STUDENT HANDBOOK AND DAILY PLANNER
BOULDER CREEK HIGH SCHOOL

40404 N. Gavilan Peak Parkway
Anthem, Arizona 85086

Main Number: (623) 445-8600
Fax Number: (623) 445-8680
Attendance Line: (623) 445-8690
Counseling Office: (623) 445-8616

Principal
Brittany Sutton

Assistant Principals
Dr. Dean Kirkpatrick
Brittany Behrens
Jay Kopas

Teacher on Assignment
Ryan Pletnick
Boulder Creek High School
Website 2017-2018
Instructional Calendar

Mission Statement: The Boulder Creek High School Community will provide a safe learning environment with rigorous academic opportunities for all students to graduate as productive, responsible, and contributing citizens.
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Stakeholder communication plays an important role in the success of a school. Solutions are best found at the level closest to the issue or concern. As such, we have adopted the following region-wide protocol.
If there is a concern or question about homework, classroom policies, events that happened in class, or anything pertaining to the teacher or classroom in general, parents must first communicate with the teacher to find a solution. A parent teacher conference may be scheduled.

If there is a concern or question about behavioral, social and emotional concerns such as study skills and organization, peer groups, health and independence, post secondary goals parents must communicate with the school counselor to find a solution. A parent teacher and counselor conference may be scheduled.

After the teacher and counselor are given the opportunity to resolve the concern or issue, and the situation has not yet improved, please contact administration. Communication with the teacher or counselor must happen prior to administrative intervention. A meeting with administration and the teacher or counselor may be scheduled.

After campus administration has been given the opportunity to resolve the concern or issue, and the situation has not yet improved, parents may call the DVUSD School Operations department. Communication with the campus administration must happen prior to district office administrative intervention.
# School Bell Schedule

## Regular Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:25</td>
<td>First Bell</td>
</tr>
<tr>
<td>7:30 - 8:27</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:32 - 9:34</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:39 - 10:36</td>
<td>Period 3</td>
</tr>
<tr>
<td>10:41 - 11:38</td>
<td>Period 4</td>
</tr>
<tr>
<td><strong>4th Lunch</strong></td>
<td><strong>10:36 – 11:06</strong></td>
</tr>
<tr>
<td>11:11 - 12:08</td>
<td>Period 5</td>
</tr>
<tr>
<td>12:13 - 1:10</td>
<td>Period 6</td>
</tr>
<tr>
<td>1:15 - 2:12</td>
<td>Period 7</td>
</tr>
</tbody>
</table>

## Early Release Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 – 8:01</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:06 – 8:37</td>
<td>Period 2</td>
</tr>
<tr>
<td>8:42 – 9:13</td>
<td>Period 3</td>
</tr>
<tr>
<td>9:18 – 9:49</td>
<td>Period 4/5</td>
</tr>
<tr>
<td>9:54 – 10:25</td>
<td>Period 6</td>
</tr>
<tr>
<td>10:32 – 11:00</td>
<td>Period 7</td>
</tr>
</tbody>
</table>

## Semester Exam Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DAY 1: (Fall)</strong></td>
<td><strong>Day 1</strong> (Spring) <strong>Day 2</strong></td>
</tr>
<tr>
<td>Period 1:</td>
<td>7:30 - 8:35</td>
</tr>
<tr>
<td>Period 2:</td>
<td>8:40 - 9:50</td>
</tr>
<tr>
<td>Period 3:</td>
<td>9:55 - 11:00</td>
</tr>
<tr>
<td><strong>4th Lunch</strong></td>
<td><strong>10:36 – 11:06</strong></td>
</tr>
<tr>
<td><strong>DAY 2: (Fall)</strong></td>
<td><strong>Day 2</strong> (Spring) <strong>Day 1</strong></td>
</tr>
<tr>
<td>Period 4/5:</td>
<td>7:30 - 8:35</td>
</tr>
<tr>
<td>Period 6:</td>
<td>8:40 – 9:50</td>
</tr>
<tr>
<td>Period 7:</td>
<td>9:55 - 11:00</td>
</tr>
</tbody>
</table>

## Alternative Schedule (As Needed)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:20</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:25-9:15</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:15-10:02</td>
<td>PATHWAYS</td>
</tr>
<tr>
<td>10:07-11:57</td>
<td>Period 3</td>
</tr>
<tr>
<td>11:02-11:55</td>
<td>Period 4</td>
</tr>
<tr>
<td>10:57-11:27</td>
<td>4th hr Lunch</td>
</tr>
<tr>
<td>11:32-12:22</td>
<td>Period 5</td>
</tr>
<tr>
<td>11:52-12:22</td>
<td>5th hr Lunch</td>
</tr>
<tr>
<td>12:27-1:17</td>
<td>Period 6</td>
</tr>
<tr>
<td>1:22-2:12</td>
<td>Period 7</td>
</tr>
</tbody>
</table>

## Passing Times

- All schedules except Exam Schedule: 5 min.
- Semester Exam Schedule: 6 minutes

## Lunches

- Lunch: 30 minutes

- **Morning Announcements will be during 2nd hour**
**BOOKSTORE**

Textbooks will be distributed during Jump Back to School Days. Students that do not attend will need to pick up their textbooks the first week of school. Books that are lost or damaged become the student’s responsibility. The Bookstore will be open before and after school and during lunch hours for regular business. Hours of operation is 7AM to 3PM. Bookstore Manager: Jennifer Kang. Bookstore Clerk: Julie Ross

**CAFETERIA**

The cafeteria will sell lunch and breakfast on all full days of school. On half days, the cafeteria is open for breakfast only. A la carte items are also available at both breakfast and lunch. All students have a lunch account that can be used in place of cash. The cafeteria accepts checks and cash for student accounts. Deer Valley Schools participates with the EZ school pay system to allow parents to place money on the student’s account using a debit or credit card. The address is www.ezschoolpay.com. No debit cards or credit cards are accepted at the school. The cafeteria staff will alert students when they are at a $5.00 balance so that the student may bring in more money for their account. Students who do not have lunch money will receive a complimentary meal from the cafeteria for that day. Deer Valley Schools participates in the Free and Reduced Lunch Program. Eligibility for this program is determined by family size and income. Students who may want to apply for this program should obtain an application from the front office or cafeteria. Applications are also available online at www.ezmealapp.com. All applications should be either mailed to the address listed on the application or given directly to the cafeteria staff. All information is confidential.

DVUSD works hard to provide students meals that are nutritious, cost effective and delicious. All meals are developed to meet the USDA National School Breakfast and Lunch standards as well as meet the cost needs of our families and the tastes of our students. In order to support the increased independence of our high school students, they are offered a wide variety of options for both breakfast and lunch. Options include yogurt, breakfast sandwiches and fresh fruit for breakfast and fresh salads, Mexican, Asian, Italian and deli items for lunch. Please visit your school's cafeteria website for more specific menu information. You can visit the Food & Nutrition webpage...
at dvusd.org/nutritioninformation to learn more about nutrition content of all menu items and allergy information.
The cafeteria is open in the morning during the winter months. The academic halls are closed in the morning except for student/teacher tutoring and student club meetings.

**COLLEGE & CAREER READINESS**

In partnership with West-MEC, Boulder Creek High School is preparing all students to be college and career ready by providing monthly Pathways Sessions. Each session has been custom designed for Boulder Creek students and are delivered in partnership with Boulder Creek’s guidance counseling services. Through the Pathways Sessions, students are guided through the process of exploring career opportunities and developing a well-defined career focus and plan prior to graduation.

Pathways Sessions will be held during the school day using Boulder Creek’s alternative schedule.

**COUNSELING CENTER**

Students’ counselors are highly qualified educators available to guide them in academic, vocational, and personal areas.
To see a counselor, the student should go to the Counseling Center (before school, during lunch, or after school) to sign up for an appointment. Students will be called out of class with a pass delivered to them when a counselor is available to see them. If the teacher feels the student cannot afford to miss class at that particular time, the student must respect the teacher’s decision and reschedule the appointment. Parents are encouraged to call for appointments. Students in crisis will be seen by the first available counselor.

**Boulder Creek Counseling Staff:**
Dana Palermo – 504, IEP
Denise Gerressen – A-C
Teri Overfield – D-H
Sheree Southmayd – I-Mi
Lacey Fricker – Mo-Sa
April Tyrrell – Sc-Z

**Registrar:** Lynda Selleys
**Registrar Clerk:** Annette Matthews
**Counseling Secretary:** Mary Shaba

**BC Registration Process**
Parents and Students are expected to maintain a 4-year Course Plan for all BC students on the following website: [http://www.azcis.intocareers.org](http://www.azcis.intocareers.org). The Arizona Department of Education implemented this website in an attempt to assist all students with their academic goal settings and to establish the state mandated ECAP (Educational Career Action Plan) effective with the class of 2013. To access your student’s profile use the same username & password
as school internet login. Some students may have used a different format. See your counselor if you have difficulty but please do not create a new one unless you are a new BCHS student. The universal login is:

Username: bouldercreekhs
Password: 4azcis02

Students must log in to his/her profile to access My Education Career Action Plan. Once in the profile, click on My ECAP and update the course planer. Students will have all of 1st semester of the school year to make appropriate changes to their selections. Counselors will work with students each semester to assist students with any changes or updates but parents and students are encouraged to keep the plan updated as well.

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

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

ILLNESS OR ACCIDENT
The Health Center cannot diagnose medical conditions. If a student feels ill during the school day, they should report their complaint to the classroom teacher for referral to the nurse. Students are not to contact their parents directly via cell phone regarding illness unless prior arrangements have been made with the nurse. Please keep your child home if they have fever, diarrhea, vomiting, deep cough, or a potentially communicable disease. Children with a fever must be fever-free for 24 hours without the use of fever reducing medications before returning to school. If your child has been diagnosed with a contagious illness, please contact the Health Center so parents of other students in the class can be notified. Please call your child’s doctor for advice on an ill child. Do not send ill students to school to be evaluated by the nurse.

STUDENT HEALTH & RELEASE INFORMATION FORMS
Health & release information forms must be filled out, signed and on file in the Health Center in order to attend BCHS. Emergency cards assist the Health Center personnel in providing each student the most appropriate intervention and parent/guardian notification during an emergency. Families may change emergency contact information through the BC web site.

**DISEASE PREVENTION/IMMUNIZATIONS**

Written proof of compliance with immunization requirements is a part of the registration process in Arizona Schools. State and Federal Law states a student must be immunized or they are unable to be in school, or a parent must sign an exemption form. If you are unsure of the requirements for Immunization, see your doctor, visit the School Health Center or call the Maricopa County Health Dept. at (602)-506-6767 or (602)-263-8856 for locations of clinics and hours of operation. Immunizations are free of charge for children under the age of 18.

**PARENT AND EMERGENCY CONTACTS/HEALTH HISTORY**

Parents are required to complete Emergency Contact and Health History Forms for each of their children every year. These forms contain vital information should your child becomes ill or injured at school. Students will be released to ONLY those persons indicated on the form.

*Photo ID is required to pick up any child during the day at school.*

**INSURANCE**

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

**HOMEBOUND PROGRAM**

Students who must be absent from school because of physical disabilities or extended illness may qualify for homebound instruction. A doctor’s (not a PA or NP, only a MD, DO, or Psychiatrist) written statement that the student will be absent 90 or more school days will be required. Forms are available in the Heath Center and must be returned to the Nurse to be approved by District.

**PE EXCUSES**

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

**ELEVATOR KEY**
To obtain an elevator key, you must have documentation from a physician stating such. Documentation remains in the student health file. Security dispatches keys after cleared by the nurse. If student losses the key, a debt will be added to the students account of $5.

**CHRONIC HEALTH CONDITIONS**
If your child has been diagnosed with a chronic health condition please contact the nurse immediately. He or she will inform you of the DVUSD protocols/procedures necessary to ensure a healthy and safe environment for your child during the school day. Student must be fever-free for 24 hours before returning to school.

**NOTICE ABOUT MEDICATIONS**
In compliance with ARS 15-344 and ARS 32-1901, over-the-counter medications *are not available in the Health Center*. Tylenol, Ibuprofen, Calamine, Neosporin, *topical or oral* Benadryl, cough drops, antacids or any like remedies are not stocked. Students are not permitted to have these medications in their possession at any time.

Prescription and over the counter medications can be stored in the Health Center for student use during the school day.

1. Over-the-counter Medications needed by students during the school day must be checked in to the Health Center by a parent/guardian. Forms are available in the Health Center. Herbal preparations must have a doctor’s order – excluding marijuana. Each bottle of medication must be in the original container and a medication form must be filled out and on file at the Health Center.

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

3. Inhalers and self-administered “Epi-Pens” may be stored in the Health Center and/or carried by the student if the proper medication form is filled out and placed on file in the Health Center. Please note – the product must have a prescription label attached and the student should carry a copy of the doctor’s order at all times.

4. Over the counter (OTC) medications consist of any product containing “active ingredients” i.e., Eye drops, lotions, contact solution, homeopathic remedies etc…
It is the responsibility of the parent/guardian to pick up any unused or discontinued medications promptly from the health center. At the end of the school year, any medication remaining in the Health Center will be discarded.

Medications may not be shared with friends! Failure to follow these rules, when carrying medication on campus, could lead to consequences including possible suspension or expulsion.

**LATEX “FREE” CAMPUS**
Boulder Creek is a latex (natural rubber) “free” school; this includes all buildings, grounds, and parking lots. No items containing latex are allowed i.e; Rubber gloves, office products, balloons, or rubber balls and toys.

We say “free” as we do not restrict latex in shoes or some other known products at less risk because they do not produce airborne latex proteins. However, we do restrict the use of latex in classrooms and common areas. Thank you all for helping us to make a safe environment free from any potential latex items.

**DELIVERIES**
Classes will not be interrupted for delivery of items. Flowers, birthday items, pizza, etc. will not be accepted from businesses for delivery at BCHS. Restaurant deliveries are also not allowed. Parents will need to wait for their students to be called to the office between classes to receive the item that has been brought for them by a parent or family members for their child only.

**PHYSICAL EDUCATION/DANCE**
Parent excuses are accepted in writing only, for up to three days. After three (3) days a doctor’s written excuse is required. These excuses should state: the student’s full name, grade, the date the excuse was written, the reason and the number of days for which the excuse is written for.

The statement “excused until further notice” is not acceptable from the doctor. Students with long-term problems may need to be placed in the Limited Lifetime Sports Program, to maintain their grade and receive credit to graduate.

All excuses must be received at the Health Center before the beginning of the school day or during that sport class. These rules also apply to dance classes.

**IDENTIFICATION CARDS**
At the beginning of the school year, each student will be issued an ID card. I.D. cards are required for admittance to all school activities. The replacement cost is $5.00 and may be purchased in the Bookstore.
LOST & FOUND
Lost and found is maintained in the administration office through the security team. Lost books are sent back to the bookstore. Unclaimed items will be donated to charities at the end of each semester.

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

CLOSED CAMPUS
Boulder Creek High School is a closed campus. Students must remain on campus during lunch time. A parent or guardian signature and photo ID is required to release a student for personal reasons during school hours.

NORTH VALLEY REGIONAL LIBRARY
The library used by BCHS students is a shared-use library. This means it’s a public library, as well as the school library. School rules for behavior and dress code apply to students in library.

You must have a Maricopa County library card to use the library computers or check out materials. To get a library card, a parent or guardian must come to the library with you and provide a photo ID and proof of Maricopa County residence.

For the public and the school we’re open:

Monday—Thursday 9 am—8 pm
Friday—Saturday 9 am—5 pm
Sunday Closed

The library has a limited number of lunch passes each day.
Students need their BCHS ID and an official pass signed by a teacher to enter the library at any other time during the school day.

Students wishing to come into the library during lunch need to show their BCHS ID and receive a lunch pass at that time.

Please visit our website at www.mcldag.org or call the library at 602-652-3000 for more information. The library staff is dedicated to helping you achieve academic success.
In order to represent the District in an extracurricular activity as described in “No Pass No Play”, the following guidelines apply:

The student and the parent/guardian shall be notified when:
- Ineligibility is pending.
- Ineligibility is determined to be necessary.

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

The same general standards shall apply for special education students, except that such eligibility shall be determined on a case-by-case basis in relationship to the respective student’s individual education programs.

In implementing this policy, the following clarifications apply to all students:

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

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

- AIA requires students (9, 10, & 11) to be enrolled in five classes for participation.
- Seniors who have sufficient credits to graduate may enroll in as few classes as needed for graduation credit.

ATHLETICS

- All athletic teams-freshmen, junior varsity, and varsity are covered by this policy.
- Athletes may be allowed to practice with the team during period of ineligibility.
- All Spirit line members are covered by this policy.

FINE ARTS

Competitive activities in music (band/choral) are as determined in the State Association Handbook. Specifically, these include: Ensemble Festival, AMEA Regional Band/Orchestra/Choir Festivals, AMEA Arizona All-State Auditions, and all University Band Days.

STUDENT ACTIVITIES

Any student eligible may belong to any school club and participate in local club activities.
ARIZONA INTERSCHOLASTIC ASSOCIATION
Final authority and ultimate responsibility in all matters pertaining to interscholastic activities of each shall be vested in the principal. The principal’s responsibility shall include, but shall not be limited to, the following:

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

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

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

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

The following interscholastic sports are offered to students:

<table>
<thead>
<tr>
<th>FALL SPORTS</th>
<th>WINTER SPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Basketball</td>
</tr>
<tr>
<td>Golf</td>
<td>Soccer</td>
</tr>
<tr>
<td>Football</td>
<td>Spirit line</td>
</tr>
<tr>
<td>Spirit line</td>
<td>Wrestling</td>
</tr>
<tr>
<td>Swimming/Diving</td>
<td></td>
</tr>
<tr>
<td>Volleyball (Girls)</td>
<td></td>
</tr>
<tr>
<td>Badminton (Girls)</td>
<td></td>
</tr>
</tbody>
</table>

**SPRING SPORTS**

- Baseball
- Softball
- Tennis
- Track and Field
- Volleyball (Boys)

**ELIGIBILITY (Athletics-Other AIA Sanctioned Activities)**

Each year an athlete must establish his/her athletic eligibility for the upcoming school year. Athletic packets, which include forms, instructions, etc., are available in the Athletic Office or on Boulder Creek website (campus life).
To participate in interscholastic athletics, you must meet Arizona Interscholastic Association (AIA) requirements. The following are a few of the specifics.

**NO PASS/NO PLAY**
All students participating in AIA sanctioned events must maintain a passing grade in all classes. “NO PASS/NO PLAY” guidelines as established by the State Board of Education are in effect. Teacher’s academic records will be surveyed every week and a student failing will receive notification of “pending ineligibility”. A student failing the same class for two consecutive weeks will be ineligible to participate (Monday-Saturday), (unless a subsequent check after one week indicates a passing grade.) The “ineligibility” period will then be one week (Monday-Saturday). The duration of the grade check will be Thursday – Thursday.
At coaches’ discretion, students will be able to practice during the ineligibility period and may suit up for competitions.

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

**DATE OF ENROLLMENT**
A student enrolling after the semester begins or transferring from another school may not participate until cleared through the Athletic Office.

**AIA BYLAWS; ARTICLE 15**

15.3.6 In order to establish eligibility, a student’s initial enrollment shall be no later than the 14th official school day of the semester. If a student’s initial enrollment occurs after the 14th official day of the semester, he/she is ineligible for that semester.

15.10 After enrolling or attending one or more classes, students changing enrollment to/from one school to another school shall be considered a transferring student. A student shall be eligible to participate in interscholastic competition at the school to which he/she transferred provided there is a corresponding change of domicile of parent(s) or guardian(s).

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

**COMPETITION RESTRICTED TO SCHOOL TEAM**
Students may not participate on any other like team during the school season of the same sport. Violation of this rule will cause forfeiture of the high school contest and removal of that individual from the school team. Boulder Creek athletes are expected to give priority to the school teams. Club sports and out of season non-school sports are permissible but should not interfere with the
school sport. Conflicts may cause team discipline.
SEASONS OF COMPETITION
No student, while enrolled in a four-year school shall have an opportunity to compete for more than four (4) seasons either first or second semester athletics.

COLLEGE-BOUND STUDENT ATHLETES
College bound student athletes should complete a minimum of 14* core courses;

- Present a minimum grade-point average (GPA) in those 14* core courses
- Present a qualifying test score on either the ACT or SAT test.

*In Division I, the minimum number of core courses is 16 for students who enter a Division I school August 1, 2009, and after. Information is also available online.

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

CODE OF CONDUCT
Participation on an athletic team is a privilege carrying certain responsibilities. When a student becomes part of a team, he/she will represent Boulder Creek High School throughout the state. He/she is expected always to exhibit the kind of behavior and leadership that speaks highly of himself/herself and Boulder Creek High School.
He/she is also expected to follow all team/school rules and attend practices and games. If he/she does not, coaches may take disciplinary action and could bar him/her from further competition.
Any student found taking, defacing, marring, misusing or destroying athletic equipment or general school property may suffer possible suspension from all athletics, use of athletic facilities and equipment, or suspension from school.
Athletes who indulge in illegal substances such as tobacco, alcohol, or drugs (including anabolic steroids) will be subject to discipline and may be suspended from competition and/or school.

USE OF EQUIPMENT
All athletic equipment issued by the Deer Valley Unified School District remains the property of the district. It is on loan to the student athlete to be used in regularly scheduled practices or games only. A replacement fee will be assessed at the end of the season for any lost equipment. If equipment is found after the fee has been paid, it should be returned to the bookstore accompanied by the receipt of payment and a refund will be made. Athletic equipment will not be considered bought if paid for after it is lost.
Remember, athletic equipment should not be worn at any time other than during practice or game sessions, unless specific permission has been granted by the coach.
LOCKS, LOCKERS AND TOWELS
Athletic locks and lockers will be provided to each athlete. There is no charge for this service unless the locker is damaged or the lock is lost or damaged. To prevent the loss of your lock or athletic equipment, do not reveal your lock combination to other students. Also, always make sure your lock is locked when leaving your locker. Athletes must furnish their own towels for practice and games.

1. Only school-issued locks are to be used.
2. School authorities reserve the right to open and search the school lockers under the following conditions:
   a. When a student drops or withdraws from school.
   b. When deadlines are not met for the return of school property.
   c. When there are reasonable grounds for believing that something contrary to school rules or significantly detrimental to the school and its students will be found in that locker.

STATEMENT OF NOTIFICATION (Informed Consent Video)
Because of injuries and ensuing litigation, it is the responsibility of Boulder Creek High School, as a member of the AIA, to notify all students/athletes of the following:

It is understood that participation in organized interscholastic athletics involves the potential for injury which is inherent in all sports. It is acknowledged that even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, quadriplegia, or even death.

Student athletes and their parents are required to view the Informed Consent video and complete the documentation form prior to participating in a sport program. The video is to be viewed one time per school year. Available online under athletics.

Forms to purchase School Accident Insurance are available in the Health Center and Athletic Office.

The following rules and policies are excerpts form the Coaches’ Handbook for BCHS Athletics:

- All school policies regarding conduct and proper dress remain applicable during athletic practice, travel and competitions.
- Coaches should make “lettering” policies known to student athletes prior to the season.
- Student Athletes are expected to use school transportation to and from athletic events. Student Athletes may be released to parents following athletic events with coaches’ discretion and approval. Written approval may be obtained through signing a release form in the Athletic Office or in the presence of the coach. The form must be on file in the athletic office prior to departing for the event.

AIA CONCUSSION COURSE (Brain Book)

- All athletes must complete the Brain Book on AIAAcademy.org prior to the first game.
Arizona law requires students to attend school through the tenth grade or age sixteen. The right and privilege of attending public school carries with it certain responsibilities on the part of both parents and students. It is the responsibility of school personnel to keep parents informed of actions that might have a detrimental effect upon the educational growth of individual students. Students should attend school daily. School attendance is ultimately the responsibility of the student and his/her family. The benefit of lectures, activities, discussion and participation is lost forever to those who are absent.

REPORTING ABSENCES
Parents/guardians must call the attendance office on the day of, or by noon of the following day to excuse an absence. Notes are not accepted to excuse an absence for early dismissal from class or to come in late. If a student misses one or more classes, a computer phone call is attempted to a designated phone number. If the student is ill or had another documented reason for the absence, a parent/guardian must call to excuse the absence or it will be unexcused. No partial absences are accepted by phone. The Power School Program is available online for parents/guardians to view. This program gives parents/guardians access to grades and attendance and provides a direct link to email teachers. Please remember that students may be placed on an Attendance Contract upon reaching a total of five unexcused absences, when a pattern of unexcused absences occur, or when the student reaches a combination of eight excused/unexcused absences. Upon reaching four unexcused absences, a student may lose credit in that class. Upon reaching any combination of 12 excused or unexcused absences, a student may lose credit in that class. We strive to place all students at risk of losing credit on an attendance contract. This is not however, a requirement prior to being served with Loss of Credit.

LATE ARRIVALS
We encourage parents to assist students in arriving to school on time. If a student is late to class, after the final bell, a parent must accompany the student to the office in order to obtain a pass to class. If this policy is overused or abused, students will have to sign into Sweep as late arrivals are a classroom disruption and disrespectful to classmates and teachers. Without a parent or proper documentation to support the tardy, students will be sent to Sweep. If a student has an appointment slip, etc. from a doctor, dentist or other documented appointment to show in the office, a pass to class will be issued. Students and/or parents must come to the office to present the documentation in order to receive a late pass to class. If an entire period is missed because of an excused tardy, that period is counted as an excused absence and will count against the limits of the attendance. No partial absences are accepted by phone.
EARLY RELEASE (Appointments; Etc…)

A parent/guardian must come to the front office and present a photo I.D. before the student will be released. A pass will be sent from the office to get the student from class. If the student does not sign out and sign in upon returning to campus, those absences are considered unexcused.

A.M. CLASSROOM ACCESS

Cafeteria is available for students from 7:00AM – 7:30AM. Students will be supervised. Academic buildings will remain open in the morning for students to receive tutoring, attend club meetings, or complete make-up assignments/tests. Students will not be permitted to loiter in the hallways during this time.

TRUANCY

Arizona State law says that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. The child will be considered truant when there is not a valid reason for not attending school. If a parent fails to ensure that the child attends school, the law states that they are guilty of a Class III (3) Misdemeanor. When the parent does not provide a valid excuse for his/her child’s absence, a law enforcement officer or district administrator may cite the student, parent or a custodian directly into court for violating the state truancy law. (Re: A.R.S. 15-802, 15-803, 15-804)

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

Upon reaching four unexcused absences, a student may lose credit in that class. Upon reaching any combination of 12 excused or unexcused absences, a student may lose credit in that class.

For students under 16 years of age, a Truancy Citation may be issued if a student reaches five unexcused first period absences.

*Students with excessive excused absences may be required to provide medical documentation to receive credit. If additional absences occur, and no medical documentation is provided, the student may lose credit in one or more classes. If a medical exemption is given for the first semester, it may not carry over into the second semester. Medical exemptions must be renewed yearly (if applicable).

Any student may be placed on an Attendance Contract upon reaching a total of three unexcused absences, when a pattern of unexcused absences occur, or when the student reaches a combination of eight excused/unexcused absences. Attendance contracts are not required for a student to lose credit.

Attendance contracts are a reminder for students who are in danger of...
losing credit that their attendance needs to improve. They are not a requirement to lose credit. As the end of the semester nears, attendance contracts are not always issued. For students under 16 years of age, a Truancy Citation from Maricopa County will be issued.

LOSS OF CREDIT APPEAL PROCESS
Upon reaching 5 unexcused absences or any combination of 12 unexcused/_excused absences, a student may appeal to the Loss of Credit Committee for reinstatement of credit in that class. The student must write a Letter of Appeal and follow the protocol/procedure listed on the Loss of Credit notification. The student has until the date stated on the Loss of Credit notification to return all documentation. If a student does lose credit in a class, he/she must continue to attend the class.

TARDY/SWEEP PROCEDURE
1. A warning bell will ring one minute prior to the final bell. 
2. When the final bell stops ringing, any student not in his/her assigned classroom is to proceed immediately to the sweep area. 
3. Teachers will “sweep” the hallways and send/escort any student not carrying a pass to the sweep area. 
4. Students will check into sweep, receive consequence (see below), and return to class within 5 minutes. 
5. Students who do not report to the sweep area within 10 minutes will receive an unexcused absence. 
6. The names of students in the tardy sweep classroom will show up in PowerSchools as an “S”. 
7. If a student is late to first period class, after the final bell, a parent must accompany the student to the office to be signed in. (See late arrivals).

Consequences for Being “Swept”
1st sweep = Warning
2nd = Warning and a phone call to parent/guardian
3rd sweep = Lunch detention and phone call to parent/guardian
4th sweep = 1 day of Saturday school and a phone call to parent/guardian by an administrator
5th sweep = 2 days of Saturday school
6th sweep = 1-3 days of in-school suspension

- If you miss 1 Lunch Detention = You will be assigned 1 After-School Detention
- If you miss 1 additional Lunch Detention = You will be assigned 1 day of Saturday school
- If you miss 1 After-School Detention = You will be assigned 2 After-School Detentions
- If you miss the reassigned detentions = You will be assigned 1 day of ISS
Consequences for Being “Swept” First Student Period of the Day for Student Drivers

1st-3rd sweep = warning
4th sweep = suspension of parking pass and on-campus parking privileges for 1 week.
8th sweep = suspension of parking pass and on-campus parking privileges for 2 weeks.
12th sweep = suspension of parking pass and on-campus parking privileges for the remainder of the school year.

Additional disciplinary action will result if a student violates suspension of parking. No student will be allowed to use the assigned parking spot of the parking pass during school hours.

EMANCIPATION
When Emancipation papers are filed, there will be a 48 to 72 hour delay prior to the paper work taking effect and parents will be contacted during that time. Emancipation paperwork is done through the counseling office and approved by administration.
MARKS AND GRADING - PROCEDURES
All teachers will follow these procedures in determining student grades:
1. Teachers will use points in recording student grades in the grade book.
2. These points will be cumulative from the beginning of the semester to the end of the semester.
3. To determine semester grades, points generated throughout the semester will constitute 80% of the student’s grade, and the semester final exams will constitute the remaining 20%.
4. Progress reports/printouts can be acquired directly from the teacher or parents can obtain the information directly from the internet via Power Schools access.
5. Students who receive a WF will be ineligible for extra-curricular and AIA participation.

GRADES
The marking system recommended for teachers is as follows:
A-Excellent 90% to 100%
B-Above Average 80% to 89%
C-Average 70% to 79%
D-Below Average 60% to 69%
F-Failing Below 60%

REPORT CARDS
The Deer Valley Unified School District is dedicated to contributing to a sustainable future for our planet through reducing consumption, reusing what we have and recycling what we can. This philosophy includes conserving natural resources. To support this, in lieu of printing high school semester report cards, parents/guardians and students will use PowerSchools to check students’ semester grades. If you are a parent/guardian or student who would like to receive a hard copy of the semester report card during this year, please contact the school. Parents/guardians and students may continue to request copies of unofficial transcripts from the school at any time.

FINAL EXAMINATIONS
All students are required to take their final examinations. Final examinations may not be given in advance of the assigned date and time. Students who miss their finals during the fall semester must schedule a time to make-up their exams within two (2) weeks after school resumes in January. Students who miss their spring finals are expected to make up their exams within the two (2) weeks following the last day of school for summer break. Students with special circumstances may call the school to arrange different testing times throughout the summer. All spring final exams must be completed by the end of the 2nd week of the following fall semester. Students who miss a final exam are given an incomplete (I) grade. If
incomplete grades not made-up within these time frames they will convert to F’s. It is the students’ responsibility to schedule appointments with the teachers to make-up their final exams.

PARENT CONCERNS
A parent concerned about a grade should always discuss the concern with the teacher before bringing it to the attention of a counselor. Then, it is requested that if not resolved, that the "chain of command" protocol be followed: Department Chairperson; Assistant Principal who oversees the teacher/content level; Principal; appropriate District Office staff member(s).

REQUIREMENTS FOR GRADUATION

GRADUATION INFORMATION
Students must complete a total of 22 units of credit including the following courses.
4 credits of Language Arts
4 credits of Math
3 credits of Lab Science, one of which must be Biology
.5 credit of Health
.5 credit of Physical Education
1 credit of World History
1 credit of American/Arizona History
.5 credit of American/Arizona Government
.5 credit of Free Enterprise or Economics *
1 credit of Career and Technical Education (CTE) or Fine Arts
9 credits of elective courses (Note: 8 elective credits for class of 2012, 6 elective credits for class of 2013 and subsequent cohorts)
Meets proficiency on all reading, writing and math AIMS tests.
Freshmen, Sophomores, and Juniors must be enrolled in six (6) credit classes. It is highly recommended that seniors enroll in (6) credit classes.

EARLY GRADUATION
Students planning on early graduation must file a request at the beginning of their last year of attendance. Early graduation requires administrative approval and the approval of the parent unless the student is 18 years of age. Diplomas will be awarded at the yearly commencement or may be picked up after commencement.

LATE ENROLLMENT
No new student will be enrolled for credit after school has been in session for more than twenty (20) days unless the student is transferring from another school/district.
SCHEDULE CHANGES
Since numbers of course sections depend upon pre-registration information, there will be no schedule changes except for the following:

1) Computer error
2) Changes needed to satisfy graduation requirements
3) Changes required by health (documentation required)
4) Completion of a course in eSchool.

Students who request an AP course or Honors course are accepting the rigor that come with these advanced academic courses. Once students and parents agree to the requirements, they will be enrolled in an advanced academic course. No level changes will be considered for students in advanced academic classes before the 15th day of class and after the 25th day of class. The teacher will only consider students for a placement change whose effort is consistent with the expectation yet show limited success in the class.

Students may request a level change from a regular-level course to an honors level course within the first 15 days of the semester, provided there is sufficient data that such a change is merited.

Any student (regular or (H), (AP)) who withdraws from a class after the first fifteen (15) days of the semester, but before the end of the tenth (10) week will receive a grade of WP or WF. Student attends class until the end of the term. Requests for class withdrawals will not be processed after the tenth (10) week of the semester. WP or WF grades will be posted on a student’s transcript but not factored into GPA or class ranking. Students who receive a WF will be ineligible for extra-curricular and AIA participation.

CONCURRENT ENROLLMENT CREDITS
Boulder Creek High School may accept credits from an accredited correspondence or summer school program. Please check with your counselor. The school may accept credit earned by a student through extension study towards satisfying the requirements for graduation provided the course has been approved by the counselors/administrators in advance of the student’s course enrollment. A maximum of three concurrent enrollment credits may be accepted.

AUDITING COURSES
Audits are primarily for students who enter school after the 20-day limit is expired. Approved audits are official agreements and will be noted on the student’s schedule and transcript. Under no circumstances will an audit request be granted in order to avoid the consequences of a grade.
WEIGHTING OF GRADES
In selected subject areas, different honor points will be assigned to grades in order to reflect the level of work and performance of the student. The following table indicates honor point equivalents.

<table>
<thead>
<tr>
<th>Honors (H) and Advanced Placement (AP) Courses:</th>
<th>Regular Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Honor Points</td>
</tr>
<tr>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>4</td>
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<tr>
<td>C</td>
<td>3</td>
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<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
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</tbody>
</table>

* Colleges and Universities may unweight grades.

MAKE-UP ASSIGNMENTS
Upon return to class after an absence, a student has one school day for each day missed to make up work/test assigned during his/her absence regardless of the number of days absent. For example, if a student is absent on Thursday and Friday, he/she will have Monday and Tuesday of the following week to make up work and must turn in the work that was assigned during the days absent on Wednesday. Coursework and assessments assigned prior to the absence(s) may still be due on the date assigned. It is the student’s responsibility to check with teachers immediately upon return for work missed and possible adjustment of due dates. Teachers may choose to schedule an appointment with the student to arrange due dates as needed. Make-up work for extended absences may be requested through the Counseling Office and picked up there. (please see below)

MAKE-UP WORK REQUESTS (Illness 3 Consecutive Days)
If a student will be ill for a minimum of three (3) consecutive days, parents can request assignments by calling or emailing their students teachers. Parents may request that teachers send assignments to the front office to be picked up.

(Teachers must be given 24 hours notice on homework requests.)
Completed assignments should be returned to the teachers.

LONG TERM PROJECT MAKE-UP GUIDELINES
Long term projects are due on the date assigned, as defined in writing in advance by the teacher. NO EXCEPTIONS. THIS SUPERSEDES THE MAKE-UP POLICY. If the student is absent or the class does not meet that day, the PROJECT IS STILL DUE ON THE DAY ASSIGNED. A long term project is defined as an assignment that is assigned at a minimum of two weeks prior to the due dat
GRADE IMPROVEMENT
THE SCHOOL COUNSELOR MUST BE NOTIFIED PRIOR TO REPEATING A COURSE TO COMPLETE A DUPLICATE COURSE/GPA ACKNOWLEDGEMENT FORM.

Students who fail a course that is a graduation requirement must retake the course. Transcripts will reflect the original and repeated course grades. The improved course grade will be the grade of record and will be factored into GPA. Additionally, students who want to improve their grade in English Language Arts, Math, Science, Social Studies or World Language courses may repeat the same course through an approved DVUSD course. The original grade will remain on the transcript. The improved grade will become the grade of record upon request. Credit will be given for one course, not both.

EARLY DEPARTURE
Under emergency situations students may be allowed to leave school prior to the end of a semester with approval from the Administration. If approved, it will be the student's responsibility to satisfy all course requirements prior to departure. No incompletes will be given.

WITHDRAWING FROM SCHOOL
If a student decides to withdraw from school for any reason, a parent/guardian must accompany the student to the office to obtain the withdrawal form.

All books and their student ID cards must be returned to the bookstore prior to withdrawing. Records will not be released until all debts are cleared. Students who are transferring to another school will be given a copy of the withdrawal form which will list the grades to date of departure. The form will assist students entering another school.
Success in school occurs when there is close cooperation between its students, staff and parents. The purpose of this handbook is to communicate the expectations of the Deer Valley Unified School District (herein referred to as “District”) for student conduct to promote a safe, orderly and positive learning environment and to address certain student rights and responsibilities. The District Governing Board, administration and staff, regard student and staff safety as paramount while also ensuring students’ rights are protected.

STATEMENT OF ZERO TOLERANCE

The DVUSD Discipline Guideline for zero tolerance refers to drugs and weapons and will be followed without exception according to our current regulations.

If a student chooses to bring a firearm or simulated firearm on campus, that student will be recommended for expulsion from the Deer Valley Unified School District. The district definition of a firearm is as follows:

a. A weapon (including a starter gun) which will, or is designed to, or may be readily converted to expel a projectile by an explosive, or by gas or air;
b. The frame or receiver of any such weapon;
c. Any firearm muffler or firearm silencer
d. Any destructive device, including explosives, incendiaries, poison gas, bob grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounces, or mine, or any weapon or combination of parts which will, or is designed to or may be readily converted to expel a projectile by action of an explosive or other propellant.

For purposes of application and enforcement of this policy, a B-B/pellet gun is considered a “firearm”.

All students who possess a knife, illegal substance, explosive, or any other dangerous instrument on campus shall be immediately suspended with a recommendation for long term suspension or expulsion. Any object used in a threatening manner shall be considered a weapon even if its normal use is not a weapon.

If a student is found to be in possession of drugs or drug paraphernalia, either for personal use or for sale, they are in violation of state law and school guidelines. Drug possession will result in either long term suspension or expulsion and the filing of a police report. Drug paraphernalia will result in a minimum of a short term suspension up to a maximum of expulsion. If a student is distributing drugs on campus, a recommendation for long term suspension or expulsion will be issued along with the police report.

In every case where a student violates this policy or is involved in any other act deemed dangerous, the student will be disciplined accordingly and the appropriate law enforcement agency notified.
DUE PROCESS OF LAW
In all disciplinary action included herein, students will be afforded due process of law under the Constitution of the United States, the laws of the State of Arizona, and the regulations of the Deer Valley Unified School District.

Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

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

NOTE: The Deer Valley Unified School District, in conjunction with law enforcement, agree to coordinate our efforts in establishing procedures for communication regarding incidents of alcohol and drug use, possession and distribution and the possession of weapons. Drug paraphernalia, controlled substance and “look alike” drugs are also included. The schools will supply the local law enforcement agencies with information about possible illegal drug and alcohol activities along with information regarding weapons.

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

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

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

BCHS – Progressive Discipline Options
1. Detention(s)
2. Loss of student privileges/Loss of parking privileges
3. On Campus Re-Assignment (ISS)
4. Off Campus Suspension (OSS)
5. Referred to District Office for Long-term Suspension or Expulsion

PBIS – Positive Behavior Intervention System
1. First minor offense – Teacher gives minor offense form to student to fill out. Teacher creates log entry.
2. Second minor offense – Teacher gives minor offense form to student to fill out. Teacher creates log entry and calls home.
3. Third minor offense – Teacher gives minor offense form to student to fill out. Teacher turns in completed form to administration for discipline.
Disciplinary Action – Serious Violations

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

NOTE: Vandalism, pranks or any serious violation may cause underclassmen to have final exams postponed and/or to receive disciplinary action.

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

Short Term Suspension not to exceed ten (10) days
Students may be suspended from school by the Superintendent, Principal, Assistant Principals, and/or other school officials granted this power by the Board of Education. (ARS-15-843)

Long Term Suspension in excess of ten (10) days
Students may be suspended from school by the Superintendent, Principal, Assistant Principals, and/or other school officials granted this power by the Board of Education. Long-term suspensions require Governing Board approval. During any on or off campus suspension, students are not allowed on any DVUSD campus/site or at any DVUSD activity.

NOTE: Students placed on IN SCHOOL SUSPENSION, OFF CAMPUS SUSPENSION, or LONG TERM SUSPENSION/EXPULSION may not participate in, or attend any school or district sponsored activities. Work may be made up when suspended ON or OFF CAMPUS and does count for credit. Alternate assignments and assessments of equal value may be administered as make-ups.

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

SEARCH AND SEIZURE
School and District officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:
"Contraband" includes all substances or materials prohibited by District/school policy or state law including, but not limited to, drugs, drug
paraphernalia, alcoholic beverages, and/or, any material or item which presents an imminent danger of physical harm or illness, and/or any materials otherwise not properly in the possession of the student involved. School lockers, desks, and student storage areas are school property, which the District has made available for use by students for educational purposes and school officials have the right to inspect lockers, desks, and student storage areas in discharge of their duties. When there is reasonable suspicion that contraband, materials or items which present an immediate danger of physical harm or illness are present in a student automobile, District/school officials have the right to search the automobile when it is parked on or being operated on school property. When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place. Reasonable efforts shall be made to notify the student's parent(s)/legal custodian(s)/guardian(s) and secure his/her presence before a search is made. When prior notification will result in a delay, which will impede the purposes of the search, or when efforts to notify are unsuccessful, the District/school official conducting the search shall notify the student's parent(s)/legal custodian(s)/guardian(s) of the search as soon after as practicable. Personal searches may be conducted by a District/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials, or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall be limited to: searches of the pockets, shoes and socks of the student any object in the student's possession such as a purse, backpack, or briefcase. When extreme emergency conditions require a more intrusive search of the student's person, the District/school official shall contact the local law enforcement agency. Contraband materials as identified in the Introduction above may be seized when found in the course of a search. Any such items seized may be: returned to the parent or guardian of the student from whom the items were seized; offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized; turned over to law enforcement officers; or destroyed. **Search Warrants** If a search warrant is served, District/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers. **SCHOOL ZONE** High profile enforcement includes the area up to 300 feet into residential property adjacent to the campus and 1000 feet into public property adjacent to the campus. In order to ensure safety and order at all times, the conduct policy is NOT limited to regular school hours and may extend beyond the school zone. **COMPUTERS** Unauthorized use of hardware or software will result in disciplinary action. Students are responsible to protect their passwords. **PE EQUIPMENT** Unauthorized use of PE equipment will result in disciplinary action.
PERSONAL PROPERTY
The Deer Valley Unified School District assumes no responsibility for student personal items that are lost or stolen on school property or at school sponsored events. Students are discouraged from bringing costly, fragile or irreplaceable items to school that cannot be secured by the owner. This includes but is not limited to electronics, musical instruments, guitars, sporting equipment, etc…

DISTRIBUTION of NON-SCHOOL PRINTED MATERIALS on CAMPUS
Approval must be obtained from the DVUSD Public Relations Officer to distribute materials.

PUBLIC DISPLAY OF AFFECTION (PDA)
At Boulder Creek High School, it is expected that students will conduct themselves in a responsible manner. Public display of affection is inappropriate behavior and is not permitted.

ELECTRONIC DEVICES
Boulder Creek prohibits students from using electronic devices to disrupt the educational environment. Teachers may grant permission for students to use electronic devices to meet educational goals in the classroom. These devices can be a distraction to the learning environment. Please refer to the PBIS flowchart to enforce any classroom disruptions.
This is intended to promote the responsible use of all personally owned electronic devices in the Deer Valley Unified School District. Students are solely responsible for the proper use and security of any personally owned electronic device that they bring onto DVUSD property or to DVUSD sponsored activities. Students should not share or loan electronic devices.
Students should understand that they bring an electronic device on campus at their own risk. DVUSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus.
Student Rights and Responsibilities

Dress Code

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

- Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
- Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- Hats may be worn inside campus buildings at any time; however, teachers may request that students remove hats within the classroom. If students do not comply with this reasonable request, discipline will be handled via the PBIS flow chart. Properly approved occupational safety headgear required for special classes will be allowed at all times.
- Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.

POLICY ON GANG ACTIVITY OR ASSOCIATION

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

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

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

DANGEROUS WEAPONS IN SCHOOLS

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

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

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

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

OFF LIMITS/OFF CAMPUS AREAS

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

FOOD & DRINK/OFF-LIMITS AREAS/LUNCHES

☐ Students are not allowed in academic areas during lunch including stairwells.
☐ Eating on campus is restricted to the cafeteria and designated eating areas.
• It is the students’ responsibility to dispose of trash and leave a clean lunch area or discipline consequences will be assigned.

GOOD NEIGHBOR POLICY

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

BICYCLES

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

Safety Concerns

Rollerblades, skateboards, scooters, go peds, etc., are prohibited on all Deer Valley Unified School District campuses. Schools will not store them.

SCHOOL PROPERTY

Transcripts may be withheld from students who fail to return school property or who have failed to make satisfactory settlement.
DISRUPTIVE ITEMS
School is a place students come to be educated, and certain items disrupt the “educational process” and are not permitted. The following is a representative list of items, but not limited to, that will not be brought to school: Items that may be disruptive include:
- Pets/animals
- Skateboards/Roller-skates/Rollerblades
- Water guns/shaving cream
- Gambling paraphernalia
- Wallet Chains/decorative chains
The item(s) will be confiscated and the student will be subjected to disciplinary action.

VIDEO SURVEILLANCE NOTIFICATION
To help support a safe environment, video surveillance cameras are in operation the Boulder Creek campus twenty-four hours a day. The video system provides coverage for both the interior and exterior portions of campus, including the parking lots.

PARKING
Because of the limited number of parking spaces available, permits will be offered to Seniors first and then Juniors who meet eligibility requirements. The vehicle must be properly licensed and insured.

1. The student must have a valid Driver’s License/Registration/Proof of Insurance.
2. A Parking Permit Application must be completed and signed by the student and parent.
3. A parking sticker must be placed on the rear windshield on the driver’s side.
4. All debts owed to the bookstore and library must be paid before a permit will be issued.
5. Temporary parking will be issued ONLY to current parking permit holders whose regular vehicle is disabled. A temporary permit must be obtained from the Conduct Office or Security Monitor prior to parking in the lot and placed on the dashboard where it is plainly visible.

NOTE: Searches of student vehicles parked on campus while attending school events will take place whenever a school official has reasonable suspicion to believe that illegal drugs/alcohol or weapons are contained within

- Parking in the lot without a permit, or failure to comply with parking regulations, will result in disciplinary action.
- Above all, drive safely. We want to keep Boulder Creek High School a safe place for everyone.
Dances sponsored by Boulder Creek High School on or off campus follow the guidelines listed below:

NOTE: Students placed in IN SCHOOL SUSPENSION, OFF CAMPUS SUSPENSION, or LONG TERM SUSPENSION/EXPULSION may not participate in, or attend any school or district sponsored activities.

1. Dances are open to all students who attend BCHS. Prom is open to all BCHS Juniors and Seniors. (They may each bring one guest).
2. Boulder Creek students must have a valid ID to attend.
3. **Guest Policy:** Each Boulder Creek student may bring (1) one guest to the dances. **Guest dance contracts must be obtained from the administration office and filled out appropriately.**
   Guests must be in high school or if out of high school 20 years of age or under. All guests must present valid high school ID or valid Driver's license. No middle school students are allowed to attend BCHS dances. Each guest must be accompanied by a Boulder Creek student upon arrival in order to be admitted to the dance.
4. All rules and policies pertaining to student conduct apply at dances.
5. Students may not be admitted to dances at the discretion of the administration should the students dress be in appropriate.

At the discretion of the administration, chaperones, or host students may be asked to leave the dance for dancing that is deemed inappropriate.
All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct should notify the administration.

Ref: DVUSD Policy ACA A-0300.2
GENERAL

Transportation is extended to students in the district as determined by District Policy EEAA. It is not a legal requirement except for transportation of Special Needs students as required by their individual education programs. The School Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspensions from the bus and/or school. Students who have their bus privileges suspended are expected to be in attendance as per the State’s compulsory attendance law.

The driver of a school bus is responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver (ADOT R17-9-104). If there is a serious violation or safety concern on the bus, the driver may bring the bus to the school or the Transportation Facility where there is adult supervision. Student(s) may be removed from the bus and the parents will be notified to pick up their child. Bus suspensions that occur at the end of the school year may carry over into the next school year.

- Suspension from the bus may also result in suspensions from school for major infractions.
- Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or sent home with the student.
- Students are afforded due process/appeals of disciplinary action. Contact the Transportation Department for details.
- Glass, animals, insects, balloons, electronic devices, skates, and skateboards are not allowed on the bus.

Students are required to ride their assigned bus. If a student needs to ride another bus temporarily parents must receive approval from the district Transportation Department. Notes to the driver are not acceptable.

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

Any questions regarding bus discipline should be directed to the Transportation Department

@ 602-467-7052
Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. All of the infractions and consequences listed in these discipline guidelines and the discipline guidelines on pages 13-19 are in effect for all school vehicles. Depending on the location and severity of the infraction, the consequence may be served on the vehicle and/or school. For example, fighting may result in a suspension from school as well as a loss of bus riding privileges. Some of the more common infractions are listed below.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Definition</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
</table>
| Disrespect/Defiance/Non-Compliance | Treating district personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of district personnel. Examples of common occurrences are:  
  - Exiting the bus at other than the regular stop or school  
  - Improper boarding  
  - Out of, not in, or improperly seated  
  - Shouting | Conference | Long Term Susp. |
| Horseplay/Roughhousing      | Rough boisterous play or behavior. Examples of common occurrences are:  
  - Spitting  
  - Shooting or throwing objects  
  - Hanging on to, standing in front of, or interfering with the movement of the bus  
  - Extending any part of the body or object out of the window | Conference | 3 Day Suspension |

- Campus administration and the transportation department will work together on disciplinary actions regarding any of the above major violations.
- In addition to bus discipline consequences, students may also receive school discipline consequences.
Deer Valley Unified School District

The Network is provided for students/users to conduct research and communication for academic purposes only as determined by the District curricula. Independent access to network services is provided to students/users who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility. Students are responsible for appropriate behavior/communication on school computer networks, just as they are in classrooms or school buildings. Network storage areas may be treated like school lockers. All network administrators/teacher may review files and communications to maintain system integrity and ensure responsible use of the Internet by requesting a search history of websites visited to ensure that such use meets the District intent as a tool for academic purposes. Files stored on District servers are not private. Communications are public and often uncensored and students may come in contact with materials that are controversial or inaccurate from all around the world. The District has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control. The District is also not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information. Outside of school, families must bear the responsibility for such guidance as they also must do with information sources such as television, telephone, movies, radio and other potentially offensive media. Parent may revoke their students’ Internet/E-mail privileges at any time by notifying the school in writing.

The following are not permitted:
1. Sending, accessing, downloading or displaying offensive message or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging computers, systems or networks.
5. Violating copyright laws and regulations.
6. Using passwords of others.
7. Sharing passwords with others.
8. Trespassing in others’ folders, work or files.
9. Employing the network for commercial purposes.
10. Providing personal information i.e., names, addresses, phone numbers, card numbers, etc.

Sanctions
1. Violations of the above may result in a loss of access.
2. Violations of the above may be subject to disciplinary action including expulsion/dismissal.
3. When applicable, law enforcement agencies will be involved.

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

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Definition</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol (use, possession, under the influence)</td>
<td>The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.</td>
<td>5 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Alcohol (sale or distribution)</td>
<td>The sale or distribution of alcohol as defined above.</td>
<td>10 Day suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Arson</td>
<td>Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703)</td>
<td>Long Term Susp./ Restitution</td>
<td>Expulsion/ Restitution</td>
</tr>
<tr>
<td>Assault</td>
<td>A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)</td>
<td>K-6: 3 Day Suspension</td>
<td>K-6: Expulsion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7-12: 5 Day Suspension</td>
<td>7-12: Expulsion</td>
</tr>
<tr>
<td>Assault (Aggravated)</td>
<td>An assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)</td>
<td>Long Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.</td>
<td>10 day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Bullying/Cyber Bullying</td>
<td>Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology.</td>
<td>Mediation/ Conference</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Burglary or Breaking and Entering</td>
<td>Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. §13-1507)</td>
<td>Restitution</td>
<td>Expulsion/ Restitution</td>
</tr>
<tr>
<td>Infraction</td>
<td>Definition</td>
<td>Minimum</td>
<td>Maximum</td>
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</tr>
<tr>
<td><strong>Burglary (First Degree)</strong></td>
<td>A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. (A.R.S. §13-1508)</td>
<td>10 Day Suspension or Restitution</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Cheating or Plagiarism</td>
<td>Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.</td>
<td>Loss of Credit</td>
<td>5 Day Suspension/ Loss of Credit</td>
</tr>
<tr>
<td><strong>Chemical or Biological Threat</strong></td>
<td>Threatening to cause harm using dangerous chemicals or biological agents.</td>
<td>10 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Dangerous Instrument/Device (sale or distribution)</td>
<td>Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.</td>
<td>3 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Threat</td>
<td>An incident that cannot be coded in one of the other categories but did involve a school threat. This includes death threats.</td>
<td>Mediation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Defamation</td>
<td>Wrongfully injuring another person’s reputation through a written, spoken or electronic communication that is not otherwise privileged under the law.</td>
<td>Mediation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. § 13-2904)</td>
<td>3 Day Suspension</td>
<td>10 Day Suspension</td>
</tr>
<tr>
<td>Disrespect/Defiance/Non-Compliance</td>
<td>Treating district personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of district personnel.</td>
<td>Conference</td>
<td>Long Term Susp.</td>
</tr>
<tr>
<td>Disruption</td>
<td>Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.S. § 13-2911)</td>
<td>Conference</td>
<td>Long Term Susp.</td>
</tr>
<tr>
<td>Ditching</td>
<td>The failure of a student to attend his or her scheduled class at the prescribed time and place, or leaving class before the prescribed ending time without authorization.</td>
<td>Detention</td>
<td>3 Day Suspension</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Clothing that does not fit within the dress code guidelines stated in school or district policy.</td>
<td>Change of Clothes</td>
<td>3 Day Suspension</td>
</tr>
<tr>
<td><strong>Drugs (use, possession, under the influence)</strong></td>
<td>Chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. Supplements and/or nutritional supplements shall be considered a look-alike drug. The term “drugs” includes anything that looks like drugs.</td>
<td>K-6: 10 Day Suspension</td>
<td>K-6: Expulsion</td>
</tr>
<tr>
<td>Drug Paraphernalia</td>
<td>Any apparatus or equipment used or capable of being used in absorbing or consuming a drug.</td>
<td>10 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>Cell phones, pagers, media players or other electronic items, whether operational or non-operational.</td>
<td>Confiscation</td>
<td>3 Day Suspension</td>
</tr>
<tr>
<td>Infraction</td>
<td>Definition</td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>----------------------------</td>
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</tr>
<tr>
<td><em>Endangerment</em></td>
<td>Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight.</td>
<td>1 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><em>Extortion</em></td>
<td>The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.</td>
<td>3 Day Suspension</td>
<td>Long Term Susp.</td>
</tr>
<tr>
<td><em>Fighting</em></td>
<td>When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.</td>
<td>K-6: 3 Day Suspension</td>
<td>K-6: Expulsion 7-12: Expulsion</td>
</tr>
<tr>
<td><strong>Fire Alarm Misuse</strong></td>
<td>Intentionally ringing a fire alarm when there is no fire.</td>
<td>3 Day Suspension</td>
<td>10 Day Suspension</td>
</tr>
<tr>
<td><strong>Firearm</strong></td>
<td>Minors are prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification. (A.R.S. §13-3111)</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Forgery/Falsification</td>
<td>The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (i.e., dishonesty or lying).</td>
<td>Conference</td>
<td>10 Day Suspension</td>
</tr>
<tr>
<td>Gambling</td>
<td>Playing games of chance for money or to bet a sum of money.</td>
<td>Conference</td>
<td>5 Day Suspension</td>
</tr>
<tr>
<td><em>Harassment/Hazing</em></td>
<td>The persistent or repeated annoying or tormenting of another. (See “Hazing” on Page 12.) (A.R.S. §15-2301)</td>
<td>Mediation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>*<em>Hate Speech/Gang Activity</em></td>
<td>Any written, oral, or electronic communication that manifests malice towards others based on their race, gender, or ethnicity. This includes, but is not limited to, racial slurs, oral or written speech, gang paraphernalia, symbols or gestures.</td>
<td>3 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Horseplay/Roughhousing</td>
<td>Rough boisterous play or behavior.</td>
<td>Conference</td>
<td>3 Day Suspension</td>
</tr>
<tr>
<td>Identity Theft</td>
<td>Knowingly taking, purchasing, manufacturing, recording or possessing any personal identifying information of another person or entity without the consent of that person or entity, with the intent to obtain or use the identity for fraudulent or unlawful purposes.</td>
<td>Mediation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Leaving Campus without Authorization</td>
<td>Leaving school grounds or being in an &quot;out-of-bounds&quot; area during regular school hours without permission of the principal or principal designee.</td>
<td>Detention</td>
<td>3 Day Suspension</td>
</tr>
<tr>
<td><em>Other School Threat</em></td>
<td>An incident that cannot be coded in one of the other categories but did involve a school threat.</td>
<td>Mediation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Physical Aggression</td>
<td>Tussles, minor confrontations, pushing and/or shoving.</td>
<td>1 Day Suspension</td>
<td>Long Term Susp.</td>
</tr>
<tr>
<td>Pornography</td>
<td>The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.</td>
<td>Conference</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Public Display of Affection</td>
<td>Kissing, hugging, fondling or touching in public.</td>
<td>Warning</td>
<td>3 Day Suspension</td>
</tr>
<tr>
<td>Infraction</td>
<td>Definition</td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td><strong>Robbery</strong></td>
<td>Taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.</td>
<td>5 Day Suspension/ Restitution</td>
<td>3 Day Suspension 5 Day Suspension 10 Day Suspension Long Term Susp. Expulsion/ Restitution</td>
</tr>
<tr>
<td><strong>Robbery (Armed)</strong></td>
<td>Armed with a deadly weapon or a simulated deadly weapon. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td><strong>Sexual Abuse</strong></td>
<td>For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.</td>
<td>5 Day Suspension, Expulsion</td>
<td></td>
</tr>
<tr>
<td><strong>Sexual Assault</strong></td>
<td>For definition, refer to A.R.S. §13-1406.</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td><strong>Sexual Harassment</strong></td>
<td>Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)</td>
<td>3 Day Suspension, Expulsion</td>
<td></td>
</tr>
<tr>
<td><strong>Sexual Harassment with Contact</strong></td>
<td>Sexual harassment that includes unwanted physical contact of non-sexual body parts.</td>
<td>3 Day Suspension, Expulsion</td>
<td></td>
</tr>
<tr>
<td><strong>Sexual Misconduct</strong></td>
<td>The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving sexual contact, lewd comments, touching private areas, depanting, pulling another's underclothing, possession or distribution of pornographic materials.</td>
<td>3 Day Suspension, Expulsion</td>
<td></td>
</tr>
<tr>
<td><strong>Simulated Weapon</strong></td>
<td>An instrument displayed or represented as a weapon.</td>
<td>3 Day Suspension, Long Term Susp.</td>
<td></td>
</tr>
<tr>
<td><strong>Tardy</strong></td>
<td>Failure to be at a designated location at a specified time.</td>
<td>Detention, 3 Day Suspension</td>
<td></td>
</tr>
<tr>
<td><strong>Technology Misuse/Computer Tampering</strong></td>
<td>Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility. This includes the unauthorized access of any computer, computer system, or network.</td>
<td>Conference, 10 Day Suspension</td>
<td></td>
</tr>
<tr>
<td><strong>Theft</strong></td>
<td>Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by district insurance.</td>
<td>1 Day Suspension/ Restitution, 10 Day Suspension/ Restitution</td>
<td></td>
</tr>
<tr>
<td><strong>Threatening/Intimidating Behavior</strong></td>
<td>To frighten, compel, or deter by actual or implied threats. This includes, but is not limited to, bullying.</td>
<td>Mediation, Expulsion</td>
<td></td>
</tr>
<tr>
<td><strong>Tobacco</strong></td>
<td>Refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, or twist). NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. &quot;Petty&quot; offense is punishable by a fine of up to $300. (A.R.S. § 36-798)</td>
<td>3 Day Suspension, 10 Day Suspension</td>
<td></td>
</tr>
<tr>
<td><strong>Trespassing/Loitering</strong></td>
<td>Occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration. (A.R.S. § 15-841)</td>
<td>1 Day Suspension, 10 Day Suspension</td>
<td></td>
</tr>
<tr>
<td><strong>Truant/Truancy</strong></td>
<td>Being absent from class or school ten percent of the school year or having five unexcused absences.</td>
<td>Detention, 3 Days Suspension</td>
<td></td>
</tr>
<tr>
<td>Infraction</td>
<td>Definition</td>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
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</tr>
<tr>
<td><strong>Vandalism</strong></td>
<td>Willful destruction or defacement of school or personal property.</td>
<td>3 Day Suspension/Restitution</td>
<td>Expulsion/Restitution</td>
</tr>
<tr>
<td><strong>Vehicle Violation</strong></td>
<td>Improper driving or parking of a vehicle on school district property without permission, and/or parking in prohibited areas.</td>
<td>Revocation of Parking Privileges</td>
<td>Long Term Susp.</td>
</tr>
<tr>
<td><strong>Verbal Abuse/Profanity</strong></td>
<td>The use of profanity or any derogatory language stated publicly.</td>
<td>K-6: 1 Day Suspension</td>
<td>K-6: 10 Day Suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7-12: 5 Day Suspension</td>
<td>7-12: 10 Day Suspension</td>
</tr>
<tr>
<td><strong>Verbal Abuse/Profanity to Adult</strong></td>
<td>The use of profanity or any derogatory language stated publicly to an adult staff member.</td>
<td>K-6: 3 Day Suspension</td>
<td>K-6: Expulsion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7-12: 5 Day Suspension</td>
<td>7-12: Expulsion</td>
</tr>
<tr>
<td><strong>Weapons</strong></td>
<td>Includes but is not limited to a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over two and one-half inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary devices. (A.R.S. § 13-3102(11))</td>
<td>Long Term Susp.</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Weapons (Sale or Distribution)</strong></td>
<td>Sale of the above weapons.</td>
<td>Long Term Susp.</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>
A.R.S. §15-841: SUSPENSION AND EXPULSION OF PUPILS
A teacher may refuse to readmit a student to class for either of the following conditions:

- The teacher has documented that the pupil has repeatedly interfered with a teacher’s ability to communicate effectively with other pupils in the class or with the ability of the other pupils to learn.
- The teacher has determined that the pupil’s behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.

The matter will be referred to the school placement review committee (SPRC) constituted in accord with statute if the conditions are consistent with those stated in A.R.S. 15-841. (Reference DVUSD Board Policy JK-R)

A.R.S. §15-507: ABUSE OF TEACHER OR SCHOOL EMPLOYEE IN SCHOOL
A person who knowingly abuses a teacher or other school employee on school grounds or while teacher or employee is engaged with the performance of his/her duties is guilty of a class 3 misdemeanor. (Reference DVUSD Board Policy GBGB-R)

Pursuant to A.R.S. § 41-1351: Please consider this official notification that all Education Records will be destroyed in four years according to A.R.S. § 41-1351 unless parents contact the Deer Valley Unified School District office. Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Bullying/Harassment/Intimidation/Violence
The Governing Board of the Deer Valley Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that: • has the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm or damage to property, • is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment, • occurs when there is a real or perceived imbalance of power or strength, or • may constitute a violation of law. Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to: • verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly, through another person or group, or through cyberbullying; • exposure to social exclusion or ostracism, • physical contact including but not
limited to pushing, hitting, kicking, shoving, or spitting, and • damage to or theft of personal property.

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

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

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media. Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

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

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the District. School personnel are to maintain appropriate confidentiality of the reported information. Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations. Students found to be bullying others will be disciplined up to and including suspension or expulsion from school. **Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion.** Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed. Law enforcement authorities shall be notified when district officials have a reasonable belief that an incident of bullying is a violation of the law. Forms are available to report all incidents of bullying at www.dvusd.org (click on Safe Schools under the Parents & Students tab) and on your child’s school’s website. (Ref. Policy JICK, JICK-R, JICK-EA, JICK-EB)
Year-To-Year Progressive Discipline

Progressive discipline will be used in cases in which a student commits the same infraction repeatedly over the duration of the student’s tenure in the District.

Discipline will be progressive for students in grades K-12 in the following categories:

- Alcohol
- Arson
- Assault
- Sale or Distribution of Dangerous Instruments
- Death Threat
- Drugs
- Drug Paraphernalia
- Fighting
- Sexual Misconduct
- Weapons
Boulder Creek High School continually strives to improve our campus environment by promoting positive relationships between students, parents, and staff. We will continue implementing PBIS – Positive Behavioral Interventions and Supports. PBIS is a research-based approach to preventing student behavior problems.

This behavioral system consists of clear communication of behavioral expectations, procedures to reinforce behaviors, respond to misbehaviors, and data-based decision making. PBIS has been shown to save instructional time, improve school climate, and improve staff and student satisfaction. Our slogan that encompasses the positive climate we hope to solidify; Jagnation: We’re All In!

Jaguar PRIDE will be defined by the following tenets: prepared, respectful, integrity, discipline, and everyone united. The behavioral expectations will be posted and reviewed with students periodically.

<table>
<thead>
<tr>
<th>Learning Environment</th>
<th>Common Areas- Halls, Stairs, Cafeteria &amp; Echo Circle</th>
<th>Restrooms</th>
<th>Locker Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prepared</strong></td>
<td>Bring materials Come prepared to learn</td>
<td>Listen for the bell, move promptly to class</td>
<td>Utilize Student Handbook Return to class promptly</td>
</tr>
<tr>
<td><strong>Respectful</strong></td>
<td>Respect others, their property, equipment, and the facility</td>
<td>Respect others, their property, equipment, and facility</td>
<td>Respect others, their property, equipment, and facility</td>
</tr>
<tr>
<td><strong>Integrity</strong></td>
<td>Complete your own work All electronic devices are off and out of sight</td>
<td>Wait your turn Clean up after yourself</td>
<td>Report inappropriate behaviors immediately</td>
</tr>
<tr>
<td><strong>Discipline</strong></td>
<td>Arrive on time &amp; be in your seat Behave appropriately and use courteous language Keep food and drink outside</td>
<td>Behave appropriately and use courteous language Walk to the right Avoid pushing, shoving, or running Eat and drink in designated areas</td>
<td>Keep food and drink outside</td>
</tr>
<tr>
<td><strong>Everyone United</strong></td>
<td>Encourage confidence Cooperate and collaborate</td>
<td>Hold doors for others Work together to keep our school clean and safe</td>
<td>Help to keep the facility clean and safe</td>
</tr>
</tbody>
</table>
Whether you quote directly or use specific information from a source, you must give credit to that source. One way to do this is to mention the author’s name before you begin the information or quote and then put the page number(s) in parentheses after the information and before the period. If you do not mention the source’s name before the information, you may put the author’s name and page number(s) in the parentheses.

**Book with one Author**

**Article in a Reference Book**

**Translation**

**Pamphlet**

**An Article in a Newspaper**

**An Article in a Magazine**

**A Publication on CD-ROM**

**A Television or Radio Show**

**A Film or Video Recording**

**A Personal Interview**
Brink, Jean R. Personal interview. 21 May 1999.

**Internet Source**

The following apply to all previously listed types of citations.

**Source with two or three authors:** Substitute author part to list the authors in the order listed on title page. Second and third authors are listed first name then last name.

**Source with more than three authors:** Change author part to the first author listed on title page, then “et al.” The rest of the entry is the same as if only one author.

**Two or more entries by the same author or authors:** In second and subsequent entries change the author part to “-.” The rest of the entry is the same as if only one author.

**Anonymous work:** Do not list any author (such as Anon. Or Anonymous). Begin the entry with the title of the work and continue the same as a source with one author. When alphabetizing, ignore the words “A”, “An”, or “The”.

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

**Belief Statements:**

We expect members of our academic honors community to:

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

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

Supporting these beliefs is a top priority at Boulder Creek High School. As such, we will be held accountable for your academic intentions

**Academic Code of Honor:**

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

The purpose of this code is to promote a positive learning environment for all involved. As humans, we will make mistakes as we grow. It is understood that we can learn from those mistakes and become better individuals in the future. Any student who violates this code will be referred to the Students Rights and Responsibilities handbook and assignment of appropriate consequences.
PROACTIVE / PREVENTATIVE MEASURES

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

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

Students will
- Bring all necessary materials to class.
- Come to class with assignments prepared.
- Make sure they understand teacher’s expectations for upcoming classes. Ask questions about anything they do not fully understand.
- Be actively involved as they prepare assignments for class. Formulate questions they might have about the material.

IN CLASS:

Students will
- Be in class on time.
- Make good use of class time by being focused on the lesson, avoiding side conversations.
- Be respectful of the teacher and fellow students.
- Take responsibility for carrying out his/her particular assignment in a collaborative situation, where applicable.

MAJOR ASSESSMENTS:

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

ASSIGNMENTS/MINOR ASSESSMENTS:

Students will
- Be good time managers; be realistic about the workload and plan ahead.
- Read and follow directions carefully.
- Seek only appropriate help from others.
- Give full and proper credit to sources.
TIPS TO HELP STUDENTS ABIDE BY THE PRINCIPLES SET FORTH IN THE ACADEMIC INTEGRITY CODE:

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

- **Teacher**
  - If there is a concern or question about homework, classroom policies, events that happened in class, or anything pertaining to the teacher or classroom in general, parents must first communicate with the teacher to find a solution. A parent teacher conference may be scheduled.

- **Campus Counselor**
  - If there is a concern or question about behavioral, social and emotional concerns such as study skills and organization, peer groups, health and independence, post secondary goals parents must communicate with the school counselor to find a solution. A parent teacher and counselor conference may be scheduled.

- **Campus Administration**
  - After the teacher and counselor are given the opportunity to resolve the concern or issue, and the situation has not yet improved, please contact administration. Communication with the teacher or counselor must happen prior to administrative intervention. A meeting with administration and the teacher or counselor may be scheduled.

- **District Office**
  - After campus administration has been given the opportunity to resolve the concern or issue, and the situation has not yet improved, parents may call the DVUSD School Operations department. Communication with the campus administration must happen prior to district office administrative intervention.

*If a child's safety or school-wide safety is a concern, please contact the front office or a staff member immediately. Administration works diligently to ensure the safety of all students.*