

DOUGLAS COUNTY HIGH SCHOOL
STUDENT HANDBOOK
AND
CODE OF CONDUCT
2024-2025



2842 FRONT STREET
CASTLE ROCK, CO 80104
303.387.1000

[SCHOOL WEBSITE](#)



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

DCHS OFFICE HOURS

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

DOUGLAS COUNTY HIGH SCHOOL VISION

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

DOUGLAS COUNTY HIGH SCHOOL MISSION

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

DCHS SCHOOL SONG	DCHS FIGHT SONG
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Oh, cheer for the purple and white,
 May it weave over loft in its splendor,
 Its fullness forever unfold,
 The emblem we adore.
 Let us all shout aloud with our might,
 For the school that’s the best in the Rockies,
 For fairness in all is our aim,
 We stand for right, we fight with might
 We fight forever.

Go you Huskies fight the enemy,
 Make them kneel before our varsity.
 We’re behind you with our battle cry,
 Indestructible a do or die;
 For DC High we’ve got the Huskie pride
 We are brave and we are might’.
 So Fight! Fight! For DC High!
 We are the Purple and White.

INTERNATIONAL BACCALAUREATE MISSION

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

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

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

IB LEARNER PROFILE

IB learners strive to be:

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

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

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

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

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

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

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

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

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

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



ACADEMIC INFORMATION



International Baccalaureate

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

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

- Middle Years Programme:
 - The Middle Years Programme (MYP), for students aged 11 to 16, provides a framework of academic challenge that encourages students to embrace and understand the connections between traditional subjects and the real world, and become critical and reflective thinkers. All 9th and 10th graders at DCHS are a part of the MYP.
 - The Middle Years Programme:
 - Encourages international-mindedness in IB students, starting with a foundation in their own language and culture.
 - Encourages a positive attitude to learning by challenging students to solve problems, show creativity and resourcefulness, and participate actively in their communities.



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

- Reflects real life by providing a framework that allows students to see the connections among the subjects themselves, and between the subjects and real issues.
- Supports the development of communication skills to encourage inquiry, understanding, language acquisition, and to allow student reflection and expression.
- Emphasizes, through the learner profile, the development of the whole student-physically, intellectually, emotionally, and ethically.
- Diploma Programme:
 - The International Baccalaureate Diploma Programme (IBDP) is a choice program for juniors and seniors of a comprehensive and rigorous two-year curriculum, leading to examinations, for students aged between sixteen and nineteen. Based on the pattern of no single country, it is a deliberate compromise between the specialization required in some national systems and the breadth preferred in others. The general objectives of the IB are to provide students with a balanced education, to facilitate geographic and cultural mobility, and to promote international understanding through a shared academic experience. In the thirty years since its founding, the IB Diploma has become a symbol of academic learning, both in terms of the mastery of subject content and in the development of the skills and discipline necessary for success in a competitive world.
 - The IBDP curriculum at Douglas County High School consists of six subject groups:
 - Language A - (English) including the study of selections from World Literature
 - Language B - (second language) French and Spanish
 - Individuals and Societies - European History, Psychology and Philosophy
 - Experimental Sciences - Biology, Chemistry, Physics and Environmental Systems & Societies
 - Mathematics - Math Studies, Math Methods, and High Level Mathematics
 - Sixth Subject - Music, Art, Theater, Business Management, Computer Technology or chose from Group 3 or 4
 - All IBDP candidates are required to take one subject from each of the groups. At least three and not more than four of the six subjects are taken at the Higher Level, the others at Standard Level. Each examined subject is graded on a scale of 1 (minimum) to 7 (maximum). The awarding of the diploma requires a minimum of 24 points and the satisfactory completion of three additional requirements:
 - The Extended Essay of 4,000 words, which provides the experience of the independent research paper;
 - A course entitled Theory of Knowledge (TOK), which analyzes the knowledge acquired within and beyond the classroom; and
 - Participation in a weekly commitment of creativity, activity and service oriented experiences (CAS).
 - Bonus points may be awarded for an exceptional essay or performance on Theory of Knowledge.
 - Students successfully completing the IB program will receive two diplomas: one from the IB and one from Douglas County High School. Approximately 75-80% of Diploma candidates earn the Diploma. The student who does not satisfy the requirements of the full program is awarded certificates for examinations completed.

Advanced Placement*

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

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

Concurrent Enrollment Program

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

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

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

Career & Technical Education

Douglas County School District offers a variety of Career & Technical Education (CTE) programming. Regional CTE programming is offered to ensure all high school students have access to quality educational programs emphasizing core academic content, Postsecondary & Workforce Readiness (PWR) competencies, technical skills, and seamless transition to further education or employment. CTE programming better prepares all students, including special populations, to meet the challenges of the workforce, economic development, and emerging occupations.

State approved CTE programs are taught by Douglas County School District teachers who have received State CTE credentialing in their respective discipline and program. A list of CTE courses is available in each school's Course Guide. Students interested in regional CTE programs are required to meet with their high school Counselor to discuss CTE course information, requirements and availability, and to complete the District CTE Application process.

Academic Honesty Policy

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

We believe that the pursuit of learning must be authentically motivated by personal curiosity and perpetually energized by the desire for personal growth. This process requires learners to seek a clear understanding of what they genuinely know. Such understanding enables the pursuit of further knowledge to contribute to intellectual growth and enables learners to make authentic contributions to their community. The value of learning in this system resides in the development of self and the recognition of what one can contribute to others. Consequently, efforts to substitute genuine learning with fabrications and appearances erode the foundation of academics, equating falsehood with truth and preventing the development of relationships rooted in trust and honesty. In our effort to foster "mutual respect and support" we recognize the need to uphold the ideals of education. It is essential for students to commit themselves to presenting work that reflects their efforts and their talents.

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

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

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

Student Responsibilities

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

Administration Responsibilities

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

Teacher Responsibilities

- Teachers will include the designated portion of the "DCHS Academic Honesty Policy" in their class policies.
- Teachers will define malpractice including: cheating, plagiarism, fabrication and collusion.
- Teachers will explain the consequences of academic misconduct including the impact on the student's grade, the documentation of the incident and the contacting of parents.



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

- Teachers will provide information to students regarding proper citation of sources for written as well as for verbal presentations. Teachers will conference with and provide opportunities for students to become familiar with the process of proper citation.
- Teachers will provide students with the opportunity to use “turn-it-in” as appropriate to verify the authenticity of their work.

Parent/Guardian Responsibilities

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

Homework Policy

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

- Make-up work
 - Immediately upon return to school the student should ask their teachers for detailed assignments covering the work missed and arrange to complete the work promptly. Responsibility for completing makeup work rests entirely upon the student.
 - A reasonable length of time for a student to prepare and hand in make-up work will be allowed. One class day of make-up work will be allowed for each day of absence. Work that has been assigned prior to and due during an absence must be turned in upon return.
- Homework request
 - If a student's illness is such that he/she will be absent the parent should contact each teacher by email to request homework. Please allow 24 hours for requests to be answered.
- Advance Homework request
 - Parents should notify the student personnel secretary as soon as possible when they know a student will be absent due to vacations, family trips, etc. A student personnel secretary will issue a pre-excused absence sheet for the student to carry to classes to receive advance assignments. **IT IS EXPECTED THAT THE ASSIGNMENTS BE COMPLETED BEFORE THE ABSENCE, OR TURNED IN UPON RETURN.** The teacher of each course will determine when the assignment is due.

Weighted and Regular Grading

- Regular courses offer an A grade as 4 points, a B grade as 3 points, a C grade as 2 points, a D grade as 1 point and an F as 0 points.
- IB and AP courses are academically challenging and the curriculum of each course is uniform across the country.
- Weighted grades are given in classes deemed to be significantly more rigorous than the typical classes.
- The goal is to reward a student's achievement proportional to the degree of difficulty of the classes. Weighted grades should encourage students to take more challenging courses.
- Weighted courses are courses which award the student:
 - 5 points for an A, 4 points for a B, 3 points for a C, 1 point for a D, and a 0 for an F.
 - All Advanced Placement courses will receive 1.0 weighted credit.



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

- International Baccalaureate classes, including Theory of Knowledge, will receive one (1.0) weighted credit for every year of the course.
- Concurrent enrollment courses do not receive a weighted credit. Students will receive a grade on both their high school and college transcripts.
- See chart below for further detail:

Class	# of years required	# of years weighted
Computer Science SL	1	1
English HL (HL I & HL II)	2	2
French SL (French IV & V)	2	1 (French V)
Spanish SL (Spanish IV & V)	2	1 (Spanish V)
History HL (HL I & HI II)	2	2
Philosophy SL	1	1
Philosophy HL (SL required)	1	1
Psychology SL	1	1
Psychology HL (SL required)	1	1
Biology HL (HL I & HL II)	2	2
Chemistry SL	1	1
Physics SL	1	1
Mathematics A & I SL I	1	1
Mathematics A & A SL I & II	2	1 (SL II)
Mathematics A & A HL II	1	1
Music SL	1	1
Music HL (Music II; SL required)	1	1
Physics HL (SL prereq)	1	1
Theater HL	2	2
Art Design HL(HL I & II)	2	2
TOK	1	1
Business Management SL	1	1
AP Courses	1	1



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

6-Week Grade Reporting/Report Cards

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

Only semester grades are permanent and printed on transcripts.

Incomplete Grade Policy

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

Grade Replacement Policy

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

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

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

Withdrawing from a Course

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

Schedule Change

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

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

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

Final Examination Policy

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

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

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

Academic Letter

The Academic Letter is awarded to students who achieve a 3.70 or above GPA for three consecutive semesters at the high school level.

Parent-Teacher Conferences

Parent-Teacher conferences are held after the 6 week grading period for each semester. The dates for these conferences are listed on the school calendar each year. It is the desire of the administration and the staff at DCHS to work closely with parents for the benefit of the student. If parents are unable to attend the scheduled conferences, they are encouraged to contact the teachers involved to set up an appointment.

Grade Level Classification

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

Student Records

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

Students' Right to Read Policy

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

Guidelines for New Enrollments to DCHS

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

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

Residency Requirements

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

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

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

Diploma and [Graduation Requirements](#)

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

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

- Proof of **20 hours of community service** must be turned into the counseling office 48 hours before graduation.
- Starting with the Class of 2021, and in addition to these requirements, students will be expected to meet or exceed the Colorado Department of Education’s [graduation competencies](#) in reading, writing and math.



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

Transfer Students

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

Repeating a Course

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

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

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

Certificate of Attendance (Foreign Exchange Students)

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

Early Completion

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

Graduation Honor Designations

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

- Highest Academic Honors: 4.0 and above



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

- Academic Honors: 3.75 – 3.99
- Honors: 3.5 – 3.74

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

ATHLETICS AND ACTIVITIES

Philosophy and Goals of the Athletic/Activities Program

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

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

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

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

Sportsmanship

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

Student Publications

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

The school yearbook is a publication for students that historically records student opinion and school activities. It provides a comprehensive picture of the current school year. The yearbook is distributed in the Spring. Copies of the Student Publications Code and Board of Education Policy IGDB are available in the principal's office.

Clubs and Activities

National Art Honor Society (NAHS)	Anime
Bad Dawg Book Club	Ceramics Club
Choir	Climbing Club
Color Guard	DECA
Diversity Club	Dungeons & Dragons Club
FBLA	FCCLA
FFA	Fellowship of Christian Athletes
French Honor Society	Gay Straight Alliance
Green Team	Jewelry Club
Link Crew	Marching Band
Mock Trial Club	Model UN Club
National Honor Society	Orchestra
Peer Counselors	Photography Club
Sociedad Honoraria Hispánica (SHH)	Project Unify
Student Council	Speech & Debate
Technology Student Association (TSA)	Theater/Thespians
Yearbook	

Extra-Curricular and Co-Curricular Eligibility

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

Eligibility reports on each student participating in a sport, extra-curricular activity, or co-curricular activity will be done EVERY two weeks (starting the first Thursday after Labor Day) with a “heads up check” on Thursday and the final grade check on the following Monday for that grade check. Students must be enrolled in FIVE (5) full-credit classes and can FAIL NO MORE THAN ONE (1) during the two-week grade check. Any student not eligible at grade reporting time will not participate for the next eligibility period, or beyond, if the student continues to not meet the eligibility requirements. (new eligibility requirements adopted August 2022)

Douglas County High School administration encourages a culture of regular attendance, strong academic performance, and great behavior. You must be eligible to attend and/or purchase tickets for CV/DC rivalry games, Homecoming Dance, and Prom. In order to be eligible to attend these events you must have attended at least 90% of your classes and have no more than one F in your classes. Suspensions may impact your eligibility to attend these events as well.

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

Students are expected to attend $\frac{3}{4}$ of their scheduled classes on the day of practice (3 of 4 on Purple/White days and 5 of 7 class periods on Lavender Fridays), games/competitions, work sessions, rehearsals and performances. **A student’s “off hour” counts as the one class allowed to miss.** Students who participate in weekend activities or athletics are expected to meet the attendance expectations for school the **previous day.**

Lettering

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

DCHS Theatre Ticket Guidelines

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

www.seatyourself.biz/dchs

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

Dance/Social Functions Policy

Dances and other social functions are held to provide an enjoyable and wholesome form of entertainment for the students at DCHS. Only students currently in high school up to the age of 20 will be allowed at DCHS dances. Those who are not



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

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

Dance Dress Code*

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

**Themed dances will have defined expectations as needed*

Dance Policy

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



Fall Sports

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

Winter Sports

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

Spring Sports

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

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

www.dchuskies.org or www.continentalleague.org (for schedules)

General Athletic Policies

Academic Eligibility

The Colorado High School Activities Association (CHSAA) Eligibility Policy: Per CHSAA By-Law 1710 General Eligibility Requirement: all incoming 10th-12th graders must have completed and passed 2.5 units of class from the previous semester and failed no MORE than one (1) of those classes on their official school transcript, including summer school to be eligible to compete. Any student who does not meet the academic eligibility expectations of having taken a minimum of 2.5 credits and failed **NO MORE THAN one class (1)** is not eligible to compete until a "regain" date determined by CHSAA. ***Please note that DCHS uses CHSAA Plan A for Academic Eligibility.* The athlete may however participate, but the athletic fee will not be waived or refunded under these circumstances.

To maintain academic eligibility:

1. Student-athletes **must be enrolled in a minimum of 5 classes** which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and cannot FAIL more than one class during either grade check (CHSAA and bi-monthly seasonal checks). Teacher Aide classes only count for .25 Carnegie Units. **ADVISEMENT & PERSONAL PROJECT (sophomore expectation) COUNT'S TOWARD ATHLETICS and ACTIVITY ELIGIBILITY.**
2. **Eligibility will be checked every 2 weeks.** Any student who has more than one (1) failing grade during that 2-week grade check will be ineligible to participate in an interscholastic competition for the next 2 weeks. Practicing will be up to each individual coach but the student/athlete can't compete in contests during this time. **ADVISEMENT & PERSONAL PROJECT (sophomore expectation) COUNT TOWARD ATHLETICS and ACTIVITY ELIGIBILITY.**
3. **No make-up work shall be permitted after the close of the semester** and/or the weekly eligibility check for the purpose of becoming eligible. A "condition" (incomplete, unfulfilled outcome, etc.) shall, for the purpose of determining eligibility, count as a failure.

Douglas County Eligibility Policy. Along with the above CHSAA requirements, a weekly grade progress report might be mandated by coaches. Programs are allowed to require stricter academic guidelines and expectations from their student athletes and may initiate specific consequences as they seem fit for poor academic and behavioral classroom performance.



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

Please make sure your student athlete is aware of the eligibility policy for CHSAA, Douglas County as well as their team. Please contact the Athletics Director if you have any questions or concerns.

Reporting for a Sport

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

Attending Practices

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

Team Size

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

Dropping a Sport

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

Varsity Lettering

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

Student Responsibility for Athletic Equipment

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

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

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

Athletic Insurance

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

- A. The school district is relieved of any and all liability for accidents or injuries connected in any way with competitive athletics.



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

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

General Expectations for Students Participating in Athletics*

- A. As a representative of DCHS, an athlete is expected to behave on or off campus in a way which will not bring discredit upon him/herself or the school.
- B. An athlete's personal appearance should reflect cleanliness and concern for his/her well being, as well as concern for those with whom he/she is associated.
- C. An athlete is expected to set a positive example to the total student body, conducting him/herself always as a prudent human being, and endeavoring to be a leader regarding all school policies governing student behavior.
- D. Since sports participation is demanding both physically and mentally, it is expected that an athlete will follow a healthy diet and a schedule which permits adequate rest so that his/her body has a chance to perform at maximum potential in the classroom, as well as in his/her sport.
- E. An athlete is expected to abstain from the use or possession of alcohol, tobacco, marijuana, or other illegal drugs.
- F. An athlete will pay a required non-refundable athletic fee of \$200.00 per sport. The following guidelines will be used in administering the fee:
 - a. The fee will be refunded any time a coach determines that the athlete lacks the athletic ability to make the team.
 - b. The fee will be refunded on a prorated basis if a student moves from the school's attendance area or from the district.
 - c. The fee **will not be refunded** if a student "cuts" him/herself from the program or if a student is dropped from the team for disciplinary reasons.

Athletic Registration Procedure*

Athletes must register for their sport at www.dchuskies.org prior to tryouts:

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

Coaches will:

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

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

Managers, Trainers and Statisticians

Registration Procedure

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

1. Current (valid for 365 days) Interscholastic Participation Form (parent permit) signed and completed;
2. Interscholastic Activities Insurance Waiver signed and completed; Managers, trainers, and statisticians will be exempt from turning in Participation/Physical Statement (physical) or paying athletic fee.

ATTENDANCE

Please see DCSD Board Policy JH for additional information.

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

Absences

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

-DCSD Board Policy JH

Enforcement of Compulsory School Attendance

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

-DCSD Board Policy JH

Excused Absences

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

-DCSD Board Policy JH

Unexcused Absences

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

-DCSD Board Policy JH

Student Absences Impacting Grades



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

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

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

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

- Be present and on time for all assigned classes;
- Officially check out or in at either the North or South Main offices if they need to leave or return to school;
- Obtain and turn in make-up work for absence(s).

Reporting an Absence

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

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

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

School-wide Tardy Expectation

Consistent class attendance and punctuality are both critical components for student academic success and application to the world of work. DCHS continues to build upon these attributes to support student growth. A student who is **15 minutes unexcused tardy** to class will be marked absent for the class period. Multiple tardies in the same class per semester may result in consequences.

Excused Tardies

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

There are legitimate reasons for a student to be tardy to a class such as: a teacher note, a medical appointment, dental appointment, court or illness. A tardy may be excused with a phone call or note from a parent within the prescribed time period. If a call has **not** been received prior to check-in, the student will receive an unverified tardy (UNV) until a call is received. Students have seven minutes to move from one class to another, which is considered ample time. Therefore, all students are expected to arrive on time to all classes.

Truancy Procedure

Repeated truancy violations will result in district truancy procedures with a possible court referral. At this point, students



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

under 17 years of age and are not in compliance with the Colorado Compulsory Attendance Law will be sent a letter indicating that further trancies will result in the initiation of court procedures.

Absences and After School Athletics & Activities

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

Ditch Days

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

Illness During the School Day

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

Admin Dismiss (Off Periods) Guidelines for 10th, 11th, and 12th Grade Students

Students in the 10th, 11th, and 12th grades may have off hours depending on various factors including credit requirements. During these off hours, it is important that students adhere to the following guidelines regarding their presence in the school building.

Designated Areas for Off-Hour

Students choosing to remain in the school building during their off hours are required to stay within designated areas. These areas are specifically chosen to provide a conducive environment for students to engage in individual study or rest. The designated areas include:

- North Commons: A communal space where students can sit, study, or quietly socialize.
- The Library: Located in the North Building, the library offers a quiet place for reading and study.
- Teacher's Classroom: Students may stay in a teacher's classroom but must obtain a pass from the teacher beforehand. This pass must indicate that the student is permitted to be in the classroom during the off hour.

Non-Designated Areas

Certain areas of the school are off-limits during off hours. Students are not permitted to be in these areas to ensure safety and maintain a respectful school environment. The non-designated areas include:

- Hallways in Both North and South Buildings: Students should not be in any hallways, nor should they sit on the floor or any concrete ledges within these areas.
- South Commons: This area is not available for student use during off hours.

Adherence to these guidelines ensures a safe and respectful environment for all members of the DCHS community. Students found in non-designated areas during off hours may be subject to disciplinary action as per school policies.





Douglas County High School

2024-2025 Student Handbook and Code of Conduct

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

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

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

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

Conduct and Suspension Policy

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

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

Makeup Work

Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive academic credit for makeup work which is completed satisfactorily.

Due Process

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

Students with Disabilities

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

Grounds for Suspension and/or Expulsion

<ul style="list-style-type: none"> Alcohol violation: possession, use, or distribution 	<ul style="list-style-type: none"> Assault/Felony 	<ul style="list-style-type: none"> Assault/Felony on a teacher or staff member
<ul style="list-style-type: none"> Dangerous weapons (guns, illegal knives, etc.) 	<ul style="list-style-type: none"> Destruction of school property 	<ul style="list-style-type: none"> Detrimental behavior
<ul style="list-style-type: none"> Disobedient, dishonest, inappropriate, or defiant behavior 	<ul style="list-style-type: none"> Drug violation: possession, use, or distribution 	<ul style="list-style-type: none"> Fight/minor assault
<ul style="list-style-type: none"> Fight/minor assault on a teacher or staff member 	<ul style="list-style-type: none"> Harassment, sexual harassment, or Intimidation 	<ul style="list-style-type: none"> Repeated interference
<ul style="list-style-type: none"> Robbery 	<ul style="list-style-type: none"> Tobacco/Nicotine 	<ul style="list-style-type: none"> 1st, 2nd degree or vehicular assault
<ul style="list-style-type: none"> 3rd degree assault/disorderly conduct 	<ul style="list-style-type: none"> Arson 	<ul style="list-style-type: none"> Other felonies
<ul style="list-style-type: none"> Bomb threat/false fire alarm 	<ul style="list-style-type: none"> Disrupting the learning environment 	<ul style="list-style-type: none"> Academic dishonesty
<ul style="list-style-type: none"> Gang activity 	<ul style="list-style-type: none"> Non-school crime of violence 	<ul style="list-style-type: none"> Theft or Vandalism

Discipline of Habitually Disruptive Students

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

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

Dismissal from Class

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

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

False Disaster Drill Alarms/Bomb Threat

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

Forgery

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

- 1st Offense-In School Suspension or detention
- 2nd Offense-Out of School Suspension

Hazing

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

Misconduct at School-Sponsored Events

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

Nondiscrimination/Non-Harassment of Students and Staff

The Board of Education is committed to the policy that no otherwise qualified student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any District program or activity on the basis of disability, race, creed, color, sex, sexual orientation, gender expression or gender identity, national origin, religion, or ancestry. For purposes of this policy: these terms have the following meanings:

- "Race" includes hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race.
- "Protective Hairstyle" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, and head wraps.
- "Sexual Orientation" means a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or another person's perception thereof.

The District's Commitment

As part of this policy, the Board of Education is committed to maintaining a learning environment for students that is free from harassment based on an individual's disability, race, creed, color, sex, sexual orientation, gender expression or gender identity, national origin, religion, or ancestry. All such harassment, by District employees, students and third parties, is strictly prohibited.



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications on the basis of disability, race, ethnicity, creed, color, sex, sexual orientation, national origin, religion, or ancestry, or to retaliate against anyone that reports harassment or participates in a harassment investigation.

The district shall investigate all indications, informal reports and formal grievances of harassment by students, staff or third parties, and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports harassment or participates in a harassment investigation.

Harassment Prohibited

Harassment based on race or color can include unwelcome, hostile and offensive verbal and written conduct based on or directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs. Harassment based on religion can include unwelcome, hostile and offensive verbal or written conduct based on or directed at the characteristics of a person's religion or creed, such as comments regarding surnames, religious tradition or religious clothing, as well as religious slurs and/or graffiti.

Harassment based on national origin, ancestry, or creed can include unwelcome, hostile and offensive verbal or written conduct based on or directed at the characteristics of a person's national origin, such as comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

Harassment based on disability can include unwelcome, hostile and offensive verbal or written physical conduct based on or directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement; hostile or offensive acts; and/or interference with movement or access to necessary equipment.

Due to its possible criminal nature, any physical or sexually natured contact that is based on race, color, national origin, ancestry, creed or disability shall not be considered as merely harassment under Board Policy and will be referred to law enforcement.

Prohibited sexual harassment includes harassment by District employees of students, harassment of students by other students, and harassment by students of District employees. Sexual harassment prohibited by Title IX means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Nondiscrimination/Non-Harassment of students prohibited by District policy is more specifically addressed and defined in Board File JBA. Sexual harassment related to students prohibited by District policy is more specifically addressed and defined in Board File AC and at Board File JBC.



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

Reporting, investigation and discipline

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, counselor, teacher or the District's Compliance Officer and file a complaint as set forth in the Superintendent File(s) accompanying Board Policy AC.

The District shall take appropriate action to promptly and impartially investigate allegations of unlawful discrimination or harassment, to end unlawful behavior, to prevent the recurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the District shall take interim measures during the investigation to protect against further unlawful discrimination, harassment or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students who knowingly file false complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students. No student shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

In determining whether the alleged conduct constitutes harassment in violation of this policy, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated. Any complaint alleging sexual harassment in violation of Title IX shall be investigated and addressed consistent with requirements established by law and contained within any specific grievance process established to address allegations of Title IX sexual harassment.

Any student found to have engaged in prohibited harassment shall be subject to discipline including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a physically harmful or sexual nature directed towards students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with applicable law and Board policy.

Public Displays of Affection

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

Searches

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

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

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

Tobacco/Nicotine Use and Possession Policy

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

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

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

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

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

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

Student Alcohol/Drug Use and Possession Policy

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

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

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

First Offense

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

Second Offense

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

Weapons Policy

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

Dangerous weapons include, but are not limited to:

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

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

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

SUPPORT SERVICES

Counseling Department

- A - Bu: Courtney Hay
- By - D: Angela Anderson
- E - Hak: Katie Sage
- Hal - Kh: James Davis
- Ki - Mh: Cory Monroe
- Mi - Rh: Kelli Clay
- Ri - S: Kristy McNary
- T - Z: Elizabeth Villwock

Counseling Mission Statement: Everyone college/career ready.

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

Counseling Vision Statement

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

Counseling Services

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

Mental Health Services

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

Library Media Center

- **Mission Statement:**

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

- **Important Information**

Students must carry their DCHS ID at all times.

Students must scan their authentic DCHS ID when entering and exiting the Library Media Center.

Library Media Center is closed during Advisement.

- **Services**

Print and electronic books

Print and electronic magazines

Research databases

Desktop computers

Printers

Black and white prints are FREE!

Color prints are FREE!

Wide-format poster prints (priced according to size)

3D printer-use and materials are FREE!

Electronic device re-charging stations

Private study rooms

MakerSpace

- **Borrowing Privileges**

Each student may have up to five physical items checked out at any one time; however, exceptions may be made.

The checkout periods are as follows:

Books - 21 days

eBooks - 14 days

Reference - 7 days

Magazines - 7 days

Students may renew an item if there are no holds on that particular title.

If we cannot fulfill a student's request we will request an Interlibrary Loan (ILL) from other DCSD schools, Douglas County Libraries, or WorldCat libraries and deliver the item to the student.

- **Fines and Damages**

All items 30 days past the due date will be marked "lost" and a replacement fee will be assessed.

Lost or damaged items will incur a replacement fee. Students may not check out any other library materials until the replacement fee is paid in full.

Seniors will not receive their diplomas if they have outstanding books or fines.

- **Hours:**

Monday through Friday

7:00am to 3:25pm

Main library: (303) 387-1044

Teacher-Librarian: (303) 387-1045

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



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

GENERAL INFORMATION

Closed Campus Policy for Freshmen

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

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

- 1st Offense-Detention
- 2nd Offense-In-school suspension
- 3rd Offense-1 day suspension
- 4th Offense-2 day suspension
- 5th Offense-3 day suspension

Open Campus Guidelines for grades 10-12

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

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

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

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

- 1st Offense-In School Suspension
- 2nd Offense:-In School Suspension + loss of parking for remainder of semester
- 3rd Offense-2 days suspension + loss of parking for school year

Dress Standards

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

The school district sets minimum standards for student dress with the provision that individual principals may establish additional specific standards for their own schools.



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

Guidelines for proper clothing attire at DCHS:

- Clothing worn to school must be appropriate and adhere to accepted standards of decency.
- Clothing must cover the chest and buttocks.
- Clothing with undue exposure of the body or undergarments is not permitted.
- Shirts must be worn at all times when on campus.
- Dress may not pose a threat to public or personal health or safety in the classroom.
- Students must wear shoes at all times while on campus.
- Personal grooming and/or dress may not be disruptive or distracting to classroom activity or student behavior.
- Student dress and/or grooming may not inhibit the ability of staff to clearly identify the student upon sight.
- Clothing or personal possessions that advertise or promote/facilitate the use of drugs, alcohol, tobacco, or weapons, make sexual or racial innuendoes, are obscene, profane or vulgar, and/or threaten the safety or welfare of others are prohibited. This includes trench coats, which are prohibited inside the building.
- Clothing that, by virtue of color, arrangement, trademark, or other attribute, denotes membership in gangs is prohibited.

Disciplinary action for violation of any standard will include notification of the violation, the requirement that the clothing be changed before re-entering class, and, at the discretion of the building-level administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.

Advisement

Creating a safe and welcoming environment is essential for the physical and mental well-being of all members of the Huskie community. Advisement serves as a central point of connection for our students throughout their high school experience. Attendance is taken and students are graded with a Pass/Fail each semester. Each grade level has a specific focus for the year which will include executive functioning and social emotional learning skills development.

Lunch Information

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

Skateboards/Similar Mobility Devices

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

Personal Phones and Electronic Devices

The use of personal phones and other electronic devices interfere with engagement in classroom instruction. To this end, students are not to use personal phones, earbuds, headphones, and other electronic devices during class unless permitted by the teacher. Should a student choose to use a device without permission, disciplinary action will be taken. If students choose to bring devices, they bring them at their own risk. DCHS/DCSD is not responsible for any items/electronic devices that are stolen or misplaced.

- Technology/Cell Phone Violation Steps (unless specified differently by individual teachers):
 - 1st offense: Teacher provides warning regarding use of device; student will be directed to put the device



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

away.

- 2nd offense: Device confiscated, provided at the end of class, parents/guardians notified.
- 3rd offense: Device confiscated, brought to the office until the end of the day, parents/guardians notified.
- 4th/ongoing offense: Device confiscated, parents/guardians pick up the device from the office. Repeated offenses may result in school consequences.

Personally Owned Devices

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

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

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

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

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

Minimum 4GB RAM

WiFi enabled - supports WPA2 Enterprise

Bus Behavior

The safe transportation of students to and from school is of primary importance. In order for the school bus operator to operate the school transportation vehicle safely, it is essential that the student passengers behave in a controlled manner. The school transportation vehicle is considered an extension of the classroom. Students who wish to ride a different bus must present a written note from their parents to the front office to receive a bus pass that will be presented to the bus driver to board the alternate bus. Students whose behavior could endanger the safety of others may be excluded from school bus transportation. All high school students are required to show their student ID to ride a bus. Students who do not have their ID or bus pass will be transported but will be required to sit in the front of the bus for that ride. A parent



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

contact and/or referral will be made if a student continually fails to show their ID or bus pass. Please see DCSD Board Policies (Policy JICC, JICC-R-1 and JICC-R-2) for more information.

Delayed Start

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

Fees

Student instructional fees are collected one month after the beginning of each semester. Instructional fees cover the cost of paper copies, pens, and everyday classroom materials used over the course of the year. Where additional charges are required for classes, the costs will be noted in the course description guide.

Textbooks

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

Fire Drill

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

Health Room

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

Medications at School

Students may carry and self-administer one day's supply of their own prescribed medication as long as they do so in a responsible manner. Irresponsible use of medication will be dealt with by an appropriate disciplinary measure. No employee of Douglas County Schools shall give UNAUTHORIZED medicine to a student. The school may not supply students with any over-the-counter medications. Students may carry a one day supply only.

Information for Public Display



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

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

Identification Cards

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

Lockers and Locks

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

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

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

Parking Policies and Regulations

- All parking regulations are strictly enforced. Students are not allowed to park in the faculty and/or visitor parking lot North or South during the school day. It is considered a privilege to park on school grounds. All students must be licensed, covered by insurance and have parental approval to park on school grounds. Only one permit will be issued per student.
- All student automobiles parked on school grounds must visibly display current permit from the rearview mirror. A warning for the first violation of this rule will be issued and then monetary fines will occur for each violation.
- The parking lot speed is 10 mph, and reckless driving will not be tolerated.
- Suspension of driving privileges, monetary fines, and/or suspension from school may result when violations of these regulations occur.
- Students are not allowed to transfer or sell parking permits to other students.
- Due to the limited number of parking spaces, only juniors and seniors are eligible to park on campus.
- The school is not responsible for the automobile or its contents.
- Parking permits will not be issued to students with outstanding fines.



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

- The fee for parking is \$50. A \$15 fee will be charged for a replacement hang tag. Seniors will be assigned to the North student parking lot and Juniors will be assigned to the South student parking lot. A parking ticket will be issued if you do not park in your assigned parking lot.

Parking Discipline & Fines

The following consequences apply:

- Parking violation fees & consequences for students **WITH** valid permits are:
 - 1st violation: warning ticket, parent notification, no fine;
 - 2nd violation: \$10 fine;
 - 3rd violation: \$25 fine and parking privileges revoked for 10 school days;
 - 4th violation: \$50 fine and parking privileges revoked for the remainder of the school year.
 - Five or more violations: booting of the vehicle (\$100 removal fee) and/or towing at the owner's expense.
- Parking violation fees & consequences for students **WITHOUT** valid permits are:
 - 1st violation: warning ticket, parent notification, no fine;
 - 2nd violation: \$25 fine and referral;
 - 3rd violation: \$50 fine and referral;
 - Four or more violations: booting of the vehicle (\$100 removal fee) and/or towing at the owner's expense; discipline referral

Student Injury or Temporary Disability

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

Visitor's Policy

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

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

DCHS Building Use*

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

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

Community Building Use



Douglas County High School

2024-2025 Student Handbook and Code of Conduct

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