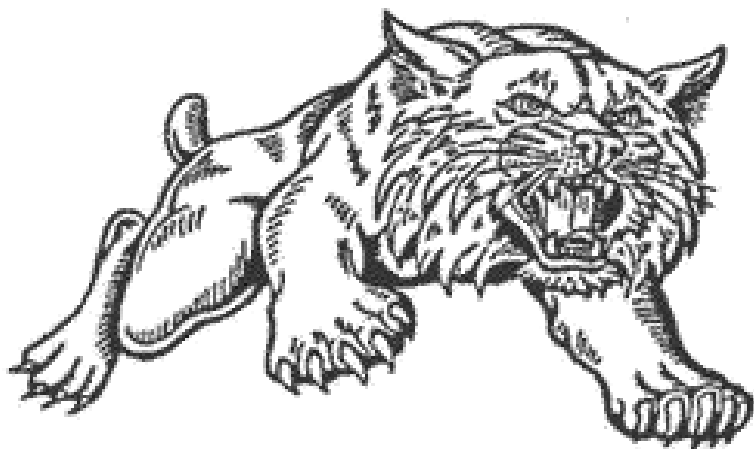


Wildkat Ways



Duncan High School

Student Handbook

Duncan, Arizona 85534

Revised 4/23

Duncan Handbook is available at <http://dusdwildkats.org>

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The purpose and content of this handbook is to assist students, parents, staff and administration in operating the educational program and facilities within legal bounds of the law, both state and federal. The directives and policies within this handbook reflect the direction and intention of the law. It is meant to provide guidelines. **It would be impossible to list every situation which can occur.** The staff and administration are obliged to abide within this legal framework, as are the students and parents.

WILDKAT WAYS

2023-2024

Student Handbook

Published by
The Student Council of
Duncan High School
to Assist in Orienting
Students and Parents

STUDENT BODY OFFICERS

President

Vice President

Secretary

Treasurer

Master of Arms

ADMINISTRATIVE STAFF

*Principal Marcy Harris

Academic Counselor(s) Brenda Strain

Secretary Brenda Strain

Student Activities and Auxiliary..... Ginger Garcia

**The term "Principal" hereunto refers to any school administrator approved by the school board.*

WELCOME

We hope you will take full advantage of the educational opportunities and programs at Duncan High School. Your individual efforts and cooperation are the key factors for personal and school wide development.

Success has a different meaning for each individual. Your education is a major factor in your future success throughout life.

Positive things are the results of positive thoughts. "Believe you can and you will." You determine personal success and influence those around you by your actions and deeds. May they be worthy of your future aspiration in life. It is important for each one of you to understand "commitment"; it is one of the keys to your high school and future success.

- Principal

As your Associated Student Body Representatives, we welcome you to Duncan High School and wish you a most successful year. We are here to assist you in achieving that success. If we can be of assistance throughout the year please do not hesitate to contact us. We are elected to represent you. We hope you will enjoy and utilize the educational opportunities at Duncan High School.

- Associated Student Body

VISION & MISSION STATEMENTS

Vision Statement

Duncan High School's vision is to be a model rural school in which students are challenged to achieve academic excellence while building character and life skills.

Mission Statement

Duncan High School provides a learning environment that inspires success.

SCHOOL MOTTO

"BE SOMEONE YOU WOULD BE PROUD TO KNOW."

SCHOOL SPIRIT

School spirit is an attitude—an attitude that our school is best in everything; the best teams, the best students, the best cheerleaders, the best teachers. School spirit is that extra effort on the football field, the basketball court, in club competitions, and in the classroom.

ALMA MATER

Duncan High we're all behind you
Let our colors fly.

Loyalty to thee we're pledging,
Dear old Duncan High.

Alma Mater, Alma Mater
Honor red and grey!

This our school we'll all remember
To our dying day.

As Wildkats we are always fighting,
Fighting to the end.

Team for team we're all together,
Fighting friend and friend.

Alma Mater, Alma Mater,
Honor red and grey!

This our school we'll all remember
To our dying day.

SCHOOL SONG

We're the Duncan fighting Wildkats,
Fighting as before!

We're the Duncan fighting Wildkats
Shining as before!

Can't you see our colors flying?
Up and down the line?

We're the Duncan fighting Wildkats,
Say Kats how we shine!

SCHEDULES

Daily Bell Schedule

First Period.....	7:50-8:43
Second Period.....	8:46-9:39
Third Period.....	9:42-10:35
Fourth Period	10:38-11:31
Lunch	11:31-12:05
Fifth Period.....	12:10-1:03
Sixth Period.....	1:06-1:59
Seventh Period.....	2:02-2:55

Holidays

Labor Day.....	September 4
Fair Days.....	September 14 & 18
Veterans Day	November 10
Thanksgiving.....	November 22 & 23
Christmas	December 21-January 8
Civil Rights Day.....	January 15
President's Day.....	February 19
Spring Vacation.....	March 18-21
Easter Monday.....	April 1
Last day of School.....	May 23

Grading Periods

1st 9 weeks	October 12
2nd 9 weeks	December 21
3rd 9 weeks.....	March 14
4th 9 weeks	May 23
Baccalaureate	May 19
Graduation	May 24

GENERAL INFORMATION

Code of Ethics

1. I will develop a school loyalty and spirit.
2. I will do my best to further and better the condition of my school and community.
3. I will be honorable, trustworthy and capable of accepting responsibility.
4. I will use all opportunities for getting an education that I may be better fitted to serve society.
5. I will take no unfair advantages of classmates.
6. I will attest my faith in the fundamental principles of good citizenship by adhering to them myself.
7. I will maintain, at all times, the highest standards of living, clean speech, clean sport, clean scholarship, and clean living.

Traditions

All successful and perpetual organizations are rich in tradition and custom. Duncan High School, being one such organization, possesses many fine traditions of which it is proud. The reason these traditions have lasted is that each has contributed something fundamentally good to the lives of Duncan High School students.

Perhaps the oldest of these traditions is the mascot and team name, "The Wildkat."

Duncan's school colors are Red and Grey. Traditionally, Kat fans supporting their teams wear these colors proudly on Thursday and to the games. The first social event of the school year, organized by Journalism, is the Yearbook Dance. It is usually held on a Friday night early in the first month of school. The purpose of the dance is to promote a general feeling of fellowship and unity among all the students, with a special welcome to freshmen and new students.

Homecoming festivities are held annually on the day of a big football game. A senior boy and girl are elected to be King and Queen. After the game, the Homecoming Dance is held. The Student Council sponsors the dance. The first formal of the year is the Winter Ball also sponsored by Student Council.

The Junior-Senior Prom is another one of Duncan High's formals. The juniors sponsor it for the seniors. A King and Queen are selected from the senior class. This is the last formal of the year.

National Honor Society Initiation is held each year during second semester. Worthy sophomores, juniors, and seniors are initiated on the basis of their qualities in CHARACTER, LEADERSHIP, SCHOLARSHIP, and SERVICE.

Other traditional events, which take place during the school year are: MORP, the County Fair, Sports Banquets, FBLA Banquet, and the FFA Banquet.

STATE AND FEDERAL **REGULATIONS**

Disclosure

The Duncan Unified School District #2 affirms its intent to comply with all Federal and State laws relating to the prevention of discrimination based upon race, color, creed, national origin, age, sex or handicap. This compliance is to include, but not be limited to, the regulations of Title IX of the Education Amendments of 1972, issued by the United States Department of Health, Education and Welfare, which prohibits discrimination on the basis of sex in educational programs or activities which receive Federal Funds, extending to employment in and admission to such programs and activities; and will comply with the Education of all Handicapped Children Act, Public Law No. 94-142; and Section 504 of the Rehabilitation Act of 1973.

This compliance also includes, but is not limited to, the regulations of Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, creed, national origin, age, or handicap.

Duncan Unified School District #2 has established procedures for handling complaints regarding compliance with the aforementioned Federal regulations. Please refer questions or concerns to the Principal (Section 504 and Title IX and Title VI Coordinator), Duncan Unified School District #2, 106 Stadium Street, Duncan, Arizona 85534, telephone (928) 359-2472.

Duncan Unified School District does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Duncan Unified School District Career and Technical Education Department does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator for the District.

Records

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

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

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

Child Find

Under the provisions of Arizona Revised Statutes 15-151 through 154 and Public Law 94-142, local school districts are responsible for seeking out and identifying all children in the district between the ages of 5 and 21 who require special education services.

In cooperation with the Arizona Department of Education, local service agencies, private schools and parent groups, School District #2 is participating in a "Child Find" program whereby youngsters not receiving services may be identified and brought into appropriate programs. The trust of the law is that every American child regardless of learning disability or handicap shall have full opportunity to an education through the system.

The screening of all students enrolled in Duncan Unified School District readily identifies those who are in need of special education services. The district needs help, however, in identifying those youngsters who may not be enrolled in any school and qualify for enrollment in special education programs.

Persons in the community who are interested in obtaining further information relative to "Child Find" and are willing to assist in the program are asked to contact the School District #2 office at 928-359-2472.

Student Confidentiality-Records

During the school year, Duncan Unified School staff may compile non-confidential student directory information such as:

Student's name; date and place of birth; address; telephone number; grade; school of attendance; most recent school attended; diplomas; awards and honors received; major field of study; record of participation in officially recognized activities (sports and school events).... weight, height, and team number.

According to state and federal law, this directory information, identified above may be publicly released without permission of parents. However, if you do not wish any or all of the above information released on your son/daughter, you may request so by signing a form available in the principal's office. If this notification is not received, we will assume that your permission is given to use your child's directory information as described above.

If you choose to withhold information, your child cannot be in the yearbook.

ACADEMICS

Foreword

It is a student's responsibility at Duncan to maintain his/her scholastic record according to their ability. Upon entering into other activities at Duncan such as sports, club, work, etc., the student must keep in mind that academics come first.

Recommended Class Schedules

Students will have access to all course offerings, programs, activities, and will not be discriminated against on the basis of race, color, creed, national origin, age, handicap or disability.

College Preparation

<u>Freshmen</u>	<u>Sophomores</u>	<u>Juniors</u>	<u>Seniors</u>
Zoology*	Biology*	Physics*	Chemistry
English I*	English II*	English III*	College Eng*
Algebra*	Geometry*	Algebra II*	College Alg.*
PE	W History*	U.S. History*	Gov/Econ*
Spanish I+	Spanish II+	Business Class	Elective
Comp. Tech.	Bus Mgmt.	Elective	Elective
Elective	Elective	Elective	Elective

*Denotes required classes

+ Most universities require 2 years of the same Foreign Language

State University Entrance Requirements

English 4 yrs.
Math 4 yrs.
Lab. Science 3 yrs.
Social Studies 3 yrs.
Foreign Language 2 yrs.

Fine Arts 1 yr.

University entrance requirements not secured at the high school level may be taken at the community college level prior to university enrollment.

Course Offerings

AGRICULTURE

Agri Science I	9-12
Agri Science II	10-12
Agri Science III	11-12
Agri Science IV	11-12
Ag. Mechanics	9-12

BUSINESS

Marketing	9-12
Bus. Mgt.	10-12
Bus. Office Proc. IV	12
Accounting	10-12
Accounting II	11-12

ENGLISH

English I	9
English II	10
English III	11
English IV	12
Yearbook	10-12

FOREIGN LANGUAGE

Spanish I	9-12
Spanish II	10-12

INDUSTRIAL ARTS

Cabinet Making I	9-12
Cabinet Making II	10-12
Carpentry I	11-12
Carpentry II	12

LIBRARY

Library Tech	9-12
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ART

9-12

MATH

Algebra I	9-12
Geometry	10-12
Algebra II	11-12
Consumer Math	11-12

PHYSICAL EDUCATION

PE Co-ed.	9-12
B/G Weight Train	9-12

SCIENCE

Earth Science	9
Biology	9-11
Zoology	9-11
Chemistry	11-12
Physics	11-12
Anatomy & Physiology	11-12

SOCIAL STUDIES

World History	10
American History	11
Government/Econ	12

HOME EC

Culinary I	9-12
Culinary II	10-12
Clothing/Tex	9-12
Early Childhood Ed.	11-12

Distance Learning through Eastern Arizona College

Must pass placement test

Work Release Program

A senior may be released from school for on the job training if all graduation requirements are being met. The maximum amount of release time shall be three (3) periods of the school day. An employment agreement shall be executed between employer, student, school, and parent. One half (1/2) credit shall be granted for each semester of release time per period based upon satisfactory evaluation and performance by the student. This must be bona fide employment work experience for a "real" business. Students are NOT to be on campus during work study unless approved by administration. Students will have their work study agreement revoked if they are in violation of this policy. Credit will then be denied and student placed in off campus status.

Juniors may apply for one period of work study.

Career & Technical Education Preparation

Gila Institute for Technology (G.I.F.T.)

GIFT is a joint technological district formed to enlarge and enhance career and technological education for students in the Duncan and Gila Valleys. Its mission is to provide opportunities for students to increase their vocational/technological skills, thus helping them to prepare for more productive roles in the modern workforce.

Programs are offered to 11 and 12 grade students in the Gila and Duncan Valleys. The course work for these special programs is offered at Eastern Arizona College through the GIFT district.

Programs offered include Certified Nursing Assistant, Sports Medicine, Lab Assistant, Cosmetology, Fire Science, and individual programs upon approval of both the local high school district and the GIFT district. Drafting is offered for students in grades 10-12. Computer Aided Drafting is a program. See Mrs. Strain or contact the GIFT Coordinator for more information at 928-348-3393.

Student Fees

Any student signing up for the following classes will be required to pay the fees for that class.

<u>Class</u>	<u>Semester</u>	<u>Yearly</u>
Agriculture (each)	\$5.00	\$10.00
Industrial Arts	\$5.00	\$10.00
Home Ec.	\$5.00	\$10.00
Science (each)	\$2.50	\$5.00

In order for a student to participate in any extracurricular clubs or athletic activity, all fees from the previous year must be paid.

High School Athletic Fee - For all students participating in any sport; the fee includes locker, locks, school insurance, and misc.— \$60.00 per year per high school student, \$50.00 per year per junior high student, and \$150.00 maximum per year per family. Fees must be paid prior to participation.

Parent Liability: Under Arizona Law, parents are liable for damage done to school property by their children. Parents will be charged for the cost of such damage.

Graduation Requirements

Minimum requirements for graduation from Duncan High School are:

Credits	
English	4
Social Studies	3
Science *	3
Math **	4
Fine Arts (or) Career and Tech. Ed.	1
Electives	9
Total Graduation Requirements	24

- A. *Successful completion of Intro. to Agri Science I and Agri Science II (4 semesters) may be substituted for one year (2 semesters) of Basic Science (Earth Science or Biology) for graduation credit.
- B. **A full year of Algebra I taken in 8th grade counts as a high school credit as long as the student passes the regular course work AND passes Algebra I end of year final.
- C. Each graduate will be required one (1) credit (one full year) in fine arts (or) vocational education.
- D. Any state laws established for students will have to be met prior to graduation, including state mandated testing. Starting 2017, need to meet the state Civic Test Requirement.
- E. Students transferring into school prior to their senior year will be required to meet the graduation requirements of Duncan High School and must take a minimum of five (5) classes.

Classification of Grade Level

Students are placed in their grade level not by age, but according to the number of credits they have earned toward their high school diploma.

Freshmen	0-6 credits
Sophomore	6-12 credits
Junior	12-18 credits
Senior	18 and up

MARKS AND GRADING

Philosophy

Grading is a means of charting progress or achievement. The marks indicate a level at which the student is progressing toward the mastery or attainment of course objectives. While grades or marks are only one indication of what is happening to the student, they continue to be the school's most reliable means of communicating achievement to parents, guardians and students.

In general, grades attempt to indicate a student's ability to perform and, based upon performance, they further attempt to describe the depth or quality of the learning that has taken place. As such, they should not merely indicate a student's progress as it relates to that of his/her peers but, rather, they should be as objective as possible in indicating that student's capabilities.

The fact that grades provide a form of motivation cannot be discounted; however, this benefits the student with a basis for self-motivation. In effect they often serve as reinforcement of student effort and student self-confidence. The subsequent and internal satisfaction of succeeding is vital to student progress and morale. When viewed in this vein, the assignment of grades or marks demands from teachers a high level of accountability.

Grading System

Progress reports are issued every 9 weeks during the school year.

<u>Grades</u>	<u>Points</u>	<u>Grades</u>	<u>Points</u>
90-100%	(4.0)	(IC) Incomplete	(0.0)
89-80%	(3.0)	(S) Satisfactory	(0.5)
79-70%	(2.0)	(NI) Need Improvement	(0.0)
69-60%	(1.0)	(U) Unsatisfactory	(0.0)
Below 59%	(0.0)	(NC) No Credit	(0.0)

All grades are based on cumulative performance from the beginning of a semester course to the final semester grade.

Teacher aide(s), NHS tutors, and work-study grades will be (S) satisfactory (NI) needs improvement (U) unsatisfactory. These grades will not be part of the GPA or considered as graded academic classes.

Report Cards

Report cards will be issued following the end of each nine-week period. Grades are issued on the basis of percentage corresponding to the example provided above under "Grade System".

1. It is important that all through your four years of high school you give serious thought to the planning of your career and your further education. Aptitude tests, vocational interest tests, etc., are given from time to time and you should make full use of the results of these tests in your planning. Call upon the counselor, teachers and principal for advice and help with regard to your plans.
2. If at some time you find some of your high school courses difficult and you are having trouble with them, talk with your teacher and ask for help and advice. If you still need further help, talk with your principal and your counselor. Teachers, counselors and principals are always ready and happy to lend a helping hand when a student is sincerely interested in doing his best.
3. If at any time you have personal or other problems which are troubling or worrying you, talk with your teachers, counselor, your class sponsor or with your principal. They will be glad to discuss your problems, advise you, and lend any help possible.
4. **Parent-Teacher Conferences** will be conducted two times during the school year, after the 1st and 3rd grading periods, parent teacher conferences will be held.

Academic Credit Requirements

A. General Items

At the end of the year, the last class a student attends should be for the purpose of a final exam. Teachers shall share with their students, at the beginning of the semester, a written description of the grading procedures, which will be followed in each class. If a student challenges a grade, he/she shall follow the student grievance procedure as outlined in the handbook.

B. Enrollment

Students must enroll in a minimum of five classes.

C. Granting of Credit

Academic classes cannot be repeated for credit unless a grade deficiency exists. Elective classes such as P.E., Aide, or single offered classes such as Yearbook may be taken more than once for credit. The counselor or administration must approve any other classes considered for multiple credit.

All classes taken by a student will be posted on the permanent transcript. Students wishing to repeat an academic course solely to receive a higher grade will only be awarded credit once, yet both courses and grades will be posted on the transcript and used in cumulative GPA calculation. A course may only be repeated if a deficiency of 69% or below exists.

D. Denial of Credit Based on Attendance Policy

Credit is based upon the successful achievement of course objectives (a passing grade) and the required class attendance (123 hours of instructional time). Students who are absent for more than eight (8) instructional days from a semester class, will not receive a credit. (See Attendance Policy)

Doctor notes must be submitted to attendance coordinator to deem a medical absence; in the case of a grave emergency, such as an extended hospital stay, seek administrative approval.

STUDENTS, WHO ARE ABSENT IN EXCESS OF THE ABOVE NUMBER OF DAYS, WILL AUTOMATICALLY BE DENIED CREDIT. IT BECOMES THE RESPONSIBILITY OF THE STUDENT OR PARENT TO PETITION THE ATTENDANCE REVIEW BOARD FOR REINSTATEMENT, if they have documented evidence that has not been addressed by the school officials.

E. Late Registration/Early Departure:

A student who registers later will be required to perform the necessary makeup work, as determined by the teacher, in order to earn credit for each and every course.

Students, who register later than 10 school days for a semester course, cannot receive credit except as indicated below. Students identified as "migrant students", those who transfer from another school, and special cases will be processed through the Registrar's Office. Students who leave school for reasons beyond their control more than nine instructional days before the end of the semester will receive an incomplete. Unless the necessary makeup work has been completed, these students cannot receive credit. All regulations pertaining to the incomplete grade will apply.

* No student who has earned a GED will be allowed to enroll at Duncan High without the permission of the counselor and the principal.

F. Class Change-Address-Withdrawal/Drop Procedures:

The drop/add period shall be defined as the first week of the semester. Class changes prior to the opening of school or during the drop/add period will be allowed with counselor and parent approval. All class changes are subject to final approval by the administrator in charge of registration.

A student may drop or withdraw from a course in his/her program of studies after the drop/add period, if permission (verified) has been obtained from the parents, teacher and principal. Prior to granting permission, where deemed necessary, and permission has been received, a grade of (WP) withdraw-passing, or a grade of (WF) withdraw-failing, will be recorded. All withdrawals will be recorded. All withdrawals will be recorded as (WP) or (WF). Withdrawal does not carry credit. Whenever a WP or WF is issued, it shall be based upon the written or recorded evidence of a student's performance.

After the first two weeks of a semester a student may not drop a class without losing credit. Likewise, a student must be progressing toward graduation. All freshmen, sophomores, and juniors must be enrolled in science, all sophomores, juniors and seniors must be enrolled in social studies, and all students must be enrolled in English and math. Any exceptions to this rule must be approved by the principal.

G. Mark of Incomplete

A mark of incomplete (IC) is given only when a student who is otherwise earning a passing grade is unable to complete a course because of illness or other conditions beyond the control of the student. It is the sole responsibility of each student receiving a mark of incomplete to contact the teacher and complete the course work within a time agreed upon between the teacher and the student. This time shall not exceed (2) two weeks past the end of each grading period. If the incomplete is not made up within two weeks, the Registrar's office will assign a grade of "F". If an incomplete is given for attendance reasons, no credit will be given for the course.

H. Make-Up Policy

Regular attendance is a prime factor in the development of a student; therefore, each day's attendance should have a very significant effect on a term grade. Students shall make-up work after each excused absence if credit is to be received for that day's activities. Any previously assigned work is still considered to be due even if you are absent.

Upon returning from any absence, the student may be requested to sign in with the teacher for an appointment to obtain make-up assignments. TOTAL RESPONSIBILITY for acquiring and completing make-up work lies with the STUDENT.

Students should NOT be permitted to do make-up work during regular class time. All teachers will be available, by appointment before and/or after school for students to make up work or tests. The make-up of class assignments should be arranged for in the teacher's room whenever possible.

The teacher will provide for completion of make-up work for all excused absences. A student will have two days for each absence to make-up missed work unless previously assigned by the teacher. Assignments not meeting these time lines will be considered unacceptable and the student will receive a score of zero (0).

This policy is not intended to exclude the possibility that other prior and specific arrangements may be made between student and teacher when circumstances warrant.

I. Correspondence Courses

The counselor or principal must approve all correspondence courses in advance. Correspondence courses being taken from an approved accredited institution for graduation requirements must be completed by May 1 of the student's senior year to be considered as fulfilling course requirements. All work must be completed with and through the university or correspondence school and not through DHS. The student is responsible for sending work in to that institution. Correspondence work is NOT to be turned in to DHS. You must submit a final transcript from that institution by the Friday before graduation.

J. College Courses

To receive 1/2 credit in high school the course must be a 3-semester credit hour block from an accredited college (ARS 15-701.01).

K. Course Prerequisite Requirements

Courses taught in sequence to build an education base shall be taken and successfully completed in sequence, i.e., English I, II, III, IV; Spanish I, II; Math and Science. If a student is unable to complete such course work during a four-year period, it then becomes their personal responsibility, and that of their parents, to arrange completion of such work in summer school, by correspondence or other approved method.

L. Testing out of a Course

Except for Spanish, testing out of classes will only be allowed in very rare circumstances (i.e. a semester long debilitating illness). No student who has failed a class or has received "no credit" because of absences may challenge a class.

M. Home schooled students:

Home schooled students who are returning back to DHS may receive high school credit (For example, English, math, science) upon successful completion of the higher subject (i.e. if successfully completes Eng II- will receive credit for Eng I. They will receive a "P" not a letter or percentage grade).

N. Student Aide(s)

Positions will only be scheduled for those Junior or Senior students having demonstrated responsible conduct and ability to work with minimal supervision. Students must also be on track to graduate. The counselor and principal will have final approval on these assignments, as the position is a privilege, not an educational right. Student may be removed from these positions at any time for inadequate performance or conduct, possibly losing credit for that assignment. These classes will grade by (S) satisfactory (NI) needs improvement (U) unsatisfactory. Such grades will not be part of the GPA. A student may be enrolled in only one aide position or one NHS tutor position per school year.

Deficiency Notification

The notification of Deficiency and extra-curricular eligibility is a policy of Duncan High School. The school year is divided into two semesters, each one approximately eighteen weeks in duration. Each semester is divided into 2 nine weeks grading periods. Every week during the semester teachers are required to inform their 4th hour students regarding their deficiency(s)/academic ineligibility. Students subsequently sign a form, acknowledging their deficiency(s).

A deficiency notice not only warns of eminent failure but also has areas that define specifics requiring attention or improvement. Upon receipt of a deficiency notice, we strongly recommend that parents call the high school and establish an appointment time for a parent/teacher conference.

Parents can log in to PowerSchool and access their child's grades via the internet. Parents are urged to visit any day of the regular school year. A call prior to your visit can easily establish conference time before and after school until 3:30 p.m. and during teacher's Prep period. Please do not call teachers and staff at home. **ANY NON-STUDENT OR NON-STAFF ENTERING THE SCHOOL AREA MUST REPORT DIRECTLY TO THE OFFICE PRIOR TO ANY ACTIVITY.**

Cheating

Cheating is a dishonest act. The grade of "Zero" will automatically be given for the day's work without opportunity for make-up. If this continues, the student may lose his credits for the semester, and his chances for leadership in clubs and in the student body, or participation in extra-curricular activities. Plagiarism is considered cheating. Continuous cheating may result in detention and/or suspension.

Testing Program

The Duncan Public Schools test each student's achievement at least once a year through a state adopted testing program.

Some purposes of these tests are:

1. Assist the teachers in identifying areas within the student's educational development requiring redemption.
2. To assist and guide curriculum development.
3. To indicate academic growth.

These tests measure a student's proficiency in the following basic areas: Reading, Language Arts, Mathematics, and Science.

The testing results are attached to the student's permanent record card. Parents having questions or requiring assistance in the interpretation of test results are urged to contact either the principal's office or guidance counselor.

Honor Roll

To be eligible for honor roll, a student must maintain an 87% grade average or better for the grade period. Students earning above 94% will be posted on the Scholars Honors List. Students must be enrolled in a minimum of five (5) solid classes on campus. Any of the following will make a student ineligible for honor considerations.

- (1) A grade of 60% or lower
- (2) A grade of IC, U, or NC
- (3) Suspension during grade period

GRADUATION HONORS

GPA calculations for graduation honors, Valedictorian and Salutatorian, will be based on eight (8) semesters cumulative percent for all graded courses. GPA will be calculated to nearest one thousandth percent (3rd decimal). Any GPA within (.005) will be considered a tie.

Required Credits

- 4 Credits English
- 3 Credits Science
- 4 Credits Math
- 3 Credits Social Studies

Valedictorian and Salutatorian must successfully complete: Physics or Chemistry, College Algebra, and College English 101 and 102.

Any courses transferred from outside Duncan High School, whether college or high school will be converted to percent as follows, unless otherwise indicated:

A=95% B=85% C=75% D=65% F=55%

To qualify for graduation honors the student must be in attendance the full second semester of the graduation year for a total of eight (8) semesters and enrolled in a minimum of five (5) graded courses on campus.

Valedictorian, Salutatorian, and class ranking will be based on cumulative GPA. In the case of a tie, Valedictorian, Salutatorian, and class ranking will be determined by highest percentage.

Any graduating senior who earns a 3.5 cumulative GPA or higher will graduate with honors.

Commencement Week

Students not meeting all graduation requirements including paying off all charges in the office will not be allowed to participate in commencement week exercises of any type, including the senior trip. **Out-of-school** suspensions (or) repeated conduct violations **that result in disciplinary action** will exclude a student from the senior trip and other activities as may be appropriate. Behavior and attitude can keep you from walking at graduation. Celebrate after graduation ceremony at a designated time and place outside of the building.

AWARDS

Salutatorian Award

This award is presented to the senior having the second highest scholastic rating by GPA. In the case of a tie, Salutatorian will be determined by second highest percentage.

Valedictorian Award

This award is presented to the senior having the highest scholastic rating by GPA. In the case of a tie, Valedictorian will be determined by highest percentage.

Class Achievement Awards

These awards are presented yearly to students enrolled in these classes who show exceptional ability in their work.

Athletic Awards

These awards are given in the form of letters for achievement in all sports approved for AIA competition. Outstanding athletes are named at the Awards Assembly at the end of each year (or) at appropriate banquets each season.

Club Awards

Each year, many of the clubs at Duncan High present awards to their members who have attained highest possible achievements. These club members are recognized at the Awards Assembly at the end of the year.

SCHOLARSHIPS

Students who are interested in securing scholarships for advanced education beyond high school must strive for the following goals.

1. Better than average grades.
2. Outstanding ability in a specific field.

Special eligibility requirements for special scholarships will vary with the scholarship sought. Some are limited to students who are in need of financial assistance, students related to veterans, students of particular church preferences, racial or language groups. Other scholarships will be available for music, art, business education, engineering, nursing and athletics. *Scholarships may vary in amount of money due to availability of funds and interest rates. CHECK YOUR COUNSELING OFFICE FOR MORE INFORMATION.

Eastern Arizona College Scholarships

Several scholarships are presented each year to deserving seniors who intend to go to E.A.C. Scholarships are awarded in three categories; Academics, Music and Athletics. To receive an Academic Scholarship, you must have earned a 3.0 GPA (or higher).

Western Bank of Lordsburg Scholarship

This scholarship is given to a Duncan High School senior.

Sumitomo Scholarships

Sumitomo presents one \$1,500.00 and one \$1,000.00 academic scholarship each year to an outstanding senior. These scholarships are renewable for four years. This scholarship is based on leadership.

Judy White Memorial Scholarship

This scholarship is sponsored by Duncan Valley Electric Cooperative (DVEC).

Peggy & Erwin Crotts Memorial

Anyone involved in FFA will earn extra points toward this scholarship, established in memory of Peggy and Erwin Crotts, longtime supporters of Duncan Schools.

Note: These scholarships and awards are subject to change. Please see the counseling office for specific information.

SCHOOL SERVICES

Counseling and Guidance

Students should feel free to seek the services of the school counselor. The counselor provides educational, vocational, and personal counseling services to the entire student body. The counselor is available in the office from 8:00 a.m. through noon.

Food Services

Your school cafeteria serves hot lunches daily. If you do not wish to buy a complete meal, food will be served a la carte. Students are advised to make use of the balanced meals served in the cafeteria. Students who use the cafeteria are expected to cooperate in maintaining cleanliness of these facilities, and proper courtesy to the employees and fellow students. All trash must be disposed of in the receptacle provided. Charges are not permitted.

School Library

The library is open every period except during the time it closes for inventory about one week before the end of the school year.

Students are encouraged to make use of the library and are asked to follow the procedures outlined by the librarian. Students are subject to loss of library privileges for destructive or uncooperative behavior.

Students who have lost library resources checked out to them are expected to pay for the cost of replacement. If lost materials are returned, any money paid will be refunded promptly. The library welcomes suggestions regarding its program and services.

Lockers

For the convenience of students in keeping their books, jackets, personal belongings, etc., lockers are furnished. The lockers are equipped with combination locks. Students should take proper care of this school-owned property and should keep lockers neat and cleared of waste. The lockers should never be kicked or slammed. Misuse of lockers forfeits the student's privilege of their use. Students are to use the lockers assigned to them. Under no circumstances are students allowed to use any other lockers than those specifically assigned to them. Students should notify the office if their locker is not working properly. Students will be charged replacement cost for lost or stolen locks.

NOTICE: Lockers are provided by Duncan High School as a convenience to the student. All lockers are subject to periodic inspection in order to protect the health and safety of the building occupants. Unauthorized locks can be removed with bolt cutters at the direction of the administration.

Students should never give their locker combination to others. The school is not responsible for loss or theft from lockers. Valuable items, i.e., jewelry, collectibles, money, etc., should not be left in lockers. **Students should always lock their lockers.**

School Bus Regulations

School bus drivers shall assure that all passengers observe the following regulations.

1. Each student shall be seated immediately upon entering the bus. The driver has the authority to assign seats.
2. No student shall stand or move while on the bus.
3. Loud, profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any other objectionable manner.
5. No windows or door will be opened or closed except by permission.
6. No student shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. Loading and unloading must take place in an orderly manner.
8. Upon recommendation of the driver, school authorities may deny the privilege of riding on the bus to any pupil who refuses to conduct themselves like a lady or gentleman.
9. Eating and drinking are not allowed on the school bus. Cans or bottles are not allowed on the school bus.
10. Buses are provided for students who do not live within walking distance of the campus.
11. Offenders may be denied the privilege of riding the bus to and from school.
12. Arizona law gives the driver complete authority to maintain safe transportation.

Student Activity Fund

The Student Activity Fund is the central banking agency for all student groups at Duncan High School. All student organizations shall keep their monies on deposit with the bookstore secretary. Purchase orders will then be issued as clubs buy goods for use during the year. Accounts must be kept in a positive balance.

Daily Bulletin

A daily bulletin of events, announcements, and communications will be read aloud during advisement period. Anyone wanting an announcement put into the daily bulletin must have it in the office by 1:00 p.m. a day prior to the announcement.

I.D. Cards

I.D. cards will be available to students from the office when individual pictures are taken. If you are absent on picture day or lose your card, it cannot be replaced.

Textbooks

Textbooks are provided free to all students. If a book is not returned at the end of the semester/school year, in the same condition as issued, the student will be billed the cost of the book. If a book is lost, it should be reported to the teacher. The student will be charged for the lost book. Students will be charged replacement cost for books, which have been defaced, written in, or otherwise damaged by the student.

Fund Raising

All fund raising activities must first have approval of the advisor. The advisor will then present the activity proposal to the ASB advisor and principal. All organizations are encouraged to plan worthy activities and to work toward their established goals in a united way. Requests for such activities shall be submitted a minimum of two weeks in advance. Classes and clubs will not sponsor fundraisers during the summer months unless granted special permission by the Principal. Raffles and door to door sales are not allowed as fund raisers.

Visitors

No student visitors will be allowed to attend school. Parent and guardian visitors must be administration approved.

Telephone

The telephone in the office may be used for important calls only. Please refrain from using the phone during class periods. Students are not to be excused from class to use the phone

ASSOCIATED STUDENT BODY

Clubs and Organizations

The purpose of the Associated Student Body (ASB) is to promote school spirit, encourage scholastic achievements, promote the welfare of the students, strive for good sportsmanship, and facilitate good communication among students, faculty, and administration. The members are the four student body officers elected by the entire student body: the four class presidents, other officers from each class, and a representative from each active club or organization, elected by the individual groups. The faculty advisors will provide direction and assistance to these groups for related activities. All athletic teams, clubs or other student organizations fall under ASB fundraising regulations.

F.B.L.A.

The Future Business Leaders of America is a career and technical youth organization for students enrolled in business classes. Any student that has completed one year in business class is welcome in F.B.L.A. The purpose of the club is to develop competent, business leadership, and understanding of business occupations. F.B.L.A. is involved in national and local service projects. This organization competes in various business events with other schools locally, statewide and nationally. Some of these contests include: Parliamentary Procedure, Public Speaking, Job Interview, and Office Procedures.

F.F.A.

The Future Farmers of America enables any student to learn more about agriculture and its related occupations while allowing the student to participate in numerous activities. To become eligible, a student must be enrolled in an agriculture class.

Spanish Club

The main purpose of this organization is to further the understanding of the Spanish speaking people and their culture. Students taking Spanish or who have taken the class previously are eligible to become members of the Club.

National Honor Society

The purpose of this organization is to promote high scholarship, good character, service to school and community, and good citizenship. For membership in this club, a student must have a 3.5 G.P.A. or higher, good character, leadership abilities, and be of service to the school and community. A faculty committee, chosen by the sponsor, selects members.

Members also have requirements for continued membership such as maintaining good attendance (no loss of credit due to attendance) and a minimum of one group and one personal service project.

Club Meetings

Meetings are an indication of the club's vitality and worth. Poor attendance at meetings indicates loss of interest by membership. The Student Council may revoke club charters at any time if the club fails to fulfill the purpose for which it was chartered.

Assemblies

Almost all school assemblies are held in the gymnasium, with the student body president acting as the master of ceremonies. The assemblies will begin with the pledge of allegiance. Students are seated according to class and are not excused until dismissed by the President. Students are expected to conduct themselves in a respectful, orderly manner at all assemblies. Staff members will sit among students to provide assistance in any area needing attention. Assemblies scheduled during school hours will be attended by all students and teachers.

School Sponsored Trips

All trips under school sponsorship must be arranged at least one month in advance by the faculty sponsor, and an itinerary filed with the principal. On completion of the trip, it will be the duty of the sponsor to file a complete report of the trip.

Students are obligated to abide by the rules of personal conduct prescribed by the faculty member in charge, remembering that they are representatives of the school and the community and their conduct can reflect favorably or unfavorably on themselves and the organization they represent. Students are expected to travel to the destination and back with the school group. Failure to comply can cause suspension of the privilege for future participation in such activities and/or school.

Dances

High school dances are primarily for Duncan High School students. Students wishing to bring non-DHS students as guests need permission of the principal. All guests must be high school students in good standing at their respective school. Non-high school students are only permitted at five Duncan High School dances, Homecoming dance, MORP, Winter Ball, Prom, and Yearbook dance. At these five exceptions guests must be **no older than 19**. Guests must be signed up by the posted date. Duncan students are responsible for their guests. At no dance will elementary or Junior High students be admitted. Any guest, regardless of the dance, must present picture ID for admittance.

Initial requests for dances must include the following information:

1. Type of Music
2. Theme proposed
3. Sponsors (A minimum of three faculty sponsors for dance)
4. Whether or not guests are to be invited

The request is to be presented to the Student Council two weeks before the dance. After the request has been approved, requisitions must be made for the following items:

1. Site of Dance
2. Tables, chairs, PA system, etc.
3. Refreshments or kitchen facilities
4. Decorations

Arrangements for cleaning up after the dance must be made by the organization sponsoring it.

The principal and the club sponsor will approve chaperons. Dances always terminate by 12:00 a.m. unless approved otherwise.

Students who leave the dance will not be allowed to return to the dance.

Publicity

Student club members are encouraged to employ ingenuity and initiative in publicizing their club activities, under the direct supervision of their sponsor and the school. Items for the daily bulletin must be cleared through the school. The students should make no direct contact with any of the publicity media. Items for the daily bulletin must be submitted one day prior to the day it is to appear. All such requests should be submitted to the principal's office. Posters and notices should be neat and in good taste and placed in designated areas. Tape, glue, tacks and nails shall not be used on walls.

SCHOOL POLICIES

School Responsibility

State Law makes the school responsible for the conduct and well-being of pupils from the time they leave home in the morning until they reach home in the evening. The administration reserves the right to handle cases involving student conduct, regardless of where or when such action takes place, if they are of such nature as to bring discredit upon the good name of the school and student body.

Students who are 18 years of age or older may not sign themselves out.

Only a parent or guardian listed on the student's emergency card may sign or call in for a student to leave campus. It is preferred that qualified persons personally sign students in and out of school.

Care of School Property

Students are required to take proper care of all school buildings and equipment. Damage to school property may result in suspension or expulsion of the student.

- A. A pupil who cuts, defaces or otherwise damages any school property may result in suspension or expulsion of the student.
- B. Any person or persons caught defacing or destroying school or personal belongings may be referred to the Sheriff's Department and/or restricted from classes for an indefinite period of time.
- C. Upon complaint of the trustees, the parents or guardians of minors who have damaged school property shall be liable for all damages caused by their children or wards. A.R.S. 15-446.
- D. Students are expected to take pride in the campus. Littering is frowned upon. Students should discourage other students who do litter in order to maintain a clean campus. The first impression a visitor should have is that our school is very neat and clean.
- E. All credit will be withheld from students who fail to return or make satisfactory settlement for property issued them by the school. Fines will be assessed.

Private Property

- A. Students must not trespass on private lawns or in any way molest or interfere with the property of private citizens. Disturbance of the property of fellow students, even in fun, will subject the offender to disciplinary action, and in case of damage, will require restitution.
- B. Students are provided school locks to secure all personal property. The school cannot assume responsibility for thefts resulting from unlocked/unsecured lockers or property that is left unattended.

- C. Students are encouraged not to bring expensive jewelry, electronics or other such personal property to school. Students SHALL NOT give their personal combination to other students and SHOULD always lock their lockers. Not following these guidelines can compromise your locker security.

Individual Transportation

- A. Cars are the responsibility of the owner, as are the contents of the car. The school is not responsible for thefts or damage to private vehicles on school property.
- B. Students must register (with driver's license, proof of insurance and registration) any car they bring to school with the office. Students must recognize items of safety, school policy regarding parking, and courteous driving. Failure to comply will forfeit the driving privilege. Parents will be notified of such action and student and parent will make arrangements for other transportation.
- C. Student parking for all vehicles will be confined to the lot in front of the gymnasium. Violators parking in non-student areas may have their vehicles towed away at the owner's expense. Students are not permitted to drive or occupy vehicles during the noon hour except to leave and return to campus. Students shall comply with no parking areas and shall park nose first in designated parking spots. There are eight reserved parking spots for ASB President, FFA President, FBLA President, NHS President, Senior Class President, Student of the Month, Athlete of the Month, and Tech Student of the Month. "Handicapped parking" is for handicap parking only.
- D. Students are not allowed to drive to the shops. Parents and students are not allowed to park or be dropped off at the teachers' parking lot.
- E. Pleasure riding with other students or non-students during the noon hour is not permissible. **There shall be no riding in back of pickups or other unsafe behavior as determined by the administration.** Violators will be disciplined. Motor vehicles shall be operated at 5 mph on high school property. All operators must have state license.
- F. Any vehicle on school grounds must be in compliance with state laws and school policy. Weapons, explosives, alcohol, drugs, contra band, etc. within a vehicle is a violation of state law and policy. Vehicles or their contents reasonably suspected of violating any law or policy are subject to search by school officials. Efforts may be made to have the owner present, but are not required. Law enforcement officials may be involved as deemed necessary by school officials. In the event a student driving privileges are suspended, no other student may operate the suspended student's car due to lack of insurance and proper papers.

Fire Drill

The Fire Alarm bell is a signal for a fire drill or a fire. Upon hearing it, a student should immediately stop what he is doing and walk briskly to the nearest exit. DO NOT RUN! Everyone should leave the building under the supervision of a teacher. Remain in a group with your teacher until advised to return to class. An evacuation route is posted in every classroom.

Internet

- A. Students will lose privileges if they are on improper sites or e-mail. Social networking sites such as Facebook, My Space, Twitter and other similar sites are prohibited. In addition, students are not allowed to go to chat rooms or instant messenger at any time.
- B. Students cannot check email during class time without teacher approval.
- C. Disciplinary action will also be taken for violating the internet rules. 1st offense student is off the computer for two weeks, 2nd offense student is off computer for 4 weeks, and 3rd offense student no longer has computer privileges for the remainder of the school year. Parental contact will be made with each offense. The school district may monitor Internet sites.

Stereos – Cell Phones – Media Devices

- A. They are not to be played in vehicles in a loud manner at any time. Failure to observe guidelines can result in loss of driving privileges on campus.
- B. Music being played on school property that contains profanity or inappropriate, suggestive content will be taken into custody, requiring parents to claim them and can result in suspension.
- C. Students are not permitted to use their cell phone, ipod, or electronic device. Cell phones confiscated by teachers or administration will be kept for four days for the first offense, eight days for the second offense, and the rest of the semester for the third offense. If parents want the phone, they can take the phone and the child for the corresponding number of school days of the offense. Parents are not to call and text their child during class periods. They may contact the main office.
- D. No student is allowed to access any personal device to show movies or videos at school or on any school sponsored trip or activity without sponsor's permission. This includes but is not limited to I-PODS, DVD players, cell phones, etc. All movies shown in relation with any school activity must conform to district policy. Violation of this policy may result in confiscation of any such device, suspension or dismissal from teams or groups.

Accident Reports

Any accident or injury should be reported to a teacher or the principal immediately whether medical attention is required or not.

Protected Time

“Protected Time” is the first 40 minutes of class, a time when students will not be allowed to use the restroom (except for emergencies), make phone calls, go to lockers, etc. All students will remain in their assigned classroom.

Lunch/Off Campus Privileges

- A. Off campus privileges are unavailable to all freshman and sophomores, they are not to drive or walk off campus for lunch.
 - B. Parents or guardians may not sign out a freshman or sophomore student to leave campus for lunch with another student by calling into the office. Parents who sign their children out must check them in and out in the office personally.
 - C. Juniors and seniors are eligible for off campus privileges by being “on track” to graduate. Not “on track” means they are behind one or more required courses and have less than six credits per year. If a junior or senior is on the ineligibility list, they will be considered not on track and forfeit their off campus pass. The off campus privileges may be regained at the beginning of the next semester if applicable.
 - D. Eligible students will be issued an off campus pass. The student will be charged \$5.00 for a replacement pass.
 - E. Students cannot hang out or eat on the back or sides of the buildings or in the hallways during lunch. Students are also not permitted on the 2nd floor of the building during the lunch period.
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STUDENT DRESS STANDARDS

Statement

The principal shall have authority to enforce the student dress standards.

- A. The district recognizes that student dress and grooming practices are generally a matter of personal choice. However, the District also recognizes that there is a relationship between students' choice of dress and grooming practices and such things as school pride, self-esteem, general welfare of the student, and the accomplishments of curriculum goals and educational objectives. Students are expected to dress in a manner that promotes these goals and objectives. The Principal will be the final judge of any questionable attire.
- B. The District dress standards prohibit students from wearing clothing that is counterproductive to curriculum goals as formulated by the District and mandated by state statutes. The District also prohibits students from wearing clothing that is disruptive to the learning process.

Specific Guidelines

- A. Arizona Revised Statute S15-712 requires instruction on the nature and harmful effects of alcohol, drugs, and tobacco. These substances are illegal for minors to possess. Clothing which displays these substances and is deemed to advocate or encourage use of these substances is counterproductive to the District's curriculum goals and educational objectives and is prohibited.
- B. Obscene language or symbols, or symbols of drugs, **nudity**, sex, or alcohol on clothing are expressly prohibited. Clothing that expresses obscenities, immodestly exposes the chest, abdomen, genital area or buttocks, or which detrimentally affects the health, safety and general welfare of the students is prohibited, such as, but not limited to: halter tops, spaghetti straps, backless shirts/dresses, spandex shorts, bare midriff styles, braless, tank tops with straps less than four inches in width, muscle or mesh type shirts, sexually provocative statements or pictures, satanic symbols, designs or logos, or suggestive language is not appropriate.
- C. Shorts may be worn if they are fashionable and in good taste, hemmed and fingertip length. Gym shorts, track shorts, spandex shorts, running shorts, cut-off pants, pajamas, and ragged cut-offs are not acceptable.
- D. Footwear must be worn at all times.
- E. Safety dress requirements for specific classes such as shop, home economics, physical education, and chemistry shall be followed.
- F. Hats, sunglasses, and other headgear are not allowed in the buildings during operation hours. They may be stored in students' lockers.
- G. Clothing will be appropriate with dress code and worn accordingly: Pants, shorts, skirts, etc. will be worn with waistband no lower than the top point of the hipbone and secured appropriately. Overalls, jumpers, etc. with shoulder straps will be worn with straps attached across the shoulders to the front bib. All belts, suspenders, shoulder straps, etc., shall be appropriately secured.

Disciplinary Actions

- A. Students who violate the District's dress standards may be required to do any of the following depending upon the specific circumstances:
 - Turn inappropriate clothing inside out
 - Change into clothing that may be provided by the school
 - Have other clothing brought to school
 - Sent home with parent notification
 - B. Repeated (or) blatant violations of the dress standards may result in appropriate disciplinary action being taken including suspension from school.
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ATTENDANCE POLICY

The Duncan Unified School District believes that for students to complete schoolwork satisfactorily, they must maintain a good attendance record. Each student is expected to be in attendance at school every day school is in session. The philosophical foundations for desiring and expecting students to be in attendance each school day is as follows:

Philosophy

Attendance at school is beneficial in and of itself. More specifically, it is valuable in classes where achievement of objectives cannot be measured by formal and informal tests. That is, certain classes provide a setting where students can evaluate their attitudes and values, conduct comparisons, and formulate new or confirm existing attitudes and values. The only way for a student to benefit from a class of this nature is to attend the class.

One of the major goals of this school district is for students to effectively accept responsibility, and it is believed that the most effective way to learn responsibility is to experience situations where decision-making and responsibility must be exercised. If teachers or administrators accept responsibility for all student actions, the result will be graduates who do not know how to cope effectively with responsibilities and decision-making. For example, when the attendance policy is made public and explained in detail, it is a basic principle of educational psychology and learning. The respective validity is well documented.

A point of reality in modern day life is that employers and colleges rank attendance and punctuality very highly in evaluating personnel. Therefore, maintaining a good attendance record is an important discipline to learn and has lifetime application.

State Mandated Attendance Regulations

STATE BOARD OF EDUCATION POLICY: "No Pupil shall be permitted to leave school any other time before regular hours for closing of school, except if he or she is excused. Pupil may be required to bring an excuse from parent or guardian". Students out of school nine or more days in any semester are considered to have excessive absences.

1. School law and regulations passed by the legislature and revised by the State Board of Education make it mandatory that all public schools list and report to the State Board the reasons for student absences. To comply with this regulation, we request that:
 - A. When the student is absent, the parent should telephone the school office before 10:30 a.m. each day the student is absent.
 - B. If the parent fails to call the school, the attendance officer will phone the student's home, when possible.
 - C. If the absence is for medical reasons, a doctor's slip is required. In the case of a grave emergency, such as an extended hospital stay, please seek

administrative approved. Students are responsible for bringing medical verification to the office. Also two days are allowed for hunting season. The student must bring verification of hunting experience. Funerals are excused.

2. If a student is aware that s/he will be absent for any reasons such as doctor or dental appointment, conferences, trip, etc. approval must be secured from the high school office prior to the absence. A phone call from a parent will suffice.
3. A student may not leave the school at any time without first getting permission from the office. Students leaving school without permission will be considered truant (ditching). This rule includes those who leave school during lunch and then remain out of school without notifying the office. Sick students and others having good reason for going home, must first go by the office for permission.
4. We realize that there are valid reasons for students being absent. Students are expected to make up missed schoolwork. A reasonable length of time (usually two school days) will be given to a student in order that missed work is made up. Absences of longer duration than two or three school days may result in the necessity for a parent-student-teacher conference in order to determine an equitable time in which missed schoolwork should be made up. If the due date to assignment is previously known no extra time will be given. It is the student's responsibility to make sure the teacher has the assignment on time.
5. Students ditching school will be disciplined. Any student caught ditching will receive a grade of zero for that day's work, NO make-up work allowed.
6. Students having excessive absences (9) per class period each semester will be denied academic credit (Refer to Denial of Credit and Attendance Due Process Procedure on page 36). It is the student (or) parent responsibility to initiate any appeal (or) review if additional evidence can be presented.
7. When a student accumulates the third, sixth, and eighth absence, for a given class, the student will be notified of the consequence(s) of excessive absenteeism. Parents or legal guardians will be notified by a notice of the absence and consequence(s) mailed to the student's home with the principal receiving a copy. The Principal and/or office staff may meet with students following the sixth absence, to review with them their attendance standing. The attendance policy will be reviewed at these times and the consequence(s) of future absences will be stressed.
8. Credit will not be reinstated unless it can be demonstrated extenuating circumstances exist, such as prolonged or repeated illness, family emergencies, etc. A doctor's statement will be necessary to verify prolonged or lengthy illness. Credit may only be reinstated per Attendance Review Board's stipulations and the student's adherence to the Board's stipulations.
9. Responsibility for accurate attendance accounting shall be assumed by the teacher. Teachers shall take roll using the school standard system. Roll books will be kept for each class.
10. A parent may take custody of their child at any time but only those absences for verified medical reasons, funerals, court appearances, etc. will not count towards loss of credit. In all unexcused absences students will not be allowed to make up work unless cleared through the principal.

Procedures Related To Attendance Denial of Academic Credit

In order to receive credit for a class, the student must attend class sessions equaling at least 61.5 hours per semester or 123 hours per school year. This will allow a student to be absent a maximum of eight (8) days per semester.

Any student attending less than the required number of hours will be denied credit in that class (or) classes where the excessive absences occurred and the student will be placed on audit status. It is the student's responsibility to take the necessary steps to reinstate credit.

Credit may be reinstated by:

- A. Medical justification of absences.
- B. Principal justification of extended hospital stays or emergencies.

Attendance – Due Process Procedure

In the event of denial of credit, and placement on audit status, the student or parent is responsible for initiating the petition to the Attendance Review Board (ARB), but only if they have new evidence. A student on audit status must continue to attend classes and complete assignments in order to be eligible to appeal for credit.

The Attendance Review Board (ARB) will take one of the following actions:

1. Reinstate student credit due to acceptable extenuating circumstances or properly documented medical reasons.
2. Allow the denial of credit to stand valid. If the student is denied credit a mark of "NC" will be placed on the transcript in place of a grade.

A student may only petition the ARB one time per academic year.

Students absent from school to participate in other educational activities prearranged by the parents through the principal's office will have the pre-approved time counted as instructional time. These decisions will be made by the Principal and must be arranged in advance. In all cases, the student will make up all work missed to the satisfaction of the teacher.

Truancy (ditching) from school or class is a violation of the school policy and may involve disciplinary action as indicated in the Discipline Matrix. The student may be held responsible for any class work missed due to the absence. Any student caught ditching will receive a grade of zero for that day's work.

Tardies

At D.H.S., we believe that getting to school and class on time is an integral element of success in school and in the work place. Students are expected to be on time to all classes so as to minimize disruptions in the educational process. Students who are not in their seat when the bell rings are tardy. Parents will become involved when the tardies become a continued problem. Disciplinary action will be issued to students who continue to violate the policy.

STUDENT CONDUCT

The Governing Board authorizes the Administration to develop policies and procedures governing "Student Conduct."

Compliance with Regulations

The State Law requires Students shall comply with the policy and procedures, pursue the required course of study and submit to the authority of the teachers and administration, board policy and state law. Students have the right to fail.

GUIDELINES FOR STUDENT BEHAVIOR

In order to assist you and others in the pursuit of a quality education, we have established some guidelines. These guidelines are designed to create a pleasant and safe environment for all students in our schools.

Your attitude will play a large role in determining how well you do in school. If your primary purpose for coming to school is to learn and participate in classroom and extracurricular activities, you will probably never encounter serious disciplinary problems.

You must remember that you are responsible for your own actions. On campus, on the school buses and at other school functions, you are expected to conduct yourself in such a manner as to display the highest respect for yourself and your school community. Have respect for those you care about and demonstrate that respect by your conduct.

If your actions are in violation of school guidelines, you will have to accept the consequences. You should also understand that Arizona law allows the school district to hold you accountable for your behavior on the way to and from school and during any school sponsored activity.

The following pages describe the guidelines for student behavior. At any time teachers or administrators may counsel you regarding your behavior. Please accept their advice as valuable and understand that their intent is to help you.

We are proud of the vast majority of our students. We sincerely hope you will be one of those students who take advantage of the programs provided you and continue to be the best you can be.

Class Room Behavior Rules

1. Bring pencil, book and necessary materials daily for this class.
2. Keep hands, feet, books, and objects to yourself.
3. No swearing, cruel teasing, rude gestures or put-downs.
4. Be in your seat, ready to begin work when the tardy bell rings.
5. Obey general school rules and dress code.
6. No food (or) drink except for water permitted in classrooms, library and gym.

7. Hats, sweatband, sunglasses are not permitted to be worn in classrooms and comply with dress requirements.
8. The teacher may arrange seating as desired.
9. FOLLOW TEACHERS DIRECTIONS.

Consequences

1. Warning
2. Loss of daily participation points and/or other disciplinary action as the teacher deems appropriate.
3. Referral to the Principal for appropriate discipline.

FAILURE TO SERVE AN ASSIGNED DETENTION WITHIN 2 DAYS CAN RESULT IN SUSPENSION

Bus Rules

Students being transported are under the authority of the bus driver and by Arizona Law, shall observe the following standards:

1. Obey driver's instructions.
2. Keep aisles clear.
3. Remain seated until your stop.
4. Keep everything inside the bus.
5. Talk quietly-Don't yell or use vulgar or abusive language.
6. Keep your hands to yourself-be courteous.
7. Don't throw anything.
8. No weapons allowed (knives).
9. No smoking or tobacco
10. No alcohol or drugs.
11. Maintain orderly conduct at bus stops.
12. No water balloons, guns or devices.

STUDENTS LIABILITY: Students may be suspended, or expelled from the bus for violations of the above rules of conduct. Students who cut, deface or otherwise damage any school property may be suspended or expelled from school and pay for damages.

SUSPENSION OF SCHOOL BUS SERVICE: Bus riding is a privilege – not a right. When school bus rules are consistently violated and cause danger to the students or drivers, the district will take action to remedy the situation.

The action will be as follows:

1. Under normal conditions, a notice will be mailed to parents stating the problems and indicating that if behavior does not improve within a specific amount of time, the bus service will be suspended.
2. Under emergency situations, where there are extremely serious violations, a student may be suspended without prior notice.
3. Bus transportation may be reestablished when it is determined that the service can be resumed.

Problem Areas

TARDY:

Arriving late to class. When a student is not in the assigned classroom, in their seat and prepared for class at the sound of the tardy bell.

ABSENCE:

Any time a student enters class ten (10) minutes after the tardy bell without staff or administrative approval is considered an absence. This also applies if student leaves class 10 minutes (or more) early. Absences related to school activities as authorized by the administration are not considered (or) recorded as absences to class.

EXCESSIVE ABSENCES:

When the number of absences exceeds school policy.

UNEXCUSED ABSENCE*

Any absence, which has not been both, excused by a parent or legal guardian and approved by the appropriate school official.

DITCHING*

Unauthorized absence (on or off campus) of a student without a school personnel's permission. NO such thing as ditch day. Parents cannot excuse a student for ditch day. No make-up, student will be suspended.

DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY*

Refusal to comply with reasonable requests and instructions of school personnel.

DISORDERLY CONDUCT INCLUDING PROFANITY AND OBSCENE BEHAVIOR* (including appearance/clothing):

Conduct and/or appearance, which is disruptive to the orderly educational procedure of the school or any school sponsored activity.

LANGUAGE & DRESS:

Failure to observe the school's dress code. Students shall not use obscene or vulgar language or wear attire contrary to this policy.

VERBAL ABUSE:

Statements, which intimidate or injure another person.

FIGHTING - PHYSICAL ASSAULT**

Physical attack of one or more persons upon another person or persons who does not wish to engage in a conflict and who has not provoked the attack, OR engaging in physical contact for the purpose of inflicting harm. Also, deals with the taking of something of value in the return for protection or threatening to inflict harm. Threats, attacks, provocations, or intimidation can occur face-to-face, through electronic means, or through another individual. Students who encourage others to fight will also receive disciplinary action. This includes posting information on any type of social media.

THREATS SEXUAL HARASSMENT AND VERBAL ABUSE*

Statements or actions, which intimidate or injure another person.

HAZING*

The practice of rituals or other activities involving harassment, abuse or humiliation used as a way of initiating person.

TOBACCO*

The use, sale, or possession of tobacco of any kind on school property or during any school-sponsored activity. This includes e-cigs and Hookah pens.

DRUGS*

Use, possession or sale of drugs, alcohol, narcotics or other noxious substances including prescription drugs on school property or at any school-sponsored activity.

ALCOHOL*

The use, possession or distributive transaction of alcoholic substances.

FORGERY*

Falsification of written materials (or) using the signature or initials of another person, or alteration.

GAMBLING*

Participating in games of chance for the purpose of exchanging money.

THEFT/STEALING*

Taking property or concealing property that belongs to others. Any student or students caught removing school property or other person's belongings may be referred to the Sheriff's Department for interrogation and may be restricted from school for an indefinite period of time.

EXTORTION*

The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.

AUTOMOBILE*

The inappropriate use of an automobile on school property or during any school supervised activity. No riding in the back of pickups or any unsafe behavior. Must wear seatbelts.

DESTRUCTION OR DEFAACEMENT OF PROPERTY*(including arson):

Defacing, destroying or mutilating objects or materials belonging to the school, school personnel, or other persons.

ARSON*

Intentional burning of property.

WEAPONS - EXPLOSIVE DEVICES*

The possession, use, distribution or sale of any devices or of dangerous weapons, or the use of an object to inflict bodily injury to another person while on school property or at any school activity.

PORNOGRAPHIC MATERIAL*

The possession, use or distribution of any materials or devices that are of pornographic nature on school property or at any school activity.

SEXTING*

The act of sending sexually explicit messages or photographs usually between cell phones or other electronic means.

UNAUTHORIZED VIDEOS/PICTURES TAKEN ON SCHOOL PROPERTY, SCHOOL TRIPS AND FUNCTIONS:

Any videos/pictures taken on school property without permission of school personnel will result in suspension.

GANG OR RELATED ACTIVITIES*

Gang activities, dress, conduct or other actions which interfere with the educational process is strictly prohibited and can result in suspension or expulsion from school.

TRESPASSING*

The unauthorized presence of a Duncan Public School student on a campus other than his/her own. The unauthorized presence of a student on campus (or any area of campus). If the student refuses to leave upon request, it is a violation of state law.

* These problem areas also violate state law. For minor offenses, school officials may need to notify appropriate police authorities. For serious offenses, school officials are required to notify appropriate police authorities.

** Arizona law (ARS 15-507 & 13-2904) make it illegal to insult, abuse or assault a teacher or other school employees while they are engaged in the execution of any official duties. Penalty for violation of these laws could range from a \$500 fine to imprisonment.

STUDENT VIOLENCE / HARRASSMENT / INTIMIDATION / BULLYING

The Governing Board of the Duncan 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 lists, 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 orientation, 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 of 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 School 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 Policy JICK or this exhibit 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 any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

STUDENT DRUG POLICY

STUDENT DRUG USE

Student involvement with drugs, including alcohol on school property (or) at school-sponsored activities, should be treated according to the following procedures. It shall be the responsibility of all school employees to report all reasonably suspected instances of the non-medical use of drugs to the principal or other administrator in charge.

A. Distribution or Selling of Drugs

When the principal is reasonably certain that a student is involved in the distribution or selling of drugs, law enforcement authorities and parent(s) or legal guardian(s) shall be contacted.

If it has been determined that a student is involved in the distribution of drugs, he/she shall be suspended for not more than 10 school days and referred to the superintendent for further action. (See A.R.S. 15-843, B.5, E, F.).

Duncan Unified School District #2 shall conduct a hearing in accordance with Sections A.R.S. 15-843., B.5.,E.,F. Following the hearing, the district may return the student to school, extend the suspension or follow alternative procedures.

B. Possession of Drugs and/or Paraphernalia

Law enforcement authorities shall be contacted whenever the principal or designee determines that drugs to be used for non-medical purposes are found in the possession of or in use by a student. Enforcement authorities may be used to help

make such a determination. Pupils who are in the possession of drugs to be used for non-medical purposes may be suspended for more than 10 school days or expelled.

In the event a student has been suspended for a drug-related offense he/she may be referred to the superintendent for further action. A hearing will then be conducted in accordance with A.R.S. 15-843, B.5., E., F. Following the hearing, the district may return the student to school, extend the suspension, or follow alternative procedures.

C. Under the Influence of Drugs

Whenever there is reasonable suspicion of a student being under the influence of drugs, he/she should be referred to appropriate medical personnel.

DHS reserves the right to administer a drug test to any student who exhibits cause for reasonable suspicion of drug use.

If it has been determined he/she is under the influence of non-medical drugs, parents and authorities shall be contacted. The student also may be suspended for more than 11 school days or expelled depending on circumstances.

In the event a student has been involved in a drug-related offense he/she will be referred to the superintendent for further action. A hearing will then be conducted in accordance with A.R.S. 15-843, B.5., E., F. Following the hearing, the district may return the student to school or extend the suspension, or follow alternative procedures.

D. Student Who Seeks Help

The governing board does not condone the non-medical use of drugs. However, it does recognize the need for the availability of help to those who use/abuse drugs. Members of the professional staff desire to offer a helping relationship and referral when necessary. The Duncan Unified School District's position of the governing board that communications between students and professional staff will be held in trust, unless it becomes evident that withholding information may result in harm or injury to the student or others. Staff persons must understand and recognize their personal and professional limitations and are encouraged to refer students to appropriate resources.

E. Involvement with Medical Drugs (Medication)

Students who need to have access to medical drugs (as defined in A.R.S. 32-1901, Paragraph 39) in school should leave them with the school nursing personnel. Such drugs should be left with school nursing personnel along with parental permission and the written directions of a physician concerning their use (see A.R.S. 15-345). In case a student needs to use such drugs when a nurse is not on duty (or at a school-sponsored event away from school property), at least a parental note should be given the supervisor on duty and the drug left with him/her.

Students, who are in the possession of medically approved drugs but have not followed the directions described above, shall be warned for the first offense. For succeeding offenses he/she should be disciplined according to normal school disciplinary policies. Students who distribute such drugs to others will be considered under the policy as distributing drugs for non-medical purposes.

Students should leave their medicine in the main office.

F. Parental Involvement

Whenever there is a reasonable suspicion that a student is suspected of violating the school drug policy and is questioned by the school principal or designee, his/her parents or legal guardian may be notified that such questioning took place. When it has been determined that a student has violated the school drug policy, his/her parents shall be notified. Additionally, parent conferences are not the only disciplinary procedures (See A.R.S. 15-843).

G. Medical Services

When there is reasonable suspicion that any student is under the influences of drugs at Duncan Unified School District #2, he/she shall be referred to the school health services personnel. Such cases shall be required throughout any disciplinary procedures (see A.R.S. 15-843). When there is reasonable suspicion that any student is under the influence of drugs while at a school activity and no school health services are available, it shall be the responsibility of the supervisor on duty to call for appropriate aid (or) notify proper authorities.

H. Return to School

Whenever a student has been determined as using drugs for non-medical purposes and has returned after the appropriate suspensions, an effort should be made by school personnel and parent(s) or legal guardian(s) to prevent the problem from reoccurring. The process could include, but not necessarily be limited to, the following:

- Utilization of community-based programs;
- In-School group or individual counseling for students and families;
- An effort made by the student's teachers to help him/her emphasize the positive alternatives to drug-using behavior.

However, any effort made by the student's teacher should not be construed to mean that other disciplinary measures that accompanied the violation are to be ignored.

Revised and Board Approved 6/01

DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following will be taken by the school officials. The school officials will make the final determination as the selected level of disciplinary action. All circumstances are to be taken into consideration in determining disciplinary action to be used. In individual cases, punishment should be just, fair, and reasonable for the offense. Under no circumstances shall punishment be cruel, excessive or administered with malice or passion.

1. **ADVISEMENT** - A school official (teacher, counselor, or administrator) will talk to the student and try to reach an agreement regarding how the student should behave. The school official and student will also discuss consequences for the act. Recorded in student file.
2. **CONFERENCE** - A formal conference held between the student and one or more school officials. During this conference, the student **MUST** agree to correct his/her behavior. Consequences are explained. Recorded in student file.

3. **PRIDE PATROL** – Lunch detail.
4. **AFTER SCHOOL DETENTION** – After school clean-up detail.
5. **PARENT INVOLVEMENT** - Parents or guardians are notified by telephone, personal contact, letter or certified letter. A conference may be conducted with the parents, student and appropriate school officials. Recorded in student file.
6. **CLOSURE FROM SCHOOL** - Students may be closed from one or more classes. The student may remain at school during these class periods, or receive appropriate disciplinary action, such as: (1) serve one or more detention/work details; (2) they may be suspended temporarily or permanently from any club, organization, athletic team, musical group or pep squad (or) other extra-curricular activity; and/or (3) has privileges (including bus) suspended. This action will be recorded in the Student Disciplinary File.
7. **IN SCHOOL SUSPENSIONS (ISS)** – Students may receive ISS, which is designed to penalize them for their behavior while still ensuring that they participate in the academic community in some way. The student is removed from the traditional classroom environment and put into a special suspension classroom, led by a teacher or team of teachers. The suspension may last a few days or weeks, depending on the student's offense, and the student may be warned that future offenses could result in additional suspension or expulsion. For the length of the suspension, the student reports for classes in the suspension room, and he or she is expected to complete homework assignments, work on projects, engage with other students (when permitted), and, of course, show up for school. Lunch will be brought to the student if he/she does not bring his/her own.
8. **SHORT SUSPENSION** - Students may be suspended from school by the Superintendent, Principal, or other school officials granted this power by the Board of Education (A.R.S. Sec. 15-204). The student is informed that he/she is subject to a short suspension (eight days or less). The student's parent(s) or guardian(s) is notified by telephone, in person, or letter that the student is subject to a short suspension. Recorded in student file.
9. **LONG SUSPENSION** - the student is informed that he/she is subject to a long suspension (eight days or more). The student's parents or guardian are notified by telephone, in person, or letter that the student is subject to a long suspension. The student is also informed regarding the due process procedure. Notification to the parent(s) or guardian will include clear instructions regarding the due process procedure. The due process procedure is immediately initiated. The suspension does not start until the due process procedure has been completed. Suspension and action will be recorded in student file.
10. **EMERGENCY OR SUMMARY SUSPENSION** - the student is immediately suspended for an indefinite (or) temporary period of time. Suspension of this type is only made when, in the opinion of a proper school authority,

the student must be removed from school in order to eliminate a clear and present danger to any or all concerned. The student's parents or guardian is notified when possible by telephone or in person regarding the action of the school. Notification to the parent(s) or legal guardian(s) will indicate clear instructions regarding the due process procedure. The due process procedure is immediately initiated. Suspension and action will be recorded in the student file.

11. **EXPULSION** - The Board may expel a student for misconduct (A.R.S. Sec. 15-442 B.I.). The student is informed that he/she is subject to expulsion from school. The student's parents or guardian is notified by telephone, or in person, and certified letter that the student is subject to expulsion from school. The district superintendent will recommend to the Governing Board that the student be expelled. Recorded in student record file. The student is also informed regarding the due process procedure. Notification to the parent(s) or legal guardian(s) must include clear instructions regarding the due process procedure. This expulsion and action will be recorded in the student file.

RELATIONSHIP BETWEEN PROBLEM AREA & DISCIPLINARY ACTION

Students will earn Discipline Points based on the chart below as a consequence structured to change future behavior. Each column of points increases with each repeated behavior. **Should a student be engaged in multiple violations throughout an incident, the violation designated with the most points will be used as the defining consequence.**

**Note: Not all problem areas are illustrated. Disciplinary action and application of the matrix is left up to the discretion of the principal.*

Category 1	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
Disrespect for School Property, Littering	5	5	10	10	10	15
Violation of Food / Drink Rule	5	5	10	10	10	15
Dress Code Violation	5	5	10	10	10	15
Profanity, Vulgarity & Obscene Gestures	5	5	10	10	10	15

Category 2	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
Horseplay / Injury Prone or Unsafe Behavior	10	10	15	15	20	20
Parking Violation	10	10	15	15	20	20
Public Display of Affection	10	10	15	15	20	20
Cell Phone/Electronic Device, etc	10	10	15	15	20	20

Category 3	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
Cheating (Plus Zero for assignment)	15	20	20	25	25	30
Disruptive Behavior	15	20	20	25	25	30
Defacing School Property (With Reparatons)	15	20	20	25	25	30
General Bus Disruption	15	20	20	25	25	30

Category 4 (May include ISS or OSS)	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
Defiance, Disrespect, Insubordination	20	25	25	30	30	35
Violation of Statutes or Policy	20	25	25	30	30	35
Inappropriate Use of Computers	20	25	25	30	30	35

Category 5 (May include min 1 day OSS)	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
Truancy / Ditching	25	30	30	30	35	
Theft	25	30	30	30	35	
Vandalism/Destruction of School Property	25	30	30	30	35	
Reckless Operating of a Vehicle	25	30	30	30	35	
Tobacco/Vape Possession or Use	25	30	30	30	35	

Category 6 (May include min 4 days OSS)	1st Offense	2nd Offense	3rd Offense
Use/Sharing of Pornographic Material/Images	35	35	35
Fighting	35	35	35
Fireworks	35	35	35
Harassment, Bullying, Cyberbullying	35	35	35
Threats, Verbal Abuse or Written Abuse	35	35	35
Public Display of Affection (Sexual Contact/Groping)	35	35	35

On Campus Without Permission	35	35	35
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Category 7 (May include min 8 day OSS)	1st Offense	2nd Offense
Brandishing a Knife	50	50
Assault of a Student	50	50
False Fire Alarm/911 Call	50	50
Under the Influence of Controlled Substance	50	50
Possession of a Controlled Substance or Drug Paraphernalia	50	50
Alcohol Violation	50	50
Indecent Exposure	50	50
Sexual Harassment	50	50

Category 8 (Referral for LT Suspension / Expulsion)	1st Offense
Bomb Threat	100
Severe Vandalism/Destruction of School Property	100
Possession of an Explosive	100
Assault of a District Employee	100
Possession of a Weapon Dangerous Device or a Firearm	100
Arson	100
Aggravated Assault of a Student	100

Consequences for Point Accumulation	Points
Warning/Pride Patrol	1-10
1 Day After School Detention	11-16
3 Days After School Detention	17-24
1 Day ISS	25-34
3 Days ISS	35-44
1 Day OSS	45-54
2 Days OSS	55-66
3 Days OSS	67-77
5 Days OSS	78-89
8 Days OSS	90-99
Referral For Long Term Suspension or Expulsion	100+

SEARCH & SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all of its students.

School employees may conduct searches when they have reason to suspect that the health, safety or welfare of students may be in danger. Any school employees making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found in school property) may be conducted at any time when there is reasonable cause for school employees to believe that something violates a law or school policy. This search of school property may be made without the student being present.
2. Illegal items (firearms, explosive devices, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or that might possibly interfere with school purposes may be seized by school employees.
3. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student's person.
4. A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.
5. The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety and welfare of all students.

6. Motor vehicles parked on school property may be searched by employees where there is reasonable cause to believe the health, safety, or welfare of students might be in jeopardy.
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STUDENT DUE PROCESS RIGHTS

These guidelines have explained the major disciplinary problem areas and the actions that will result for those students who cannot abide by the rules. All students are entitled to due process. This means there are certain procedures, which school officials must follow prior to taking appropriate disciplinary action. There are also procedures, which students must follow if they do not agree with the school's actions.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, students do become involved in situations in which a suspension or expulsion might result, both the students and their parents will be given a more detailed description of the due process procedures. The following summary is only to acquaint students and parents that such a procedure exists.

Suspensions and Expulsions

- The school principal has the right to suspend a student for a period of up to nine days (short suspension). In cases of this type, an informal hearing between the principal, student and any other appropriate persons will be conducted. If after the hearing is completed the principal decides that a short suspension is necessary, it will become effective immediately. The principal will attempt to notify parents by telephone, in person, or by mail.
- The school principal has the right to recommend to the superintendent that students be suspended for a period of more than nine days (long suspension). If the superintendent recommends a suspension longer than nine days, a hearing, if an appeal is requested, will be conducted at the school district central office.
- The school principal has the right to recommend to the district superintendent that a student should be expelled (expulsion). In cases of this type, the hearing, if an appeal is requested, will be conducted before the Governing Board at the school district office.
- In all cases, except short suspension and emergency suspension, the student will remain in school until all appeal opportunities have been exhausted or the parents agree to the school district action.
- If students have violated a school rule, and are subjected to a long suspension or expulsion, both students and parents will be formally notified. Part of the notification process will include instructions regarding the due process procedure.

Appeal

- Students, if they are eighteen years of age or older, or students' parents have the right to appeal a potential long suspension or expulsion.

- An appeal for a formal hearing at either the district or Governing Board level, whichever is appropriate, must be made within five school days after notice has been received regarding a potential long suspension or expulsion.
- Students may present witnesses at all hearings; they have the right to cross-examine any persons participating in the hearing at the district level. An attorney at a hearing before the Governing Board may only represent the student. In hearings before the Governing Board, cross-examination of witness is permitted.

Police Involvement

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

Student Grievance Procedures

Purposes

- A. The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to recommendations, suggestions, or grievances by a student or groups of students.
- B. Potential areas of grievance are reduced by establishing and maintaining, recognized, two-way communications between students, parents, faculty, and administration.

General Provisions

- A. A grievance shall be a claim made by a student, or a group of students that a school policy or regulation has been violated, misinterpreted, or is inequitable.
- B. All grievances should be handled by the informal procedure when possible.
- C. The aggrieved student, group of students, or the decision-making authority at any level may request a conference before a formal decision is rendered.
- D. All grievances, appeals, and decisions in the formal procedure must be in writing and distributed to the appropriate person or committee. A grievance form may be obtained in the main office.
- E. A committee composed of the Principal and two faculty members will be formed to hear student grievances at Level 2.

- F. Since it is important that grievances be processed as soon as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limit specified may be extended by mutual agreement.
- G. In the event a grievance is initiated close to the end of the school year, every effort should be made to resolve the grievance prior to the end of the school year.
- H. A complete record of all proceedings, including all testimony, facts, and all data significant to the decision rendered shall be kept at each level. Such records will be forwarded to the next level should an appeal be made. Complete records should eliminate duplications of testimony at subsequent levels.
- I. At each level, the aggrieved student or students shall be given a reasonable opportunity to be heard.
- J. A grievance may be withdrawn by the aggrieved student, or group of students, at any level. It cannot be reopened as long as all parties interested have agreed to withdrawal.
- K. Failure at any step or level in this procedure to communicate a decision in writing, within the specified time limits, shall permit the grievance to proceed to the next step. Failure at any step or level of this procedure to appeal a grievance to the next step or level, within the specified time limits, shall be deemed to be acceptance of the decision rendered at that step or level and there shall be no further right of appeal.
- L. The filing or pendency of any grievance under the provisions of this instrument shall in no way operate to impede, delay, or interfere with the jurisdiction of the Board of Education.

Informal Procedure

Level I

- A. A student with a grievance should first present it to the Associated Student Body. Grievance forms are available in the main office.
- B. If it is a matter that the Associated Student Body has authority to deal with, they should take appropriate action.
- C. If the Associated Student Body feels that the grievance is not within their jurisdiction, they should refer the student or group of students to the faculty-principal committee.

- D. In the informal procedure, the Associated Student Body must take action or refer the student or group of students to the faculty-principal committee within ten school days after presentation of grievance.
- E. If agreement cannot take place in the informal procedure, then the formal grievance procedure should be invoked.

Formal Grievance Procedure

Level II

- A. If a student, or group of students, is not satisfied with the outcome of the informal procedure at Level I, the grievance may be filed in writing within ten days to the faculty-principal committee.
- B. The faculty-principal committee must render a written decision within ten school days after presentation of the grievance.

Level III

- A. If the aggrieved student or group of students is not satisfied with the disposition of the grievance at Level II they may, within ten school days, present the grievance in writing to the Superintendent of Schools.
- B. The Superintendent must render a decision within ten school days after the presentation of the grievance.

Level IV

- A. If the aggrieved student or group of students is not satisfied with the disposition of the grievance at Level III they may, within ten school days, file the grievance with the Governing Board.
 - B. The Governing Board must render a decision within ten school days after the presentation of the grievance.
 - C. The decision by the Governing Board ends the grievance procedure. The school district has no legal authority in a grievance being appealed beyond Level IV.
-

Extra and Co-Curricular Activities

Forward

It is hoped that a rich, varied and invigorating co-curricular program, will always characterize Duncan High School. In a similar vein, it is hoped that the faculty will support and actively participate in the co-curricular program. Within its proper perspective, a stimulating co-curricular program will furnish the students who populate the school a series of varied experiences, which will gratefully ease the maturing students into a realistic, social, and responsible world.

It is necessary however, to have the co-curricular activities function within a realistic framework of control. Students should not become over-enthusiastic, placing a social or athletic function on a higher plane than the academic program.

Any student whose general behavior presents a problem or jeopardizes general school discipline will be restrained from participation in extra-curricular activities until such time that his or her behavior warrants reinstatement.

All participating students must meet the current No Pass/No Play policy.

All policies as adopted in the Duncan Athletic and AIA Handbooks will be followed.

Extra or Co-Curricular Activities Defined

Any activity sponsored by the school outside the daily in-class activities (or) routine. All activities are subject to the Eligibility Guidelines, including those outlined by the Arizona Interscholastic Association (AIA) as pertaining to athletics.

The following are the sports and clubs are available at Duncan High School.

SPORTS

Boys

- Football
- Baseball
- Basketball
- Tennis

Cheerleading

Girls

- Volleyball
- Softball
- Basketball
- Tennis

CLUBS

- Student Government (ASB)
- Spanish Club
- Book Club
- Knowledge Bowl
- Yearbook/Journalism
- FFA
- FBLA
- NHS
- FCCLA
- Skills USA

Eligibility Guidelines

Academic Guidelines

Extra or co-curricular activities are not a requirement for graduation and, as such, participation in these activities is not required, rather participation is elected by the student as a privilege, not a right. Therefore, the following guidelines will apply.

Good grades are stressed for those entering and participating in co or extra-curricular activities and will be checked at prescribed intervals. Failure to meet standards will render a student ineligible. Students will have a grace period of one week to bring up grades.

Students must meet the Arizona State Law and Duncan School District requirements to be eligible to participate in any extra or co-curricular activities. These requirements consist of:

- A. Grades will be checked on a weekly basis throughout the school year.
- B. Student must pass all courses (including college courses. with a 65% or higher to participate.
- C. A student is deemed "ineligible" for competition when he/she has a 64% or lower. However, student is still eligible to practice. (*Exception*: Refer to E).
- D. A student will be placed on the "pending ineligibility" list when his/her grade drops to a 64% or lower. The counselor and/or advising teacher will notify the student, and have the student sign a deficiency notification, acknowledging his/her "pending ineligibility".
- E. A student will be placed on the "ineligibility" list after his/her second consecutive week of a 64% or lower. The counselor and/or advising teacher will notify the student, and have the student sign a deficiency notification, acknowledging his/her "ineligibility".
- F. If a student is declared ineligible (**59% or lower**) three consecutive weeks during the season of sport (start of practice to conclusion of competition) she/he will be dismissed from the team to concentrate on academic requirements
- G. A student is required to attend all practice sessions during the ineligible period, unless permission is granted by the sponsor/coach for the student to attend tutoring and/or work to improve his/her grade, if the student wishes to remain part of that program.
- H. Failure in one or more courses will cause the student to be ineligible for the following week. Ineligibility will start on the Monday following the grade check and extend for one full week, including Saturday and Sunday.

- I. The Student should check with his/her individual teachers if a doubt exists as to whether or not he/she is currently passing a course. At all times it is the student and parents' responsibility to keep track of the student's grades. This can be done on the computer. Deficiencies cannot be made up once a student is notified of his/her ineligible status. The deficiency can only be corrected during the next prescribed interval
- J. If the student feels the grade is incorrect he/she may discuss the matter with the teacher awarding the grade. Arizona law allows only the teacher awarding the grade to change such grade. Therefore, the teacher's decision stands as valid.
- K. It shall be the responsibility of the Athletic Director and/or group sponsors to check and enforce eligibility regulations. It shall be the responsibility of the administration to require sponsors and coaches to enforce eligibility regulations.

*We recognize High School Rodeo participants as athletes. The High School Rodeo organization requires a 70% passing rate, however, Duncan High School requires all of its athletes to abide by our eligibility rules in order to have their absences excused.

Behavior Guidelines

I. BEHAVIOR AND CONDUCT

- A. Students are required to maintain a standard of conduct in keeping with the behavior guidelines outlined in the student handbook.
- B. Failure to comply with the behavior guideline may result in ineligibility. The length of the ineligibility will depend upon the severity of the offense. Any student whose general behavior presents a problem or jeopardizes general school discipline will be restrained from participation in extra-curricular activities until such time that his or her behavior warrants reinstatement.
- C. Misconduct may also result in loss of a leadership position and/or participating in any extra co-curricular activity sponsored by the school.

II. DESTROYING PUBLIC OR PRIVATE PROPERTY

- A. Athletes are expected to respect and take good care of all equipment and other property. All equipment issued which is lost or not returned shall be paid for by the athlete. Athletes shall pay for any property damaged.
- B. This rule applies to the property of others as well, including the schools you may be visiting.
- C. Violations may result in dismissal or other disciplinary actions as deemed appropriate by the coach or administration.

III. SHOPLIFTING OR STEALING

- A. Students are not to steal.
- B. Students taken into custody by authorities may require their parents to secure their release.
- C. Any violation in this area subjects the student to dismissal from the program or activity for the remainder of that activity, season, or longer depending upon severity of act.

IV. ILLEGAL OR DEGRADING ACTIONS

- A. Students are expected to conduct themselves in a proper manner at all times. Courtesy, sportsmanship and good manners are characteristic of the educational process.
- C. Any violation of the rules observed or reported by a responsible citizen are subject to review for appropriate disciplinary actions.
- D. Any action that occurs while on a trip or participating in an extra-curricular activity that brings shame or disgrace to our school or community will result in swift and severe punishment as determined by the administrator in charge of that activity.

Disciplinary Actions

- A. Any violation of the district disciplinary guidelines or as may be defined in the student handbook and/or the AIA Constitution and Bylaws may result in ineligibility for extra or co-curricular activities depending upon the severity.
 - 1. **MISCONDUCT:** Any violation of school disciplinary guidelines may subject a student to loss of eligibility depending upon the severity or repetition of such misconduct.
 - 2. **SUSPENSION:** A student under any suspension for violation of school rules shall be ineligible for a number of days equal to those of the suspension or longer.
- B. In addition to regular school policy disciplinary actions and/or the AIA regulations, the following ineligibility guidelines apply to all extra and co-curricular participation.

Note: In all offenses involving Drugs, Alcohol, or Tobacco, the discipline or ineligibility will begin on the day that the infraction is made known to a school official, regardless of when or where the infraction actually occurred. Notification to the school may result from individual confession, parent notification, police or probation notification, or a report of visual verification by an adult who was at the scene of the infraction.

1. **DRUGS:** Possession, use, sale transaction or providing any prescription or non-prescription drug to another, whether or not on school premises.

1st Offense...Loss of eligibility for up to one year from the date the infraction is made known to a school official.

2. **ALCOHOL:** Possession, use sale transaction or providing of to another, whether or not on school premises.

1st Offense... (During the season of sport)-Dismissal from that sport.
(Outside the season of sport)-up to Four (4) weeks ineligibility beginning when the next sport they play can legally begin.

2nd Offense... Loss of eligibility for remainder of the school year.

3. **TOBACCO:** Possession, use sale, transaction or providing of to another whether or not on school premises. This includes e-cigs.

1st Offense...Two (2) weeks ineligibility for all extracurricular activities.

2nd Offense...Four (4) weeks ineligibility for all extracurricular activities.

3rd Offense...Loss of eligibility for remainder of the school year.

In cases where eligibility is taken for the "remainder of the school year" due to alcohol or tobacco misuse, the ineligibility may carry over to the following school year if the offense occurs at the end of the year or during a summer event. This will allow for a minimum of one season of ineligibility. In addition, a two or four week suspension may carry over to the following school year. Other than these carry-over circumstances, students will be given a clean slate at the beginning of each school year.

4. **WEAPONS:** Use or possession of any weapon defined as dangerous by law or school policy while on school premises or at school sponsored/related events.

1st Offense...Four (4) weeks ineligibility or longer depending upon severity of violation and probationary status.

2nd Offense...Loss of eligibility for the remainder of the school year.

Any students involved in drug (or) alcohol related problems are subject to removal from leadership office, restraint from extra-curricular participation and possible dismissal from extra-curricular programs.

Attendance Guidelines

- A. Students must be present for at least half of the day in order to participate in that days event. In addition, the portion of the day that is missed must be verified as an excused absence in order for the student to participate.
- B. If a student is absent from school, the student will not participate in any extra-curricular function the evening or night of the day the absence occurred, unless excused by the Athletic Director and/or school administrator under extenuating circumstances.
- C. Any student absent from school on Thursday will not be eligible to compete in a Friday or Saturday activity. Any exception to this rule must be cleared through the principal's office by the coach/sponsor, if special circumstances exist.
- D. Participation in a weeknight game is not an excuse for absence the day following the game.

Practice Guidelines

- A. Students should not miss practice without good reason. If the student must miss practice, the student or parent should notify the head coach or assistant coach before the absence. The coach has the right to restrict play due to unexcused absences.
- B. Any student that misses practice without prior notification of the coach or advisor, or misses practice on a regular basis is subject to appropriate disciplinary action by the coach or advisor. Such action may include probation or dismissal when appropriate.

Multi-Sport Participation Guidelines

- A. If a student athlete desires to participate in more than one sport at a time, the student athlete must have mutual consent of both involved coaches. However, student athlete must designate "one" sport as the primary participation area, in case of a conflict of events, and must attend that designated sports daily practices and contests.
- C. The secondary sport should be an individual sport where the lack of daily practice would not negatively impact the team. Attendance at this secondary sports practices or contests should never interfere with participation in the primary sport.
- D. Student transferring from one sport to another must have consenting permission of both sports coaches.

Dismissal or Quitting a Team

- A. Any student who quits or is dismissed from a team will not be permitted to go out for another sport until the sport from which he/she quit, or was

dismissed from, is completed. A coach may release the athlete to another sport if the reason is appropriate. There must be mutual agreement of both coaches involved.

- B. A student not completing the season due to dismissal or quitting will not letter: neither will that student be eligible for any honors or awards associated with that activity.

Injury Guidelines

1. A "Report of Injury" should be filed immediately by the head coach with the Athletic Director whether the injury required medical attention or not. This report should be as accurate and comprehensive as possible.
2. If a student suspects that they have an injury or concussion, whether the injury occurred as a result of the sport or activity (on or off school premises), they have the responsibility to tell their coach and parents immediately. Students should not attempt to participate if injured.

Dress and Appearance Guidelines

- A. Each student represents not only themselves, but also the school and community.
- B. Reasonable and appropriate attire will be worn as directed by the coach or advisor. Clothing or travel attire should be clean and in good repair. Collared dress or knit shirts, slacks (new type jeans are acceptable), and nice shoes should be worn to events, home or away. Clothing must comply with student dress code.
- D. Male and female athletes will keep hair well-groomed. Male and female athletes must insure that hair is out of the face and controlled during participation. Facial hair must be well-groomed.
- E. Personal jewelry, rings, necklaces, earrings, etc. shall not be worn during participation for the safety of the player and also the opponents.

Team (or) Group Travel Guidelines

- A. Students will ride to and from all activities in a school-authorized vehicle.
- B. Students must return home with the team unless written, parental permission is granted and given to the head coach or advisor.
- C. Students will be released only to the parents or another adult authorized by the parent.
- D. Under no circumstances will students be released to a minor.

- E. If the student is released to the parent or adult authorized by the parent, the school is released from all liability and responsibility for the student(s) in granting the parent's request.
- F. Advisors/coaches/sponsors will determine curfew. Students of opposite sex are not allowed in each other's rooms.

School Issued Equipment/Uniforms & Facilities

- 1. No student participating in athletics will attempt to withhold, or wear off of the school premises any equipment/uniform belonging to the high school, except for approved practices or interscholastic contests.
- 2. No student will be permitted to check out athletic equipment until he has obtained a clearance slip from the Athletic Director and/or school administrator.
- 3. The athletic training room will be used only for preventative injury measures, treatment and care of athletic injuries.
- 4. No player or manager will enter the Coach's Office without permission of a coach, the athletic director, or school administrator.
- 5. Students are not to park on the south side of gym at any time.

A.I.A. Guidelines for Athletics

- I. A student who becomes 19 years of age on or before September 1 is not eligible for any part of that school year.
- II. A student must show proof of age by birth certificate or the acceptable substitutes as listed below:
 - A. A hospital certificate of birth
 - B. A department of Commerce certificate.
 - C. A Bureau of Immigration certificate.
 - D. A Department of Justice certificate.
 - E. An Arizona State Health Department certificate.
- III. A student must have a physical examination after May 1 and by the start of his or her chosen sport, and parents' permission of participation.
- IV. A student must purchase school insurance or provide an Insurance waiver signed by his/her parents.
- V. Further eligibility information may be found in the Athletic Office, also see extra-co-curricular eligibility guidelines.
- VI. Lettering criteria will be determined by each sport or department. (See Athletic Packet Guidelines).

*** AIA SPORTSMANSHIP RULE ***

Ejection from a Contest – If an AIA contest official determines that a coach or player has acted in an unsportsmanlike manner during either a period or intermission, the coach or player may be ordered to leave the contest.

Penalties for Ejection – A coach or player ejected from a contest for any reason shall be subject to the following without appeal:

First Violation – Ineligible for the next regularly scheduled contest at that level of competition and all other contests during that interim at any level.

Any person ejected from a contest shall not participate the remainder of that day.

Second Violation – Ineligible for the next two regularly scheduled contests at that level of competition and all other contests during that interim at any level.

Any person ejected from a contest shall not participate the remainder of that day.

Third Violation – A similar infraction by the same player during the same season will result in cessation of the season for the player concerned.

End –of – Season Violation – If a penalty is imposed at the end of the sport season and no contest remains, the penalty shall be enforced at the beginning of the subsequent season of competition in which the coach or player participates, regardless of the sport.

Leaving Bench Area – When two or more persons (including coaches, non-playing contestants and nonparticipation school personnel) leave their team's bench area to initiate a confrontation, or during an altercation in progress, the following shall occur without appeal:

The contest officials shall eject any person they determine to be in violation of the above paragraph.

The contest officials may terminate the contest. If the contest is terminated, the team(s) that left the bench area must forfeit the contest and record a loss.

If the contest is terminated during a tournament or post-season play, the offending team(s) will be removed from further tournament or post-season competition.

Further penalties may be imposed against the offending team(s) by the AIA Executive Board, as set forth in Article 16.1 of the AIA Bylaws.

Disciplinary Action

Student participants are required to comply with all school conduct guidelines in addition to those that may apply specifically to the athletic or extra-curricular program.

The ranges of disciplinary actions are discussed in the eligibility section of this document, the AIA Constitution and Bylaws, and the "Student Conduct" section of this handbook.

Due Process (or) Appeal

Certain disciplinary actions may be brought before the Athletic/Activity Council for review at the student's or parent's request. This request must be presented to the head coach or advisor within five (5) school days of the disciplinary action to be reviewed. A request form may be obtained from the Athletic Director. The decision of the review council is final at the high school level of appeals.

The Athletic/Activity Council may consider loss of eligibility for reasons other than academic or request for reinstatement of eligibility. The Athletic Director will assist students or parents with the correct appeal procedure and application.

ATHLETIC/EXTRA-CURRICULAR REVIEW COUNCIL

The Council shall consist of:

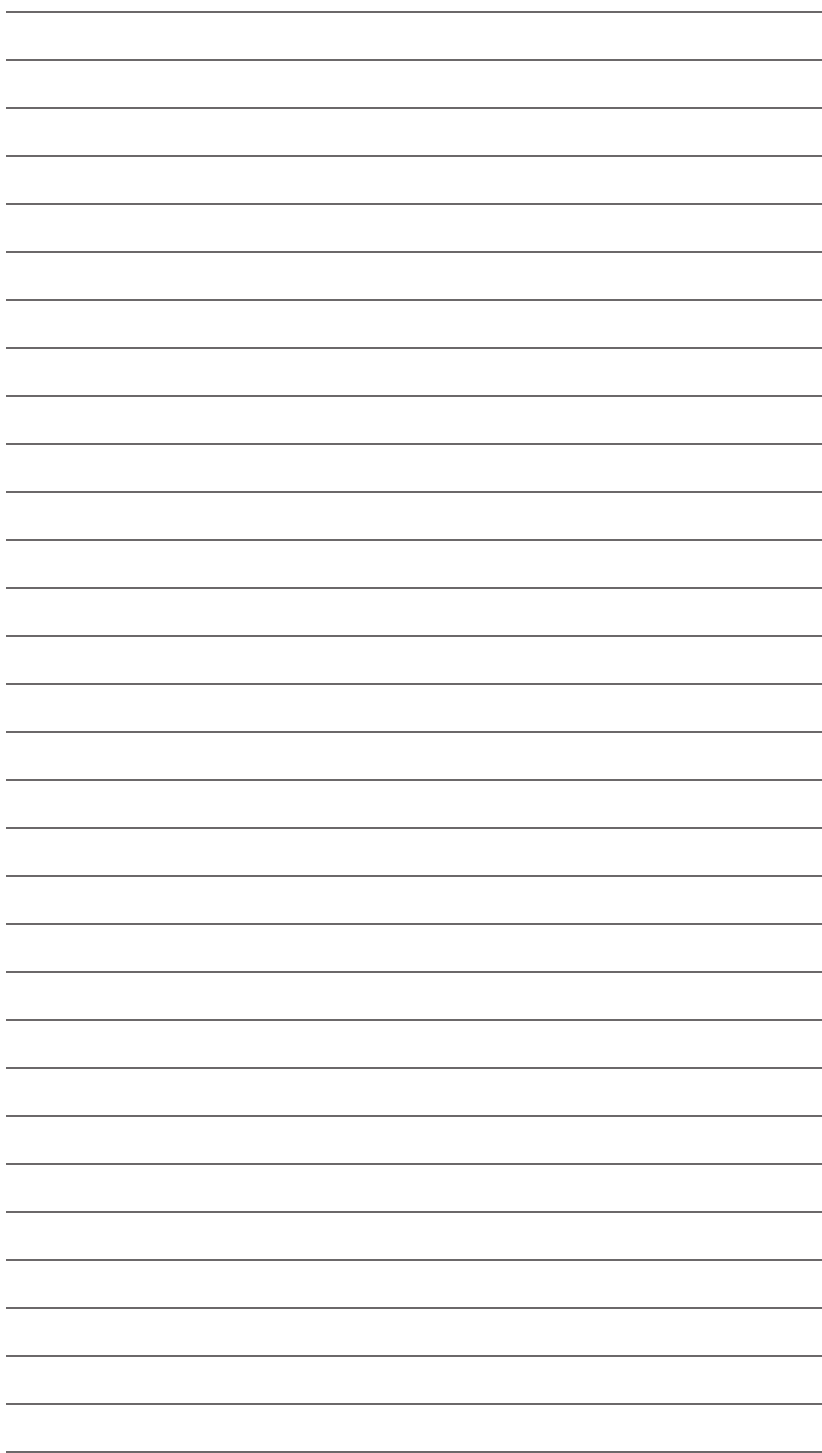
1. Community Member
2. Teacher
3. Sponsor/Coach Not Involved in Program
4. Student Body President
5. Principal's Designee

NCAA Eligibility

Student playing sports at college following graduation must file an NCAA eligibility processing form with the NCAA office. It is very important any student anticipating college athletic participation know the requirements early in their high school career. Please educate yourself on all of the eligibility requirements, particularly the academic eligibility requirements as there have been numerous updates over the past few years (including changes for future years).

Eligibility requirements can be found at *NCAA Eligibility Center: High School Portal* at the following link:

<https://web1.ncaa.org/hsportal/exec/links?linksSubmit>ShowActiveLinks>



Revision of Handbook

The Student Handbook will be updated each year. Student suggestions are welcome and encouraged and should be submitted to the Student Government so that they can make their recommendation to the Administration. All policies herein and hereafter stated shall meet and comply with school board policies, state and federal regulations.

HANDBOOK REVIEW FORM

I, the undersigned student, have received a copy of the Duncan High School Handbook. The handbook has been reviewed with me and I have had an opportunity to ask questions or clarify content items. I further understand these guidelines are school board and state policies in operation of the school and that I am obligated to follow such direction for attending Duncan High School.

Student Signature

Date

Grade level _____

Advisor signature

Date

Student Handbook is available on line at <http://dusdwildkats.org>

Parent/Guardian Signature

Date

PLEASE UNDERSTAND THAT THE STUDENT HANDBOOK IS A GUIDELINE AND IS NOT ALL INCLUSIVE OF EVERY POLICY, PRACTICE, AND SITUATION THAT MAY ARISE.

