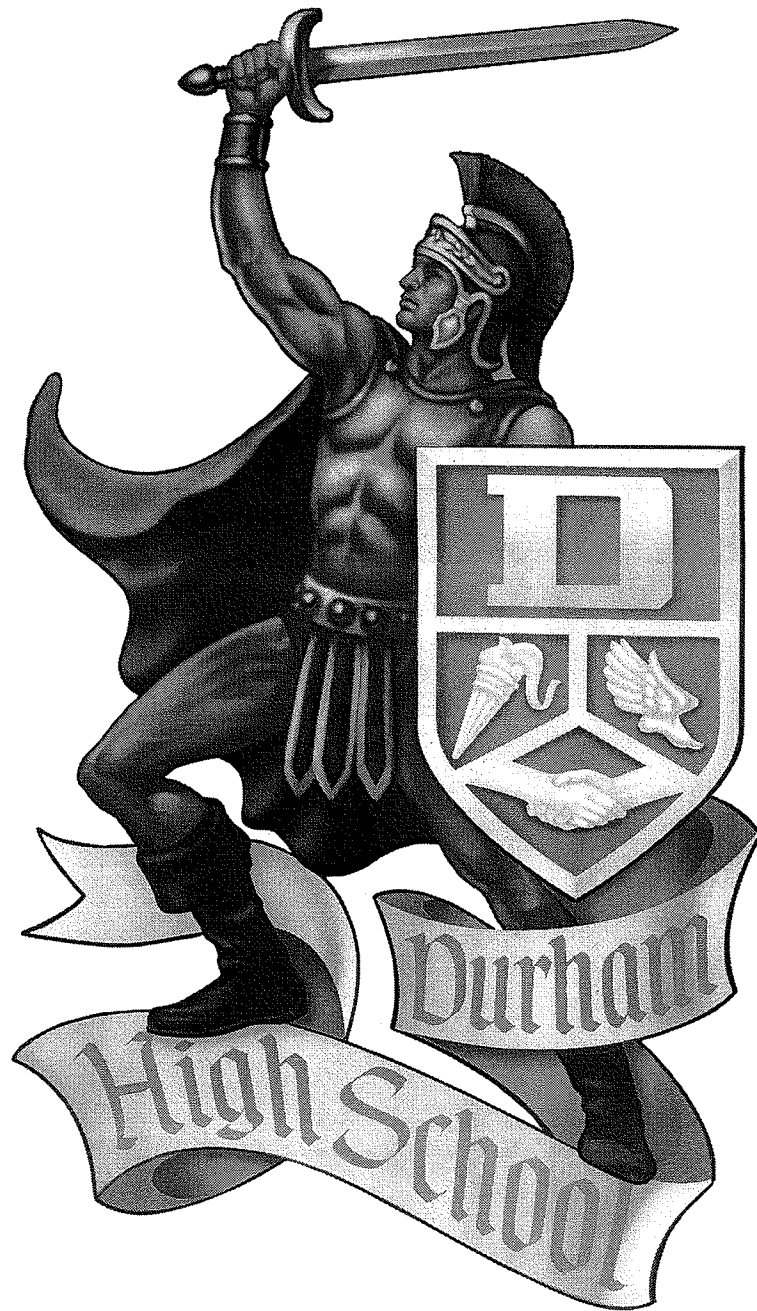


Durham High School Student Handbook



2011 • 2012

DURHAM HIGH SCHOOL

ADMINISTRATION, COUNSELOR, TEACHER AND STAFF SUPPORT

ADMINISTRATION:

Principal Mr. Bill Frey
Counselor Mrs. Dina Spaggiari
Athletic Director..... Mrs. Jean Atkins & Mr. Wes Bill

INSTRUCTIONAL STAFF:

Agriculture Mr. Tom Boyes
Art Mrs. Ann Wise
Computer Literacy Mr. Gordon Smith
Yearbook Ms. Tally Sturm
English Mr. Mark Bender
English Mr. Mark Pisenti
English Ms. Tally Sturm
English Language Development..... Mrs. Lisa Farrage-Johnson
Health/Physical Education Mrs. Jean Murphy-Atkins
Independent Study Mrs. Eve Robertson
Industrial Arts/ROP CAM Mr. Wes Bill
Leadership Mrs. Jean Atkins
Math Mr. Bryan Bear
Math Mr. Chris Perkins
Music Mr. Ed Banes
Physical Education Mr. William Wells
Resource/Special Education Mrs. Nancy Riley
SDC Ms. Megan Farley
Science Mrs. Rebecca Bill
Science Mr. William Askea
Social Science/Computer Literacy Mrs. Anna Johnson
Social Science Ms. Michelle Eaton
Spanish Mrs. Suzanne Contreras
Spanish Mrs. Jeanna Hill

SUPPORT STAFF:

Principal's Secretary/Bookkeeper Mrs. Yolanda Prentice
Attendance/Registrar Mrs. Laurie Freitas
Library Technician Mrs. Kathy Kermen / Mrs. Betsy Leverenz
Career Tech Mrs. Colleen Coutts
Cafeteria Manager Ms. Debbie Slightom
Custodian Mr. Tony Rodriguez

Custodian Mr. Guru Shrestha
Activities Director Mrs. Lauren Mullarkey

2011 - 2012 STUDENT LEADERSHIP OFFICERS

ASBO President..... Chris Giuffre
ASBO Vice President..... Jason Taresh
ASBO Secretary..... Daniel Byrne
ASBO Treasurer..... Teddy Crete
ASBO Activities Coordinator Anna Bocanegra and Kayla Miller
Publicity.....
Sound..... Nick Blake
Clubs Coordinator.....
Dance Coordinator.....
Yearbook Editor Dillon Allen and Anna Bocanegra

SENIOR CLASS OFFICERS

President..... Callie Coker
Vice President..... Mark Grzanich
Secretary..... Natalie Jones
Treasurer Mike Thompson
Class Rep Garrett Southam

JUNIOR CLASS OFFICERS

President..... Mollie Benson
Vice President..... Emily Masuda
Secretary..... Rachael Cook
Treasurer Dylan Lundberg

SOPHOMORE CLASS OFFICERS

President..... Erin Huddleson
Vice President..... Sarah Gamble
Secretary..... Maddie Blake
Treasurer Isaac Gilbert
Class Rep Mimi Amani and Josh Heath

FRESHMEN CLASS OFFICERS

President..... Lili Flores
Vice President..... Katherine Freitas
Secretary..... Baylie Larson
Treasurer Blyne Sanders
Class Rep..... Summer Vercreusen

DURHAM HIGH SCHOOL

MISSION STATEMENT

TO PREPARE STUDENTS FOR INDEPENDENT, RESPONSIBLE,
SUCCESSFUL LIVES AFTER HIGH SCHOOL . . .

To foster self-worth, a love for lifelong learning and a commitment to global responsibility for all students, we at Durham High School will provide an environment and experiences that will encourage such individual to achieve full potential in these areas: physical health, emotional maturity and well-being, academic preparation, intellectual development, social responsibility, and ethical values.

THE SCHOOL IN ITS SETTING

Durham High School is the only comprehensive high school within the Durham Unified School District. The school was established in 1921 and has a current enrollment of approximately 340 students in grades 9-12.

Durham High School is situated in the center of the almond industry of Butte County and is located approximately six (6) miles southeast of Chico, California. The school serves a population of around six thousand (6,000) people. While agriculture remains the chief occupation for the majority of residents, more and more of the population are finding employment in non-agriculture fields in adjoining communities.

Durham High School operates under well-defined board-adopted policies and regulations utilizing the California School Boards and National School Boards Associations' updates. There exists a strong tradition which is reflected in the areas of athletics and extra-curricular activities.

The school emphasizes strong academic orientation with excellent community support.

GENERAL INFORMATION

I. ATHLETICS

Durham High School offers an extensive athletic program for both boys and girls. To participate in athletics, students must:

1. Maintain at least a 2.0 GPA and be passing all classes with NO F's. (20 semester hours)
2. Have a physical exam within the school year and proof of same.
3. Have parental consent.
4. Have read and sign the Athletic Code.
5. Completed the Assumption of Risk form.
6. Have your own medical insurance. (Proof on file in office)
7. Purchase ASBO card.

Durham High School normally offers the following sports:

Fall: Football, Volleyball, Swimming (Var. only), Cross Country (Var. only)

Winter: Boys and Girls Basketball, Wrestling (Var. only), and Boys and Girls Soccer (Var. only)

Spring: Softball and Baseball, Track, Golf (Var. only)

II. SACRAMENTO VALLEY LEAGUE SPORTSMANSHIP

Philosophy

The Greater Mountain Valley (GMVL) recognizes that academics and athletics go hand-in-hand to provide a quality education. Sportsmanship is an intricate part of the athletic program. The concept of "sportsmanship" should be taught, modeled, expected and reinforced in the classroom and in all competitive activities.

Sportsmanship is good citizenship in action.

Guidelines

All participants and spectators are responsible for the following:

- a. To be courteous to all.
- b. To know the rules.
- c. To win with character and to lose with dignity.
- d. To display appreciation for a good performance.
- e. To exercise self-control.
- f. To permit only positive, sportsmanlike behavior.

III. **BULLETIN**

The daily bulletin is available during your first period class and on PowerSchool. A copy of the bulletin is placed in the hallway, office and in the Library. If you have an item that you would like to appear in the bulletin, you must fill out a form and have it in the office before 1:30 p.m., the day before you want it to appear. The Principal must approve all items.

IV. **BUS TRANSPORTATION**

State law closely regulates bus transportation. Students are reminded that they are under the authority of the driver and/or faculty member in charge. It is a PRIVILEGE, not a right, to ride on a school bus. The following is a list of rules that must be observed.

1. Do not throw objects in or out of the bus.
2. Do not use profanity or vulgarity.
3. Do not use boisterous conduct.
4. All riders must remain seated while the bus is in motion.
5. No eating, drinking or chewing gum.

The above list is by no means comprehensive in nature. These are to be used as a guide only. If a problem arises, the driver will notify the administration of the violation. This could result in the loss of bus riding privileges.

V. **CORONA**

The CORONA is the school yearbook. Pictures will be taken throughout the school year for various activities. The cost of the yearbook will be announced when school starts. There is a deadline for ordering. If you miss the deadline, you may not get a book, so listen carefully for this announcement.

VI. **COUNSELING**

Counseling services are available for every student in school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. These discussions are confidential.

If for some reason you need to make an appointment, there is a sign-up sheet located outside the counseling office door. At the earliest possible time, the counselor will send for you.

VII. **CAREER CENTER**

The Career Center is located in the library. Your career center is extremely comprehensive in nature and is an excellent way to help you discover or investigate your future career choices. Computer programs can assist you in making decisions regarding your future.

VIII. DANCES

The school recognizes the fact that dances play a very important role in our school culture. In order to keep a positive tone; several guidelines have been established that must clearly be followed. All Durham dances begin at 8:00 p.m. and end at midnight, unless advertised differently.

1. Students must be properly groomed and attired and follow all school rules.
2. Students will be subject to breathalyzing and inspection of purses, coats, gym bags, etc. (This includes appropriate styles of dancing.)
3. No one will be admitted to the dance unless that person is enrolled at Durham High School or is an authorized guest. No outside containers are allowed.
4. If students wish to bring a guest, they must get a guest pass from the office **before** the day of the dance. Students are allowed one guest pass per student unless authorized by the administration.
5. After leaving the dance, students will not be allowed to return except under circumstance of obvious necessity, at which time permission must be granted by the teacher in charge.
6. Anyone observed under the influence of alcohol or drugs will be disciplined accordingly. Parents may be contacted and be asked to come and pick you up.

IX DRESS GUIDELINES

The United States Supreme Court rendered a decision in 2000 that school administrators can establish policies prohibiting conduct, which materially and substantially interferes with the educational process. This includes, but is not limited to, inappropriate clothing or attire. The court noted that it is highly appropriate function of public school education to prohibit offensive language or clothing in public discourse. The First Amendment does not prevent schools from establishing guidelines to prevent the undermining of their basic educational mission.

Standard dress and grooming is the responsibility of students and their parents, except in cases where reasonable standards are required in some activities outside the regular school day, and where necessary for reasons of health and safety.

If a manner of dress, grooming and/or appearance disrupts the normal educational process, school administrators shall take necessary action to correct the situation including loaner shirts/change of attire. The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times on campus.
2. Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice, or the use of drugs or alcohol.
3. Hats, caps or other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. No holes, rips, or tears that reveal the body. See-through or fishnet fabrics, halter tops, off the shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. No halter, tank or tube tops; no transparent, half, or muscle shirts.

5. Gym shorts may not be worn in classes other than physical education. High School gym shorts and/or High School sport uniforms may **not** be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the health and safety needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected due to the fact that the student does not wear standardized physical education apparel where the failure to wear such apparel is from circumstances beyond the student's control (Education Code 49066).

The Principal at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

IX. HEALTH SERVICES

A school nurse will be available on a limited basis. If a student is required to take prescription medication during the school day, written permission must be on file in the office. It should be noted that aspirin or aspirin products will not be dispensed by school staff.

X. INSURANCE

The district does not carry insurance for accidents or injuries that might occur to individual students. For a nominal fee, parents may purchase limited accident insurance which pays medical and hospital benefits for pupils injured while under the supervision of the school. Students who participate in after school sports programs must be covered by insurance.

XI. LOCKERS

Students will be assigned a locker for books, and a P.E. locker. Students are not to give out their locker combinations to anyone. You should not leave valuables in your locker. The use of lockers is a privilege, so please take care of them. The loss of personal property is not the responsibility of the school. Lockers will be assigned the first week of school.

XII. LIBRARY

The purpose of the library is to provide students with materials for homework, research, and recreational reading. Use of the library carries with it some responsibilities. Besides the rule of good manners, students are asked to:

1. Not eat or bring drinks into the area.
2. Not move furniture.
3. Remain seated unless getting material.
4. Not exceed four students per table.

5. Not cut through to classrooms.

Students not honoring these rules will be warned. Repeated violations will result in the loss of library privileges and disciplinary action by the administration.

XIII. OFF LIMITS

If you choose to leave campus, you are reminded not to cross the field between the High School and Intermediate School. You are to use sidewalks that skirt the perimeter. Violations of this could result in disciplinary action.

XIV. PICTURES

Individual and group pictures are taken each year. Packets of color prints will be available for purchase. Dates and prices will be announced in the fall.

XV. SCHOOL GROUNDS AND BUILDINGS

Show pride in your school by keeping the grounds and buildings free of litter. Students are expected to clean up their area after break and lunch. It is not the custodian's responsibility to clean up trays, milk cartons, etc. It is possible that the privilege of break could be taken away. Students that are observed littering, throwing food, defacing school property, etc. face disciplinary action from the school administration. This may include, but is not limited to, work details with the custodians, as well as suspension.

XVI. SCHOLARSHIPS AND GRANTS

Numerous scholarships are awarded to graduating seniors. Seniors are encouraged to complete our Common Scholarship application. This form is available in the Career Center. This must be filled out in detail and returned if you would like to be considered for one of these awards. Scholarship and Grant information is announced on a regular basis in the school bulletin and posted on the bulletin board in Economics room and the Career Center.

XIII. TELEPHONE

Cell phones cannot be used on campus during the instructional day. The phone in the office is not to be used unless office personnel grant permission.

XIX. COMMUNITY VOCATIONAL EDUCATION

Juniors and Seniors are eligible to earn credits for working part-time jobs. If you are interested in this program, you may sign up to speak with Mrs. Spaggiari. She will provide you with the details regarding the number of credits you may earn as well as helping you prepare the appropriate paper work.

XX. VISITORS

Durham High encourages parents to visit. All visitors must sign in. Visitor passes will be rescinded in cases of disruptive or otherwise inappropriate behavior. Durham High School does not allow student visitors.

ACADEMIC POLICIES

ACADEMIC INTEGRITY POLICY

The academic standards of Durham High School are designed to promote a quality education through honesty, ownership, and self-respect in all aspects of schoolwork. The pursuit of Academic Integrity involves all members of Durham High School Community in the learning process.

Definition: Cheating is taking (or lending) at inappropriate times a person's work, information, ideas, research, or documentation, without properly identifying the originator. The teacher's professional judgment will determine whether cheating has occurred. Students are reminded not to give the instructor cause to consider their actions to be in violation of our academic honesty policy.

To avoid inadvertent dishonesty, the following list, which is not intended to be all-inclusive, delineates a variety of methods of cheating:

- Looking at someone else's paper during an exam, test or quiz
- Talking with another student during an exam, test or quiz
- Using any kind of "cheat notes"
- Letting someone else see one's own or another paper during an exam, test or quiz
- Copying work assigned to be done independently or allowing someone else to copy one's own or another's work, including computer generated information and programs
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research
- Giving test information to students in other periods of the same teacher/same course
- Submitting individual projects not wholly one's own
- Fabricating or altering laboratory data

First Offense

- Mandatory Individual conference between student and teacher
- A mandatory phone call to the parents
- Students will earn a zero on the assignment and with teachers discretion may be given an alternate assignment
- Detention will be assigned

Second Offense

- A mandatory phone call to the parents
- Students will earn a zero on the assignment and with teachers discretion may be given an alternative assignment
- Mandatory parent conference with all involved parties (counselor, teacher, student and parent)
- Saturday School will be assigned
- Immediately lose eligibility for athletics and activities for the remainder of the semester and are ineligible for any academic honors awarded by the school

Third Offense

- A mandatory phone call to the parents
- Student will earn a zero on the assignment and with teachers discretion may be given an alternative assignment
- Suspended from school for two days
- Immediately lose eligibility for athletics and activities for the remainder of the school year and are ineligible for any academic honors awarded by the school

1. COURSE ENROLLMENT EXPECTATIONS

Because most colleges and universities are increasing their admissions requirements, and leaders of business and industry are concerned about the academic preparation of those people entering the work force, the faculty and administration at Durham High School expect all students to enroll in six or more courses during each year of high school. Seniors who opt for a less demanding senior year can expect this reduced commitment to be communicated in letters of recommendation. Institutions of higher learning report a direct correlation between academic success at the university and the maintenance of a rigorous course of study during the senior year in high school

2. PREREQUISITES

Students should check carefully to see that they have taken the proper prerequisites for courses and have earned the necessary grades. Where a course prerequisite indicates permission, the student should seek approval to take the course from the respective department chairperson or his/her designee.

3. ADDITION OF COURSES

A student may enter a semester class for credit no later than the **last day of the second week of the semester**. Exceptions: A student may enter a course in the same subject area upon teacher approval. (Example: from Algebra 1 to Pre-algebra.)

Open entry classes (Example: Community Vocational Education, Special Education.)

4. WITHDRAWAL FROM COURSES

A student may withdraw from a semester class any time before **the end of the 6th week without a penalty**. A grade of W/P (withdraw passing) or W/F (withdraw failing) will appear on the transcript from week 7 through week 12. A student who withdraws after that time will receive an "F" grade. (Administrative consideration)

5. REPEATING COURSES

- A. Courses in Industrial Technology, Physical Education, and special programs such as Yearbook, may be repeated for credit with approval of the department chairperson, counselor, and/or administrator of the area.

- B. A class may be repeated if student received a substandard grade. This is allowed so student has an opportunity to not only improve the grade, but to gain stronger understanding of the course content. The best grade is awarded grade point credit.

6. **PROGRAM CHANGES**

The current policy for program changes is as follows:

- A. Inappropriate class placement (not meeting prerequisites, meeting graduation or college entrance requirements).
- B. **Changes will not be made for teacher preference.**

GRADING PROCEDURES

GRADING OPTIONS:

All courses at DHS are graded on an A to D- scale for the earning of credits. The grade of F receives no credit.

PASS/FAIL COURSES

A student receives a grade of Pass (P) by meeting the minimum standards established by the teacher. A Pass evaluation is computed as a C in the student grade point average. If the student does not meet the teacher's minimum requirements for the course, he/she receives a Failure (F). A Failure results in 0 grade points and is part of the Grade Point Average (G.P.A.) Calculation.

INCOMPLETE GRADE (I)

A grade of incomplete is given by a teacher only when a student misses a final examination or does not turn in compulsory work due to illness or a reason beyond the student's control. The student must complete the course work to remove the incomplete within a period of time that equals the duration of the absence and during the nine-week period that follows that absence. If the course work is not completed in the allotted time during the nine weeks after which it is assigned, it is converted to a Failure.

PROCEDURE:

Student/parent should contact the teacher who assigned the incomplete for assignments necessary to complete the work. For extremely long periods of illness, a separate plan will be developed between the student/parent and the school.

FAILURE (F)

F grades assigned at the semester (or quarter in Athletics) are placed on the performance transcript. The F grade carries 0 grade points in computing a grade point average.

REPORTING PERIODS

Progress reports are issued the mid-point of each nine-week period. They are designed to communicate with the parents regarding student progress. Parents will also be contacted either for a conference or by written report whenever it becomes evident to the teacher that the pupil is in danger of failing a course, therefore giving the parents the opportunity to encourage their student's progress.

Quarter Grade reports (mid-term) are issued at the end of the ninth week of each semester. These progress grades show student status in the class at that time. Teachers submit mid-term grades and copies of these reports are sent to the parents.

Semester Grade Reports — Final grades are issued twice a year, at the end of the eighteenth and thirty-sixth weeks of school. These grades are recorded on the official transcript record.

GRADE CORRECTION POLICY

When grades are given for any course, the grade given to each student shall be the grade determined by the teacher of the course. The determination of the student's grade by the teacher, in the absence of error, shall be final. The teacher of the course shall correct teacher errors or date entry errors in question.

GRADE POINT AVERAGE

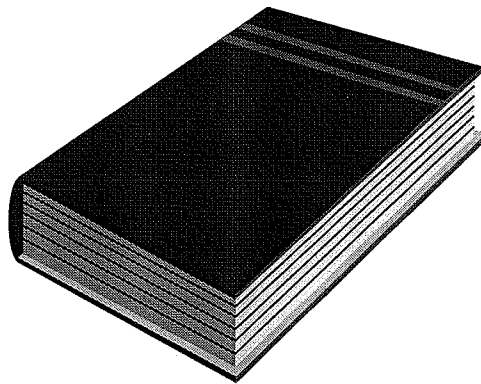
Grade Point Average (GPA) is the term that is used to indicate the student's average grade.

Principal's Honor Roll: The Principal's Honor Roll is designed to honor those Durham High School students who, at the end of each semester, have earned 3.5 or above grade point average and are enrolled in five courses.

Academic Honor Block: A student must maintain a 3.5 grade point average for two consecutive semesters. All subsequent qualifying semesters will entitle a student to an academic patch.

Cal State Campuses: All college prep courses from grades 10 through 11 are used. Grades in up to eight AP or designated honors courses are given extra weight: A=5 points, B=4 points, C=3 points. These courses are indicated in the course description book by a "*" symbol.

U.C. Campuses: The only grades used by U.C. are those grades in classes used to make up the pattern required for admission from grades 10 through 11. Grades in up to eight AP or designated honors courses taken in the last two years of high school are given extra weight: A=5 points, B=4 points, C=3 points.



GRADUATION REQUIREMENTS

ATTENDANCE REQUIREMENTS:

Four years of attendance at a senior high school or its equivalent. Exceptions must be planned and approved by the principal.

CITIZENSHIP:

A student must be of good character and in good standing at the close of the senior year.

SUBJECT AND UNIT REQUIREMENTS: 230 TOTAL UNITS

4 years	40 semester credits of English		½ year	5 semester credits of Civics
3 years	30 semester credits of Math:		½ year	5 semester credits of Economics
2 years	20 semester credits of Science 10 <i>Life Science</i> 10 <i>Physical Science</i>		2 years	20 semester credits of Physical Education
1 year	10 semester credits of World History		1 year	*10 semester credits of State & Local
1 year	10 semester credits of U.S. History			
1 year	10 semester credits of Foreign Language or Fine Arts		* State & Local	Health/Computer Literacy requirement
	70 semester credits of Electives			230 Total units required

In addition to these graduation requirements, students must demonstrate proficiency in reading, writing, and mathematics.

In order to participate in the Durham Unified School District graduation ceremony and receive a high school diploma, a student must have completed all graduation requirements prior to the ceremony.

California High School Exit Exam

This letter is to inform you that your student is required to take the California High School Exit Exam. This year the test dates are scheduled for February, 2011. Every 10th grade student must pass this mandatory test required by the State of California in order to graduate with a high school diploma. Your student will be tested in Language Arts and Mathematics.

The purpose of this test is to improve student achievement in high school and to help ensure that students who graduate from high school can demonstrate competency in state academic content standards for reading, writing, and mathematics. If your student does not pass this test the first time, there will be several more opportunities for your student to retake one or both of the tests again. Once they pass, they do not retake that portion over again. In addition, remediation opportunities will be offered for students who do not pass. If your student is not successful in passing the test completely by their scheduled date of graduation, they will receive a certificate of completion instead of a high school diploma.

It is very important that you understand this is a mandatory test and your student must be present on the days required. If your student misses the day/s the test is given, he/she will have to make up the

test in the next testing cycle in March. Additional information about the CAHSEE is posted on the California Department of Education web site at <http://www.cde.ca.gov/statetests/cahsee/>.

POLICY — DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN

1. The academic grade point average (G.P.A.) is calculated using 7 semesters of grades.
2. P.E. and TA classes are excluded in the calculation process.
3. The G.P.A. is calculated on a 4-point basis. All Advanced Placement and Honors courses in grades 11 and 12 (C or better) will receive a “weighted grade.”

CALCULATION OF A WEIGHTED GPA:

1. Compute regular GPA (A=4, B=3, C=2)
2. Assign bonus points for each weighted class taken, Honor/AP with grades of C or better (1 for each course per semester).
3. Average the bonus points over the number of semesters involved in the GPA (total bonus points divided by the number of semesters).
4. Add the previously computed GPA and the average bonus points to obtain a weighted GPA.

ATTENDANCE POLICY

The staff at Durham High School believes and research has shown that regular attendance and punctuality improve academic progress and develop responsibility in students. State law requires:

1. Students must attend school until age 18 or until high school graduation.
2. Parents are responsible for punctual and regular attendance of their student.

OPEN CAMPUS

The governing board of the Durham Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils enrolled at Durham High School to leave the school grounds during the lunch period.

Section 44808.5 of the Education Code further states:

“Neither the school district nor any officer or employee thereof shall be liable for the conduct nor safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.”

EXCUSED ABSENCES

Absences may be excused for the following reasons:

- | | |
|--------------------|--------------------|
| Illness | Family emergency |
| Doctor | Religious holidays |
| Court appearance | Dentist |
| Family bereavement | |

CLEARING ABSENCES

When you are absent from school you must bring a note explaining your absence upon your return to school. If you do not have an admit you will not be sent to the office to secure one. If you have to leave class for an admit you will be given a tardy. If you have forgotten your note, the student will try to contact parent. If they are unable to do so, they will be issued an unexcused absence with one-day grace period to bring a note. Failure to clear by the second day will be assigned detention.

All admits will be handled at the attendance window. DO NOT come into the main office.

TRUANCIES (both all day and period)

Includes everything NOT listed above. The following are examples:

- | | |
|--|----------------|
| Oversleeping | Transportation |
| Studying | Family errands |
| Unauthorized field trips | Trips** |
| Unauthorized change of program | Baby-sitting |
| Leaving early without an early dismissal | |

TRUANCY: Definition

A student is considered habitual truant when he/she misses thirty (30) minutes or more of any class on three occasions without a valid excuse. If a student leaves a class at any time without teacher permission, that student will be considered truant. Valid excuses would include the following:

1. All day absences cleared by the attendance office by note or phone call from the parent or legal guardian within 24 hours of the absence.
2. School business/activity with prior approval of school officials.
3. Students may be released during the school day with a verified note or phone call from parent or legal guardian.

Truancy Procedures:

Unexcused absence-Two detentions per period missed
1 - 3 classes

Unexcused absence-Suspension
4 - 6 classes

** If a student is going to be absent due to a family trip, (1-4 days) it is the responsibility of the student to bring a parent note to the attendance office three days prior to the first day of the trip. If the trip is five or more days, they will be issued an Independent Study contract and the student will need to inform teachers and pick up assignments **before** leaving. At that time, the student will be given a form to be signed by all his/her teachers. I.S. contracts need to be approved by teachers; Principal and Ms. Williams, photo copies of contract are made and kept on file until student returns. The teachers will provide assignments that are missed during the trip. If the student complies with the above procedure, then the absence will be authorized excused. If you need to leave campus for any reason, you must first check out in the office. If you leave campus for lunch and do not return to school, you must call the office and inform them of your whereabouts and reason for not returning. Failure to do so will result in an assigned detention or detentions.

Tardy Policy and Detention Format:

At Durham High School we have a zero tardy policy. This means every time you are tardy you will serve a detention.

Detention Policy:

If you are tardy for a class period, you notified 24 hours in advance and then must report to detention on the day you are assigned. Failure to serve detention will result in additional disciplinary consequences. **NOTE: It is your responsibility to know whether you are marked tardy on any given period. If in doubt, check with your teacher:**

Saturday School:

Saturday School may be assigned to students for more serious offenses, in lieu of some suspendable offenses, to serve accumulated detentions, or for unexcused absences. You must report to the Saturday School the date you are assigned or you will be suspended.

WITHDRAWAL FROM SCHOOL

Students must have the withdrawal form completed by their parents giving the date of withdrawal and where they are moving. Students should report to the Attendance Secretary before school on the day of withdrawal for the necessary forms. All books must be checked in and all accounts cleared before the student can withdraw. If a student leaves owing textbooks or fees, records and transcripts will be held at Durham High School.

CHANGE OF ADDRESS

Students needing to change an address or phone number should report to the Attendance Secretary in the front office.

Attendance Rate Requirement for School Activity Participation

Policy: Students must demonstrate a 90% attendance rate in order to participate in the following Durham High School activities.

Shady Creek	SCUD	Prom	Fall Ball
Homecoming Court	Homecoming Dance	Block D	Graduation

Implementation: On the date of each of the above events, a student must have been in attendance for 90% or more of the school days preceding the event for all class periods. For events where tickets are sold or permission/authorization is required in advance, an eligibility list is to be generated a minimum of two (2) weeks before the event. Only students meeting eligibility requirements will be allowed to purchase tickets or participate in the event. Students purchasing tickets in advance who exceed the 10% attendance limit prior to the event will be denied admittance and refunded their ticket.

- *Students exceeding the attendance requirement may meet with the principal for a program of community service to work off excessive absences.*

Non-Applicable Absences: For purposes of this policy, all absences due to extra-curricular and co-curricular school activities, medical/dental/mental health related appointments that are verified by the health care provider, and medically verified extended illnesses or injuries are not applicable to this policy. In addition absences for which a student has enrolled and successfully completed a Short Term Independent Study contract are non-applicable.

Applicable Absences: All other types of absences are applicable. These would include but not be limited to any excused absences including illnesses, injuries, and medical appointments that are not medically verified and all unexcused absences including truanancies, suspension and parent authorized unexcused absences.

High School Attendance Policy

In order to comply with Board Policy 5113, it shall be the policy of Durham High School that student attendance shall be monitored in order to achieve academic standards, the integrity of the learning environment, and the responsibility of the district to maintain funding relative to ADA.

Student attendance shall hereby be tied to academic credits received in a class for a semester. Upon the fourth (4th) non-excused absence as defined by Ed Code (48205), the high school administrator or designee shall conference with the parent to notify them of this policy, determine any corrective action necessary, and review the options for Alternative Programs and Short Term Independent Study. In addition, a letter summarizing this conference shall be sent to the parent, with a copy provided to the High School Attendance Committee. This committee shall be comprised of the site administrator or designee, counselor, and a faculty member.

Prior to or upon the eighth (8th) non-excused absence, a Student Attendance Review Team meeting shall be convened, consisting of the parent, student, and High School Attendance Committee. The purpose of this meeting is to notify the parent and student that additional non-excused absences shall constitute a reduction in credits, provide the student and parent an opportunity to explain the absences, review Alternative Education and Short Term Independent Study options, and take any corrective action as necessary. Upon the tenth (10th) non-excused absence in any class, the student shall lose one credit for that particular course. With each succeeding five (5) absences, the student shall lose an additional credit. Classes with credits reduced because of excessive, non-excused absences will be identified as "due to excessive, unexcused absences".

When a student has had 14 absences in the school year or seven absences in one semester due to illness, a physician must verify any further absences. Verification can be required for three (3) or more consecutive days of absence due to illness. Absences with mitigating circumstances such as family emergencies shall be open to appeal to the High School Attendance Committee. Students missing in excess of 15 days per semester due to unexcused absences shall be considered for an Alternative Education program.

*****For purposes of this policy, and per Ed Code section 48205, student absences will be excused for the following reasons: personal illness or illness/medical appointment of student's dependent child, quarantine, medical, dental, optometric, or chiropractic appointments, funeral attendance (immediate family only-one day in state, three days out of state).***

STANDARDS OF STUDENT BEHAVIOR

Achievement

Strive to achieve the most from school life. Participate actively in the educational process.

Citizenship

Follow rules and laws. Respect authority, property, and the rights of others. Maintain standards of integrity and responsibility.

RIGHTS & RESPONSIBILITIES OF THE STUDENT & PARENT

Student Rights

The U.S. Constitution and California State laws protect student's rights to a safe learning environment.

"All students and staff of public, elementary, intermediate, and high schools have the inalienable right to attend campuses which are safe, secure and peaceful."

Student Responsibilities

1. Respect the authority of teachers, principals and all staff members.
2. Comply with school and District standards of conduct.
3. Attend school on a daily basis and get to class prepared to work.
4. Bring necessary books and materials.
5. Pay attention in class.
6. Follow school and classroom rules.
7. Complete classwork and homework on time.
8. Keep track of progress.

Parent Rights

Parents have the right to information regarding their children's achievement, behavior and attendance.

Parents have the right to expect an appropriate education for their children in a safe environment.

Parent Responsibilities

1. Accepting the rights of the school and the Board of Education to maintain standards of behavior for all students.
2. Reviewing District Discipline Guidelines and school rules with students to make sure they understand school expectations.
3. Getting students to school daily and on time.
4. Providing necessary study materials.
5. Providing a suitable situation for study at home.
6. Keeping track of scholastic achievement.

TROJAN CODE OF CONDUCT

Teachers are encouraged to contact parents for violation of classroom rules prior to the initiation of first referral.

Behavior and Consequences - see grid at back of booklet.

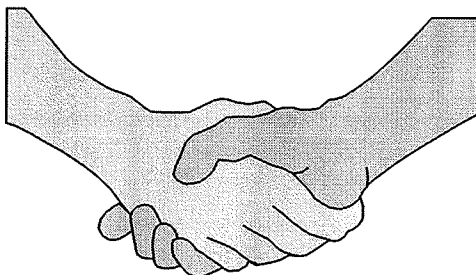
Suspensions: Make up work may be provided to students who are on suspension.

Due Process

Students in public education have an obligation to conform their behavior to acceptable standards. Durham High School's code of behavior clearly states these standards, and the consequences of breaking these standards. Failure to comply with these standards could result in suspension. When a student reaches this stage, the school must afford the student certain due process rights, including notice of the charges and the opportunity to be heard.

In order to insure that the students of Durham High School are given due process, we do the following things when any consideration is given to suspension of a student:

1. We provide the opportunity for all students and parents to know the rules and regulations and the consequences of breaking these rules and regulations.
2. We inform the student what charges have been brought against him/her.
3. We allow the student to see all the records that are made and provide him/her a copy if one is desired.
4. The student is provided an opportunity to confer with an administrator and to tell his/her version of what occurred.
5. The student is informed of the next steps of the discipline process and consequences of further violations.
6. The parents/guardians are notified each time that a suspension takes place.



LIBRARY & COMPUTER LAB RULES

THE USE OF THE LIBRARY COMPUTER LAB IS A PRIVILEGE,

NOT A RIGHT!

- Must sign in with name legibly written and time IN & OUT!!!
- Do not use exit door to hallway unless the Library is closed for a meeting.
- No food or drinks in the MAC Lab.
- Keep backpacks and personal items out of aisles.
- Personal e-mail may not be accessed during class times.
- May not use CHAT groups.
- During class times, students must be working constructively on the computers (proper “surfing” — not jokes, game information, celebrity information, etc.).
- Playing or downloading of games is prohibited at all times.
- Personal music CD’s are not allowed.
- Personal laptop or other portable computers may not be connected to lab computers without prior approval of Librarian.
- The color ink cartridge can only be accessed with permission from Librarian.

PENALTIES FOR MISUSE

1st offense: out of MAC lab for day.

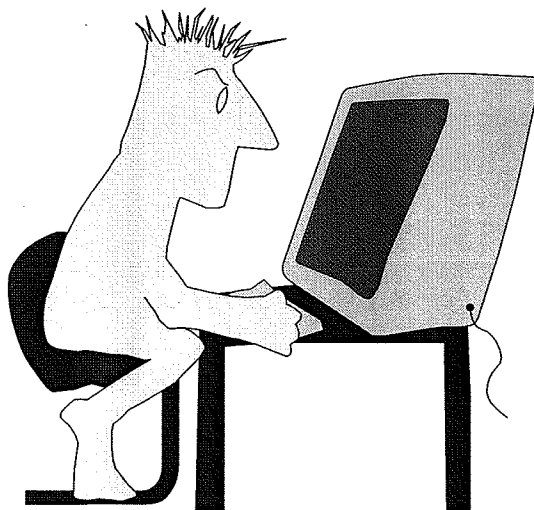
2nd offense: out of MAC lab for day and 30 minute Library detention.

3rd offense: out of MAC lab for day and Saturday school.

4th offense: loss of computer lab privilege for quarter.

5th offense: loss of computer lab privilege for semester.

6th offense: loss of computer lab privilege for year.



AUTOMOBILES AND PARKING

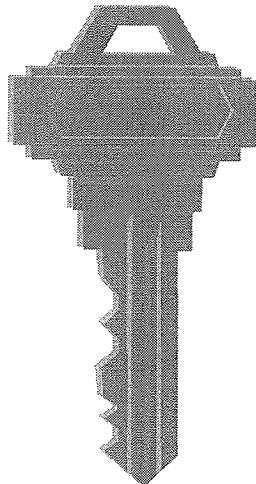
All students are reminded that it is a ***privilege*** to park in the school parking lot, not a right! The following guidelines will be strictly enforced. Privileges may be revoked at any time.

1. Speed limit is 10 mph.
2. You must STOP at all STOP signs, regardless if there is no traffic.
3. You may park in the student area only.
4. You must be parked in a marked parking spot.
5. You are not to park in a yellow or red zone.
6. Motorcycles must park in designated areas only.
7. Three and four wheel motorcycles are not permitted on campus unless they are licensed.
8. Students driving to SHOP AREAS must have INSTRUCTOR PERMISSION DAILY!
9. Loitering is not allowed in the parking lot at BREAK.
10. Vehicle(s) must be registered in the office yearly.

If at any time a student is observed driving recklessly on campus, driving privileges may be suspended or revoked. This will be enforced not only during regular school hours, but also during extra curricular activities.

Parking permits are available in the Main Office for student drivers to complete and return.

**Staff parking is located
in the first three rows EAST of the crosswalk.
ABSOLUTELY NO STUDENTS!!**



Behavior and Consequences

*Repeated offenses may result in expulsion

Misconduct	Minimum	Maximum	Repeated Offense*
Academic Honesty (Cheating)	Board Policy Pending		
Alcohol/Drug providing and/or sales, offer to sell, sell, or attempt to sell, deliver or furnish	1-5 days suspension/parent conference, Sheriff's citation	Expulsion, Sheriff's citation	5 day suspension, Board expulsion, Sheriff's citation
Alcohol/Drug use, or possession; under the influence	3-5 day suspension/parent conference	3-5 day suspension, expulsion, Sheriff's citation	5 day suspension, Board expulsion, Sheriff's citation
Attack upon School Personnel		Sheriff's citation, Expulsion, Parental conference, Suspension	
Bus Referral	Conference/loss of bus privileges, Parental contact	Conference/loss of bus privileges (1 week-1 month)	Loss of bus privileges (semester or year)
Defiance of Authority/Disrupting school activities/Missing Detention Hall	Conference, Detention	1-5 day suspension, Expulsion	5 day suspension, Board Expulsion
Disorderly Conduct	Conference, Detention, Suspension	1-5 day suspension, Expulsion	5 day suspension, Board Expulsion
Display of Affection	Student conference, Detention, Parental contact	Parental contact, Detention, 1-5 day suspension	1-5 day suspension
Dress Code	Conference, Parental contact	Detention, 1-5 day suspension	1-5 day suspension
Electronic Devices Possession or Use(pagers, phones, laser pointers)	Confiscation with Parental pick-up of device	Detention and/or Suspension	1-5 day suspension
Extortion or Robbery, taking or attempting to take money or something of value through threats	Restitution, Parental conference, Sheriff's citation, 1-5 day suspension	Restitution, Sheriff's citation, Expulsion	Restitution, Sheriff's citation, Expulsion

Fighting, caused, attempted to cause, or threatened to cause physical injury to another person	1-5 day suspension, Parental conference	Expulsion, Sheriff's citation	Expulsion
Fire alarm: tampering with or setting off when no fire exists/Arson	Report with Sheriff's Dept. and Fire Marshall, Restitution, 1-5 day suspension	Report with Sheriff's Dept. and Fire Marshall, Restitution, 1-5 day suspension, Expulsion	Expulsion
Firecrackers, party poppers, sparklers, explosive devices (use, possession or sell of)	Student conference, 1-5 day suspension	Sheriff citation, 1-5 day suspension, Expulsion	Expulsion
Forgery (signing another person's name to official school documents, notes, etc.)	Parental conference, Detention	1-5 day suspension, Expulsion	Expulsion
Gambling	Parental conference, Detention	1-5 day suspension, Expulsion	1-5 day suspension
Hazing (forcing another person to do demeaning or harmful things)	1-5 day suspension, Parental conference, Sheriff's citation	1-5 day suspension, Expulsion, Sheriff's citation	1-5 day suspension, Expulsion
Loitering	Warning	1-5 day suspension, Expulsion	1-5 day suspension, Expulsion
Obscene Behavior, Profanity/ Vulgarity	Student and/or Parental conference, Detention and/or Suspension	1-5 day suspension, Expulsion	Expulsion
Off campus without permission	1 hour detention	Suspension	1-5 day suspension
Physical Assault	Parental conference, 1-5 day suspension	1-5 day suspension, Expulsion, Sheriff's citation	Expulsion
Possession or sale of drug paraphernalia	Conference, Confiscation, Sheriff's citation, 1-5 day Suspension	Expulsion, Sheriff's citation	Expulsion

Reckless Driving, Excessive Speed (Vehicle Code Violations)	Detention, Loss of parking privileges, Student conference	1-5 day suspension, Loss of parking privileges, Sheriff's citation, Expulsion	Expulsion
Skateboards	Detention	1-5 day suspension	1-5 day suspension/expulsion
Sexual/Ethnic Harassment (verbal or written abuse)	Conference	1-5 day suspension, Expulsion	Expulsion
Squirt guns, water balloons, etc., and/or throwing objects	Conference, Confiscation, Detention	1-5 day suspension	Expulsion
Theft (stealing or attempting to steal)	Restitution, Conference, Detention and/or Suspension	1-5 day suspension, Restitution, Sheriff's citation, Expulsion	1-5 day suspension, Expulsion, Sheriff's citation, Restitution
Tobacco use/Possession	Detention, Parental conference	1-5 day suspension	1-5 day suspension, Expulsion
Vandalism (destroying or damaging school property)	Detention, Restitution, Conference	1-5 day suspension, Sheriff's citation, Restitution, Expulsion	Expulsion
Verbal Abuse	Detention, Parental conference	1-5 day suspension, Expulsion	Expulsion
Weapons or Replicas (use or possession of any object which could inflict injury)	1-5 day suspension, Parental conference, Confiscation, Sheriff's citation	Expulsion	

DUSD Bully Behavior Continuum

	Mild	Moderate	Severe
<u>Physical Aggression</u>	<input type="checkbox"/> Spitting Pushing Shoving	<input type="checkbox"/> Defacing Property Stealing	<input type="checkbox"/> Physical violence against family or friends
<u>Verbal Aggression</u> Including electronic	<input type="checkbox"/> Name Calling Mocking	<input type="checkbox"/> Ethnic slurs Setting up to take blame	<input type="checkbox"/> Verbal threats of aggression against property or possessions
<u>Social Alienation</u> Including electronic	<input type="checkbox"/> Gossiping Embarrassing Someone	<input type="checkbox"/> Teasing about appearance	<input type="checkbox"/> Maliciously excluding Manipulating to achieve rejection Malicious rumor mongering
<u>Intimidation</u> Including electronic	<input type="checkbox"/> Threatening to reveal personal information Graffiti	<input type="checkbox"/> Taking possessions (lunch, clothing, toys, money)	<input type="checkbox"/> Threats of using coercion against family or friends
		<input type="checkbox"/> demeaning and humiliating physical acts Locking in a confined space	<input type="checkbox"/> Threatening with a weapon Inflicting bodily harm
		<input type="checkbox"/> Publicly humiliating Intimidating phone calls	<input type="checkbox"/> Verbal threats of violence or of inflicting bodily harm
		<input type="checkbox"/> Excluding from a group Social rejection	<input type="checkbox"/> Threatening with total isolation by peer group
		<input type="checkbox"/> Extortion	<input type="checkbox"/> Coercion Threatening with a weapon

DUSD Bully Behavior Consequences

First Incident	Discipline consequences as appropriate per Behavior and Consequences: (Mild) Conference/ parent conference/ Detention Suspension	<input type="checkbox"/>	(Severe) 1-5 day
Second Incident	Discipline consequences as appropriate per Behavior and Consequences: (Mild) Conference/ parent conference/ Detention Suspension Student Study Team Referral	<input type="checkbox"/>	(Severe) 1-5 day
Third Incident	Pattern of Bullying Established (Mild-Severe) 1 - 5 day suspension Student Study Team Referral/Referral to Intervention Counseling		
Fourth Incident	(Mild-Severe) 1-5 day suspension Student Study Team Referral Referral to Superintendent/Possible recommendation for expulsion		