

Douglas High School Student Handbook 2022-2023

1670 Highway 88
Minden, Nevada 89423
775/782-5136
www.dhs.dcsd.net



MISSION STATEMENT

Dedicated to graduate all, we challenge, empower, and inspire each other to be great.

Douglas County School District Title IX

NOTICE OF NON-DISCRIMINATION

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.

DOUGLAS COUNTY SCHOOL DISTRICT Notice of Non-Discrimination

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boys Scouts of America Equal Access Act. The District is an Equal Opportunity Employer.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation, may grieve such matters using the adopted grievance procedures of the Douglas County School District. Such procedure shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

The Superintendent of Douglas County School District has designated the following person to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources

1638 Mono Avenue
Minden, Nevada 89423
(775) 782-71

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PRINCIPAL’S MESSAGE

Welcome to the 2022-2023 School Year and welcome to Douglas High School, home of the Tigers!

Our school and community take great pride in our students’ achievements! Our staff has a vision to grow together as an innovative educational community to inspire, empower, and challenge each other to be lifelong learners and leaders. Those lifelong learners and leaders include you, our students! Douglas High School’s academic focus is tailored to meet the needs of all students so that our culture in every classroom is learner-centered. DHS offers programs such as STEM, Advanced Placement, Fine Arts, Career and Technical Education, Junior ROTC, Agriculture, Performing Arts, and Physical Education. DHS also offers numerous co-curricular clubs such as National Honor Society, Psi Mu Sigma Suicide Prevention, Alpine Club, and Academic Team. In an effort to promote student ownership and accountability, opportunities such as student leadership, student government, Block D Letterman’s Club, Study Buddies, and our AMBUSH school spirit group were created. We encourage you to be involved and participate in these opportunities to enhance your high school experience!

We are here to support and assist you. Take advantage of the great teachers and supportive parents you have. Get involved in one or more of the many clubs, teams, and activities that Douglas High offers you. Together, we can make your high school experience a time of learning, making life-long friends, and creating memories that you will always cherish.

We hope that you have a great 2022-2023 school year!

Mike Rechs, Douglas High School

Mike Rechs
 Alicia Braaksma, Judith Lombard Currier, Kelly Winter
 John Glover
 Joe Andrews
 Cade Baligad

Principal
 Assistant Principals
 Dean of Students/Athletic Director
 Dean of Students
 Assistant Principal (CTE district wide)

TELEPHONE DIRECTORY

Main Number	775/782-5136
Front Reception	Extension 0
Attendance Office (dhsattendance@dcsd.k12.nv.us)	Extension 2
Administration	Extension 3
Counseling	Extension 4
Athletics	Extension 5
Registrar (dhsstudentrecords@dcsd.k12.nv.us)	Extension 6
Counselors:	
<i>Kira Brown (A-En)</i>	Extension 1716
<i>Roxann Mossholder (Er-La)</i>	Extension 1794
<i>Tracy Moore (Le-Ri)</i>	Extension 1719
<i>Vanessa Ozolins (Ro-Z)</i>	Extension 1717
Jen Tyndall, Chief Nurse	Extension 1824
Jen Hinnant, Site Nurse	Extension 1825

2022-2023 SCHOOL CALENDAR

August 22	First Day of School
August 29^	Staff PLC Day
September 5*	Labor Day
September 12^	Staff PLC Day
September 29-30*	Staff Professional Development Day
October 10^	Staff PLC Day
October 17*	Parent Student Teacher Conferences
October 24-28*	Fall Break
November 10*	Staff Professional Development Day
November 11*	Veterans' Day
November 14^	Staff PLC Day
November 23-25*	Thanksgiving Holiday
December 5^	Staff PLC Day
December 19-30*	Holiday Break
January 2*	New Year's Day Holiday
January 9^	Staff PLC Day
January 16*	MLK Jr. Holiday
January 27	Teacher Work Day

January 30^	Staff PLC Day
February 13^	Staff PLC Day
February 20-24*	Winter Break
March 7 (Juniors only attend)	ACT Testing
March 20^	Staff PLC Day
April 3^	Staff PLC Day
April 17-21*	Spring Break
May 1^Staff PLC Day	
May 1-12	AP Testing
May 15^	Staff PLC Day
May 29*	Memorial Day
June 1	Last day of School
June 19-21	Make-Up Days

*No Classes **Minimum days, school out at 11:44 a.m. (lunch served until 12:00)

^Early Release days 12:41 p.m.

Visit the DHS website at <http://dhs.dcsd.net/> and click on the DHS Calendar 2022-2023 for a detailed calendar.

Douglas High School Seven Period
Regular Bell Schedule

Period	Start	End	Minutes
Zero	6:35 AM	7:25 AM	50
Passing	7:25 AM	7:30 AM	5
1/2	7:30 AM	9:06 AM	96
Nutrition	9:06 AM	9:16 AM	10

Passing	9:16 AM	9:21 AM	5
3/4	9:21 AM	11:00 AM	99
Passing	11:00 AM	11:05 AM	5
5	11:05 AM	11:55 AM	50
Lunch	11:55 AM	12:30 PM	35
Passing	12:30 PM	12:35 PM	5
6/7	12:35 PM	2:11 PM	96

THE BELL SCHEDULE

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

PLC Early Dismissal

Period	Start	End	Minutes
0	6:35 AM	7:25 AM	50
Passing	7:25 AM	7:30 AM	5
1/2	7:30 AM	8:46 AM	76
Passing	8:46 AM	8:51 AM	5
3/4	8:51 AM	10:07 AM	76
Passing	10:07 AM	10:12 AM	5
5	10:12 AM	10:50 AM	38
Lunch	10:50 AM	11:20 AM	30
Passing	11:20 AM	11:25 AM	5
6/7	11:25 AM	12:41 PM	76
PLC	12:45 PM	2:15 PM	90

STUDENT SAFETY

SafeVoice

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 information anonymously about or incidents of harassment, intimidation, and bullying through text message by contacting www.safevoicenv.org or by calling 883/216-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. Vape detectors are installed around campus and will immediately notify staff of any vaping. 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. There are also two Campus Safety Monitors who are available to assist students during the school day.

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. A variety 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 can be assured that all disclosures to their counselors will be 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-En last name student counseling

Roxanne Mossholder: extension 1794

- Er-La last name student counseling

Tracy Moore: extension 1719

- Le-Ri last name student counseling

Vanessa Ozolins: extension 1717

- Ro-Z last name student counseling

SAT/ACT Test Dates

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 or call 609/771-7700

To register on line for the ACT, visit 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 \$1.75 and lunch for \$3.25 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. Although this service charges a small transaction fee, you will enjoy the ease and convenience of managing your student's 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

- SafeVoice: 833/216-SAFE (7233) or www.safevoicenv.org
- Suicide Hotline: 1-800-273-8255
- 24-hour Crisis Hotline (Tahoe Youth and Family Services): 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: 782-5500
- Douglas County Mental Health: 782-3671
- Douglas County Sheriff's Office Dispatch: 782-5126

Health Services and Dispensing of Medications at School

The school nurse's office is located 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 Medication Assistance Request form signed by the prescribing physician. Additionally, there is a school form that parents and physicians must complete. 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, except for 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). All athletic registrations need to be completed through Register My Athlete (RMA). The link for RMA is on the athletic website.

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	Christine Ensign	Cheer	Dani Esquivel/Katy Shipley
Alpine Club	Trent Tietje/Montana Hammond	Comedy Improv	Amy Sando
AMBUSH	Karen Lamb	Creative Writing	Mena Dedmon/Zoe Shorten
Amnesty Int.	TBD	Cresiendo Heritage	Danielle Esquivel
Art Club	Zoe Shorten/Kelley Yost	Club	
Associated Student	Karen Lamb/Mena	Cross Country	Andrew Davis
Body	Dedmon	Danceline	TBD
Baseball	Ryan Gonzalez	Drama	Amy Sando
Block D	Joe Andrews	Douglas Lacrosse	Shelby Young
Basketball, Boys	Corey Thacker		
Basketball, Girls	Jason Carter		

<u>Organization</u>	<u>Coach/Advisor</u>	Soccer, Girls	Andrew Robles
Environmental Club	TBD	Softball	John Glover
FBLA	Trent Tietje		
FCA	Ginny Thomas		
FFA	Robin Futch		
French Club	Dani Esquivel	<u>Organization</u>	<u>Coach/Advisor</u>
Football	Kyle Mays	STEAM	TBD
Flag Team		Steel Drums	Mark Porter
Golf, Boys	JD Frisby	Swim/Dive	Greg Taylor
Golf, Girls	TBD	Tennis, Boys	Darrell Feldmiller
Honor Society	AnneMarie Chase	Tennis, Girls	Niki Hamzek
Interact	Johnnie Saletti/Dustin Thiels	<u>Organization</u>	<u>Coach/Advisor</u>
Iron Tigers	Kyle Mays	Track, Boys	TBD
Poetry Out Loud	Mena Dedmon	Track, Girls	Kim Tretton
Psy Mu Sigma	Keith Cole	Volleyball	Suzi Townsell
Sign Language	Sharon Hekhuis	Wrestling	TBD
Ski Team	Emily Hunter	Yearbook	Karen Lamb
SkillsUSA	Kerry Stack		
Soccer, Boys	Ricardo Diaz		

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.

Course Requirements

All students must be enrolled in at least seven (7) classes except seniors. Refer to DCSD Administrative Regulation 518(h) for clarification. 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 2022 must pass the required district and state assessments and have all credits from correspondence courses and night school submitted and verified by Friday, May 21, 2022. Any student taking an on-line course MUST have the final exam ordered by May 1, 2022 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, pass End of Course (EOC) Exams, take CCR Assessment (ACT), and participate in the Civics Test as part of the state requirement. *Students opting to take three years of math and/or two years of science must complete appropriate waivers and will not be eligible for the Millennium Scholarship.

Subjects:	Credits:	Competencies:	Grade:
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Intro to Computer Science	.5	Career Notetaker	9
Electives	4.5	Career Plan (with Counselor, no credit)	9-12
English	4		9-12
Fine Arts (CTE)	1		9-12
Health	.5		9
Math	4		9-12
PE	2		9-12
Science	3	Science Literacy	7-12
U.S. Government	1		12
U.S. History	1		11
World History	1		10

Grades

Students will be graded for both academic achievement and citizenship.

Academic grades will be expressed in the letter form:

Citizenship grades will be:

A 90-100%	O Outstanding
B 80-89%	S Satisfactory
C 70-79%	N Needs Improvement
D 60-69%	U Unsatisfactory
F less than 60%	
I Incomplete	

NG No Grade (primarily given due to excessive absences without an approved appeal)

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 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 518(f))

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.

College and Career Diploma– Students who have met the requirements for a college endorsement and career endorsement.

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.

Transcript Request Process

Seniors can request official transcripts by emailing dhsstudentrecords.dcsd.k12.nv.us free of charge including a final transcript upon graduation to be sent to the college or colleges of their choice.

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 under any other circumstances. **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 and Honor 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.

Administratively Directed Change: The school principal or designee may direct a class change for a variety of reasons, including, but not limited to, discipline or safety concerns, balancing or collapsing sections of classes, schedule errors, or any circumstance determined by the administrator to be detrimental to a positive learning environment or the good order of the school.

CHROMEBOOK DAMAGE & REPLACEMENT FEE SCHEDULE

Repairs & Responsibility for Chromebooks

The District is fortunate to be able to supply Chromebooks to all students. Students are expected to use their Chromebook in accordance with the handbook, Douglas County School District’s Acceptable Use Policy, and the law. Students are responsible for maintaining a working Chromebook at all times and shall use care to ensure that the Chromebook is not damaged. Douglas County School District reserves the right to charge the student or parent up to the full cost for repair or replacement when damage/loss occurs.

Students will be held responsible for any and all damage to their Chromebook including, but not limited to: broken screens, cracked plastic pieces, missing keys, broken trackpad, inoperable device, etc. All reports will be investigated and addressed. Any hardware repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost. The fixed rates for repair/replacement are set as follows:

Damaged Chromebook, broken screen, missing keys, etc...	\$20 per incident
Lost or damaged charger	\$40
Lost, non-repairable, or stolen (without police report)	\$100

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.

2022-2023 Student Government

ASB President: Sofia DeLange	Senior Class President: Reagan Brown
ASB Vice President: Kiarra Depaz	Junior Class President: Joscelyn Turner & Amanda Warren
AMBUSH Commissioners: Ava Wilson, Madelynn Kennedy	

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 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. 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 more 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 for 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 have all their teachers sign off on the form and then return it to the attendance office.
3. To leave school during the day, the attendance office **must have a written note**, either handwritten or emailed to the attendance email address. Parents or guardians may also come in and sign their student out through the attendance office. Students will receive a pass to present to their teacher to leave at the designated time. 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 the absence 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 the parent/guardian must contact the office by phone or note to verify and clear the absence. Should this not happen, the absence will become a truancy. In order to address questions about truancies, you will 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. The definition of a tardy is as follows: 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. You have three days to excuse a tardy.

Teacher Interventions:

Unexcused Tardy #1-2: Warning from teacher.

Unexcused Tardy #3-5: After the third through fifth tardy in a single class, teacher intervention may include parent contact, holding the student five minutes after class, etc.

Unexcused Tardy #6: Parents will be contacted by letter. The student will serve 5 days of lunch detention.

Unexcused Tardy #10: Parents will be contacted, and student will serve 10 days of lunch detention.

Unexcused Tardy #16: Parents will be contacted, and student will serve In School Suspension and/or parent shadowing for the day.

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

Attendance Appeals

Parents/students will be required to appeal any absences beyond the 90% state requirement. A hearing may be required, in which case the appeal will be heard by the DHS Attendance Appeal Board. The Board will meet near the end of each semester to consider the student's appeal. A parent/guardian will be required to attend the appeal hearing. If a parent/guardian cannot attend the appeal hearing, the school will appoint a school counselor to advocate for the student on the assigned date of the hearing. The Board will consist of three (3) members: Administrator/Dean, District Truancy Coordinator, and a Teacher from DHS. Appeals are considered on a case by case basis. After the hearing, a recommendation is made to the Principal of DHS.

Parents/guardians and students will be encouraged to bring documentation for the absences over the allowable number of days. Parents/guardians and students will be able to present the circumstances of the appeal and provide an explanation. The student's prior attendance record will be considered. Parents/guardians and students will be notified by mail of the final decision on whether credit will be issued. Students may only appeal absences for a class in which they have a 60% or higher and have received a teacher signature verifying that the student has completed all the coursework for that class.

BEHAVIOR EXPECTATIONS

We all make decisions about our behavior on a daily basis. 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 the school day without obtaining a pass from the attendance office. Permission from a teacher to leave is not sufficient.
7. Leaving campus at lunch is a privilege granted to most juniors and seniors. Upperclassmen may have their privilege revoked based on grades or behavior.
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.
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. Juniors and Seniors must have a parent/guardian signed consent form to be allowed to leave campus and remain 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.

Restorative Interventions and Explanation – We must work to identify the needs of all parties involved, consider these needs, seek the root cause of the behavior, rebuild impacted relationships/communities, and provide opportunities for the student to reflect on, heal, fix, and learn from their actions.

Inappropriate Behavior and Consequences

Level 1	Level 2	Level 3	Level 4
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Cutting class	Defiance/disrespect/misbehavior (zip-ties, rubber bands, etc.)	Threat to safety and order/Dangerous Behavior	Guns/Firearms/Dangerous Weapons/Explosives/Knives (NRS 392.466 and Board Policy 529A)
Repeated class disruption	Possession/use of an inappropriate item on campus	Physical aggression	
Inappropriate language, gesture, writing, etc. (general use)	Violation of closed campus	Multiple Minor Violations	Battery to Staff (NRS 392.466 and Board Policy 529A)
Inappropriate displays of affection	Inappropriate use of the internet/school electronics	Inappropriate language obscene/lewd gestures (towards student)	
Cafeteria disruption	Tobacco/lighters/matches/etc.	Bullying/intimidation/harassment	Sale and/or distribution of a controlled substance (NRS 392.466 and Board Policy 529A)
Use of bikes, skateboards, rollerblades, scooters, etc. on campus	No show detention (must make-up detention + consequence)	Theft/stealing	
Inappropriate touching/contact	Failure to identify to staff, report to office, giving false information to staff	Inappropriate language to staff/obscene gesture to staff	Habitual Discipline Problem (NRS 392.4655 and Board Policy 529A)
Dress code violation	Inappropriate drawing (drugs, etc.) cheating	Use of electronic device to record fight	

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. Students can report information anonymously about or incidents of harassment, intimidation, and bullying through text message or email by contacting SafeVoice at 7833/216-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" is defined as 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 be shared 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. Nothing that promotes sexual overtones or an illegal activity, including underage drinking, illegal drug use, domestic abuse, gang membership, battery, assault, or any other civil or criminal conduct which would violate state or federal law.

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

In the interest of the health, safety, cleanliness, and welfare of all students in Douglas County schools, and in an attempt to provide guidance to staff members who need to enforce appropriate dress and grooming that meets these guidelines and is not a distraction to the learning environment, the Administration has developed the following standards:

1. The dress and or grooming of students must not present potential health or safety problems. Clothing should fit so that it does not create a health or safety issues.
2. Clothing must cover the body from above the chest/breasts to below the buttocks, including when moving, sitting, squatting or bending over and should cover all undergarments. This includes all private/intimate parts of the body, to include the midriff. (a) Shirts that expose the shoulders, tank tops, and thin or "spaghetti" straps that adhere to the other provisions of this dress code are allowed. (b) Undergarments shall not be intentionally exposed (e.g., bras, boxer shorts). (c) Shorts, skirts, skorts, and dresses must be an appropriate length, covering the buttocks including when moving or bending over. (d) Pants/bottoms with rips, tears, or mesh are acceptable but shall not reveal or expose a private/intimate part of the body nor cause a safety concern (e.g., a tripping hazard because of the hem of the pant leg drags on the floor).
3. Sunglasses may be worn indoors if there is a medical reason for indoor use.
4. Hats, hoodies, or other headwear may not be worn inside school buildings during the school day other than for a valid medical, safety, or religious reason.
5. Clothing shall not display unprotected speech including but not limited to: obscene, vulgar, depiction of violence, profane language or illustrations; and nothing that promotes an illegal activity, including underage drinking, illegal drug use or underage use of marijuana, domestic abuse, gang membership, battery, assault, or any other civil or criminal conduct which would violate state or federal law. 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 other characteristic, carries known gang connotations or can be used as a weapon. This includes, but is not limited to, chains, spikes, pins, or needles.
6. Commonly acceptable standards such as cleanliness and the wearing of underclothing and footwear are required at all times. 7. 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. Violation of this regulation could result in progressive discipline as determined by the site administrator.

Off-Campus Lunch

DHS has an open campus ***DURING LUNCH TIME ONLY*** for Juniors and Seniors in good standing who **have submitted the Off-Campus Permission Form** (every year). 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. If 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**, only the right to park in the lot.

Because of limited parking space, freshmen may not park on campus. If a sophomore student has a transportation need that necessitates parking on campus, the student and his or her parents are asked to complete the back of the parking application 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 Monday, August 23, 2021. 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 and a copy of the student's valid driver's license.

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

Consequences for Inappropriate Parking:

First Offense – \$10 fine

Second Offense - \$25 fine.

Third Offense – \$50 fine.

Subsequent Offenses may be secured or towed at owner's expense and consideration for permanent removal of DHS parking privileges.

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 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. 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.
2. 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.
3. **Students must bring and show school identification in order to enter a dance.**
4. Only Douglas High School students may attend Douglas High School dances with the exception of Prom. For Prom, only 25 guest applications will be accepted. All guests must be approved by DHS administration.
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.

Community Visitors: The Douglas High School staff welcomes and encourages visits to school by parents, community members, and interested educators. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into school, visitor controls are necessary. By Board Policy, the principal has the authority to prohibit the entry of any person or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. Persons wishing to visit a class should make arrangements in advance with the school office. Due to the block schedule, 48 hours advance notice is appropriate. Visitor controls may include a meeting with the principal in order to understand the purpose of the visit and for the principal to communicate school protocols with the visitor. The visitor(s) shall be accompanied by school staff during the visit. The duration of the classroom visit is determined by the school principal. No visits to classrooms should occur during finals week.

Cooperative 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 Cade Baligad.
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 Cade Baligad by May 20, 2022, for a student to participate in the class of 2022 graduation ceremony.
4. All correspondence course grades and transcripts must be received by DHS by May 20, 2022, for a student to participate in the graduation ceremony. All on-line final exams must be **ordered** no later than May 1, 2022 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, the student will be expected to enroll in at least five 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.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for

reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; accrediting organizations;

To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

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:

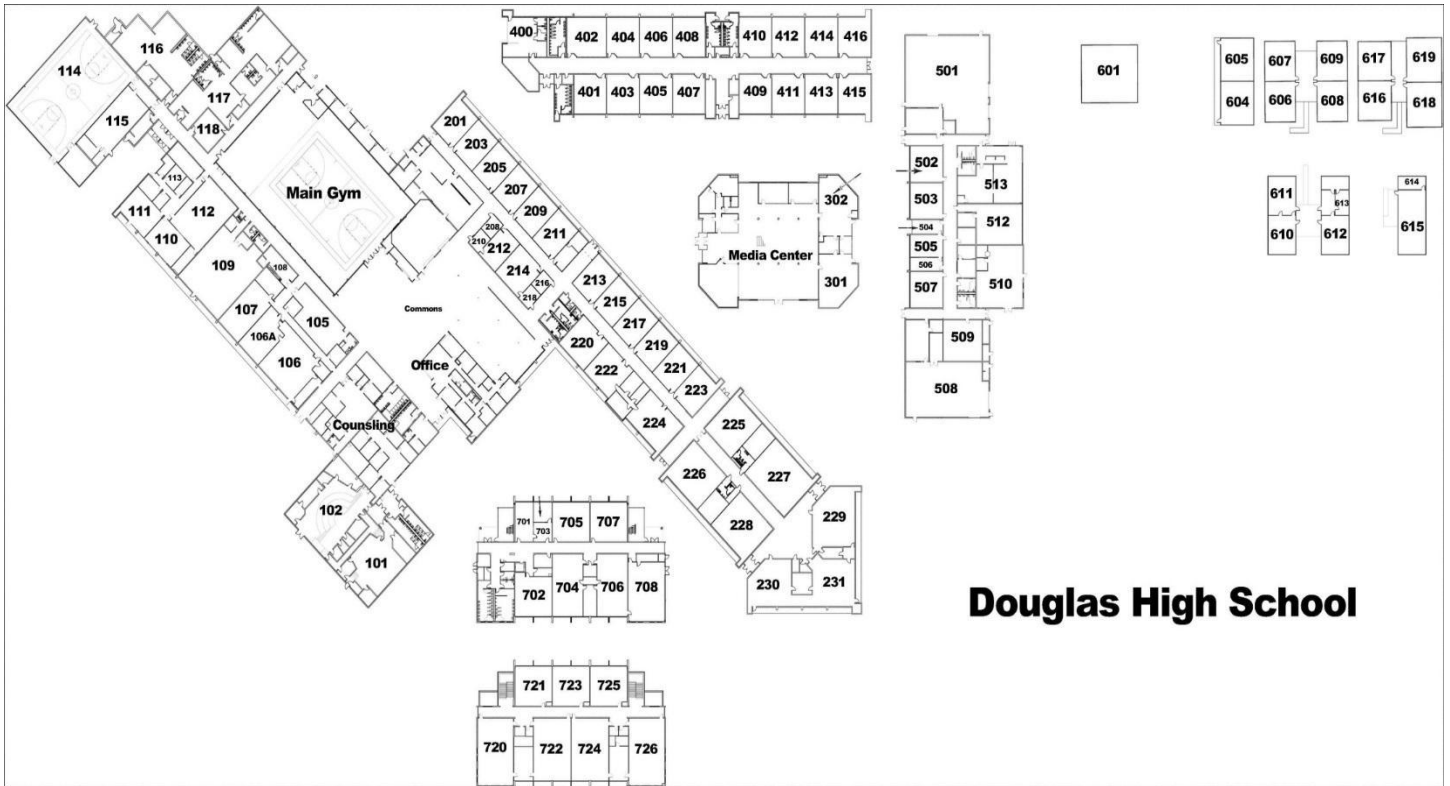
1. student name
2. address (military & institutions of higher education)
3. telephone listing (military & institutions of higher education)
4. major field of study
5. participation in officially recognized activities and sports
6. weight and height of members of athletic teams
7. degrees and awards received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

School Map



Douglas High School