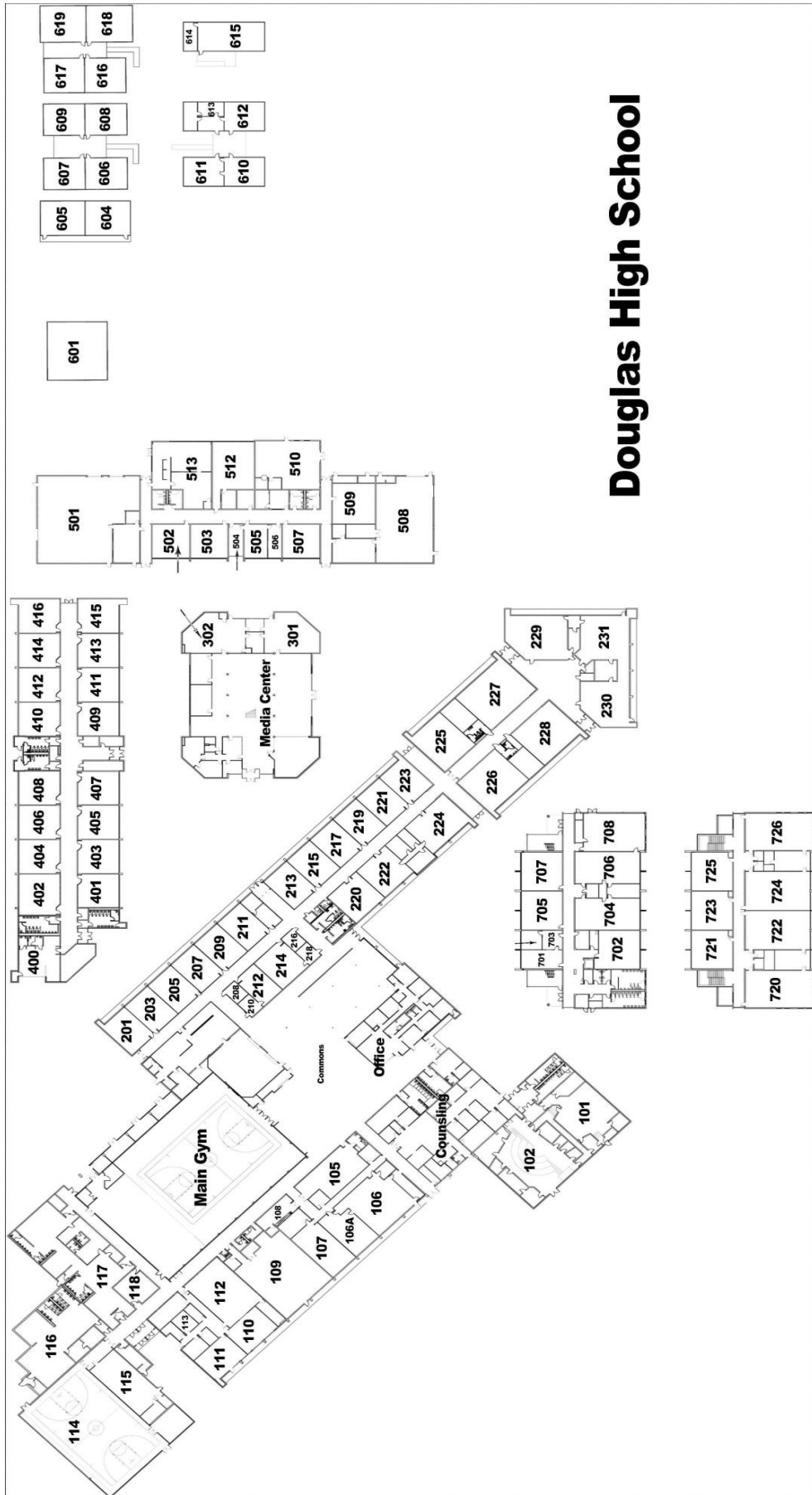
The term "Directory Information" means one or more of the following items:

1. student name
2. address (military & institutions of higher education)
3. telephone listing (military & institutions of higher education)
4. major field of study
5. participation in officially recognized activities and sports
6. weight and height of members of athletic teams
7. degrees and awards received
8. photographs (**this includes yearbooks, class composite pictures, and any pictures in the newspaper**)

This information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited to colleges and universities, scholarship providers, trade/technical schools, and potential employers.

Federal No Child Left Behind legislation provides that all branches of the military & institutions of higher education have access to Directory Information upon request.

Parents have the right to have Directory Information withheld upon written request. If you prefer to deny release of your student's Directory Information, please contact the main office. **This waiver must be submitted annually.** If you have questions about release of your student's information, please contact the main office at 782-5136.



# Douglas High School