

Altamont High School

Student Handbook

2026 / 2027



Altamont High School

Home of the Longhorns!

Welcome to another great year at Altamont High School. We are glad to have you here. We are excited for the learning, relationships, and memories you will be making this school year.

We are beginning not just a new school year, but a new experience and staff. Our focus will be based on student development and instructional rigor to maximize student success.

- Depending on grade level and course choices, students will have a series of classes ranging from 80 minutes every day to some 80 minutes every other day.
- Mondays will have an advocacy period where students will meet with their grade level mentors to help students with their educational needs
- This schedule allows AHS to increase the amount of instructional time in the Math, English Language Arts, and in most of the Science classes.
 - The time for these three CORE classes is 80 minutes every instructional day - giving the students more access to instruction in these pivotal subject areas.
- This schedule also allows for two lunches giving the younger students in grades 7th and 8th first lunch and the older students in grades 9th - 12th second lunch. Both lunches will remain open campus allowing the students to leave for lunch.
- AHS is focused on Student learning, personal development and preparation for graduation and beyond.
- School will begin at 8:00AM and dismissal will be at 3:30PM
- No class will be held on Friday.

This book is a guide for you to understand the policies, practices, and procedures of Altamont High School, and Duchesne County School District.

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New Information

DCSD Policy

Cell phones 26

5.0710 Student Use of Personal Electronic Devices In Schools (Reference: Utah Code 53G-7-226)

5.0710.01 Definitions

"Cellphone" means a handheld, portable electronic device that is designed to be operated using one or both hands and is capable of transmitting and receiving voice, data, or text communication by means of: a cellular network; a satellite network; or any other wireless technology.

"Cellphone" includes: a smartphone; a feature phone; a mobile phone; a satellite phone; or a personal digital assistant that incorporates capabilities similar to a smartphone, feature phone, mobile phone, or satellite phone.

"Smartwatch" means a wearable computing device that closely resembles a wristwatch or other time-keeping device with the capacity to act in place of or as an extension of an individual's cellphone.

"Smartwatch" does not include a wearable device that can only: tell time; monitor an individual's health informatics; receive and display notifications or information without the capability to respond; or track the individual's physical location.

"Emerging technology" means any other device that has or will be able to act in place of or as an extension of an individual's cellphone.

"Emerging technology" does not include school-provided or required devices.

"Listening device" means any device used for the purpose of listening, via Bluetooth or other means, to what is being sent from a cell phone, smartwatch or other emerging technology. Listening devices include, but are not limited to, ear buds, headphones, etc.

5.0710.02 Restriction Of Devices

To allow all students to engage in learning during school, with minimal distraction, the following policy applies to all schools in the Duchesne County School District.

Cellphones, Smartwatches, emerging technologies, and listening devices must be turned off and out of sight during school. They may remain in the possession of the student, but cannot be visible in part or whole. This begins when the student arrives at school for the day and ends when students are dismissed for the day. Students will only be allowed to use school-issued electronic devices during class time. Students must keep personal devices off and out of sight during recess, passing time, and every other activity during the school day. As an exception, schools who have an open campus during lunch may allow students to use their personal devices throughout the lunch period. Schools that are a closed campus during lunch shall not allow student use of personal devices during lunch.

- Individuals assume full responsibility for their own technology devices. This includes the device's safety, security and maintenance.
- Personal communication devices and/or devices that can take pictures or videos may not be used in locker rooms or bathrooms at any time.
- No taking, uploading or sharing photos, recording audio, or capturing video during school.
- Students may not have their phone out in the hallway, unless it is an open campus school and it is during lunch time.
- Any disruption to class or other educational activity may result in disciplinary action.

5.0710.03 Exceptions

The following exceptions apply:

A student will be allowed to use a cellphone, smartwatch, emerging technology, or listening device:

1. to respond to an imminent threat to the health or safety of an individual;
2. to respond to a school-wide emergency;
3. to use the SafeUT Crisis Line;
4. to allow for a student to follow their Health Care plan, IEP, or Section 504 accommodation plan;
5. to address a medical necessity;
6. or during the lunch period of an open campus school.

In order to receive an exception, a student and/or their family needs to talk with a school administrator to discuss the nature of the need and the possible accommodations. If both the family and the school administrator agree, the student will be granted a specific exception for their specific need.

5.0710.04 Consequences

Any personal electronic device seen or heard will be confiscated.

- First Offense: The device will be confiscated until the end of the day.
- Second Offense: The parent must come to the school to regain possession.
- Third Offense: Parent must come to the school to regain possession and pay a fine.
- Fourth Offense: Parent must come to the school to regain possession and pay a fine.
- Additional Offense: The device may be confiscated until the end of the year and/or the student will enter into a behavior contract regarding this (and any other) behavior issue.

Fines collected will go into the school student activity fund to be directly used for student activities such as behavior rewards, positive behavior intervention supports, class rewards for achievement, field trips, etc.

ALTAMONT HIGH SCHOOL

Our mission at Altamont High School is to prepare each and every student to successfully live in and contribute to a diverse and ever-changing society.



**-WE ARE IN CONTROL OF OUR BEHAVIOR -
The way in which I act or conduct myself,
especially toward others.**

WE ARE READY

**I have my gear out and ready to go.
Class notebook, writing utensil, and my charged school laptop.**

WE ARE RESPECTFUL

**To ourselves
To our fellow students
To our teachers
To our community**

WE ARE RESPONSIBLE

**If I see something, I say something
I am responsible for myself, my space, my behavior, and my learning**

WE ARE LONGHORNS!

**Altamont High School
Bell Schedule 2026-2027**

Mondays and Wednesdays will be A courses

Tuesdays and Thursdays will be B courses

Tuesday - Thursday

Period	Time	Duration
1	8:00-9:20	80
2	9:24-10:44	80
3	10:48-12:08	80
3 (Jr. High)	10:48-11:28---12:02-12:42	80
Jr. High Lunch	11:28-11:58	30
High School Lunch	12:08-12:42	34
4	12:46-2:06	80
5	2:10-3:30	80

Altamont High School
Advisory Day
Monday
All Mondays will be A courses

Period	Time	Duration
1	8:00-9:15	75
Advisory	9:19-9:39	20
2	9:43-10:58	75
3	11:02-12:17	75
3 (Jr. High)	11:02-11:42----12:16-12:51	75
Jr. High Lunch	11:42-12:12	30
High School Lunch	12:17-12:51	34
4	12:55-2:10	75
5	2:14-3:30	76

IF YOU NEED HELP

1. IF YOU ARE ABSENT FROM SCHOOL...
Parents should call the office (738-1345) or send a note with the student within 3 days of returning to school.
2. IF YOU NEED TO CHECK INTO OR OUT OF SCHOOL...
Call the attendance secretary (738-1345) or go to the office.
Students **must check out with the office BEFORE** leaving.

3. IF YOU ARE ABSENT FOR MORE THAN 3 DAYS AND NEED TO GET HOMEWORK... Contact the secretaries in the office. Allow 24 hours for the office to collect the homework from the teachers; then the homework may be picked up from the office.
4. IF YOU HAVE A QUESTION/PROBLEM WITH YOUR LOCKER...
Check with the secretaries in the office if you have forgotten your locker combination or need help with your locker assignment. Find a custodian, teacher or the principal for help if your locker is jammed or damaged.
5. IF YOU WANT TO PAY FEES OR FINES...
Go to the secretaries in the office or pay online at <https://www.dcsd.org/>
6. IF YOU WANT TO BUY LUNCH...
Go to the office or you can pay online at <https://www.dcsd.org/>
7. IF YOU ARE SICK...
Check with your teacher (if in class) and report to the office.

General Information

ACCIDENTS & INJURIES

Parents will be notified immediately in case of an accident or illness and their directions will be followed to obtain medical treatment. If parents cannot be reached, the emergency number provided on the student registration form will be used. For insurance purposes, a report of injuries will be prepared and filed in the office as soon as possible. School personnel are not allowed to give anything except first aid of a very simple type to anyone injured at school. They cannot give medications unless authorized by a doctor.

Accountability Compact 26

Portrait of a Graduate / DCSD Mission Statement

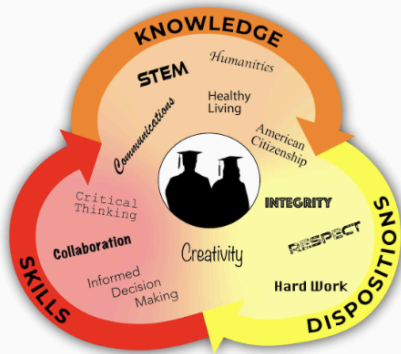


Duchesne County School District

Mission

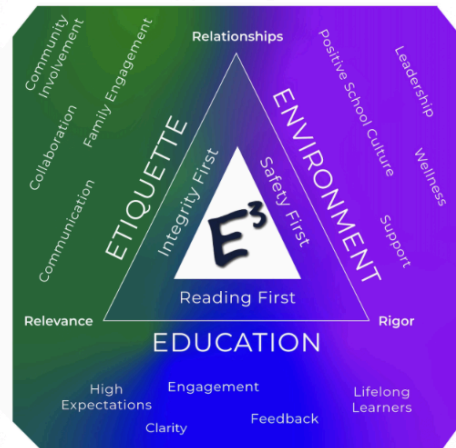
Educators persistently engage students in gaining the knowledge, skills, and dispositions to lead fulfilling lives.

Graduates of
Duchesne County School District
have the . . .

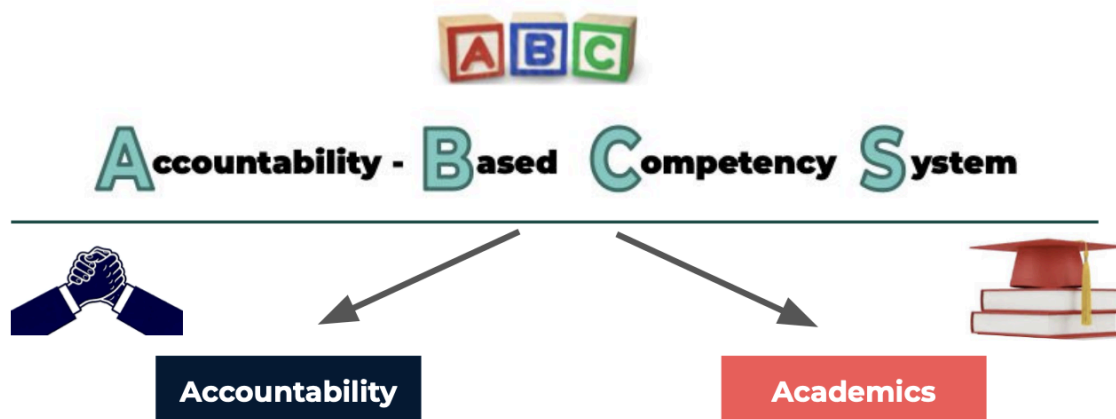


. . . to lead fulfilling lives.

Staff of Duchesne County School District
prepare students to lead fulfilling lives
by providing . . .



Accountability-Based Competency System 26



(All Schools)

As we separate the reporting of accountable behaviors and academics, we recognize that we need to make accountability grading more clear for parents. Therefore, families will be provided with a rubric of how the accountability grade will be earned. The categories of accountability will also be recorded on the report card and in powerschool.

The three areas of accountability are:

COMPACT: This grade will be based on a matrix which combines the number of classes missed and the academic grade. The better the grade, the more slack a student gets on attendance.

CONDUCT: Each student will be on a specific conduct level in each class. Students can work to improve their level with improved behavior.

CLASSWORK: Assignments must be completed at competent levels to receive a good accountability grade. Each teacher will decide whether to use this aspect of accountability. If they choose to grade classwork, they will record this in the "Assignments" section of powerschool. Each assignment will simply be marked "completed" at competent levels or it will not.

(Elementary Schools)

Students will still be given a regular grade on all 25-40 priority standards just like we have been doing for the past several years.

However, we will now also add the requirement that 5-7 of the most vital competencies per grade must be passed to move on. Each student will be provided with the time and resources they need in order to learn.

If an elementary student is struggling with a particular vital competency, teachers will partner with parents to develop a plan going forward to help the student gain the necessary skills.

We are intentionally separating academics from behaviors so that parents will get a true indication of how their child is attaining the learning standards.

(Secondary Schools)

Students in junior high will participate in the academic portion of the ABCs by passing vital competencies and also by delivering a Defense of Learning.

Students in high school will participate in the academic portion of the ABCs beginning with the 2028-29 school year.



Duchesne County
School District



ACCOUNTABILITY SYSTEM

BE PRESENT



BE ENGAGED



BEHAVE

Attending class is vital to learning at high levels because teachers are preparing meaningful and relevant lessons that can't just be made up later. The discussions and the real-time corrections that happen in class provide the depth of learning that can only come by being there.

Plus, success in your future career will depend on you being where you are supposed to be.

Active Participation in class is crucial to gaining the knowledge and skills necessary to a fulfilling life. It is not enough to merely show up. Engaging in the lessons each day will be the catalyst for learning and it will enrich the experience exponentially.

Plus, it just makes school more enjoyable when you are active and doing rather than simply sitting there

Courtesy is an attribute that is deeply appreciated by everyone. Your conduct at school has a big impact on how well other students are able to learn. When you behave as expected, our whole school runs better and it makes it a more positive experience for students and staff.

Plus, conducting yourself appropriately builds respect from others. You develop a good reputation that helps you greatly.

Accountability is the bedrock of a thriving school system.

We challenge our students to take ownership of their learning by being present, staying engaged, and maintaining positive conduct.

We challenge our families and staff to support students in their efforts.

When adults and students commit to high standards of accountability, we create a culture of excellence that helps us all to lead a fulfilling life.



Part of our ABCs
(Accountability Based Competency System)

Accountability Compact 26



Students: Be Present! Be Engaged! Behave!

When you ... are Present in classes 95% of the time or more
Engage in class every day
Behave in school so all can learn

And ...

Parents:

When you ... Ensure your child is present in class 95% of the time or more
Encourage them to engage in class every day
Expect them to behave in school so all can learn

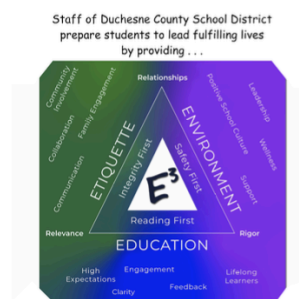
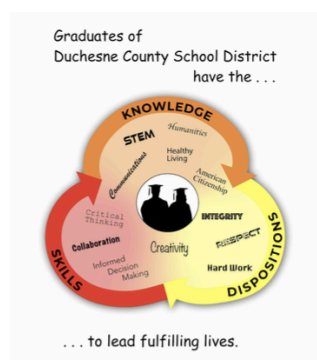
And ...

Staff:

We will ... Engage students in meaningful and relevant learning activities every day
Expect and reinforce good behavior
Do all in our power to keep students safe
Treat each other, each student, and families with dignity and respect

Then ...

Each student will acquire the knowledge, skills, and dispositions to lead fulfilling lives.



Accountability Grading 26

	Duchesne County School District Accountability Grading Proficiency Scale	
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Be Present! Be Engaged! Behave!



- Beginning with the 2024-25 School Year:
 - Accountability grades will be recorded on the report card.
 - Programs, rewards, and/or extracurricular eligibility are impacted.
 - Study Hall and/or other interventions will be required for those in yellow/red on the compact matrix.
- Beginning with the 2026-27 School Year:
 - No academic credit toward graduation is awarded if any of the Accountability grades are a U.
 - The U can be made up, and academic credit awarded, if the required conditions are met.
 - School administrators will determine the conditions/contract based on severity.

	Compact Grade	Conduct Grade	Classwork * Grade
H (Honors)	☐ H (Blue) metric	☐ On Level 0	☐ All/almost all work is competently completed (90-100%)
S (Satisfactory)	☐ S (Green) metric	☐ On Level 1	☐ Large majority of work is competently completed (70-89.9%)
N (Needs Improvement)	☐ N (Yellow) metric	☐ On Level 2 or 3 (at 3, teachers create an intervention plan)	☐ Most work is competently completed (50-69.9%)
U (Unsatisfactory)	☐ U (Red) metric	☐ On Level 4 or Worse (must include admin and a contract)	☐ Most work is NOT competently completed (0-49.9%)
Source	Compact Matrix (Absences & Grade)	Conduct Level Chart	"Assignments" in Powerschool
Make Ups?	Yes. Get the Grade Up	Yes. Improve the Level	Yes. Get the work done at competent levels.

* Classwork grades are only for those teachers who use "collected" for the "assignments" in Powerschool.
Teachers establish the cut score for each assignment at a "competent" level with modifications for those with an IEP.
There must be a minimum of 6 "assignments" in Powerschool for this grade to be given.

(3.0 Updated: June 1, 2026)

Compact Grading Matrix 26

	Duchesne County School District Compact Grading Matrix	
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3.0

Secondary



		PRESENT																		
		(# of Days <u>Absent</u> per quarter per class. All absences count, except hospitalization.)																		
G R A D E		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17+	
	As																			
	Bs																			
	Cs																			
	Ds																			
	F/M																			
Citizenship Grades																				
H	Honors level of attendance. Keep up the good work!																			
S	Warning: on watch. Keep your grades up and attend class to avoid dropping any further.																			
N	You are in study hall sessions until you get back into the green or blue. Coordination with parents will take place.																			
U	An Attendance Contract is created in coordination with parents. You are in study hall until the conditions of the contract are met. Possible service opportunities, etc.																			

(for Pass/Fail Courses)

Secondary

		PRESENT																		
		(# of Days <u>Absent</u> per quarter per class. All absences count, except hospitalization.)																		
GRADE		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17+	
	P																			
	F																			

(3.0 Updated: June 1, 2026)

	Duchesne County School District Conduct Levels	
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Description	Possible Intervention(s)
Level 0 - Classroom Exemplary behavior in every school setting.	- Positive relationships - Fulfilling life Conduct Grade: H
Level 1 - Classroom Not following class or school rules.	- Behavior is corrected in class - Informal Documentation - Parents Notified By Teacher Conduct Grade: S
Level 2 - Classroom / School - Repeated level 1 behaviors - Distracting, Disrupting, Disrespecting <i>Examples: pushing, talking out, inappropriate language, etc.</i>	- Verbal warning - Teaching of replacement behaviors - Behavior Tracker - Parents Notified By Teacher/Admin - Informal Documentation Conduct Grade: N
Level 3 - School - Repeated level 1-2 behaviors - Disrespecting, Defying, Destroying, Degrading <i>Examples: insults, obstinance, bullying, damaging, etc.</i>	- Lunch DT or In-School Suspension - Refocus Lesson - Academic Probation - Behavior Tracker - Parents Notified - Formal Documentation - Intervention Plan Created Conduct Grade: N
Level 4 - School - Repeated level 1-3 behaviors - Destroying, Degrading <i>Examples: vaping, drugs, harassing, fighting, threats, etc.</i>	- In-School Suspension - Out-of-School Suspension - Refocus Lesson - Academic Probation - Parents Notified - Formal Documentation - Contract Created Conduct Grade: U
Level 5 - School / District - Repeated level 1-4 behaviors - Distributing Illegal Substances, Dangerous, Weapon	- Out-of-School Suspension - Home Placement for Instruction - Individualized Plan - Parents Notified - Formal Documentation - New Contract Created Conduct Grade: U
Level 6 - District - Repeated level 1-5 behaviors, Weapon - Failed School Contract	- Expulsion / Home Placement - Alternate Location of Instruction - Individualized Plan - Parents Notified - Formal Documentation - New Contract Created Conduct Grade: U
Level 7 - District / Juvenile System Failed District Contract	- Full Expulsion - Entry into Juvenile System

* Based on situational severity, school administrators may determine that specific behaviors warrant skipping levels.

(3.0 Updated: June 1, 2026)



Duchesne County School District Conduct Contract



Level # _____

School: _____

Date: _____

Student: _____

Individualized Evidence-Based Behavior Intervention Plan

WHY? What conduct has caused you to be at this level?

ACTION PLAN What actions will improve your conduct in the future?

Follow-Up Timeline: _____

CONSEQUENCES Natural or Imposed.
Personal or Relationships.

NEEDS What do you need in order to succeed in the action plan?

Student: _____ Parent: _____

School: _____ Date: _____

(3.0 Updated: June 1, 2026)

Classwork Accountability Grading 26

Classwork Accountability is only for those teachers who use “collected” for the “assignments” in Powerschool. Teachers establish the cut score for each assignment at a competent level with modifications for those with an IEP. There must be a minimum of 6 “assignments” in Powerschool for this grade to be given.

	Duchesne County School District Classwork Example	
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PowerTeacher Pro Assignments

Due Date	Category	Assignment	Collected
02/25/2026	Learning Intentions	10d. Solve Exponential Functions	
02/25/2026	Learning Intentions	10e. Compare Linear and Exponential Models	
02/24/2026	Practice Work	10d. Essay - Solve Exponential Equations	✓
02/24/2026	Practice Work	10d. Practice1 - Solve Exponential Equations	✓
02/24/2026	Practice Work	10d. Practice2 - Solve Exponential Equations	✓
02/24/2026	Practice Work	10d. Re-practice - Solve Exponential Equations	✓
02/24/2026	Practice Work	10e. Practice - Compare Linear and Exponential Mo	✓
02/24/2026	Practice Work	10e. Re-practice - Compare Linear and Exponential	✓

All 6 Practice Work assignments were turned in at competent levels as indicated by the green circle with a check mark in it.
The Classwork grade is an **H**.

Academic Grading / Graduation Checksheet 26

An academic grade reflects successful demonstration of knowledge and/or skills pertaining to the Utah State standards for that course. Teachers inform students of the content to be learned and the success criteria for each level of learning. These proficiency scales are available for student and parent information.

Each student will receive a report card at the end of each term or quarter. Credit is issued on a quarterly basis, with each quarter being the equivalent of 0.25 credits. A full-year class equals 1 full credit (Concurrent Enrollment courses equal 1 full credit), and a semester class is 0.50 credits. To graduate with a regular diploma, a student must accumulate a total of 36 academic credits, with earned credits in all required subjects. For students transferring into a DCSD school from outside the district, all courses for credit must be earned from an accredited institution, and those credits will be prorated into the DCSD credit system on an individual basis.

Students who fail classes required for graduation will need to make up these classes to gain the necessary credits. Please talk to your counselor to determine what option would work best for you to recover the credit and/or forgive the grade from the failed class.

<u>WHY USE STANDARDS-BASED GRADING?</u>	<u>ASSESSMENTS FOR LEARNING OUTCOMES</u>	<u>PROFICIENCY SCALES</u>
• Provides specific mastery scores connected to the standards of each course. • It shows specific strengths and areas for growth for individual students. • Clearly documents every students' progress, using the success criteria, on each standard. • Allows and encourages multiple opportunities to demonstrate progress throughout the school year. • Students who require extra time to master a skill are not penalized. • It is designed for teachers to utilize more pre-tests and formative assessments to guide instruction. • It demonstrates a student's readiness for summative assessments. • It shows specifically what students have learned and has a strong correlation to positive standardized testing results.	A – The student has demonstrated mastery of the standard. B – The student has mastered all of the simple learning goals "C" and partially mastered the standard "A" C – The Student has mastered all of the simple learning goals of the standard. D – The student has partially mastered the simple learning goals of the standard. F – The student has provided evidence, but has not attained the simple learning goals. M – Missing. Student has not provided evidence on which to base a grade.	• Specific scoring guides are created for each standard. • The success criteria for each standard is clearly defined. • The needs of students, at all learning levels, are addressed. • Students learn to evaluate their own skill levels. • Feedback on the success criteria of each standard is specific and it is done collaboratively. • Students learn to evaluate their own skill levels using the success criteria. "Reflective teaching must be based on evidence of student learning, and reflection is most powerful when it is collaborative." —John Hattie



Duchesne County
School District



ACADEMIC SYSTEM



Reading, writing, and arithmetic are the subjects school is known for. However, our teachers provide excellent instruction in many other areas as well so that students are prepared to succeed in any of their life's pursuits. Some students have no idea what career to choose. Others have a plan. Either way, a large portion of young people end up changing fields - often more than once. Our objective is to provide a solid foundation of knowledge, skills, and dispositions so that any future endeavor is a valid option. Going to the military? You will be ready. Directly to the work force? You will be ready. Is college or university your path? You will be ready.



In order to help fill the "gaps" in each student's understanding, our educators have prioritized the state standards in each subject and place a high emphasis on them. Some concepts are even more important and we have titled them "vital competencies." Every student is required to have at least a competent level of understanding on each of these vital concepts in order to move on to the next grade or the next course.



Part of our ABCs
(Accountability Based Competency System)



Duchesne County School District High School Graduation Check Sheet



DCSD requires 36 credits for graduation
Each box equals 0.25 credit / 1.0 credit is equal to 1 year

Student Name: _____
Graduation Year: _____

English Language Arts (6.0)

English 9				
English 9 Lab				
English 10				
English 10 Lab				
English 11				
4th Year English				

Mathematics (6.0)

Secondary Math 1				
Math 1 Lab				
Secondary Math 2				
Math 2 Lab				
Secondary Math 3				
4th Year of Math				

Science (3.0)

Life (Biology)				
Physical (Chem, Physics, Earth)				
3rd Year Science				

Social Studies (3.0)

World Geography				
World History				
U.S. History II				
U.S. Government				
Social St. Elective				

Fine Arts (1.5)

CTE (1.0)

Health & PE (2.0)

Health II				
Fit For Life				
PE Elective				

Financial Lit. (0.5)

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Computer Lit. (0.5)

--	--

Electives (12.5)

Notes:

Credits Earned

	Q1	Q2	Q3	Q4	Total
9th Grade					
10th Grade					
11th Grade					
12th Grade					

Total:

Civics Test Passed: ☐

* Transfer students will have their credits prorated into our system by a counselor.
** Special thanks to Amanda Jenks of the Ute Tribe for inspiring this document!

ASSEMBLIES

All students are expected to attend all assemblies unless excused for a special reason. All who attend are expected to act appropriately, be courteous and respectful. Inappropriate behavior will not be permitted during an assembly. Roll will be taken before and after assemblies that occur during scheduled school time.

ATTENDANCE REQUIREMENTS 5.0220 ²⁶

5.0220.01 DEFINITIONS

1. Absent

"Absence" or "absent" means the failure of a school-age child assigned to a class or class period to attend at least half of the class or class period as defined by the District. It does not mean multiple tardies used to calculate an absence for the sake of a truancy. [Utah Admin. Rules R277-607-2\(1\) \(March 10, 2025\)](#)

2. Parent Excused

When a student is absent from school for any reason, it is required that a parent or guardian contact the designated school official concerning said absence. If no excuse is provided within three school days, then said absence will be considered unexcused. In elementary schools, this may lead to a compulsory education violation. In secondary schools, this may result in a truancy.

"Valid excuse" means:

- A. an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
- B. behavioral health of the school-age child;
- C. a family death;
- D. an approved school activity or suspension;
- E. an absence permitted by a school-age child's: individualized education plan; or section 504 accommodation plan;
- F. Any reason made pursuant to Section 53G-10-205 or 53G-6-803(5).

Utah Admin Rules R277-607-2

3. Chronic Absenteeism

"Chronic absenteeism" means a student misses 10% or more of days enrolled, for any reason, and makes a school aware that a beginning of tiered supports may be needed. *Utah Admin Rules 277-607-2(2)*

4. School Excused: A school activity approved by the principal.

5. Hospitalization: The student is admitted in a hospital and the necessary recovery days afterward.

6. Truancy/Sluff (skipping class)

Any time a student stays away from school without parental or school permission or any time a student leaves school for any reason without prior parental notification to school officials.

7. “Habitual Truant” means a school-age child who is in grade 7 or above and at least 12 years old, who fails to cooperate with efforts on the part of school authorities to resolve the school-age child’s attendance problems. *Utah Code 53G-8-211 (1-b-iii-B)*

8. A “school-age child” means a minor who: is at least 6 years old, but younger than 18 years old and is not emancipated. *Utah Code 53G-6-201*

9. Others

Schools may establish other designations to be more specific regarding the attendance categories listed above. Examples of such specific attendance designations could include: out-of-school suspension, in-school suspension, study hall, vacation, school excused, medical, etc.

5.0220.03 SECONDARY SCHOOL ACTIONS

1. It is the responsibility of teachers to ensure accurate attendance has been recorded in the manner prescribed by the district.
2. It is the responsibility of the administrator or a designee to record and track a student’s absences and, within certain limits, to send notifications to parents and, ultimately, to the proper governmental agencies.
3. Process for Notice of Truancy Violation related to secondary schools (child is in 7th-12th grade and is 12-17 years old):
 - a. Before five days of truancy within a school year, the administration, or designee, may make a Contact Of Inquiry with the parents/guardians of the student to inform them of the truancy status (email, letter, phone call with follow-up email, etc).
 - b. Upon the 5th (or subsequent) day of truancy within the school year, school administration, or designee, shall send a First Letter of Excessive Truancy to parents/guardians. Parents will be directed to meet with school authorities to discuss the truancies and to begin or continue an evidence-based alternative intervention to secure regular attendance.
 - c. Upon the 5th (or subsequent) day of truancy from the date of the First Letter of Excessive Truancy (minimum of 10 total truancies), the

student and parents/guardians have failed to cooperate with efforts on the part of school authorities to resolve the school- age child's attendance problems and have reached the status of a Habitual Truant. School administration, or designee, shall send a Second Notice of Excessive Truancy Letter through certified mail. Parents will be directed to meet with school authorities to discuss the truancies and to begin or continue an evidence-based alternative intervention to secure regular attendance. Possible interventions could include mentorship, group counseling, learning executive function skills, community resources, or other similar programs.

- d. Upon the 5th (or subsequent) day of truancy from the date of the Second Letter of Excessive Truancy (minimum of 15 total truancies), the student and parents/guardians have failed to cooperate with efforts on the part of school authorities to resolve the school- age child's attendance problems and have reached the status of a Habitual Truant for the second time. School administration, or designee, shall send a Third Notice of Excessive Truancy Letter through certified mail. Parents will be directed to meet with school authorities to discuss the truancies and to begin or continue an evidence-based alternative intervention to secure regular attendance. Possible interventions could include mentorship, group counseling, learning executive function skills, community resources, or other similar programs.
- e. Upon the 5th (or subsequent) day of truancy from the date of the Third Letter of Excessive Truancy (minimum of 20 total truancies), the student and parents/guardians have failed to cooperate with efforts on the part of school authorities to resolve the school- age child's attendance problems and have reached the status of a Habitual Truant for the third time. School administration, or designee, shall refer the case to Juvenile Court.

Utah Code 53G-8-211 (5)

5.0220.04 EXEMPTIONS

Students who meet one or more of the following conditions to the satisfaction of the Board shall be exempt from compulsory attendance requirements and shall be given a certificate, issued by the Board, stating that the minor is excused from attendance during the time specified on the certificate.

1. A student over age sixteen (16) may receive a partial release from school to enter employment, or attend a trade school, if the student has completed the eighth grade.
2. On an annual basis, a school-age child may receive a full release from attending a DCSD school if one of the following is established to the Board's satisfaction:
 - a. The school-age child has already completed the work required for graduation from high school.
 - b. The school-age child is taught at home in the subjects prescribed by the State Board of Education in accordance with the law, and for the same length of time as school-age children are required by law to be taught in the District.
 - c. The school-age child is in a physical or mental condition, certified by a competent physician or physician assistant if required by the local school board or charter school governing board, which renders attendance inexpedient and impracticable.
 - d. Proper influences and adequate opportunities for education are provided in connection with the school-age child's employment.
 - e. The superintendent has determined that a school-age child over 16 years old is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.

Utah Code 53G-6-204

DANCES

Visiting high-school age youth are welcome as long as they are willing to abide by the policies of AHS. A form will be provided by the host school for both partners to sign. The use of tobacco, alcohol, and drugs on the school grounds is prohibited. Any people attending a dance who are using these substances will be removed from the dance and referred to police authorities. The school reserves the right to refuse admission to any person who has been drinking or who has shown negative behavior in the past. Admission and dress standards for all dances will be determined by the activity advisors and approved by the principal. If a student leaves the building/facility during a dance more than once, they will not be allowed back in the building. Generally, dance times for junior high will be during school; senior high times will be 8:00-11:00 PM.

FEES

All activity fees and participation fees must be paid before a student is permitted to participate in an extracurricular school activity. Students must also pay their Student Body Activity Fee before being issued a student activity card. This card allows students to attend many AHS activities free of charge, as well as many away high school activities at a reduced rate. This fee also helps to fund many of the other activities, including assemblies and socials, which will be held during the school year. Students who are financially unable to pay the assessed fees may apply for a fee waiver through the principal by checking with the secretary.

Fee Waiver 26

A fee waiver means a full or partial release from the requirement of payment of a fee and from any provision in lieu of fee payment. All fees are subject to waiver. Non-fee charges are not subject to waiver. A waiver shall be granted to a student if charging the fee would deny the student the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee.

A student is eligible for waiver upon providing verification that:

1. The student qualifies for free lunch based on family income;
2. The student receives SSI;
3. The family receives TANF funding;
4. The student is in foster care through the Utah Division of Child and Family Services;
5. The student is in state custody.

The principal, or the principal's designee, shall review and make decisions regarding fee waiver requests, verifying eligibility as required (including obtaining the required documentation).

FOOD AND DRINK IN CLASSROOMS/AUDITORIUM

Food and drink are allowed in classrooms at teacher discretion, but NOT in the auditorium. If an accident does happen, it will be the student and teacher who are responsible to clean it up thoroughly.

INSURANCE

Students are NOT automatically covered with insurance by the school. However, information about school insurance is available at registration and in the office.

Items not allowed at school 26

- Any dangerous weapon, or look-alike
- Any dangerous substance—drugs, alcohol, or imitation, or drug paraphernalia
- Any electronic device, when used in a physically harmful, or in a threatening way
- Any gang-related clothing, hats, jewelry, emblem, badge, symbol, sign, or other things that would evidence membership in a gang
- Lighter

LOCKERS

Students are responsible to secure their personal belongings by keeping their locker locked. The security of personal belongings depends greatly on the number of students who know the locker combination. Therefore, it is advisable to NOT share that combination with other students. The school will NOT assume responsibility for lost or stolen property. The school has the authority to refuse to issue a locker to an individual, as well as to prohibit further use of a school locker by an individual. The administration also reserves the right to make periodic checks of lockers that are suspected of containing illegal substances, pornography, stolen property or weapons. Sexually suggestive pinups or pictures will not be allowed in lockers.

Medication 26

- Prescription medication must be prescribed by the student's health care provider. The health care provider's orders must be presented to the school at the time the medication is given to the health office. The Parent/Guardian Medication Authorization Form must be completed and signed by the parent/guardian and the health care provider to administer the medication at school as needed. The Parent/Guardian Medication Authorization Form is available through the school office and on the District website.
- Prescription drugs must be in the original pharmacy container, labeled with the student's name, date, medication, dose, time to be taken at school and length of treatment. (The Pharmacist may be requested to prepare a special container for school use.)

- The parent **MUST** bring the medication to school. Students are **NOT** allowed to transport medication. The only exception would be in the case of inhalers, emergency allergy pens, and/or diabetic insulin and diabetic supplies. Only students with the appropriate paperwork on file with the Health Office will be allowed to carry medication. Contact Office personnel for more information.
- Medication will be administered in the presence of the school nurse and/or health assistant, or in their absence, by the person designated by the school principal, or as otherwise required by law.
- All over-the-counter and/or non-prescription medication must be given by a parent or we must have the district [Medication Authorization form](#) on file. There is a copy at the end of this student handbook.

MESSAGES

Any message or delivery to be given to students must go through the office. No student will be interrupted during class time for messages unless absolutely necessary. All non-emergency messages and deliveries will be retained in the office and given to students at an appropriate time. Parents wishing to see a student should have them called to the office rather than going to the classroom.

PHYSICAL EXAMINATIONS

Students participating in competitive sports are required to obtain a physical examination each year. Form A for the exam may be picked up from the office or from Register my Athlete. These need to be turned into Mrs. Justice in the office.

SCHOOL HOURS

School hours are considered between 7:40 AM and 4:00 PM. This allows students to work with teachers before and after regular classroom time. Only students who are involved in approved and supervised teacher-help programs, library research, or extra-curricular activities are allowed to remain in the school after 4:00 PM each school day. All other students are requested to vacate the building by that time in order for building cleaning to take place. The outside building doors will be locked at 4:00 PM, with no student access without clearance. You must be supervised by a specific teacher to remain on campus.

TEXTBOOKS

Textbooks are school property and are loaned to students for their use. Students are responsible for lost or damaged texts and are expected to pay replacement costs if lost or damaged. When texts are issued to students, it becomes their responsibility to care for and provide security for the books to avoid a fine at the end of the school year. Damage to textbooks and equipment will be deducted from the textbook deposit fee paid at registration.

VENDING MACHINES

The vending machines are made available for student use. The vending machines will be available before school, during lunch, and after school. Vandalism and other destructive acts on the machines will be referred to the police and may result in the removal of the machines.

Visitors 26

Parents, guardians, grandparents, and other persons interested in the education of our children are encouraged to visit the school. Visitors are required to check in with the office and wear a visitor's badge. The administration reserves the right to refuse school visits at times that may alter the effectiveness of instruction. Students from other schools will not be allowed to visit.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school during the year, a parent or guardian must contact the school and give official notification. Books, fees, and other obligations must be taken care of before leaving.

ACADEMICS and RECOGNITION

ACADEMIC GRADES CHANGES

Grade changes by a counselor will be made within two (2) weeks after the end of the term. Teachers must notify the counselor of a grade change request via form within 2 weeks of the quarter's end.

ACADEMIC HONOR ROLL

Students who achieve an academic GPA of 3.50 or better will be members of the Academic Honor Roll at AHS. A GPA of 3.75 or better will be considered High Honors. When calculating the GPA for Honor Roll, "M" grades will disqualify a student until the "M" is changed to a passing grade and the GPA is recalculated.

ACADEMIC HONOR ROLL RECOGNITION

There will be some activities scheduled throughout the year to recognize students who achieve honor roll membership, as well as citizenship honors. Those students who achieve honor roll membership during all of the first three terms, or maintain a Citizenship Point Average (CPA) of 3.0, will be rewarded.

Concurrent Enrollment ²⁶

Concurrent Enrollment (CE) courses are college courses. A student wishing to sign up for CE courses must sign the USU Parent and Student agreement (see your school counselor). This agreement includes, in part, the following:

- Course content may include controversial cultural, religious, political, aesthetic, and human sexuality issues. Students must have the maturity to engage with the material in an academically appropriate manner. Students must also meet all college/university prerequisite requirements before enrolling in a CE course, including having a 3.0 high school GPA.
- Students may attempt up to 30 CE credits per year and may not repeat a CE course.
- CE course registrations and grades are recorded on permanent high school and college transcripts. The final grade posted on the high school transcript and the college transcript must be the same.
- Withdrawing from or failing a CE course may impact a student's ability to receive financial aid in the future, as well as a student's ability to enroll in additional CE courses or desired programs.
- The student is responsible for completing the admission and enrollment process, as well as paying for tuition and books. Students who qualify for Free and Reduced Lunch may have these fees waived.
- CE students must abide by the DCSD and the Utah State University Student Code of Conduct.

CLASS SCHEDULE CHANGES

Changes to class schedules may be made during the first week of each term, with parent's permission and/or approval from the counselor, and principal.

Demonstrated Competency ²⁶

Demonstrated Competency Assessment (DCA) gives students the opportunity to test out of a course to earn high school graduation credit. Students can take a DCA in an identified subject area and receive .5 or 1.0 credit (plus Lab credit as applicable). DCAs are available in ELA, Math, Health, and PE to all high school students. Tests are taken at scheduled times for assessment-only DCAs or by appointment prior to April 15th for project-based DCAs. DCAs are completed at the District Learning Center (DLC). Students and their parents should meet with a counselor to review previous coursework, standardized test scores, or other relevant experience to decide if they are sufficiently prepared to be successful on a DCA.

Eligibility for extra-curricular (2.0/No Fs/No Us) ²⁶

Students must have a minimum 2.0 GPA with no Fs from the previous grading period. A student who is declared eligible (or ineligible) shall be eligible (or ineligible) for the entire term insofar as academic grades are concerned.

A student may not have any Us from the previous grading period. A student restores eligibility by completing all requirements set forth by the Principal to make up the U.

Summer school make-up grades will be accepted for first-term eligibility. For all other terms, once a grade has been entered on the report card, it cannot be made up. The grade can only be changed in case of teacher error with regard to the grade.

A student who is suspended is not eligible to participate in or attend extra-curricular activities during their suspension. This includes practices, team meetings, and competitions at all DCSD campuses. However, if the suspension is completed, the student becomes eligible again and can continue as a full participant.

Home School/Dual Enrollment

Credits will be accepted from accredited educational providers. No credits will be accepted from home-taught courses or non-accredited courses without prior agreement from the principal. Also, to be eligible for extra-curricular activities, grades from homeschool or alternate providers must be reviewed by administration at the end of each grading period.

Integrity with AI ²⁶

Artificial Intelligence (AI) refers to technologies that perform tasks typically requiring human intelligence, including but not limited to:

- Generative tools (e.g., ChatGPT, DALL·E, Google Gemini)
- Predictive analytics
- Automated grading systems
- Adaptive learning platforms
- Chatbots and voice assistants

DCSD-approved AI tools may be used for educational purposes with teacher approval. Students must not use AI to cheat, plagiarize, or misrepresent their own work.

The following uses of AI are prohibited:

- AI-generated content submitted as original student work without disclosure
- Use of AI to impersonate staff, students, or district communications
- Use of AI to generate inappropriate, harmful, or discriminatory content
- Use of AI for surveillance without explicit district authorization

AI use must support, rather than undermine, academic honesty. Teachers may establish classroom-specific rules regarding AI usage, and students are expected to disclose the use of AI tools when required.

Violations of this policy may result in disciplinary action in accordance with existing district policies for students, staff, or contractors.

Participation in graduation ceremonies 26

For seniors to be eligible to participate in graduation exercises, the following conditions must be met:

1. The student must complete his/her last semester at the High School.
2. The student must be on-track to graduate by mid-term of the fourth quarter. Grades will be stored the Friday before graduation for seniors, and all credits must be earned.
3. All seniors must meet with their counselor upon exit to review his/her grades and transcript information.
4. The student must be enrolled in over 50% of their classes from the school (or Concurrent Enrollment or UB Tech) during their time enrolled with the school.
5. Students must complete all graduation requirements to participate in graduation exercises.

Valedictorian 26

The designation of Valedictorian will be based on a student's GPA, with the highest GPA being awarded Valedictorian and the second highest GPA being awarded Salutatorian. If more than one student earns the highest GPA, then no Salutatorian shall be awarded (but may be honored in other ways). Only students who completed at least 50% of their total senior year in the DCSD high school from which they are graduating will be considered for this honor. Early graduates may be considered as long as they meet the 50% requirement. Grades must be submitted for this honor no later than the Monday before graduation (or sooner if the school requires). Grades submitted after this date will not be considered for this honor, but may impact student rankings. Note: Typically, 3rd Trimester CE courses do not finalize until after this date and should not be considered in the Valedictorian determination if they are not finalized.

Graduation speakers **shall** be chosen from the pool of Valedictorians and/or Salutatorians. Students wishing to speak will audition by submitting their speech by the Monday before graduation. The administrative team and/or designees will review speeches and choose the winning candidate(s). If no speech passes analysis, no honors speaker is required.

POLICIES: STUDENT CODE OF CONDUCT

Acceptable use policy ²⁶

DCSD schools will use the document signed during registration “Responsible Use for Duchesne County School District Technology Resources” for all items pertaining to technology use.

Attendance Behaviors Leading to School Penalties

- Truancy. (Sluffing) All unexcused absences are truancies and will result in consequences.
- Tardiness. Excessive unexcused tardiness will result in consequences. Fines, assignment to Positive Alternative to School Suspension (PASS)/ Social Emotional Behavioral Supports (SEBS), etc. may be imposed after tardiness becomes excessive.
- Citizenship grade is partially based on attendance.

Truancy (Unexcused Absence)

On the first offense, the student will be assigned to a session of PASS (positive alternative to school suspension). On the second offense, the student will be assigned 2 sessions of PASS. On the third offense, the student will be assigned 3 SESSIONS of PASS. On the fourth or subsequent offenses, the student will be assigned to PASS until attendance improves and coursework is complete. Eventual consequences could include counseling, contracts, referral to district students services director for alternate school placement, and juvenile court referral.

Tardiness

The citizenship grade is partially based on the number of tardies. In addition, overall school consequences for excessive tardiness will be enforced. The following consequences are for all tardies in all classes each quarter:

6 = verbal warning, 8 = parent notification, 10 = 1 hour PASS during lunch + parent notification, 12 = 1 Lunch PASS + parent notification, 14 = 2 hours PASS during lunch + parent notification, 16 = 2 Hours in PASS during lunch + parent notification, 18 = 3 Hours in PASS During lunch + parent notification, 20 = Parent meeting + Behavior Contract with personalized intervention going forward.

ACTIVITIES ATTENDED OUTSIDE THE SCHOOL OR DISTRICT

Students are considered "in school" while participating in any school sponsored activity either on campus, or from the time the bus leaves campus to the time the bus returns the student to the campus. Students who represent DCSD at activities outside the school and/or district are to conduct themselves in a manner that will bring honor to themselves, their parents, their school, and the community. Students involved in actions or behavior which defames the school will lose all participation or spectator privileges at DCSD and be subject to further disciplinary actions.

AFFECTION

Inappropriate public displays of affection will not be tolerated within the building or on campus. Kissing and inappropriate hugging/touching are examples of inappropriate displays of affection. Students will be given a verbal warning first. Those students who refuse to comply will be called into the principal's office for a conference with parents. If the problem continues, the students may be suspended from school.

ATTENDANCE PROCEDURES

1. If you are absent from school. .. Parents should call the office (738-1345) or send a note with the student to excuse absences within 2 days of being absent. The note or phone message must include the reason for absences and the date of the absences.
2. Late Arrivals/Check-in: The student should report directly to the office to check-In. If the student has a doctor's statement, or a note from a parent stating the time and reason for tardiness, the tardy will be "excused." Otherwise, it will be unexcused.
3. Early Dismissal/Check-Out: Once a student has arrived on school property, the student becomes the legal responsibility of the school. Any student who leaves the campus must be excused by the parent in person, by written note, or by phone call BEFORE leaving school.

AUTOMOBILES AT SCHOOL

Legal student drivers are welcome to drive their vehicles to school as long as they abide by state laws and school policies. Those who drive to school are not allowed to drive their vehicles during school hours (except at lunch time, or release time) without pre-approval from the principal.

Four-wheelers and other ATVs/UTVs are not allowed on campus. Staff parking is designated to the back of the school (North side), student parking is designated to the West side of the school, and the front of the building in

front of the Library.

The South parking lot in front of the building is designated for visitors only until 4:00 Monday-Thursday. Parking at school is a privilege - not a right. If you litter, ride on top of cars, race, or cause potential endangerment to yourself and others your parking privilege may be taken away.

Bullying / Abusive Conduct / Hazing ²⁶

Definitions as used in Utah law 53G-9-601

"Abusive conduct" means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.

"Staff bullying" means a school employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another school employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that: (i) creates an environment that a reasonable person would find hostile, threatening, or humiliating; and (ii) substantially interferes with a student's or employee's educational or professional performance, opportunities, or benefits.

"Staff bullying" does not mean instances of: (i) ordinary teasing, horseplay, argument, or peer conflict; (ii) reasonable correction of behavior by a school employee; or (iii) reasonable coaching strategies and techniques by a school employee who is a coach.

"Student bullying" means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that: (i) creates an environment that a reasonable person would find hostile; and (ii) interferes with a student's educational performance, opportunities, or benefits.

"Student bullying" does not mean instances of: (i) ordinary teasing, horseplay, argument, or peer conflict; (ii) reasonable correction of behavior by a school employee; or (iii) reasonable coaching strategies and techniques by a school employee who is a coach.

"Cyber-bullying" means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

"Hazing" means a school employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:

- I.(A) endangers the mental or physical health or safety of a school employee or student; (B) involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; (C) involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or (D) involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and
- II.(A) is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club, or event; or (B) is directed toward a school employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the individual who commits the act also participates.
The conduct described constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

BUS TRANSPORTATION

While on a school bus, students must obey the rules of the District, as well as those policies of the bus driver. These policies are in effect as students load onto and off from buses, as well. Failure to cooperate may result in suspension or removal of the student from the bus. On any bus trip the activity supervisor is responsible for the behavior of the students.

DAMAGES

Students who damage school property willfully or through negligence will be responsible for repairs or replacement of such property. Also, students are responsible for all textbooks and library books checked out to them. Acts of vandalism and willful damage will be reported to the police.

CHEATING

A person's honor and integrity are priceless. Cheating on school work by giving or receiving help on assignments, quizzes, or tests is not acceptable. Plagiarism is a form of cheating. Teachers will have an individual classroom policy regarding cheating; it is regarded as a serious offense.

CLASSROOM BEHAVIOR

A student is expected to comply with the requests of teachers and substitutes regarding classroom control and discipline, as well as academic work. No students are permitted to leave the classroom without permission of the teacher. Students who are asked to leave the classroom as a disciplinary action will need to be escorted by a teacher or staff member to the principal's office. Teachers will develop their own set of classroom rules and will communicate them to their students. When students have disrupted classroom learning activities beyond acceptance, they will be referred to the principal for possible suspension or other penalties. Behavior interventions will be determined using the DCSD Behavior Intervention Scale. This scale is included at the end of this document. Upon referral to the office, the following consequences may be imposed. (a) Assignment to PASS/SEBS for an appropriate number of sessions depending upon the severity of the disruption. (b) Loss of ExtraCurricular Eligibility: Student is ineligible to participate in, or attend, any extra-curricular activity until cleared from PASS/SEBS and assigned coursework is complete. (c) Referral to district student services as a habitually disruptive student, for possible change of school placement.

CLASS INTERRUPTIONS

To help ensure maximum learning, students and/or parents are asked not to interrupt a classroom to talk to students or to talk to a teacher. Parents are asked to come to the office if they need to see a student. Students will not be taken from a classroom unless it pertains to a family necessity.

Dress Code 26

Appearance and dress generally affect the behavior of students attending school; therefore, to create the best learning environment possible for all individuals concerned, the following is established Altamont High School policy:

1. Clothing:
 - i. The attire and appearance of students should always be neat and clean.
 - ii. All shirts, blouses, or dresses must have a sleeve and must cover the entire shoulder, as well as the entire midsection, and not be low cut.
 - iii. No attire or accessories with writing or pictures depicting or promoting controlled substances, including brand names, or violence shall be worn to school or school-sponsored activities; nor shall attire with vulgar expressions or obscene pictures be permitted on tee shirts.
 - iv. Shoes are to be worn while in school and on the school campus.
 - v. Length of bottom must extend past the student's finger-tip length while standing. Pants, shorts, skirts, dresses, must not allow skin to show within these parameters. Layered clothing or patches may be used to meet these requirements.
 - vi. Bottom attire must sit on the waist of the individual and can not hang below.
 - vii. Proper athletic wear should be worn in physical education classes. PE Uniforms are required for secondary students.
2. Hair:
 - i. Styled so that it is neat, clean (to protect health), and well-groomed.
 - ii. Colored hair is permitted. Hair dye must be permanent enough to not be transferred from the hair. Hair must not be a distraction to learning.
3. Accessories:
 - i. Hats/baseball caps are allowed as long as they are not a distraction to learning. Hoodies are not allowed to cover the head.
 - ii. Bandanas are not permitted on school grounds.
 - iii. Wallet chains are not allowed.
 - iv. Belts must be worn properly and tucked into pant loops. Belts can not be excessive in length and hang freely from the body.

- v. Piercings are permitted unless they are a distraction to the student or others.
 - vi. Clothing, attire or accessories that mimic non-human characteristics is not permitted.
4. Wearing, possessing, using or distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang.

Game/Activity Attendance

1. Students must attend all classes on the day of an activity. An exception, such as a doctor's appointment, funeral, etc. must be cleared with the Principal or Athletic Director **before** the day of the activity.
2. If a student's game occurs on a Friday or Saturday, they must attend school on the Thursday before that game.

Bus Rules

1. All students must ride the bus to and from the activity. No student will be released to ride home with anyone other than his/her parents or guardians, and then only if they clear it with the coach/advisor first.
2. All school rules concerning behavior apply to students while they are on the bus. The coach/advisor is in charge and may apply whatever appropriate disciplinary measures deemed necessary.

Extra- Curricular Policy Regarding Use of Illegal Substances

- 1. First Offense:** The student will be suspended from participation in any extracurricular activities for a period of three (3) weeks. The student is required to complete 15 hours of approved community service. Community service must be complete before eligibility is reinstated. In addition, the student must create a self improvement plan.
- 2. Second Offense:** The student will be suspended from participation in any extracurricular school activities for a period of nine (9) weeks. The student is required to complete 45 hours of approved community service. In addition, the student must complete an approved treatment/intervention program before eligibility is reinstated.
- 3. Third Offense:** The student will be suspended from participation in any extracurricular school activities for a period of eighteen (18) weeks. The student is required to complete 90 hours of approved community service. The student must complete an approved treatment/intervention program before eligibility is reinstated. The student must receive counseling by a licensed

counselor (school or any outside agency) with an initial visit and any needed follow up sessions. In addition, the student must successfully pass the school drug test before being granted eligibility.

4. Fourth Offense: The student will be suspended from participation in any extracurricular school activities for a period of eighteen (18) weeks. The student is required to complete 90 hours of approved community service. The student must complete an approved treatment/intervention program before eligibility is reinstated. The student must receive counseling by a licensed counselor (school or any outside agency) with an initial visit and any needed follow up sessions. In addition, the student must successfully pass the school drug test twice per month (or wear a drug identification patch) before being granted eligibility.

5. Fifth Offense: The student will lose eligibility for the remainder of his/her high school career. Junior High students are bound by this policy for the duration of junior high. When a student enters 9th grade he/she will begin with a clean slate.

FIGHTING

This dangerous practice cannot be tolerated in the building, on the grounds, or at school activities. Students involved in fighting will be suspended from school (if the situation warrants such action). Each offense thereafter will also result in suspension from 1 to 10 days. Students watching or encouraging fights may also come under the same penalties. Police may be called with the possibility of assault charges being filed.

LANGUAGE/MANNER OF SPEECH

Lewd, vulgar, defamatory, or otherwise disruptive language is not acceptable in the school. Degrading, ethnic, disabling, racist, sexist, or homophobic remarks are not acceptable and will not be tolerated. The use of profanity or obscene language at the school or school activities shall not be tolerated. Any behavior demonstrated by speech or action that is detrimental to the educational process will be grounds for disciplinary action.

FUND RAISING

All fundraising and advertising (selling of ads) must be approved by the principal and the program advisor before AHS is committed to any financial responsibility. All funds raised on behalf of AHS shall be submitted to the school financial office and administered by AHS. There shall be no “outside” accounts that pertain to AHS. There is a fundraising form in the office that must be filled out and returned to the office.

LUNCH

Students who demonstrate irresponsible behavior in association with the lunch time activity (e.g., crowding in line, throwing food at others or on the floor, deliberately leaving a mess) will be removed from the lunch program for a period of time, and be subject to other disciplinary action.

Released Time 26

Released Time – Released Time is for a student to attend a specific Activity. There is no credit awarded for Released Time, and students must go to the designated area for which the release time is intended.

Safe Schools 26

This policy is adopted by the Board of Education of Duchesne School District pursuant to UCA 53A-11-901 - 907. The Board intends to provide every student in the district with the opportunity to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruption. The Board has invited and received input from district employees, parents and guardians of students, and the community. The Board now adopts this policy, based on the principle that every student is expected to follow rules of conduct, and to show respect for others and to obey persons in authority at the schools.

Delegation of Authority

Students should be aware that certain behavior, outlined herein and in other policies of the district, is unacceptable and will result in disciplinary action. The superintendent and his designees will enforce district policies with the aim of assisting students and their parents or guardians in understanding that unacceptable behavior will not be tolerated and will be dealt with in accordance with the Board's disciplinary policies.

The Board hereby delegates its authority to suspend students for up to 10 days to principals and vice principals in each school in the District. (In addition, the Board authorizes hearing officers to conduct informal hearings.)

Publication of Safe Schools Policy

A copy of this policy shall be given to each student in school in the district once each school year. Each student transferring to a school in the district who was not attending a school in the district just prior to the transfer shall receive a copy of this policy. A copy of this policy shall be posted in each school in the

district. Any significant change in this policy shall be posted in each school in the district.

Conduct Resulting in Suspension/Expulsion

A student may be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in a school building, in or on school property, in conjunction with any school-sponsored activity, or when it occurs in the presence of or is directed at or against another student or district employee:

1. Continued willful disobedience or open/persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior, threatened behavior, or intimidation, which poses an immediate and significant threat to the welfare, safety or morals of other students or school personnel or to the operation of the school.
4. Behavior that unreasonably disrupts or interferes with the educational process for other students.
5. Sells, gives, delivers, transfers, possesses, controls, uses or distributes alcoholic beverages, tobacco products, vaping products, controlled substances, psycho-toxic chemicals or over the counter medication within 1000 feet of school property or any school-sponsored event.
6. Is under the influence of alcoholic beverages, controlled substances, psycho-toxic chemicals or has intentionally misused over the counter medication within 1000 feet of school property or any school-sponsored event.

Mandatory Suspension/Expulsion

Students shall be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in a school building, in or on school property, or within 1000 feet of school property or within 1000 feet of and in conjunction with any school-sponsored activity, or when it occurs in the presence of or is directed at or against another student or district employee:

1. Possession of a weapon, explosive, or flammable material.
2. The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities within 1000 ft. of school grounds.

3. The sale, control, delivery or transfer or distribution of a drug or controlled substance as defined in UCA 58-37b-2.
4. The sale, control, distribution, delivery, or transfer of imitation controlled substances as defined in UCA 58-37b-2.
5. The sale control or distribution of drug paraphernalia as defined in UCA 58-37a-3.
6. Commission of an act involving the use of force or the threatened use of force which, if committed by an adult would be a felony or class A misdemeanor.
7. Assaults a teacher or other individual. A student who commits an assault will be suspended until the next regularly scheduled school board meeting.

Behaviors Resulting In Suspension/Expulsion

In an effort to provide help/services as well as identify students as possible severe behavioral candidates, and in addition to the current policies, a plan of behavior identification, safety, and security has been established. For detailed descriptions of listed categories below, refer to the school student handbook.

Behaviors Displayed

- Weapons at School (gun, knife)
- Fighting
- Bullying
- Sexual Harassment
- Severe Defiance to Authority
- Disregard for Property
- Drugs, Alcohol, Tobacco, Vaping

Weapons at school is a safe school violation with an automatic safe school hearing required.

Severe Step One: Student will be suspended for up to 5 days, referred to local police, and a wellness check to be conducted by police. Access to guns discussed with parents. Upon return to school, the student will be required to complete a behavior plan with school administration.

Severe Step Two: Student will be suspended for up to 10 days with a possible safe school hearing to determine if he/she can continue attending school. Student will be offered counseling from the school counseling center.

Severe Step Three: Student will be identified as a “danger to safety of self/others.” This student will be suspended indefinitely pending a safe schools hearing with the District Student Services Director. Student will not be allowed to attend district schools or activities, but may continue through online services/intervention, etc., under district guidance. A wellness check will be conducted by police.

Extra consideration may be given if any of the following self-harming behaviors are displayed.

- Suicide Ideation, Threats of Suicide
- Cutting
- Acting in Unsafe Ways
- Depression

Senior Trip 26

Senior Trips will be limited to one day, and there will be no overnight trips. Trips must meet all Risk Management criteria.

Search and Seizure 26

5.0740.01 Students shall be free from unreasonable search and seizure by school officials. School officials may search a student or a student’s property with reasonable suspicion or with the student’s consent. A search must be reasonable both in the reason for the search and the scope of the search. School officials will work with law enforcement during any search or seizure that necessitates both entities. Any vehicle a student drives to school is subject to a reasonable search as described above.

SKATEBOARDS, ROLLERBLADES, ETC.

Rollerblades, skateboards, etc. are NOT to be ridden inside the building or on sidewalks around the building. Hacky-sacks will be limited to use outside the school building. An exception would be if they are involved in a P.E. activity or special approved lunchtime activity. Shoes that have rollers on them are not allowed in the building.

SNOWBALLS

Because of potential injury, throwing snowballs and/or pushing people in the snow or ice anywhere on the school campus is prohibited.

Standard Response Protocols 26

Standard Response Protocol (SRP) for all emergencies. The following protocols will be used, depending on the situation:

- **Hold**-when hallways need to be kept clear of occupants
- **Secure**- used to safeguard people within the building
- **Lockdown**-used to secure individual rooms and keep occupants quiet and in place
- **Evacuate**- used to move people from one location to a different location in or out of the building
- **Shelter**- used in an emergency such as an earthquake or extreme weather

Other Emergencies: You are the responsibility of your teachers. Follow their directions when other emergencies occur.

SUSPENSION/EXPULSION

Suspension is a special "time out" for repeated misbehavior or continued poor citizenship, and will be used with discretion, as the situation warrants. Suspended students are not permitted to attend classes, enter the school building, be on school grounds, travel on school transportation, or participate in extracurricular activities, school dances, etc. Students who have been suspended have the right to written notification and a hearing. Continued behavior that results in repeated suspension will lead to expulsion from school. The suspended student will be responsible to obtain and make up for missed school work. At times an In-School Suspension may be used as an alternative to Out- of-School Suspension.

THEFT

Students are encouraged to NOT bring valuables and large amounts of money to school. They should also take care to make sure their personal property is locked in a locker or secured on their person at all times. Students are encouraged to check with the office for assistance in securing items on an emergency/special occasion. Students caught stealing either from the school or other students will be held responsible. Suspension from school is automatic for all students caught stealing. Referral to the police authorities and juvenile court will also be made.

Title IX/Sexual Harassment ²⁶

5.0100.04 DISCRIMINATION POLICY

Issue Date: 5/8/97 The policy of the District is not to discriminate on the basis of sex, disability, race, creed, color, national origin, age, religion, politics or any other condition as required by various state and federal laws for admission or access to treatment or employment in educational programs or activities.

Inquiries concerning Title VI, Title IX, and Section 504, may be referred to:

Duchesne County School District

Office of the Superintendent

P. O. Box 446

Duchesne, Utah 84021

435 738-1240

Or

U. S. Department of Education

Office of Civil Rights

1961 Stout Street

Denver, Colorado 80294

5.0100 EQUAL EDUCATIONAL OPPORTUNITIES

5.0100.01 GENERAL

Issue Date: 5/8/97

No officer or employee of the District, when acting or purporting to act in official capacity shall

refuse to permit any student to participate in any school program because of the student's race,

religion, color, sex, or national origin.

Utah Admin Rule 300-112-3

5.0100.02 TITLE IX

Issue Date: 5/8/97

The Board shall adopt and publish grievance procedures providing for prompt and equitable

resolution of student complaints alleging any action prohibited by Title IX of the Education

Amendments of 1972, as amended.

20 USC § 1681-86

34 CFR § 106.8(b)

5.0100.03 TITLE IX COORDINATOR

Issue Date: 5/8/97

Updated: 3/9/23

The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Phillip Bertoch

Position: Human Resources Director

Address: 1010 E 200 N, Roosevelt, UT 84066

Office Telephone: 435-725-4520

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical communication of a sexual nature. Sexual harassment may include but is not limited to:

- Verbal, written, or electronic harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate patting or pinching
- Intentional brushing against others
- Demanding sexual favors. Any unwelcome sexually motivated

touching

Persons found in violation of this policy will be subject to discipline including but not limited to reprimand, suspension and referral to local police.

TOBACCO, ETC.

All school areas and activities are drug, alcohol and smoke-free. Possession or use of any illegal, or legally controlled substances, prohibited by law on any school property or in any building owned or operated by the Board of Education or while representing DCSD at any school-sponsored activity will result in suspension and referral to juvenile authorities. Continued violation of the same will result in referral to the School Board for expulsion from the school system. Other professional agencies will be asked to provide adequate support and placement for these students.

VANDALISM and PROPERTY DAMAGE

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, they should report it to a teacher or the office immediately.

VIEWING OF STUDENT RECORDS

Parents and approved staff members may review a student's cumulative records at the school office upon request. Cumulative records are treated as confidential material, and the privacy rights of students and parents are safeguarded. Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent.

STUDENT SERVICES

COUNSELING SERVICES

Students are encouraged to use the services of our counseling center. Our counselor is trained to work with students in the areas of academic counseling, career guidance, scholarship and college placements, behavior modification, course selection, educational planning, and resolution of personal problems. The counselor has ready access to student records and state/national test scores. Students may seek the help of the counselor themselves, or be referred by various members of the school or family. Our Counselor is generally available 7:20 AM to 4:00 PM, although special appointments may be made.

If there is an emergency situation, students should feel free to contact the counselor right away.

HEALTH SERVICES

A school nurse is assigned to AHS. She can be reached by phone/pager if needed for any type of emergency. Some age groups will have special exams (e.g., eye, hearing, or scoliosis) during the year.

HelpLines 26

Students or parents that are needing any crisis intervention may download the Safe UT App at the following website or call any of the hotlines listed.

AHS has administrators, counselors and a campus officer available during regular school hours.

Safe UT -<https://safeut.med.utah.edu/> -The SafeUT Crisis Chat and Tip Line is a statewide service that provides real-time crisis intervention to youth through live chat right from their smartphone.

This service is staffed by licensed clinicians 24/7 providing supportive or crisis counseling, suicide prevention, and referral services.

Suicide Prevention Hotline- When you or someone else is having thoughts of suicide call- 24/7 availability- 1-800- 273-8255
Northeastern Counseling - 1-435-725-6300
In case of emergencies call - 911

INTERNET SERVICES

Students may apply for use of the Internet system by completing the necessary District and school forms. These are available online and available during registration. If all conditions in the "user's agreement" are met, students may be issued a "users card". Misuse of the internet may result in suspension from school and revocation of privileges.

MEDIA CENTER (LIBRARY) SERVICES

Students are encouraged to make extensive use of the Media Center. When students come to the center, they should arrive with a study purpose in mind. If they are sent by a teacher, to take a test or study, they should have a note from that teacher. The Media Center is a place for *quiet* study. Students and their parents have the right to be heard concerning incidents at school, and may appeal decisions made at the school level by contacting Duchesne School District officials at 435-738-1240.

Civil Rights Notices and Procedures

Duchesne County School District is committed to providing educational services to students without regard to race, color, national origin, sex, or disabilities.

If students, parents, teachers, or others have cause to believe that services are not being properly provided because of one of these reasons, the grievance process is as follows:

- Students contact a trusted adult and/or school administrator.
- Parents or teachers state the problem in writing and make an appointment with the principal to discuss the issue.
- If not satisfied with the decisions at the school level, contact Duchesne School District administrators-superintendent or assistant superintendents. 435-738-1240
- If not satisfied with decisions at the district level you may contact the office of civil rights in Denver.

Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver CO 80204
303-844-5695

ALTAMONT HIGH SCHOOL

How to be a part of the “Stampede”

(United Students of Altamont)

School pride is the idea of feeling a connection with the school community and being proud to represent the values of a school.

***Get involved in school activities:**

Attend games, assemblies, pep rallies

Audition for the school play

Join the choir

Join the pep band

Try out for athletics

E-sports

Find something that makes you smile!

***Know your school song. We sing it at assemblies and games!**

***Keep our school clean.**

***Do the right thing!**

ALTAMONT SCHOOL SONG

Proudly Waving O'er Old Altamont
Our Colors Red and Blue.
The Flag Above Is the Flag We Love
To You, We'll E'er Be True.

Our Courage, Lies in Crimson.
And Our Loyalty, It's Blue.
And An Emblem to Me, You Will Ever Be
Forever the Red and Blue.

Oh, I'll Be True to You Old Red and Blue
And I Will Stand Through Every Fight with You
Staunch And True You'll Always Be
Close By You Old School Are We.

Every Loyal "A" Man Sings
Of The Memories You Will Bring.
"You Are Mine Forever, Red and Blue."





SCHOOL MEDICATION AUTHORIZATION FORM

In Accordance with UCA 53A-11-601

Date:

Student
Picture

STUDENT INFORMATION

Student:	DOB:	Grade:	School:
Parent:	Phone:	Email:	
Prescriber Name:	Phone:	Fax:	
School Nurse:	School Phone:	Fax:	

Parent: complete the above section, read and sign below, obtain signature from Health Care Provider and As parent/guardian I request the medication(s) listed below be given to my student during regular school hours.

- ☐ I understand medication will be administered by trained school employee volunteers.
☐ I understand a new medication authorization form will be required each school year, and whenever there is a dosage change.
☐ I understand parent or guardian is responsible for maintaining necessary supplies, medications, and equipment.
☐ I understand prescription medication must be transported to and from school by an adult*.
☐ I understand all medication, both prescription and over-the-counter, must be in the current original pharmacy container and label, with the child's name, medication name, administration time, dosage, and health care provider's name.
☐ I understand over-the-counter medication must be in the original manufacture container.
☐ I understand the information contained in this order will be shared with school staff on a need-to-know basis.
☐ I understand it is my responsibility to notify the school nurse of any change in my student's health status, care or medication order.

I give permission for my child's healthcare provider to share information with the school nurse for the

Parent Name (print):	Signature:	Date:
Emergency Contact Name:	Relationship:	Phone:

MEDICATION INFORMATION

If a request is being made for school staff to administer asthma medication, epinephrine auto-injector, diabetes medication, or seizure rescue medication, an additional specific form(s) will be required, and must be signed by the parent and physician, and kept on file at the school. These supplemental forms will also be required for students who carry and self-administer asthma medication, epinephrine auto-injectors, and diabetes medications.

Name of Medication	Indication/Diagnosis	Dosage	Route	Time	Side Effects

Additional Instructions to the school:

SIGNATURE This order can only be signed by an MD/DO; Nurse Practitioner, Certified Physician's Assistant or a provider with prescriptive practice.

The above named student is under my care. It is medically necessary for medication administration while student is under the control of the school.

- ☐ It is medically appropriate for the student to self-carry* this medication, when able and appropriate, and be in possession of this medication and supplies at all times (see statement above under Medication Information). This student has been trained to self-administer the medication and is capable of doing this safely.
☐ It is **not** medically appropriate to carry and self-administer this medication. Please have the appropriate/designated school personnel maintain this student's medication for use if needed.

Prescriber Name:	Phone:
Prescriber Signature:	Date:

CONTINUED ON NEXT PAGE: →

School Nurse		Duchesne County School District		
☐ Signed by physician and parent	☐ Medication appropriately labeled	☐ Medication log generated		
Medication is kept: ☐ Front office ☐ Health office ☐ Classroom ☐ Other* (specify):				
School Nurse Signature:		Date:		
*Student may carry some medication in certain circumstances. This applies to asthma medication, epinephrine auto-injectors, and diabetes medications, and ONLY after supplemental forms are completed and turned in to the school. <i>District and school medication policies have the final say on whether medication other than asthma medication, epinephrine auto-injectors, and diabetes medications can be self-carried.</i>				