



SANDRA DAY O'CONNOR HIGH SCHOOL

PARENT/STUDENT HANDBOOK

25250 North 35th Avenue
Phoenix, Arizona 85083
623-445-7100

623-445-7190
(Attendance line - all day absences)

Governing Board Members

Steve Bottfeld
Kimberly K. Fisher
Dr. Karen C. Pack
Paul A. Carver, Jr.
Stephanie Simacek

Sandra Day O'Connor High School Administration

Lynn Miller – Principal
Jason Rypkema – Assistant Principal
Justin McLain – Assistant Principal
Gregg Carroll – Athletic Director
Jennifer Young – Dean of Students



TABLE OF CONTENTS

Click on the desired topic to navigate directly to the section:

Bell Schedules	2
School Calendar	3
General Information/Services	4
School Health Services	6
Athletics	7
Attendance Procedures	10
Academic Requirements	12
Student Conduct	16
Discipline Guidelines	24
DVUSD Bus Misconduct Procedures	36
Extracurricular Activities	37

BELL SCHEDULES

SANDRA DAY O'CONNOR High School

Bell Schedules

A Regular Schedule		B Talon Time		C 90 Minute Friday Early Release	
Zero Hour (57)	6:28 - 7:25	Zero Hour (50)	6:35 - 7:25	Zero Hour (42)	6:43 - 7:25
Period 1 (57)	7:30 - 8:27	Period 1 (50)	7:30 - 8:20	Period 1 (42)	7:30 - 8:12
Period 2 (62)	8:32 - 9:34	Period 2 (50)	8:25 - 9:15	Period 2 (47)	8:17 - 9:04
Period 3 (57)	9:39 - 10:36	Talon Time (42)	9:20 - 10:02	Period 3 (42)	9:09 - 9:51
Period 4 (57)	10:41 - 11:38	Period 3 (50)	10:07 - 10:57	Period 4 (42)	9:56 - 10:38
4th Lunch (30)	10:36 - 11:06	Period 4 (50)	11:02 - 11:52	4th Lunch (30)	9:51 - 10:21
5th Lunch (30)	11:38 - 12:08	4th Lunch (30)	10:57 - 11:27	5th Lunch (30)	10:38 - 11:08
Period 5 (57)	11:11 - 12:08	5th Lunch (30)	11:32 - 12:22	Period 5 (42)	10:26 - 11:08
Period 6 (57)	12:13 - 1:10	11:52 - 12:22	11:32 - 12:22	Period 6 (42)	11:13 - 11:55
Period 7 (57)	1:15 - 2:12	Period 6 (50)	12:27 - 1:17	Period 7 (42)	12:00 - 12:42
		Period 7 (50)	1:22 - 2:12	LLT Time	12:42 - 2:12



Expect the Best, Get the Best, Be the Best.
Lead. Learn. Contribute.



The MISSION of Sandra Day O'Connor High School is to empower students to learn, lead, and contribute

The VISION for Sandra Day O'Connor High School is one of high academic achievement for all students within a safe and healthy learning environment.

D Back to Back Half Day Day 1		E Back to Back Half Day Day 2		F Half Day	
Zero Hour (65)	6:20 - 7:25			Zero Hour (30)	6:55 - 7:25
Period 1 (65)	7:30 - 8:35	Period 4/5 (65)	7:30 - 8:35	Period 1 (30)	7:30 - 8:00
Period 2 (70)	8:40 - 9:50	Period 6 (70)	8:40 - 9:50	Period 2 (35)	8:05 - 8:40
Period 3 (65)	9:55 - 11:00	Period 7 (65)	9:55 - 11:00	Period 3 (30)	8:45 - 9:15
				Period 4/5 (30)	9:20 - 9:50
				Period 6 (30)	9:55 - 10:25
				Period 7 (30)	10:30 - 11:00

SCHOOL CALENDAR

2025-2026



2025-2026 PreK-12 Instructional Calendar (Updated 6/2/25)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 4 - Independence Day
Offices Closed
July 31 - First day of school

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Aug. 8, 15, 22, 29 - Early Release - 90 min

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sept. 1 - Labor Day - No School
Sept. 29-Oct. 3 - Fall Break
Sept. 12, 19, 26 - Early Release - 90 min

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Oct. 1-3 - Fall Break
Oct. 16-17 - K-12 P/T Conferences-Half Day
Oct. 10, 24, 31 - Early Release - 90 min

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Nov. 11 - Veterans Day Observed
Nov. 24-28 - Thanksgiving Recess
Nov. 7, 14, 21 - Early Release - 90 min

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec. 5 & 12 - Early Release - 90 min
Dec. 18 - Half Day - 9-12 only
Dec. 19 - Half Day - K-12
Dec. 22-Jan. 2 - Winter Break

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan. 1, 2 - Winter Break
Jan. 5 - Furlough Day
Jan. 19 - Martin Luther King Day - No School
Jan. 16, 23, 30 - Early Release - 90 min

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Feb. 12-13 - K-8 only P/T Conf. - Half Day
Feb. 16 - Presidents Day - No School
Feb. 6, 20, 27 - Early Release - 90 min

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar. 16-20 - Spring Break
Mar. 6, 13, 27 - Early Release - 90 min

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr. 3 - Spring Break Day
Apr. 24 - Early Release-90 min

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 1, 8, 15 - Early Release-90 min
May 21 - Last Day for students 1/2 day
May 25 - Memorial Day- Offices Closed

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

First Day of School
Early Release Days - 90 min
1/2 Day Release - See campus web pages for release times
1/2 Day Release - Parent Teacher Conferences
Last Day of School (1/2 Day Release)
Graduation Dates
No School - Federal Holiday or Break
Graduation Dates TBD
Please check www.dvusd.org/graduation for updates
Grading Periods 1st Quarter..... Oct. 10, 2025 (46 days) 2nd Quarter..... Dec. 15, 2025 (44 days) 3rd Quarter..... Mar. 13, 2026 (47 days) 4th Quarter..... May. 21, 2026 (43 days)
Teacher Contract Days185 Student Contract Days180 40th Day.....Sept. 25, 2025 100th Day.....Jan. 20, 2026

Early Release (90 min) PLC / PD Days	
1st Semester	2nd Semester
Aug. 8	Jan. 16
Aug. 15	Jan. 23
Aug. 22	Jan. 30
Aug. 29	Feb. 6
Sept. 12	Feb. 20
Sept. 19	Feb. 27
Sept. 26	Mar. 6
Oct. 10	Mar. 13
Oct. 24	Mar. 27
Oct. 31	May 1
Nov. 7	Apr. 24
Nov. 14	May 1
Nov. 21	May 8
Dec. 5	May 15
Dec. 12	

No School Holiday or Break Days	
Sept. 1	Labor Day Recess
Sept. 29 - Oct. 3	Fall Break
Nov. 11	Veterans Day
Nov. 24 - 28	Thanksgiving Recess
Dec. 22 - 31	Winter Break
Jan. 1-2	Winter Break
Jan. 5	Staff Furlough Day
Jan. 19	MLK Day
Feb. 16	Presidents Day
Mar. 16 - 20	Spring Break
Apr. 3	Spring Break Day
Last day for students - May 21 Last day for teachers - May 22 1st semester = 90 days 2nd semester = 90 days	

GENERAL INFORMATION/SERVICE

The Bookstore

Students attending O'Connor High School will receive their textbooks for the school year during the first week of the semester. Chromebooks will be distributed during the first week of school. Books and Chromebooks which become lost or damaged are the student's responsibility. Students are also responsible for the textbook and Chromebook barcode number. Any books issued for semester classes should be returned at the end of the semester. The Bookstore is open for student transactions before school, during lunch, and after school. Exact hours are posted at the Bookstore. The Bookstore may be contacted at 623-445-7171. Students are required to have their ID cards in order to check out a book or Chromebook.

Cafeteria

The cafeteria will sell lunches starting at \$3.50 and up, a la Carte items are also available. We do not use lunch cards. The student ID number is their lunch account number that they enter onto a pin pad. You may put any dollar amount on your account with cash or check (please include your driver's license number with expiration date, plus the student's name and ID number). No money or lunches will be accepted in the front office at any time.

Free and reduced meals are available to students who qualify. Eligibility for this program is determined by family size and income. Students who may want to apply for free or reduced meals should obtain an application from the front office. Information is confidential.

Deer Valley Unified School District offers EZ School Pay, an online account service that allows parents to add payments directly to the student's school meal account using Visa or MasterCard for a fee of \$2.00 per transaction. Payments are posted on a secure website and will be received in the school cafeteria's computer system within minutes. Sign-up is quick, easy and secure. Parents can access the website at www.EZSchoolPay.com.

PowerSchool

Student academic progress (grades, assignments, etc.) and attendance can be tracked online through the PowerSchool website. <http://ps.dvusd.org/public> Parents can also view teacher comments and communicate with teachers through email links available.

An Access ID and Password are required to set up the parent/guardian account and can be obtained in the front office with a picture ID. Detailed directions for setting up a PowerSchool account are available on the website.

Counseling Center

Students' counselors are well-qualified educators trained to help them in academic, vocational, and personal areas. The primary concerns of the Counseling Center are the students, parents, and staff of O'Connor High School.

To see a counselor, the student should go to the Counseling Center and sign up for an appointment.

1. A call slip will be sent to the student's class as soon as possible. If the teacher feels the student cannot afford to miss class at that particular time, the student must respect the teacher's decision and reschedule the appointment.
2. The call slip will be time-dated for the student's return to class.
3. Parents are encouraged to call for appointments in order to avoid conflicts.
4. These procedures will be followed except in special or emergency situations.

Distribution of Non-School Related Printed Materials on Campus

Approval must be obtained from the DVUSD Public Relations Officer.

Identification Cards

Each student will be issued a bar coded photographic identification card. **Students must have their I.D. card at all times.** I.D. cards are required for admittance to all school activities. The replacement cost is \$5.00 and may be purchased in the Bookstore.

Athletic Medical Insurance

Student accident insurance is available to all students at a low premium. It is up to your parents or guardians to secure the insurance. The school district may not, according to law, provide student insurance but it may make the insurance available. Insurance information and applications are made available to you at the time of registration. You may also request the information from the Athletic Office. Upon completion of the enrollment form, it may be turned in with your premium to the Athletic Office. Student insurance or proof of insurance is required for participation in athletics.

Library/Media Center

The library is open from 7-3:30, except on early release days when it closes at 11:00am. A pass is required to enter the library. Two books may be checked out, for two weeks, and books may be renewed if they are not on reserve for another student. **Student ID'S are required to check out books.** A late fee of \$.10 a book per day is charged, and it is the expectation that all items are returned in good condition to avoid incurring damage or replacement charges. Failing to pay incurred charges will result in disciplinary action. Students with shortened schedules are only allowed in the library during their school times and after the school day at 2:17pm. Behavior that supports academic learning is the expectation.

Student Records/Policy Statement

The records of District students are confidential and may be released and/or reviewed only for educational purposes that are of benefit to the student. The release of student records will be in compliance with Arizona Revised Statutes and all applicable Federal laws. Further information on this subject may be obtained from the Office of the Registrar. Parents or students over 18 years of age may view records at any time.

Closed Campus

As per adopted board action, all high schools in the Deer Valley Unified School district will operate under closed campus guidelines. Rationale supporting this action included student safety, effective learning environment, and district consistency.

Closed campus defined: A student with an afternoon class may not leave campus during lunch or during class hours. Please remember that students must remain on campus during lunch time. A parent/guardian signature is required to release a student for personal reasons during school hours. A doctor's note is required from students released for medical purposes. **No students will be released per a phone call.** Part time students may only leave campus under the above guidelines or upon the completion of their daily schedule.

ID procedures – All students must be in possession of their ID card at all times. In order to follow closed-campus procedures a student must be able to show their ID upon request (showing a schedule on a smart phone is not a valid ID and is not permitted). Part time students must show current school ID before being permitted to exit school.

Gates – A security monitor will man one open gate after the start of school each day. Part time students must show current ID so the security monitor manning the gates may release them.

Deliveries

In order to minimize the disruptions to instruction, we are restricting deliveries for students to items that are essential to the educational process. Therefore, classes will not be interrupted for delivery of items. Flowers/balloons, birthday items, food, etc. will not be accepted from businesses for delivery at SDOHS. Restaurant deliveries are also not allowed. Parents will need to meet their student in the Front Office lobby between classes to receive any item delivered to them that is essential to the educational process. Students will not be called to the office by any office personnel. Parents may not meet their student anywhere on campus other than the front office lobby to make these deliveries. **The Front Office will NOT be responsible for any items electronic or personal to as there is no way to secure these items in that office.**

Drug Free and Smoke Free Campus

O'Connor is a Drug Free and Smoke Free campus.

Latex Free Campus

O'Connor is a latex free campus. In order to ensure the safety of all students/staff **no balloons of any kind are allowed on campus at any time.**

Visitors/Guests

All guest speakers must sign in with the front office. Visitors must park in the spaces marked "visitor" located in front of the gym and in front of the Performing Arts building. All visitors to SDOHS campus **MUST** sign in with the front office. No parking is allowed in Handicap or Child Care spaces.

NOTE: No student may have a guest on campus during class time or at lunch.

Drills

Throughout the school year we will regularly practice Evacuation and Lockdown drills so that students and staff become familiar with emergency procedures.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act);
- No Child Left Behind Act of 2001 (NCLB);
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and (A.R.S. 15-141 and 15-142)

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include—but are not limited to—identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns.

Custody and Legal Guardianship

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If a court order limits the right of one parent in custody matters, a copy of that order must be on file in the school office. If no court order is provided, it is assumed that both parents have equal rights. Parents must provide the school with specific parenting time schedules in order for the school to comply. A student who is

in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person within the boundaries of MRHS are considered residents of the District. (Ref. DVUSD Policy JFAA) Only a parent who has legal custody can make school decisions for a child. Unless there is a court order stating otherwise, the non-custodial parent has the right to review student records and meet with teachers.

SCHOOL HEALTH SERVICES

School is a Healthy environment

The nurse promotes a positive wellness environment to give each student the best possible opportunity to learn and reach their potential. The nurse is the consultant for students, parents and educational staff members concerning health issues and problems. He or she may, at times, recommend further medical follow up when a health problem is suspected.

Health Center

The Health Center provides first aid and medical care primarily for illness or injuries that **occur** during the school day. **It is not a primary care facility like a doctor's office.** The nurse is, however, qualified to collaborate with you and your child's physician to provide an educational environment in which your child can learn and thrive. While the nurse does not make a medical diagnosis or prescribe medication or treatment, medication and treatment prescribed by a physician may be given in the health office.

Disease Prevention/Immunizations

Written proof of compliance with immunization requirements is a part of the registration process in Arizona Schools. State and Federal Law mandates that school-age children be immunized to prevent certain diseases. If you are unsure of the requirements for Immunization, see your doctor, visit the School Health Center or call the Maricopa County Health Dept at (602)-506-6767 or (602)-263-8856 for locations of clinics and hours of operation. Immunizations are free of charge for children under the age of 18. Exemption forms are available from the nurse.

Parent and Emergency Contacts/Health History

Parents are required to complete Emergency Contact and Health History Forms for each of their children every year. These forms contain vital information should your child become ill or injured at school. These forms need to be updated as changes occur during the school year. Students will be released to **ONLY** those persons indicated on the form. **Photo ID is required to pick up any child during the day at school.**

Student Illness

If a student feels ill during the school day, they should report their complaint to the classroom teacher for referral to the nurse. Students are not to contact their parents directly via cell phone regarding illness unless prior arrangements have been made with the nurse. Please keep your child home if they have fever, diarrhea, vomiting, deep cough, or a potentially communicable disease. Students who have a fever of over 100 degrees, or signs and symptoms of a contagious condition **must** be picked up by a guardian or someone listed on the Emergency Contact list. **Children with a fever of 100 degrees or more must be fever-free for 24 hours without the use of fever reducing medications before returning to school.** If your child has been diagnosed with contagious illness, please contact the Health Center so parents of other students in the class can be notified. Please call your child's doctor for advice on an ill child. Do not send ill students to school to be evaluated by the nurse.

Medication

In compliance with ARS 15-344 and ARS 32-1901, over-the-counter medications are not available in the Health Center. Tylenol, ibuprofen, Calamine, Neosporin, *topical or oral* Benadryl, cough drops, antacids or any other remedies **are not stocked**. Students are not permitted to have medication in their possession at any time without a *specific* prior written arrangement with *the* nurse.

Prescription medications must be in an original prescription container labeled for the student with a current date. The label must state directions that coincide with the request being made by the parent.

Over-the-counter medications needed by students during the school day must be checked in to the Health Center by a parent/guardian. Requests must be in agreement with the manufacturer's directions or have a superseding physician's order. Herbal preparations must have a doctor's order. It is the responsibility of the parent/guardian to pick up any unused or discontinued medications promptly from the health center. At the end of the school year, any medication remaining in the Health Center will be discarded.

PE Medical Excusals

Students requesting to be excused from P.E. must bring a note signed by their parents to the Nurse. The Nurse will then write an "excuse from P.E." pass for the student to take to P.E. Any request for an excuse for three or more PE classes must be accompanied by a Physician's written order. **All injuries requiring any type of orthopedic support or device on campus must be reported with a medical excuse and cleared through the Health Center.**

Chronic Health Conditions

If your child has been diagnosed with a chronic health condition please contact the nurse immediately. He or she will inform you of the DVUSD protocols/procedures necessary to ensure a healthy and safe environment for your child during the school day.

Homebound Program

Students who must be absent from school because of physical disabilities or extended illness may qualify for homebound instruction. A doctor's written statement that the student will be absent 90 or more school days will be required. Forms are available in the Health Center.

ATHLETICS

Arizona Interscholastic Association

Final authority and ultimate responsibility in all matters pertaining to interscholastic activities of each shall be vested in the principal. The principal's responsibility shall include, but shall not be limited to, the following:

HOST SCHOOL – The basic responsibility of the host school is to take every possible measure at any athletic or non-athletic activity to assure courteous, friendly, safe, and fair treatment to visiting players, school representatives, fans, and game officials.

ADMINISTRATIVE CONTROL – The administration and supervision of all facets of all activities in the high school program shall be entirely controlled by the properly constituted school administrator. During all post season and/or play-off competition held at a neutral site, an administrator or administrator's designee from each participating school shall be in attendance.

CONDUCT OF PARTICIPANTS – The responsibility for the conduct of the coaches, players and spectators at any athletic or non-athletic contest shall lie with the administrators of the schools whose teams are participating in the contest.

It is a privilege to be an athlete. Athletes should be among the best and most reliable students on campus. Athletes are reminded that they not only represent themselves, but their parents, coaches, school, and community.

Sandra Day O'Connor abides by the rules and by-laws of the Arizona Interscholastic Association (AIA).

Sandra Day O'Connor is a member of the Arizona Interscholastic Association and abides by their Constitution and Bylaws. :

The following interscholastic sports are offered to students:

Fall Sports		Winter Sports	
Football	Cross Country (B/G)	Wrestling (B/G)	Basketball (B/G)
Volleyball(G)	Swimming(B/G)	Soccer(B/G)	Spirit line
Golf(B/G)	Badminton(G)		
Spirit line	Flag Football (G)		
Spring Sports			
	Baseball (B)	Softball (G)	
	Tennis(B/G)	Track and Field (B/G)	
		Beach Volleyball (G)	
	Volleyball(B)	E-Sport (B/G)	

Eligibility (Athletics-Other AIA Sanctioned Activities)

Each year an athlete must establish his/her athletic eligibility for the up-coming school year. Athletic packets, which include forms, instructions, etc., are available in the Athletic Office. Students must successfully complete all classes in which they are enrolled: consequently, any student who withdraws from a class with a "W/F or loss of credit due to discipline or any other reason, will be ineligible for the duration of the semester. To participate in interscholastic athletics, you must meet Arizona Interscholastic Association (AIA) requirements. The following are a few of the specifics.

Academic Eligibility

All students participating in AIA sanctioned events and school extra-curricular activities must maintain a passing grade in all classes. **"No Pass/No Play"** guidelines as established by the State Board of Education are in effect. Teachers will be surveyed every week and an athlete failing will receive notification of pending ineligibility. A student failing the same class for two consecutive weeks will be ineligible to participate (Monday-Saturday), unless a subsequent check after one week indicates a passing grade. The ineligibility period will then be one week (Monday-Saturday). The duration of the grade check will be Thursday (12:00 pm) – Thursday (12:00 pm). Students will be able to practice during the ineligibility period. They may not suit up for competitions.

The student and the parent/guardian shall be notified when:

- Ineligibility is pending.
- Ineligibility is determined to be necessary.

Support may be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relation to the respective student's individual education programs. In implementing this policy, the following clarifications apply to all students:

- Students must successfully complete all classes in which they are enrolled; consequently, any student who withdraws from a class with a "W/F" or loss of credit due to discipline or any other reason will be ineligible for the duration of the semester.
- During an appeal process for loss of credit, the student will be ineligible to compete in extracurricular activities.

Further clarifications as they apply to more specific activities are as follows:

- AIA requires students (9,10,11) to be enrolled in five classes for participation.

- Seniors who have sufficient credits to graduate may enroll in as few classes as needed for graduation credit.

All athletic teams' freshman, junior varsity, and varsity are covered by this policy. All spirit line/pom teams are also included.

Age Limit

If a student becomes nineteen (19) years of age on or before September 1st of that current year, he/she is not eligible to participate in interscholastic athletics.

Date of Enrollment

Students enrolling after the semester begins or transferring from another school may not participate until cleared through the athletic office.

AIA Bylaws; Article 15

15.3.6 In case of initial enrollment after the first official school day and by the 14th official school day, a student shall have been in attendance for as many days as he/she missed from the opening day of the semester before eligibility can be established.

15.10 TRANSFER RULE- After enrolling and attending one or more classes, a student changing enrollment from one school (sending school) to another school (receiving school) shall be considered a transferring student. A transferring student is not eligible to participate in 50% interscholastic competition at the receiving school. The receiving school administration is responsible for verification of all eligibility requirements, see 2.6.3). For information and record keeping purposes, the receiving and sending school shall reasonably cooperate and complete Form 520. The completed Form 520 shall be filed with AIA by the receiving school.

Amateur Standing

Amateur standing is defined in the AIA Handbook. Questions involving amateur status will be answered through the athletic office. Students should never accept money for participation in any athletic event. There is a limit on awards that may be received in non-school activities. Contact the athletic office for rulings specific to non-school participation in individual sports.

Competition Restricted to School Team

Students may not participate on any other team during the school season of the same sport. Violation of this rule will cause forfeiture of the high school contest and removal of that individual from the school team. O'Connor athletes are expected to give priority to the school teams. Club sports and out of season non-school sports are permissible but should not interfere with the school sport. Conflicts may cause team discipline.

Seasons of Competition

No student, while enrolled in a four-year school, shall have an opportunity to compete for more than four (4) seasons in either first or second semester athletics.

Physical Exams/Birth Certificates/Insurances

No student shall be permitted to begin practice in any established sport unless there is completed paperwork on file with the Athletic Office, a physical examination form specifying that in the opinion of the examining physician, he/she is fully able to compete in athletic contests. A birth certificate must be verified and recorded as well as accident insurance (school or personal).

Code of Conduct

Participation on an athletic team is a privilege carrying certain responsibilities. When a student becomes part of a team, he/she will represent Sandra Day O'Connor High School throughout the state. He/she is expected always to exhibit the kind of behavior and leadership that speaks highly of himself/herself and O'Connor High School. All coaches, athletes and parents of athletes must sign the DVUSD Code of Conduct form. This is **REQUIRED** every year. All athletes must also follow the Six Pillars of Character, which are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. He/she is also expected to follow all team/school rules and attend practices and games. If he/she does not, coaches may take disciplinary action and could bar him/her from further competition.

Any student found taking, defacing, marring, misusing or destroying athletic equipment or general school property may suffer possible suspension from all athletics, use of athletic facilities and equipment, or suspension from school.

Athletes who indulge in illegal substances such as tobacco, alcohol, or drugs (including anabolic steroids) will be subject to discipline and may be suspended from competition and/or school.

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of character"). This Code applies to all student athletes involved in interscholastic sports. This code applies to all student athletes involved in DVUSD interscholastic sports, and the students will be held accountable for following this code at all times.

TRUSTWORTHINESS

Integrity – live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what is right even when it is unpopular or personally costly.

Honesty – live and compete honorably; do not lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.

Reliability – fulfill commitments; do what you say you will do; be on time to practices and games.

Loyalty – be loyal to your school and team; put the team above personal glory.

RESPECT

Class – live and play with class, be a good sport, be gracious in victory and accept defeat with dignity; help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.

Disrespectful Conduct – do not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals of the sport.
Respect Officials – treat contest officials with respect; do not complain about or argue with the official calls or decisions during or after an athletic event.

RESPONSIBILITY

Importance of Education – Be a student first and commit to earning your degree and getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

Role-Modeling – Remember, participation in sports is a privilege, not a right, and that you are expected to represent your school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.

Self-Control – Exercise self-control; do not fight or show excessive displays of anger or frustration. Have the strength to overcome the temptation to retaliate.

Healthy Lifestyle – Safeguard your health; do not use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.

Integrity of the Game – Protect the integrity of the game; do not gamble or associate with or deal with professional gamblers.

Sexual Conduct – Sexual or romantic contact of any sort between students and coaches is improper and strictly forbidden. Report misconduct to proper authorities.

FAIRNESS

Be Fair – Live up to high standards of fair play; be open-minded; always be willing to listen and learn.

CARING

Concern for Others – Demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to yourself or others.

Teammates – Help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

Play by the Rules – Maintain a thorough knowledge of and abide by all applicable game and competition rules.

Spirit of Rules – Honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

Use of Equipment

All athletic equipment issued by the Deer Valley Unified School District remains the property of the district. It is on loan to the student athlete to be used in regularly scheduled practices or games only. A replacement fee will be assessed at the end of the season for any lost equipment. If equipment is found after the fee has been paid, it should be returned to the bookstore accompanied by the receipt of payment and a refund will be made. Athletic equipment will not be considered bought if paid for after it is lost.

Remember, athletic equipment should not be worn at any time other than during practice or game sessions, unless the coach has granted specific permission.

Locks, Lockers, Towels

Athletic locks and lockers will be provided to each athlete. There is no charge for this service unless the locker is damaged or the lock is lost or damaged. **To prevent the loss of your lock or athletic equipment, do not reveal your lock combination to other students. Also, always make sure your lock is locked when leaving your locker. O'Connor High School is NOT responsible for ANY LOST or STOLEN ITEMS.** There will be a \$7.00 charge for lost locks, payable in the Bookstore. Athletes must furnish their own towels for practice and games. Only school-issued locks are to be used.

School authorities reserve the right to open and search the school lockers under the following conditions:

- When a student drops or withdraws from school.
- When deadlines are not met for the return of school property.
- When there are reasonable grounds for believing that something contrary to school rules or significantly detrimental to the school and its students will be found in that locker.

Statement of Notification (Informed Consent Video)

Because of injuries and ensuing litigation, it is the responsibility of Sandra Day O'Connor High School, as a member of the AIA, to notify all students/athletes of the following:

*It is understood that participation in organized interscholastic athletics involves the potential for injury which is inherent in all sports. It is acknowledged that even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, quadriplegia, or even death. In order to participate in District organized athletics, each student together with their parent or guardian **must view** the online Informed Consent Sports Injury video prior to participating in their first District organized athletic sport. A link to this video can be found at <http://www.dvUSD.org/Page/11429>.*

All school policies regarding conduct and proper dress remain applicable during athletic practice, travel and competitions.

Coaches should make a "lettering" policy known to athletes prior to the season.

Student/Athletes are expected to use school transportation to and from athletic events. Student/Athletes may be released to parents following athletic events with coaches' discretion and approval. Written approval may be obtained through signing a release from the Athletic Office or in the presence of the coach.

TO VIEW ALL THE ARIZONA INTERSCHOLASTIC ASSOCIATION INFORMATION GO : www.aiaonline.org

ATTENDANCE PROCEDURES

24 HOUR ATTENDANCE LINE 623-445-7190

The right and privilege of attending public school carries with it certain responsibilities on the part of both parents and students. It is the responsibility of school personnel to keep the parents informed of actions that might have a detrimental effect upon the educational growth of individual students. Students should attend school daily.

School attendance is ultimately the responsibility of the student and his/her family. The benefit of lectures, activities, discussion and participation is lost forever to those who are absent.

Reporting Absences

Parents/guardians must call the attendance office (623) 445-7190 on the day of, or within 24 hours of the absence in order for it to be excused. Parent notes and/or email are **not** accepted to excuse an absence or for early dismissal from classes.

If a student misses one or more classes, a computer generated phone call is attempted to a designated phone number. If the student is ill or has another documented reason for the absence, a parent/guardian must call to excuse the absence or it will be unexcused. (ARS15-807) The Power School Program is available online for parents/guardians and students to view. This program gives parents/guardians and students the access to grades and attendance and provides a direct link to email teachers.

Students may be placed on an attendance contract upon reaching a total of 5 unexcused absences in one or more classes or when a student reaches a combination of 9 excused and unexcused absences. Upon reaching **5 unexcused** absences, a student may lose credit in that class. Upon reaching any combination of **12 excused or unexcused** absences, a student may lose credit in that class.

Truancy

Arizona State law states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours that school is in session, unless there is a medical-related or court-related excuse. The child will be considered truant when they are absent from class or school ten percent of the semester or have five unexcused absences during the semester. If a parent fails to ensure that the child attends school, the law states that they are guilty of a Class III (3) Misdemeanor. When the parent does not provide a medical-related or court-related documentation for their child's absence, a law enforcement officer may cite the student, parent or a custodian directly in court for violating the state truancy law. (re: A.R.S. 15-802, 15-803, 15-804)

A habitually truant child is a child between the ages of six and sixteen who has five (5) days of unexcused absences or five (5) unexcused absences from class within a single school year. (Re: A.R.S. 15-803, C.1) A student who is habitually truant from school may be issued a criminal citation. A school official will attempt to notify the parents that the citation may be issued, and the parent will be required to appear in court with the student.

Loss of Credit Due to Absences

Upon reaching 5 unexcused absences or a combination of 12 unexcused and/or excused absences, a student may **lose credit** in that class.

Any student may be placed on an Attendance Contract upon accumulating multiple excused and unexcused absences. Any student with excessive absences may:

1. Lose credit in one or more classes.
2. Lose parking privileges.

Loss of Credit Appeal Process

If a student loses credit for a class, the student may appeal to the Assistant Principal in charge of attendance for reinstatement of credit in that class. The student must write a Letter of Appeal and may have an optional parent/guardian signature on their letter in addition to their own. The student may attach additional documents, such as medical and/or court documentation. The student has two school days to complete the Appeal Process after being notified of the loss of credit status. A school administrator will accept the appeal or deny it within 5 school days of submission. The student must then adhere to the terms of appeal until the end of the term. Administration will review the appeal proposals and change in behavior during the last week of the term to determine if the student will have their credit(s) reinstated or uphold the revocation.

If a student does lose credit in a class, he/she must continue to attend the assigned class.

Late Arrivals/Tardy to School

Students who arrive on campus after the first 15 minutes of class will be marked Excused or Unexcused and will be sent to the LMC for the remainder of that current period.

Excused Absence needs one of the following:

- A Parent/guardian signs the student in
- Medical documentation if the student is at an appointment prior to arriving on campus

Unexcused Absence Parent/Guardian does not sign the student in or no medical documentation is provided.

No Late or Tardy phone calls or written notes will be accepted at any time.

If a student is unexcused tardy for their **first period** the student will serve a lunch detention the day of the tardy.

- Late to school = Lunch detention that day (must report to LMC room within 5 minutes of their lunch)
- Every 3rd time late to school will result in an hour after school detention
- Every 6th time late to school will result in a school day in OCR and a Parent Meeting.

*Students who hold a parking permit may receive parking privileges taken away for a set amount of time for excessive tardies.

*If a student arrives after the HALFWAY point of any period they are considered absent (excused or unexcused) and counts towards the max of 12 allowed per class/semester.

Early Sign-Out

Parents/Guardians must come to the front office and show a photo ID before a student is released.

Please allow ample time to pick your student up for early dismissal. Students cannot be called up to the office ahead of time to await the arrival of a parent/guardian.

Students will not be signed out after **1:50** on regular scheduled days,

12:20 on 90 minute early release days.

Driving Students Early Dismissal

Parents/Guardians may request an early dismissal release **form** for a driving student to leave campus. A call must be received at least **2 hours** prior to the time your student needs to be dismissed. Please call the front office at 623-445-7100 or the attendance clerk at 623-445-7107 for the student release form.

- Must complete the 2024-2025 Notice of Authorization to Depart Form- No Previous Forms will be accepted.
- Must call every time you need to use this form.
- Limit to five forms a semester
- Must email form back to early.eagles@dvusd.org with a driver's license and from the parent email on file through Powerschools.

For further assistance or questions, please call the attendance clerk at 623-445-7107 or the main office at 623-445-7100.

Tardy Policy

If a student is unexcused tardy for their **first period** the student will serve a lunch detention the day of the tardy.

- Late to school = Lunch detention that day (must report to LMC room within 5 minutes of their lunch)
- Every 3rd time late to school will result in an hour after school detention
- Every 6th time late to school will result in a school day in OCR and a Parent Meeting.

*Students who hold a parking permit will receive parking privileges taken away for a set amount of time for excessive tardies.

*If a student arrives after the HALFWAY point of any period they are considered absent (excused or unexcused) and counts towards the max of 12 allowed per class/semester.

Tardies for periods 2-7 (Not a student's first period) and follow the breakdown below.

1st=Warning & Parent Notification in Powerschools

2nd=Warning & Parent Notification in Powerschools

3rd=Warning & Parent Notification in Powerschools

4th=Teacher Detention & Parent Notification

5th= Department Detention & Parent Notification

6th= Teacher Referral to the Office.

*After 6 the process will restart, but there could be no more warnings and an assigned consequence from the teacher.

*Office referrals at 6,12,18 and so on.

*Administration has authority to skip steps if students do not serve department detentions .

ACADEMIC REQUIREMENTS

Early Graduation

Students planning on early graduation must file a request for early graduation at the beginning of their last year of attendance. Early graduation requires administrative and parental approval unless the student is 18 years of age. Diplomas will be awarded at the yearly commencement. All final exams must be completed by the end of senior final exam day. Students must pass reading, writing, and math sections of AIMS.

Guidelines:

Early graduation candidates must meet all requirements and early graduation must be deemed appropriate for the students' continued education.

- All graduates must complete an early graduation request form. The early graduation form must include signatures from counselor, administration, parent and student.
- An early graduation plan with course outline must be included.
- Continuation of the post-secondary education plan should be included.
- High School grades should indicate high school competencies are in place.

Schedule Changes

Schedule changes are made **during walk-through orientation** before the start of the semester for students who meet one of these four criteria. Since numbers of course sections depend upon pre-registration information, valid reasons for a schedule change are:

- 1) Computer error
- 2) Changes needed to satisfy graduation requirements
- 3) Changes required by health
- 4) Completion of an approved summer school, community college or online course.

Placement Changes

Students who request an AP course, IB course, or Honors course are accepting the rigor that comes with these advanced academic courses. Once students and parents agree to the requirements, they will be enrolled in an advanced academic course. No level changes will be considered for students in advanced academic classes before the 15th day of class and after the 25th day of class. Only a teacher can recommend students for a placement change in an advanced academic class. The teacher will only consider students for a placement change whose effort is consistent with the expectation yet show limited success in the class. Students may request a level change from a regular level course to an Honors level course within the first 15 days of the semester, provided there is sufficient data that such a change is merited.

Examinations

All students must take required final examinations. Students with extenuating circumstances may request late examinations at the end of the semester. The request must be submitted to the Assistant Principal's office at least two (2) weeks prior to the student's anticipated last day. Student's going out of town will take exams upon return. Student's must make-up finals within 2 weeks of their return to school in January. If students have requested late finals at the end of the year they must take them within one week after the last day of school. Incompletes not made-up within the allotted time period will be changed to F's. No exams will be given earlier than 2 weeks prior to the end of the semester.

Once approved, a form will be provided notifying teachers to set an appropriate time for administering the exam. **ALL STUDENTS WILL TAKE FINALS.** Students who receive an "unexcused" absence on Final Exam day will receive a "0" and not be allowed to make-up the exam.

Make-Up Work Requests (Illness 3 Consecutive Days)

If a student will be ill for a minimum of three (3) consecutive days, parents can request assignments by contacting teachers directly via e-mail or voice mail (teacher voice mail numbers and email access available at our website: sdohs.dvUSD.org). If you do not have internet access please call 623-445-7100 for voice mail #'s. Parents may pick up assignments in the Counseling Office between 2:30 and 3:00 p.m. on the FOLLOWING DAY. (Teachers must be given 24 hours notice on homework requests.) Completed assignments should be returned to the teachers.

Graduation Requirements, Course Withdrawal, Independent Study, Transfer of Credits, Late Enrollment, and Course Audits

Refer to DVUSD Academic Planning Guide for detailed information.

Weighting of Grades

In selected subject areas, different honor points will be assigned to grades in order to reflect the level of work and performance of the student. The following table indicates honor point equivalents.

Honors (H) and Advanced Placement (AP) Courses:		Regular Courses	
Grade	Honor Points	Grade	Points
A	5	A	4
B	4	B	3
C	3	C	2
D	1	D	1
F	0	F	0

* Colleges and Universities may use unweighted grades.

Report Cards

Official report cards will be issued twice a year upon request. Only the final grade for the first and second semester is entered on the student's official transcript. Students receiving accommodations or modifications to the content may be issued an additional report with the report card.

The marking system recommended for teachers is as follows:

A-Highly Proficient A	90%	to	100%
B-Proficient B	80%	to	89%
C-Proficient C	70%	to	79%
D-Partially Proficient D	60%	to	69%
F-Minimally Proficient or No Evidence	Below 59%		
No Evidence	0%	to	49%

Nine-week grades can be viewed in PowerSchool.

Parent Concerns

A parent concerned about a grade should always discuss the issue with the teacher. If the issue remains unresolved, the parent should address the issue with the head of the department and/or guidance counselor before bringing it to the attention of the Assistant Principal. An administrator cannot address a parent concern until the student and parent have met with the teacher.

Early Departure

Under emergency situations students may be allowed to leave school prior to the end of a semester. Approval from the Administration must be received at least two weeks prior to the student's last day in school. If approved, it will be the student's responsibility to satisfy all course requirements prior to departure. No incompletes will be given.

Withdrawing From School

If a student decides to withdraw from school for any reason, the parent/guardian MUST come in person to the office to obtain the withdrawal information and forms. Records will not be released until all debts are cleared. Students who are transferring to another school will be given a copy of the withdrawal form which will list the grades to date of departure. The form will assist students entering another school.

Grading Policy

O'Connor High School believes that authentic grading accurately measures and reflects a student's performance based upon mastery of the standards.

O'Connor High School implements a research-based, unified grading and reporting policy that is focused on a standards-based mindset in which all grades are proficiency-based that effectively communicate what students know and can do, so students can focus on growth and learning. Grades will have consistent meaning throughout the system and be based upon grade level standards.

In order to increase grading consistency, accuracy, equity, and focus on learning, O'Connor High School strives to employ the following tenets:

- A student's grade should reflect academic learning and should never be used as a punitive tool.
- Grades are for reporting the status of academic learning, not behavioral conduct.
- The primary purpose of assessment and grading is to provide detailed feedback to inform student learning.
- Learning is a process that takes place over time and at different speeds for different students.
- A coordinated assessment and grading system clarifies the expectations for all students and maximizes academic opportunities.

O'Connor High School will be using Traditional Grading as defined by the DVUSD Grading Practices Document:

Highly Proficient A 100%–90%			Proficient B 89%–80%		Proficient C 79%–70%	
100–97	96–94	93–90	89–85	84–80	79–75	74–70
All 4's on standards	All 4's except for one 3	Mostly 4's with some 3's and/or 2's	Mostly 3's with some 4's All 3's on standards	Mostly 3's and 4's with a 2	Mostly 3's with some 2's	Mostly 2's with 3's and/or 4's
Partially Proficient D 69%–60%			Minimally Proficient F 59%–50%			
69–65		64–60	59–56		55–50	
Mostly 2's and 3's with a 1		All 2's on standards	Mostly 2's and some 1's		All 1's on standards	
No Evidence						
49% – 0%						

SDOHS will be utilizing the categories and weights associated with DVUSD Grading Practices z changes, specifically the use of Assessment, Coursework, and Practice categories for all entries in the gradebook. A breakdown of these changes are listed below:

ASSESSMENT: This category includes all items used to measure a student's proficiency toward the learning standards once the student has had sufficient practice and at a specified point in time. This category can include summative tests, performance assessments, reports, unit or module assessments, quizzes, long-term projects, short-term projects, presentations, capstone projects, research papers, and lab reports.

COURSEWORK: This category includes formative work that provides students with the opportunity to learn content and skills and to receive feedback on their learning. Coursework is assigned to provide meaningful, independent practice, reinforce learning targets, and extend learning. This category can include in-class assignments, quizzes, exit tickets, checks-for-understanding, and daily activities.

PRACTICE: This category includes formative student work that a student completes while in the process of learning specific skills. Student work that is done inside and outside of the classroom, such as classwork and homework, falls into this category.

Weights

All teacher gradebooks will utilize the following weights for each category in the gradebook.

ASSESSMENT CATEGORY	80%
COURSEWORK CATEGORY	20%
PRACTICE CATEGORY	0%

In addition to the percentage score for entries in the gradebook, Assessment category entries will have standards tagged for informational purposes only. This will give the student, parent, and teacher the ability to quickly assess what skill or content section needs improvement.

Powerschool Access

The Powerschool site allows parents/guardians and students to access the student's grades, attendance, and other information. If you need your access information, please stop by the front desk during business hours. You will need a photo I.D. The web address is: ps.dvUSD.org/public

Make-Up Work

When a student is absent from school, the student will be provided the opportunity to make up work in order to close learning gaps from time away from school. The teacher will provide access to the student's assignment(s) and any hand-out or materials necessary for accomplishment of such assignment, allowing a minimum make-up period of one (1) day for each day absent.

Students are responsible for communicating with the teacher the first day back from an absence to develop a plan to make-up lost learning/assignments. Students are encouraged to communicate electronically with the teacher during the absence.

Students who miss school work because of unexcused absences or suspensions will be given the opportunity to make-up missed work for credit. The teacher may assign such make-up work as necessary to ensure academic progress, **not as a punitive measure**.

Missing work will be treated as such:

- The assignment will be marked with the "Missing" special code in the gradebook
- A zero ("0") will be entered as the score for the assignment in the gradebook (grades 3-12)
- No Evidence (NE) will be entered for the standards attached to the assignment
- If the work is submitted as Late Work (see terms below), the zero ("0") assignment score will be changed to reflect the student's actual score with no deductions or penalties

Late Work Procedure

In order to accurately reflect a student's academic performance level, teachers will accept late work and missing work for full credit if the work is submitted within the timeframe of the current unit of study. A zero will be entered in the gradebook until the work is submitted. Students will be responsible for turning in late work in addition to their current work, which results in the natural consequence of a heavier workload. The primary consequence for not completing the work is to **complete the work**. Students may be assigned to our academic intervention time, assigned behavioral consequences such as lunch and/or after school detention for not completing work. It is the expectation that during these assigned intervention and/or detentions, the student utilizes the time to **complete the missing work**.

In order for **Late Work** to be accepted, students must meet the following parameters:

- Assignment is not due within the class period
- Assignment is not a timed activity (such as a Quick-Write Essay)
- Assignment is not a Long-Term assignment (over multiple weeks)
- Assignment is turned in within the following time frame
 - 9-12 Grades: By the end of the unit

If a student meets the above criteria, he/she will be issued full credit for the work submitted (no added penalties or caps on the grade that can be earned). The teacher will mark the student's assignment with the "Late" special code. If the assignment is an assessment, the proficiency level of the standards attached will be entered.

Long-Term Project Procedure

There is an important distinction between daily/formative assignments and long-term/summative projects. Make-up policies regarding long-term/summative projects are based on the timeframe of the student's absence and the requirements of the long-term project. It is the expectation that students submit long-term projects on the day they are due. **Students should self-advocate for assistance if they need extensions.**

Re-Take/Reassessment Procedure

Retake: The student completes another assessment of the same learning targets. The assessment to be retaken may be in the same format or a different format. The higher of the two scores will be entered in the gradebook.*

Reperformance: The student will be reassessed on the same learning target later in the marking period as part of the instruction cycle, thus providing an additional measurement of the learning. All reperformance scores related to the learning target will be entered in the gradebook.

Retakes or reperformance of essential skills is important to support learning of critical skills and filling gaps in learning. Retakes are allowed for assessments in which scores are entered into the gradebook, for full credit, if reperformance opportunities will not be available during the marking period or in addition to reperformance opportunities during the marking period.

In order to earn a retake opportunity, a student must complete all of the following:

- Complete all formative coursework related to the content/skill assessed
- Consult with the teacher
- Submit a reassessment plan or application, if required by the teacher

A reassessment plan must be scheduled within the following time frames:

- 9-12th Grades: With 5 school days of receiving the assessment score, the student must communicate with the teacher to create a reassessment plan

Electronic Device Use

Cell Phone Policy: To ensure a focused learning environment and comply with Arizona House Bill 2484, students must keep cell phones stored away during class. Phones should be placed in designated cell pockets or kept in backpacks and out of sight for the entire class period. Phones must remain in the classroom if a student leaves on a pass. Cell phone use is only permitted when a teacher specifically directs it for a learning activity. Students who do not follow these guidelines may be required to turn their cell phone into the conduct office for the remainder of the school day.

School Chromebooks to Facilitate Learning:

Sandra Day O'Connor High School utilizes Chromebooks **as a learning tool** in the classroom. The classroom teacher will inform students as to when they may use their device and for which purposes. Students must adhere to their teacher's guidelines for use and appropriate times for use. Any student who violates the teacher's guidelines will be subject to disciplinary action.

Please note- students may not access their personal devices, whether for entertainment or learning, if the teacher has stated that the classroom activities at that time do not warrant use. For example, during testing or assessments.

Plagiarism and Cheating

Cheating: In cheating, a student is taking the work of another, on any assignment, and claiming it as his/her own. At SDOHS cheating includes but is not limited to:

- Copying and/or offering homework verbally, in written form, or by electronic means from/to another student.
- Copying and/or offering questions and/or answers on tests or quizzes verbally, in written form, or by electronic means from/to another student.
- Pressuring other students to copy and/or offer homework, answers and/or questions on tests or quizzes verbally, in written form or by electronic means.
- Bringing in and using unauthorized information during class time, including information stored in any electronic device.
- Offering or receiving information under circumstances in which information is not to be shared.
- Having anyone, including parents or tutors, complete assignments and submitting the work as one's own.
- Presenting collaborative work as independent work and independent work as collaborative. (In group work, one person should not and will not bear the burden for the entire group assignment.)
- Copying answers from answer guides in texts.
- Fabricating data, information, or sources. Presenting made up material as authentic.

Plagiarism: The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing the sources that have been used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers. At SDOHS plagiarism includes but is not limited to:

- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
- Copying another's work.
- Using another's ideas without proper citations.
- Incorporating portions of another's writing within the context of your own work.
- Failing to acknowledge a source of information.
- Using "unique" phrases without citations.
- Using graphics, charts, diagrams, or illustrations without citations.
- Using a translator (either in-person or on-line) without proper citations

Plagiarism and/or Cheating will result in disciplinary actions and a 0%, with option to redo/retake. - **per DVUSD policy.**

Loss of Credit Due to Absences

Upon reaching 12 unexcused and/or excused absences, a student may **lose credit** in any given class.

Any student may be placed on an Attendance Contract upon accumulating multiple excused and unexcused absences. Any student with excessive absences may:

3. Lose credit in one or more classes.
4. Lose parking privileges.

STUDENT CONDUCT

Dear Students and Parents,

As we embark upon the school year I want to encourage you to make intelligent decisions about your conduct while at school or while attending school events off campus. It is important that you are fully aware of the expectations for student conduct outlined in this book. Failure to act in a responsible manner can/may result in consequences that will be detrimental to your educational future.

To develop and promote a positive experience in all aspects of your life please consider the following attributes of strong character and the degree to which they are a part of your character:

- Trustworthiness – Be honest, have the courage to do the right thing, build a good reputation.
- Respect – Treat others and the environment, as you would like to be treated.
- Responsibility – Use self- control, think before you act, consider the consequences.
- Fairness – Play by the rules, don't cheat, and don't take advantage of others.
- Caring – Be kind, be compassionate, and show you care.
- Citizenship – Do your share to make your school and community better, cooperate, and get involved.

As your principal, I am glad that you are a student at SDOHS. I would like to know and speak with each student here. So when you see me out and about please take a moment to introduce yourself to me. May your time at O'Connor High School be filled with achievement, success, great friends and happiness. Remember to "Stay Classy O'Connor" and make it a great day!

Most Sincerely,
Dr. Lynn Miller, Principal

Introduction

Deer Valley School District has an approved discipline handbook for all students. In order to assist you and others in the pursuit of a quality education, we have established some guidelines for student behavior. These guidelines are designed to create a pleasant and safe environment for all students in our school. Students shall comply with the District policies, regulations and procedures, pursue the required courses of study, and submit to the authority of the teachers and administration.

Disciplinary Action – Routine Classroom Violations

All students and teachers will follow the campus-wide procedures for RTI-B. Students who commit a minor will work with their teacher on interventions and will be referred to Administration on their third offense. Students who commit a major infraction will be immediately referred to Administration and will receive due process at that time to determine the appropriate consequence.

Saturday School may be assigned as an intervention for students who have repeated discipline violations and/or are struggling to maintain passing grades in their classes.

Due Process of Law

In all disciplinary action included herein, students will be afforded due process of law under the Constitution of the United States, the laws of the State of Arizona, and the regulations of the Deer Valley Unified School District.

Students have rights; they also have the responsibility to respect the rights and property of others. They are responsible for their own actions. If those actions are in violation of school guidelines, then disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

- Must be informed of accusations against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied.

NOTE: The Deer Valley Unified School District, in conjunction with the Glendale Police Department and the Phoenix Police Department, agrees to coordinate our efforts in establishing procedures for communication regarding incidents of alcohol and drug use, possession and distribution, purchases or attempts to purchase, selling or attempts to sell. Drug paraphernalia, controlled substances and "look alike" drugs are also included. The schools will supply the local law enforcement agencies with information about possible illegal drug and alcohol activities.

When any administrator or designee or person in charge suspects and/or determines that a student(s) possesses alcohol, drugs or weapons, these steps will be followed:

1. Call the local law enforcement agency.
2. Attempt to call parent/guardian, or emergency designee.
3. Follow up with school disciplinary procedures that are within the guidelines of the Governing Board approved discipline handbook.

Notifying Police

School officials are not required to initiate or complete due process procedures prior to notifying police authorities. If police authorities are notified, parents or guardians will be contacted by telephone. Any action taken by police authorities will be in addition to action taken by the school.

SDOHS – Progressive Discipline Options

1. Detention (lunch or after school)
2. Campus Service/Loss of parking privileges
3. In School Suspension (ISS)
4. Out of School Suspension (OSS)

Sandra Day O'Connor High School Academic Integrity Code

We at O'Connor High School believe in fostering an academic community that promotes success with credibility. To that end, we must nurture a climate of honor, integrity, and trust for all members of that community.

Belief Statements:

We expect members of our academic community to:

- Work to achieve excellence in all activities, both in and out of the classroom
- Take pride in our school and respect all types of school functions and activities
- Respect and support everyone (students, staff, faculty, and administrators) regardless of race, age, gender, background or beliefs
- Exemplify a positive and mature attitude at all times
- Be honest in word and action
- Be responsible and accountable for their actions
- **Own your own KNOWLEDGE-** take pride in what you have worked hard to learn

By following these belief statements we ensure a climate of mutual trust and respect.

Academic Code of Honor:

- You will be accountable for your own behavior
- Papers or homework will be your own and you will not copy or look at others work for the purpose of making it your own
- You will do your *own* work, not work for others
- You will complete homework and tests without the use of cheat sheets or other electronic aides.
- You won't access or reproduce academic materials without authorization
- You will take tests and complete assignments without sharing unauthorized information orally, electronically, or in written form
- You will take tests without sharing or receiving signals to other students
- You will make sure that ideas or writings of others are not used without permission or are attributed as your own (plagiarism)

At Sandra Day O'Connor High School all submitted work must be guided by the Academic Integrity Code

The highest standards of honesty must apply to students' actions at OHS. Any act of dishonesty reflects upon a student and affects the entire school community. A student's integrity is at stake whether he/she is the person who gives or receives the information; both are acts of dishonesty. Of utmost concern is the fact that the student has been untrue to himself/herself and has damaged one of his/her most precious possessions—his/her character.

VIOLATIONS OF THE ACADEMIC INTEGRITY CODE

Teachers' expectations for all work are clearly stated. If a student is unsure of the requirements for any activity or assignment, to avoid a violation of the Code, he/she is responsible for checking his/her understanding with the teacher.

Violations of the Code include but are not limited to the following areas:

Cheating: In cheating, a student is taking the work of another, on any assignment, and claiming it as his/her own. At OHS cheating includes but is not limited to:

- Copying and or offering homework verbally, in written form, or by electronic means. (does not include asking for help or clarification)
- Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means.
- Pressuring other students to violate the Code.
- Bringing in and using unauthorized information during class time, including information stored in any electronic device.
- Offering or receiving information under circumstances when information is not to be shared.
- Having anyone, including parents or tutors, complete assignments and submitting the work as one's own.
- Presenting collaborative work as independent work and independent work as collaborative. (In group work, one person should not and will not bear the burden for the entire group assignment.)
- Copying answers from answer guides in texts.
- Fabricating data, information, or sources. Presenting made up material as authentic.

Plagiarism: The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers. At OHS plagiarism includes but is not limited to:

- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
- Copying another's work.
- Using another's ideas without proper citations (see MLA format).
- Incorporating portions of another's writing within the context of your own work.
- Failing to acknowledge a source of information.
- Using "unique" phrases without citations.
- Using graphics, charts, diagrams, or illustrations without citations.

PROACTIVE / PREVENTATIVE MEASURES

Honest excellence in education requires a partnership in learning with administrators, teachers, students, support staff, and parents committed to daily interactions that reflect mutual respect and trust. Specifically, in regard to the classroom, students have responsibilities in the following areas:

PREPARATION FOR CLASS & CLASS TIME:

In order for the teacher and student to be actively involved in a worthwhile classroom experience,

Students will

- Bring all necessary materials to class.
- Come to class with assignments prepared.
- Make sure they understand teacher expectations for upcoming classes. Ask questions about anything they do not fully understand.
- Be actively involved as they prepare assignments for class. Formulate questions they might have about the material.
- Be in class on time.
- Make good use of class time by being focused on the lesson, avoiding side conversations.
- Be respectful of the teacher and fellow students.
- Take responsibility for carrying out his/her particular assignment in a collaborative situation, where applicable.

ASSIGNMENTS/QUIZZES**Students will**

- Be good time managers; be realistic about the workload and plan ahead.
- Read and follow directions carefully.
- Seek only appropriate help from others.
- Give full and proper credit to sources.

MAJOR ASSESSMENTS & PROJECTS:

Students will

- Come prepared and put forth their best efforts.
- Read and follow directions carefully.
- Rely on their own preparation as they take the test; make an honest effort.
- Accept responsibility for what they know and what they don't know.

*Participation in extracurricular activities***Student Activities**

- Students who are interested in starting a new club on campus must have a faculty sponsor and fill out the proper paperwork. Further clarification can be obtained through the conduct office.

Field Trips

- On occasion students have the opportunity to attend field trips. Students will not be denied the opportunity to attend field trips due to financial hardship.
- Students are expected to follow school and district expectations for behavior when on field trips. Consequences for inappropriate behavior can range from loss of privileges, to exclusion from group events, to exclusion from performances, to being sent home immediately at the family's expense. Misbehavior may also result in school issued consequences ranging from conference to expulsion.
- All students must be in "good standing" to attend field trips. This includes both academic and behavioral standing. Students who are not in good standing risk losing their money if the date of final refund for the trip has passed.

Device Responsibility, Care, and Maintenance

The student is responsible for taking care of the device. The device will be used and maintained in its original condition, with reasonable wear and tear excepted. The student is expected to take reasonable care with respect to the security and physical well-being of the device. In the absence of reasonable care or if the equipment is returned in a condition different from the original condition, the student will be financially responsible. It is HIGHLY RECOMMENDED that the student and/or family purchase the optional Device Protection Plan. This greatly reduces the financial burden on the family if a student loses or damages the device. The following is intended to include some, but not all, of the responsibilities the student needs to be aware of:

- To report any lost or damaged device immediately to the conduct office. • The student and/or family shall NOT seek to have the device repaired by an independent retailer. The device is the property of Deer Valley Unified School District, and only the district will contract for the device to be replaced and/or repaired.
- The student will NOT install any software (e.g., VPNs) that will bypass or jeopardize the integrity of the district-installed profiles, mobile device management software, or other web content filtering equipment. Any student who installs software that jeopardizes the district-installed filtering service will be subject to appropriate discipline.
- The student should NOT use a personal account with the school-issued device. The student should ONLY use their school-issued account to sign in to their school-issued device. Keep personal data (pictures, videos, etc.) personal. You can and will, be disciplined if your device contains inappropriate material. Do NOT sync personal data with your school-issued device.
- The student must bring the device, fully charged, to school each day.
- The student must follow the individual teachers' classroom expectations each day in class. Different teachers will have different expectations. It is the student's responsibility to identify these expectations and to follow them.
- The student is to use the device primarily for educational use.
- Any teacher or administrator has the right to take, search, or inspect a student-issued device AT ANY TIME FOR ANY REASON. The school-issued device is the sole property of Deer Valley Unified School District.
- Do not loan or allow another student to "borrow" your device. You are ultimately responsible for the welfare of the device. If another student borrows your device, returns it broken, and denies that he/she damaged the device, you are responsible for covering the cost of repair/replacement. DO NOT GIVE YOUR DEVICE TO ANOTHER STUDENT.
- Students, you cannot download/install any VPNs on your school-issued device

TIPS TO HELP STUDENTS ABIDE BY THE PRINCIPLES SET FORTH IN THE ACADEMIC INTEGRITY CODE:

- Seek the advice and wisdom of your parents, guidance counselor, and teachers when establishing academic goals.
- Set academic goals. Write them down and review them periodically. Make adjustments when appropriate.
- Plan and develop an academic schedule that will challenge you without imposing unreasonable demands on your time, interests, and academic ability.
- Balance academic and extracurricular goals.
- Take readable notes. Review and correct them after class. Rewriting your notes reinforces what you learned from the lesson.
- Ask the teacher for clarification of expectations for all work, if you are unsure.
- When collaborative activities are assigned, work together to ensure that responsibilities are clearly and equitably distributed among all members of the group. Consult with the teacher if the group is experiencing difficulty in meeting the requirements of the assignment.
- If you know ahead of time that you will have difficulty meeting a deadline, discuss the matter with your teacher well in advance of the deadline.
- Take advantage of helpful opportunities available to you: peer tutoring with National Honor Society members, extra help sessions with teachers, writing conferences with English teachers, research assistance from the librarian.
- On occasion tutors may assist in the learning process of a student. In order to adhere to the principles of academic integrity, it is imperative that all interactions between students and tutors remain true to the classroom teacher's intent for assigning the particular activity, and that all pertinent instructions are honored.
- The primary responsibility for understanding and abiding by the teacher's expectations and guidelines for any activity lies with the student.

ISS PROCEDURES (If ISS is issued as a consequence):

- Bring all materials needed to do assigned work
- NO NON-EDUCATIONAL ELECTRONICS WILL BE ALLOWED
- There will be NO TALKING
- Students must raise their hands and wait to be called on.
- There will be two ISS bathroom breaks daily (one in the morning and one in the afternoon)
- Students must bring a lunch or purchase lunch when brought to the cafeteria.
- NO VISITORS will be allowed
- Teachers will be notified and all class assignments will be sent to the ISS room daily
- ALL assignments MUST be completed while in ISS and turned into the staff person in the ISS room. The staff person will see to it that the proper teachers get the completed work each day
- NO CELL PHONE USE ALLOWED (must ask for permission)

Note: Some violations may require an administrative decision to bypass the routine order.

*Disciplinary Action – Serious Violations

The punishment for serious violations shall be suspension or expulsion in accordance with these rules and regulations, due process of the law, the seriousness of the offense and the potential rehabilitation of the student offender. The following summary is provided to acquaint students, parents or guardians with the existing procedure.

Note: Vandalism, pranks, or any serious violation may cause underclassmen to have final exams postponed and/or to receive disciplinary action. Any violations caused by Seniors may result in non participation in the Graduation ceremony.

Appeal Procedure

In matters of discipline and attendance, decisions of a school official may be appealed in writing to the high school principal. The appeal must state the basis and reason for the appeal. The decision of the principal is final in suspension appeals of less than ten days. **The appeal process does not apply to suspensions of one (1) to three (3) days.**

Short Term Suspension

Students may be suspended from school for 10 days or less by the Superintendent, Principal, Assistant Principals, and/or other school officials granted this power by the Board of Education. (ARS-15-843)

Long Term Suspension in excess of ten (10) days

Students may be suspended from school by the Superintendent, Principal, Assistant Principals, and/or other school officials granted this power by the Board of Education. Long-term suspensions require Governing Board approval. During any on or off campus suspension, students are not allowed on any DVUSD campus/site or DVUSD activity.

Note: Students placed on IN SCHOOL SUSPENSION, OUT of SCHOOL SUSPENSION, or LONG TERM SUSPENSION/EXPULSION may not participate in, nor attend any school or district sponsored activities. Work may be made up when suspended ON or OFF CAMPUS and does count for credit. Alternate assignments and assessments of equal value may be administered as make-ups.

Expulsion

Expulsion is the permanent removal of a student from school and requires action from the Governing Board. An expelled student may re-enroll only with the approval of the Board.

Search and Seizure

Searches will be conducted if reasonable belief exists that a student possesses some material or matter that is detrimental to the health, safety and welfare of the students or staff.

Lockers

Lockers are school property and subject to control, supervision, and search. The school is not responsible for locker theft.

Student Vehicles

Vehicles parked on campus may be searched whenever a school official has reasonable suspicion to believe that illegal drugs/alcohol or weapons are contained within that vehicle.

Computers

Unauthorized use of hardware or software will result in disciplinary action. Students are responsible to protect their passwords.

Display of Affection

At Sandra Day O'Connor High School, it is expected that students will conduct themselves in a responsible manner. Public display of affection is inappropriate behavior and is not permitted.

DVUSD Student Dress Code

Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females. No bandanas of any color

Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Slippers are not allowed. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc. Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.

Defamatory writing, obscene language or symbols, or symbols of drugs, sex, weapons or alcohol on clothing or jewelry are expressly prohibited.

Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.

No face paint or masks allowed during school hours or at school related events.

NOTE: The administration reserves the right to use their discretion in what is not acceptable for dress standards.

DVUSD Policy on Gang Activity or Association

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the district's position that such activities and dress also present a clear and present danger to other district students and to District staff members.

Any activity involving initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

Legal Ref.: A.R.S. § 12-661(A)(B), 15-766, 12-2911, 15-767, 15-341(A)(1), 15-803, 15-342(1), 15-841, 15-507, 15-842, 15-521(A)(4), 1-843, 15-727 A.G.O., 78-218, 80-055, 84-36, A.A.C., R7-2-401, 7-2-405.

Dangerous Weapons in Schools

No student shall go onto the school's premises with a firearm, explosive weapon, chains, knife, any other dangerous or illegal instrument or any instrument represented as such. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, knife, Taser, other dangerous or illegal instrument, or any instrument represented as such. Any student violating this policy may be suspended or expelled.

A recommendation for expulsion will be forwarded to the Governing Board for any possession/use of a firearm.

For purposes of this policy, school premises means the school, school grounds, parking lots, school buses, or any premises, grounds, or vehicles used for official school purposes.

LEGAL REF: A.R.S. 13-2911, 15-342(1), 15-841, 15-341 (A) (1), 15-843

CROSS REF: JF-Student Rights and Responsibilities, JFC-Student Conduct, JFG-Interrogation and Searches, JG-Student Discipline, JGD/JGE/JFA-Student /Suspension/Expulsion/Due Process Right, JH-Student Welfare

Off Limits/Off Campus Areas

As we strive to provide a safe and orderly climate for everyone, specific areas on campus will be designated "Off Limits". These areas will be relayed to students/parents in the fall. Safety of students and staff and preservation of our facilities is a priority.

Food and Drink/Off-Limits Areas/Lunches

Students are not allowed in the halls during lunch. Students are not allowed in the parking lots for any reason during lunch. Eating on campus is restricted to the cafeteria and designated eating areas.

No outside food or drink is allowed. No drinks other than WATER are allowed in the buildings on campus.

Good Neighbor Policy

Students must not trespass on private lawns or in any way vandalize or interfere with the property of private citizens. Disturbance or damage to students or students' property, even in fun, is not permitted. Also, restitution may be required.

Leaving Campus Without a Pass

Students leaving campus without a pass from the Administration Office or the nurse is not permitted. Failure to follow these rules will result in receiving an unexcused absence and possible disciplinary action. **Once a student leaves campus with or without permission, the school assumes no responsibility. Possible discipline for leaving campus may include suspension of parking privileges.**

Bicycles

Bicycles are to be parked in the racks and areas provided within the campus and are not to be ridden on the school grounds. They should always be locked. **The school assumes no responsibility for bicycles.**

School Property

Transcripts may be withheld from students who fail to return school property or who have failed to make satisfactory settlement (including Chromebooks).

Forgery/Falsification

Altered medical documentation submitted to the school without permission of the medical facility is considered forgery/falsification. We will notify the medical facility and they may pursue legal action.

Unacceptable Items

School is a place where students come to be educated, and certain items disrupt the “educational process” and are not permitted. The following is a representative list of items, but not limited to, that will not be brought to school:

- Pets/Animals
- Laser Pointers
- Skateboards/Roller skates/Roller blades
- Water guns/Shaving Cream/Balloons
- Bandanas of any color
- Video Cameras, Cameras
- Mace or Pepper Spray
- Gambling Paraphernalia
- Wallet Neck/Wrist/Waist Chains
- Studded Wrist/Neck/Waist Belts
- Vape devices

The item(s) will be confiscated and the student will be subjected to disciplinary action. Parents may have to pick up these items from the Student Conduct Office. Items considered endangering may only be picked up by a parent/guardian.

PICK UP OF CONFISCATED ITEMS:

FIRST OFFENSE: student may pick up item after school after 2:15 pm

SECOND OFFENSE: parent/guardian pick up between 7:00 - 7:30 am or
2:30-3:00 pm

THIRD OFFENSE: parent/guardian pick up w/referral

Confiscated items will only be returned to students and/or parents/guardians during the times listed above.

NOTE: The administration reserves the right to use their discretion in what constitutes unacceptable items. Also, the school accepts no liability for loss, cost, or replacement of confiscated unacceptable items brought to the school by students.

Parking

Because of the limited number of parking spaces available, seniors will have first priority. In addition, any student requesting a parking permit must meet the following requirements:

1. The vehicle must be properly registered and insured.
2. The student must have a valid Arizona driver's license.
3. A Parking Permit Application must be completed and signed by the student and parent/guardian.

A parking sticker must be placed on the driver's inside lower corner of the front windshield. Temporary parking will be issued **ONLY** to current parking permit holders whose regular vehicle is disabled. A temporary parking change form must be completed in the conduct office. Parking in the lot without a permit, or failure to comply with parking regulations, will result in disciplinary action.

Only students who have been assigned a parking space in the student lot may park on campus. Parking applications are available only for Juniors and Seniors on the school website.

Vehicles displaying inappropriate decals will not be allowed to park on campus.

No students may park in the staff or visitors parking lot between the hours of 6:30 am and 3:00 pm for any reason. There will be no exception to this rule.

Parking may be **revoked** if students fail to remain in good academic standing, both academically and behaviorally.

Consequences will be as follows:

- 1st Violation- An Orange sticker and/or a verbal warning will be issued.
- 2nd Violation- A Orange sticker will be placed on the vehicle window warning that upon the next violation a “boot” (wheel locking device) will be placed on the vehicle's wheel. The vehicle owner must see security within 24 hours.
- 3rd Violation- The “Boot” (wheel locking device) will be placed on the vehicle. This violation sticker is to inform the owner that the vehicle will be towed at their expense upon the 4th violation. Security must remove the Boot.
- 4th Violation- The vehicle will be immediately towed. The owner of the vehicle will be responsible for all fees incurred by the towing company. Students having a boot placed on their vehicle will not be eligible for a parking spot the following year.

Above all, drive safely. We want to keep O'Connor High School a safe place for everyone.

Silent Witness Program

We encourage students to be responsible for themselves and to others. In the quest for self-respect and concern for maintaining a safe school environment we encourage students to inform a teacher, monitor, or the school administration of misconduct that they may observe. You may remain anonymous by filling out an Informational Report or by calling one of the Silent witness numbers. These numbers are 623-445-7137 for SDOHS, and 480-Witness for the city of Phoenix.

School Zone

High profile enforcement includes the area up to 300 feet into residential property adjacent to the campus and 1000 feet into public property adjacent to the campus.

In order to ensure safety and order at all times, the conduct policy is NOT limited to regular school hours and may extend beyond the school zone.

DISCIPLINE GUIDELINES: GRADES PREK-12

The following pages outline DVUSD discipline infractions and the consequences that may be given to a student when a policy is violated.

Please keep in mind:

- Administration will exercise discretion when determining infraction(s) and consequence(s) and may assign a more or less severe consequence than outlined in the guidelines below, including campus community service.
- An asterisk (*) indicates that the violation must be reported to law enforcement.
- Administration may, after considering the circumstances, report any violation to law enforcement.
- Administration may determine that a violation warrants completion of a Threat Assessment.
- Any infraction directed at a staff member may warrant a more severe consequence.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of or in addition to the consequences outlined in the matrix for that infraction.
- For information on the discipline process and to appeal a consequence, please see page 12 in SR&R
- Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.
- Due process and parental notification are expected for all discipline referrals.
- Students in violation of alcohol and drug (including marijuana) policies may be referred to a drug diversion program.
- A Student attending on an open enrollment variance may lose the privilege if the student fails to follow school rules.

		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
*Aggravated Assault	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. 13-1204)	Long term suspension	Expulsion
Aggression, Other	Any aggressive act that cannot be coded in one of the other categories but demonstrates aggression towards others.	Conference	Long term suspension
Alcohol Violation (sale or distribution)	The sale or distribution of alcohol as defined below.	10 day suspension	Expulsion
Alcohol Violation (use, possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	5 day suspension	Expulsion
*Armed Robbery	A person commits armed robbery if, in the course of committing robbery as defined above, is armed with a deadly weapon or a simulated deadly weapon or uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon. (A.R.S. 13-1904)	Expulsion	
*Arson of an Occupied Structure	Damaging an occupied structure or property by knowingly causing a fire or explosion. (A.R.S. 13-1704) An occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. (A.R.S. 13-1701)	Long term suspension/ Restitution	Expulsion/ Restitution
*Arson of a Structure or Property	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. 13-1703)	Long term suspension/ Restitution	Expulsion/ Restitution
Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person at risk of imminent physical injury; or (3) knowingly touching another person with the intent to injure. (A.R.S. 13-1203)	PreK-6: 3 day suspension 7-12: 5 day suspension	PreK-6: Expulsion 7-12: Expulsion

Attendance Violation, Other	Being absent from class or school ten percent of the school year, or having five unexcused absences.	Parent/student/administrative conference	Loss of credit/CUTS
*Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	10 day suspension	Expulsion
*Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology. (A.R.S. 13-2921)	Conference	Expulsion
*Burglary (First Degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. (A.R.S. 13-1508)	10 day suspension/Restitution	Expulsion/Restitution
*Burglary or Breaking and Entering (Second or Third Degree)	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. 13-1506 and A.R.S. 13-1507)	Restitution	Expulsion/Restitution
Bus-Wrong Bus/Stop	Riding an undesignated bus or exiting at an undesignated bus stop.	Warning	Long term suspension from bus
Bus-Gum/Eating/Drinking	Chewing gum, eating and drinking anything other than water on the bus.	Warning	Long term suspension from bus
Bus-Seat/Movement	Moving seats, sitting in unassigned seats, sitting improperly (i.e., backwards, sideways, in aisles, on floor, etc.).	Warning	Long term suspension from bus
Bus-Throwing Objects	Throwing/tossing any object, including paper, either on the bus or out of the bus window.	3 day suspension from bus	Long term suspension from bus
Cheating/Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Conference/Loss of credit (student will be given another opportunity to show mastery of learning.)	5 day suspension/Loss of credit
*Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	10 day suspension	Expulsion
Combustible	Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e.,	Conference	Long term suspension

	matches, lighters, firecrackers, gasoline, and lighter fluids.		
Computer/ Network Infraction/ Telecommunication Device	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility. This includes tampering or unauthorized access of any computer, computer system, or network.	Conference/ Restitution	10 day suspension/ Restitution
Contraband	Any item whose use, possession, sale or distribution is prohibited because it may disrupt the learning environment.	Conference	Long term suspension
Dangerous Items	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. These may include but are not limited to airsoft guns, bb guns, knife with a blade length less than 2.5 inches, laser pointer, letter opener, mace, pepper spray, paintball gun, pellet gun, razor blade or box cutter, simulated knife, taser or stun gun, tear gas, and other dangerous items. NOTE: A dangerous item used to cause bodily injury or to threaten or intimidate another person may be classified as a dangerous instrument and must be reported to law enforcement.	3 day suspension	Expulsion
Defiance or Disrespect Towards Authority	Treating district personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of district personnel.	Conference	Long term suspension
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. 13-2904)	3 day suspension	10 day suspension
Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.S. 13-2911)	Conference	Long term suspension
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school or district policy.	Change of clothes	3 day suspension
Drug Paraphernalia	Any equipment, products or materials of any kind which are used, intended for use or designed for use in growing, processing, packaging, concealing, containing or ingesting a drug as defined below. (A.R.S. 13-3415)	3 day suspension	Expulsion

Drug Violation (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication. Medication for cessation of smoking must be checked through the health center; otherwise, it will be considered a drug. Supplements and/or nutritional supplements shall be considered a look-alike drug. The term "drugs" includes anything that looks like drugs.	3 day suspension	Expulsion
*Drug Violation (use, possession, under the influence)	Chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. (A.R.S. 13-3451)	5 day suspension	Expulsion
*Drug Violation (sale or distribution)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.	Long term suspension	Expulsion
Electronic Smoking Device (Vaping)	Possession or use of any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. Electronic Smoking Device includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor. This category includes possession of any component, part, or accessory of an electronic smoking device. NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. 36-798)	3 day suspension	10 day suspension

Elopement	Leaving an assigned area without permission from or knowledge of staff.	Parent/student/administration conference	3 day suspension
Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm.	1 day suspension	Expulsion
*Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. (A.R.S. 13-1804)	3 day suspension	Long term suspension
Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	PreK-6: 1 day suspension 7-12: 3 day suspension	PreK-6: Expulsion 7-12: Expulsion
*Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	3 day suspension	10 day suspension
*Firearms	Any loaded or unloaded handgun, pistol, shotgun, rifle, starter gun, or destructive device (including bombs and grenades) or other firearm or destructive device that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. This includes explosive, combustible or poisonous gas. (A.R.S. 13-3101 and A.R.S. 13-3111)	Expulsion	
Forgery	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent. This includes identity theft.	Conference	10 day suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Conference	5 day suspension
Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted or sprayed on walls or other surfaces in public places.	1 day suspension/ Restitution	Expulsion/ Restitution
Harassment, Nonsexual	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. (A.R.S. 13-2921)	Mediation	Expulsion

Harassment, Sexual	The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's programs. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	3 day suspension	Expulsion
*Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts.	5 day suspension	Expulsion
Hazing	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (a) The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution, and (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. (A.R.S. 13-2301)	Mediation	Expulsion
*Homicide	Intentionally or recklessly causing the death of another person (A.R.S. 13-1101)	Expulsion	
*Indecent Exposure or Public Sexual Indecency	For definition of Indecent Exposure, refer to A.R.S. 13-1402 . For definition of Public Sexual Indecency, refer to A.R.S. 13-1403 .	3 day suspension	Expulsion
Language, Inappropriate	The use of profanity or any derogatory language stated publicly.	Conference	10 day suspension

*Kidnapping	Knowingly restraining another person with the intent to (1) hold the victim for ransom, as a shield or hostage, or (2) hold the victim for involuntary servitude; or (3) inflict death, physical injury or a sexual offense on the victim or to otherwise aid in the commission of a felony; or (4) place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person; or (5) interfere with the performance of a governmental or political function; or (6) seize or exercise control over an airplane, train, bus, ship or other vehicle. (A.R.S. 13-1304)	Expulsion	
Leaving School Grounds without Permission	Leaving school grounds without permission or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee.	Parent/student/administrative conference	3 day suspension
Lying	To make an untrue statement with intent to deceive.	Conference	5 day suspension
Marijuana Violation (sale or distribution)	The sale or distribution of marijuana as defined below.	10 day suspension	Expulsion
Marijuana Violation (use, possession, under the influence)	The possession or use of marijuana or substances represented as marijuana. This includes being under the influence at school, school-sponsored events and on school-sponsored transportation. The term marijuana includes marijuana in any form, such as plant, edible, oil, or wax.	5 day suspension	Expulsion
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.	Conference	10 day suspension
Negative Group Affiliation	Specific attitudes and actions of a student affiliated with a negative group which manifests malice towards others based on their race, gender, or ethnicity. This includes hate speech and gang activity.	Conference	Long term suspension
Parking Lot Violation	Improper driving or parking of a vehicle on school district property without permission and/or parking in prohibited areas.	Conference	Loss of parking privileges
Pornography	The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.	Conference	Expulsion
Public Display of Affection	Kissing, hugging, fondling or touching in public.	Warning	3 day suspension

Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.	Conference	Long term suspension
*Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property. (A.R.S. 13-1902)	5 day suspension/ Restitution	Expulsion/ Restitution
School Policy, Other Violation of	An incident that cannot be coded in one of the other categories but did involve a school, school-sponsored event or school-sponsored transportation.	Conference	Long term suspension
School Threat, Other	An incident that cannot be coded in one of the other categories but did involve a school threat. This includes death threats.	Mediation	Expulsion
*Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	For definition of Sexual Abuse, refer to A.R.S. 13-1404 . For definition of Sexual Conduct with a Minor, refer to A.R.S. 13-1405 . For definition of Child Molestation, refer to A.R.S. 13-1410 .	5 day suspension	Expulsion
*Sexual Assault (Rape)	For definition, refer to A.R.S. 13-1406 .	Expulsion	
Simulated Firearm	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	1 day suspension	Long term suspension
Tardy	Failure to be at a designated location at a specified time.	Parent/student/ administrative conference	CUTS
Technology, Other	A violation of the cell phone policy or the misuse of a cell phone, pager, media player or other electronic item, whether operational or non-operational.	Conference	5 day suspension
Theft	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, electronics, etc., are not covered by district insurance. (A.R.S. 13-1802)	1 day suspension/ Restitution	10 day suspension/ Restitution

Threat or Intimidation	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (A.R.S. 13-1202)	Mediation	Expulsion
Tobacco Violation	Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. 36-798)	3 day suspension	10 day suspension
Tuancy	An unexcused absence of at least one class period during the day. This includes ditching. NOTE: This definition pertains to students ages 6 to 16. (A.R.S. 15-803)	Parent/student/ administrative conference	Loss of credit/CUTS
Trespassing	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students serving a suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function. (A.R.S. 15-1503)	1 day suspension	10 day suspension
Unexcused Absence	An unexcused absence of at least one class period during the day. NOTE: This definition pertains to students over the age of 16.	Parent/student/ administrative conference	Loss of credit/CUTS
Vandalism of Personal Property	Willful destruction or defacement of personal property.	3 day suspension/ Restitution	Expulsion/ Restitution
Vandalism of School Property	Willful destruction or defacement of school property.	3 day suspension/ Restitution	Expulsion/ Restitution
Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.	Conference	Long term suspension
Weapons (no threat)	May include but are not limited to the possession of billy clubs, brass knuckles, knife with a blade length more than 2.5 inches, nunchakus, and other prohibited items as listed in A.R.S. 13-3101 .	10 day suspension	Expulsion
*Weapons (w/Threat)	May include but are not limited to billy clubs, brass knuckles, knife with a blade length more than 2.5 inches, nunchakus, and other prohibited items as listed in A.R.S. 13-3101 accompanied by a verbal or physical threat of violence against a person or damage to District property.	Long term suspension	Expulsion

Glossary of Consequences

Because some consequences apply to certain problems and not to others, it is not possible to list disciplinary options in a strict order of progression from less to more serious. Nevertheless, the District's approach to student discipline is progressive in nature, and this glossary is generally organized to present consequences of misconduct in order of increasing severity.

Conference

A teacher or administrator will talk with the student about expected behavior and the consequences of misconduct.

Parent Involvement

A teacher or administrator will discuss student behavior with parent/guardian, seeking cooperation in creating a positive behavioral change.

Loss of Privileges

Any privilege that is abused may be revoked, pending behavior change or fulfillment of reasonable requirements. Privileges may be restored to students partially or fully and may depend upon development of a behavioral contract. Loss of privileges may include the student's right to be enrolled in a class, or participation in extracurricular activity.

Detention/Campus community service

Detention is mandatory time spent in an assigned location. Campus community service is the performance of supervised work for the school. Detention or campus community service may be assigned before school, during the lunch period or after school. Parents/guardians will be notified prior to assignment of either school detention or campus community service.

Behavioral Contract

A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both students and school officials are required. In some stances, parents or guardians will also be expected to sign, indicating agreement to terms of the contract.

On Campus Suspension (Short Term)

With notification to the student and parent/guardian, a school administrator may remove a student from all classes for a period of one to ten days. During this time, the student's assignments will be provided. The student's access to school services, facilities and personnel will be limited to the on-campus suspension area. The student is not permitted to participate in or attend any school sponsored events during the period of suspension.

Off Campus Suspension (Short Term)

With notification to the student and parent/guardian, a school administrator may remove a student from all classes for a period of one to ten days. During this time, the student's assignments will be provided. The student is not permitted to participate in or attend any school sponsored events during the period of suspension.

Long Term Suspension Hearing

A Long term suspension is a withdrawal of the privilege to attend school that exceeds ten school days in duration and extends for a specified period of time.

Off Campus Suspension (Long Term)

Acting upon the recommendation of the administration, a hearing officer may deny all school privileges to a student for a period of eleven days or more.

Expulsion

Acting upon the recommendation of a hearing officer, the Governing Board may permanently deny all school privileges to a student.

Manifestation Hearing

Before the 11th day of suspension is imposed, the IEP Team, including the parents and the Director of Special Education, or designee, must meet to review the relationship between the child's disability and the behavior subject to the disciplinary action to determine whether or not the behavior in question was a manifestation of the student's disability.

Restitution

When personal or school property has been damaged, stolen, lost, or destroyed, the student may be held responsible for replacing or paying the cost of the item. Restitution may be required in addition to other behavioral consequences.

Revocation of Open Enrollment

A student who is on an open enrollment variance may lose that privilege if the student demonstrates poor attendance, fails to maintain adequate academic performance and/or fails to follow school rules.

NOTE: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. An underlined infraction indicates that an administrator may opt to use an in school suspension as a possible disciplinary action in lieu of out of school suspension. **An asterisk (*) indicates that the violation must be reported to ADE. A double asterisk (**) indicates that the violation must be reported to ADE and a police report may be filed.**

Student Violence/Harassment/Intimidation/Bullying

The Governing Board of the Deer Valley Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property, is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm, occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to: verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying; exposure to social exclusion or ostracism, physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified anytime district officials have a reasonable belief that an incident of bullying is a violation of the law.

Forms are available to report all incidents of bullying at www.DVUSD.org and on your child's school's website.

(Reference Policy JICK, JICK-R, JICK-EA, JICK-EB)

DVUSD BUS MISCONDUCT PROCEDURES

Transportation is extended to students in the district as determined by District Policy EEAA. It is not a legal requirement except for transportation of special needs students as required by their individual education program. The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus, and/or school, and/or discipline consequences for behavior on any other school property as defined in this Discipline Handbook. Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

The driver of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver (ADOT R17-9-104). If there is a serious violation or safety concern on the bus, the driver may bring the bus to the school or the Transportation Facility, where there is adult supervision.

Student(s) may be removed from the bus and the parents will be notified to pick up their child. Bus suspensions that occur at the end of the school year may carry over into the next school year.

Suspension from the bus may also result in other disciplinary consequences. All suspensions start only after parent contact. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or sent home with the student. Transportation suspensions are progressive. Schools are notified of bus suspensions.

Students are afforded due process/appeals of disciplinary action. Contact the Transportation Department for details.

Glass, animals, insects, and motorized scooters are not allowed on the bus. Balloons, skates, and skateboards must be in a bag or contained. (Electronic devices are not allowed on school campuses.)

Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note to take to the school office. The school will then complete the appropriate form that allows the student to board the bus. Notes to the driver are unacceptable.

Video cameras may be on the buses. Cameras are used by the district primarily for aiding student discipline on the buses.

Bus Suspensions/Expulsions Due Process:

In disciplinary cases, each student is entitled to due process. This means students:

- Must be informed of accusations against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis of the accusations.
- Must have an opportunity to present an alternative factual position if the accusation is denied.

Step 1:

If the regional supervisor decides that the alleged misconduct warrants a consequence of a bus suspension, notice shall be provided to the parent/guardian that the student is being suspended from the bus. A suspension cannot be imposed unless the infraction was seen by the driver, the student confessed, or an investigation by the regional supervisor/campus administrator has been performed to verify the facts. All parents/guardians are entitled to a meeting at their request.

Step 2:

If the regional supervisor decides that the alleged misconduct is sufficiently serious so that the consequence should be a bus suspension in excess of ten (10) days, the parents/guardians may request a hearing within 48 hours to appeal the decision to the Director of Transportation. The Director of Transportation will conduct a hearing at which a reasonable amount of time will be given to allow all parties to present written and verbal information relating to the decision. After the appeal, the Director of Transportation will make the final decision.

Any questions should be directed to the Transportation Dept., 602-581-7741

Consequences or Disciplinary Action

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. All of the infractions and consequences listed in these discipline guidelines and the discipline guidelines on pages 13-19 are in effect for all school vehicles. Depending on the location and severity of the infraction, the consequence may be served on the vehicle and/or school. For example, fighting may result in a suspension from school as well as a loss of bus riding privileges.

Some of the more common infractions are listed below.

Infraction		Disciplinary Actions	
Infraction	Definition	Minimum	Maximum
Disrespect/ Defiance/ Non-Compliance	Treating district personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of district personnel Examples of common occurrences are: <ul style="list-style-type: none"> • Exiting the bus at other than the regular stop or school • Improper boarding • Out of, not in, or improperly seated • Shouting 	Conference	Long Term Sus
Horseplay/ Roughhousing	Rough boisterous play or behavior. Examples of common occurrences are: <ul style="list-style-type: none"> • Spitting • Shooting or throwing objects • Hanging on to, standing in front of, or interfering with the movement of the bus • Extending any part of the body or object out of the window 	Conference	3 Day Suspension

EXTRACURRICULAR ACTIVITIES

PROM/DANCES

SDOHS students who have been long term suspended must have completed their suspension and be currently enrolled at SDOHS.

Students who have been in violation of having drugs or weapons or any student identified as a risk to themselves or others through a formal threat assessment will not be permitted to attend the SDOHS dances, including the Prom. Students who attend a dance, including Prom, under the influence of drugs or alcohol will forfeit the opportunity to attend future dances. Seniors will forfeit the opportunity to participate in commencement ceremonies.

Dances sponsored by Sandra Day O'Connor High School on or off campus follow the guidelines listed below:

1. Dances are open to all students who attend SDOHS and maintain good academic standing (no failing grades) as well as good behavioral standing based on the student's disciplinary record. Prom is open to all SDOHS Juniors and Seniors. (They may each bring one guest). *Suspended students may not attend SDOHS dances.
2. O'Connor students must have a valid ID to attend dances or receive permission from an administrator.
3. Guests must be under 21 years of age and possess a valid school I.D. or valid Driver's License.
4. Poor behavior will cause a student to be asked to leave the dance and the student could face further consequences depending upon his/her actions. All rules and policies pertaining to student conduct apply to dances.
5. School dress codes apply to dances. (Exceptions are made for formal attire and are at the discretion of administration.)
6. At the discretion of the administration, chaperones, or host, students may be asked to leave the dance for dancing that is deemed inappropriate.

Student Activities

- Students who are interested in starting a new club on campus must have a faculty sponsor and fill out the proper paperwork. Further clarification can be obtained through the conduct office.

Field Trips

- On occasion students have the opportunity to attend field trips. Students will not be denied the opportunity to attend field trips due to financial hardship.
- Students are expected to follow school and district expectations for behavior when on field trips. Consequences for inappropriate behavior can range from loss of privileges, to exclusion from group events, to exclusion from performances, to being sent home immediately at the family's expense. Misbehavior may also result in school issued consequences ranging from conference to expulsion.
- All students must be in "good standing" to attend field trips. This includes both academic and behavioral standing. Students who are not in good standing risk losing their money if the date of final refund for the trip has passed.

Debts

Students must pay all outstanding bookstore debts before purchasing items, such as but not limited to: athletic passes, dance tickets, parking passes or Chromebook debts. Failure to do so will result in a hold on all records and exclusion from the commencement ceremony.

Conduct Code Violations by Seniors

Students who are in the 12th grade and who engage in multiple and/or severe conduct code violations will lose the privilege of attending/participating in the commencement ceremony. The school administration reserves the right to determine the number of violations necessary to warrant exclusion as well as what constitutes a severe conduct code violation.

The Deer Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Any inquiries regarding nondiscrimination policies contact the Superintendent, 20402 N. 15th Avenue, Phoenix, AZ 85027. (623) 445-5000.