SANDRA DAY O’CONNOR
HIGH SCHOOL

PARENT/STUDENT HANDBOOK

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

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

623-445-7399
(All other attendance issues)

Superintendent
Dr. James Veitenheimer

Governning Board
President Michael Gregoire
Vice President Ann Elizabeth Ordway
Member Ann O’Brien
Member Ron Bayer
Member Kimberly Fisher
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BELL SCHEDULES

REGULAR SCHEDULE
Period 1 7:45 - 8:40
Period 2 8:45 - 9:45
Period 3 9:50 - 10:45
Period 4 10:50 - 11:45
4 – LUNCH 10:45 - 11:15
Period 5 11:20 - 12:15
5 – LUNCH 11:45 - 12:15
Period 6 12:20 - 1:15
Period 7 1:20 - 2:15

MTSS-A/Thursday Bell Schedule
Period 1 7:45 - 8:34
Period 2 8:39 - 9:28
EP 9:28 - 10:09
Period 3 10:14 - 11:03
Period 4 11:08 - 11:57
4–LUNCH 11:03 - 11:33
Period 5 11:38 - 12:27
5–LUNCH 11:57 - 12:27
Period 6 12:32 - 1:21
Period 7 1:26 - 2:15

EARLY RELEASE SCHEDULE
Period 1 7:45 - 8:13
Period 2 8:18 - 8:48
Period 3 8:53 - 9:21
Period 4/5 9:26 - 9:54
Period 6 9:59 - 10:27
Period 7 10:32 - 11:00
BUSES RUN AT 11:00 a.m.
District Calendar  
2015-2016

Beginning Dates

First Day of School        August 10, 2015 (Monday)

Holiday/Recess Days

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Staff Development Day</td>
<td>August 21 (Early Release)</td>
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<tr>
<td>Labor Day</td>
<td>September 7</td>
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<tr>
<td>Staff Development Day</td>
<td>September 11 (Early Release)</td>
</tr>
<tr>
<td>Fall Break Day</td>
<td>September 14</td>
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<tr>
<td>Staff Development Day</td>
<td>October 2 (Early Release)</td>
</tr>
<tr>
<td>Fall Break Day</td>
<td>October 12</td>
</tr>
<tr>
<td>Parent/Teacher Conferences</td>
<td>October 22-23 (Early Release)</td>
</tr>
<tr>
<td>Staff Development Day</td>
<td>November 5 (Early Release)</td>
</tr>
<tr>
<td>Veteran's Day</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>November 23-27</td>
</tr>
<tr>
<td>Staff Development Day</td>
<td>December 11 (Early Release)</td>
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<tr>
<td>End 2nd Quarter Exams</td>
<td>December 17-18 (Early Release)</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 21–January 1</td>
</tr>
<tr>
<td>Staff Development Day</td>
<td>January 8 (Early Release)</td>
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<tr>
<td>Martin Luther King</td>
<td>January 18</td>
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<tr>
<td>Staff Development Day</td>
<td>February 3 (Full Day Release)</td>
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<tr>
<td>Parent/Teacher Conferences</td>
<td>February 11-12 (Early Release)</td>
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<tr>
<td>Presidents' Day</td>
<td>February 15</td>
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<tr>
<td>Staff Development Day</td>
<td>March 4 (Early Release)</td>
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<tr>
<td>Spring Break</td>
<td>March 21-25</td>
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<td>Staff Development Day</td>
<td>April 8 (Early Release)</td>
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<td>Spring Days Off</td>
<td>April 22, 25</td>
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<td>Staff Development Day</td>
<td>May 8 (Early Release)</td>
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<tr>
<td>HS Final Exams</td>
<td>May 25-26 (Early Release)</td>
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<tr>
<td>Ending Date</td>
<td>May 26 (Thursday)</td>
</tr>
<tr>
<td>Graduation</td>
<td>May 27 (Friday)</td>
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<tr>
<td>Memorial Day</td>
<td>May 30 (Monday)</td>
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Exams (Proposed Dates)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>AP Testing</td>
<td>April 4-15, May 2-12</td>
</tr>
<tr>
<td>AIMS Science (gr. 9-10)</td>
<td>April 14</td>
</tr>
<tr>
<td>AzMerit Testing</td>
<td>April 4-21</td>
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</tbody>
</table>
The Bookstore
Students attending O'Connor High School will receive their textbooks for the school year during the first week of the semester. iPads will be distributed during Jump Back July 29–August 1st. Students who do not attend Jump Back can check out their iPads the first week of school (schedule TBD). Books and iPads which become lost or damaged are the student's responsibility. Students are also responsible for the textbook and iPad barcode number. Any books issued for semester classes should be returned at the end of the semester. The Bookstore is open for student transactions before school, during lunch, and after school. Exact hours are posted at the Bookstore. Students are required to have their ID cards in order to check out a book or iPad.

Cafeteria
The cafeteria will sell lunches starting at $3.00 and up, a la Carte items are also available. We do not use lunch cards. The student ID number is their lunch account number that they enter onto a pin pad. You may put any dollar amount on your account with cash or check (please include your driver’s license number with expiration date, plus the student’s name and ID number). No money or lunches will be accepted in the front office at any time.

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

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

Power School
Student academic progress (grades, assignments, etc.) and attendance can be tracked online through the Power School website. Parents can also view teacher comments and communicate with teachers through email links available.

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

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

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

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

Distribution of Non-School Related Printed Materials on Campus
Approval must be obtained from Heidi Vega, DVUSD Public Relations Officer.

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

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

Library/Media Center
The library is open from 7:30-3:30, except on early release days when it closes at 11. A pass is required to enter the library. Two books may be checked out, for two weeks, and books may be renewed if they are not on reserve for another student. Student ID’s are required to check out books. A late fee of $.10 a book per day is charged, and it is the expectation that all items are returned in good condition to avoid incurring damage or replacement charges. Failing to pay incurred charges will result in disciplinary action. Students with shortened schedules are only allowed in the library during their school times and after the school day at 2:15. Behavior that supports academic learning is the expectation.

Student Records/Policy Statement
The records of District students are confidential and may be released and/or reviewed only for educational purposes that are of benefit to the student. The release of student records will be in compliance with Arizona Revised Statutes and all applicable Federal laws. Further information on this subject may be obtained from the Office of the Registrar. Parents or students over 18 years of age may view records at any time.
Closed Campus
As per adopted board action, all high schools in the Deer Valley Unified School district will operate under closed campus guidelines. Rationale supporting this action included student safety, effective learning environment, and district consistency.

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

ID procedures – All students must be wearing their ID cards on their lanyard at all times. In order to follow closed-campus procedures a student must be able to show their ID upon request. Part time students must be wearing current school ID before being permitted to exit school.

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

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

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

Visitors/Guests
All guest speakers must sign in with the front office. Visitors must park in the spaces marked “visitor” located in front of the Performing Arts building. No parking is allowed in Handicap or Child Care spaces.

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

School Health Services

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

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

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

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

Student Illness
If a student feels ill during the school day, they should report their complaint to the classroom teacher for referral to the nurse. Students are not to contact their parents directly via cell phone regarding illness unless prior arrangements have been made with the nurse. Please keep your child home if they have fever, diarrhea, vomiting, deep cough, or a potentially communicable disease. Students who have a fever of over 100 degrees, or signs and symptoms of a contagious condition must be picked up by a guardian or someone listed on the Emergency Contact list. Children with a fever of 100 degrees or more must be fever-free for 24 hours without the use of fever reducing medications before returning to school. If your child has been diagnosed with contagious illness, please contact the Health Center so parents of other students in the class can be notified. Please call your child’s doctor for advice on an ill child. Do not send ill students to school to be evaluated by the nurse.
Medication
In compliance with ARS 15-344 and ARS 32-1901, over-the-counter medications are not available in the Health Center. Tylenol, ibuprofen, Calamine, Neosporin, topical or oral Benadryl, cough drops, antacids or any like remedies are not stocked. Students are not permitted to have medication in their possession at any time without a specific prior written arrangement with the nurse.

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

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

PE Medical Excusals
Students requesting to be excused from P.E. must bring a note signed by their 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 devise on campus must be reported with a medical excuse and cleared through the Health Center.

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

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

ATHLETICS

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

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

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

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

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

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

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

The following interscholastic sports are offered to students:

<table>
<thead>
<tr>
<th>Fall Sports</th>
<th>Winter Sports</th>
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<tbody>
<tr>
<td>Football(B/G)</td>
<td>Wrestling (B/G)</td>
</tr>
<tr>
<td>Volleyball(G)</td>
<td>Basketball (B/G)</td>
</tr>
<tr>
<td>Golf(B/G)</td>
<td>Soccer(B/G)</td>
</tr>
<tr>
<td>Spirit line</td>
<td>Track and Field (B/G)</td>
</tr>
<tr>
<td>Cross Country (B/G)</td>
<td>Spirit line</td>
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<tr>
<td>Swimming(B/G)</td>
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<tr>
<td>Badminton(G)</td>
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<tr>
<td>Spring Sports</td>
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<tr>
<td>Baseball (B)</td>
<td>Softball (B/G)</td>
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<tr>
<td>Tennis(B/G)</td>
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</tr>
<tr>
<td>Volleyball(B)</td>
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Eligibility (Athletics-Other AIA Sanctioned Activities)
Each year an athlete must establish his/her athletic eligibility for the up-coming school year. Athletic packets, which include forms, instructions, etc., are available in the Athletic Office. Students must successfully complete all classes in which they are enrolled; consequently, any student who withdraws from a class with a "W/F" or loss of credit due to discipline or any other reason, will be ineligible for the duration of the semester.
To participate in interscholastic athletics, you must meet Arizona Interscholastic Association (AIA) requirements. The following are a few of the specifics.

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

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

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

The same general standards shall apply for special education students except, that such eligibility shall be determined on a case-by-case basis in 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.

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

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

Date of Enrollment
Students enrolling after the semester begin or transferring from another school may not participate until cleared through the athletic office.

AIA Bylaws; Article 15
15.3.6 In case of initial enrollment after the first official school day and by the 14th official school day, a student shall have been in attendance for as many days as he/she missed from the opening day of the semester before eligibility can be established.
15.10 TRANSFER RULE. After enrolling and attending one or more classes, a student changing enrollment from one school (sending school) to another school (receiving school) shall be considered a transferring student. A transferring student is not eligible to participate in interscholastic competition at the receiving school unless there is a corresponding change of domicile (see 15.5) and all other eligibility requirements are met (The receiving school administration is responsible for verification of all eligibility requirements, see 2.6.3). For information and record keeping purposes, the receiving and sending school shall reasonably cooperate and complete Form 520. The completed Form 520 shall be filed with AIA by the receiving school.

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

Competition Restricted to School Team
Students may not participate on any other 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. O’Connor athletes are expected to give priority to the school teams. Club sports and out of season non-school sports are permissible but should not interfere with the school sport. Conflicts may cause team discipline.

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

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

Participation on an athletic team is a privilege carrying certain responsibilities. When a student becomes part of a team, he/she will represent Sandra Day O’Connor High School throughout the state. He/she is expected always to exhibit the kind of behavior and leadership that speaks highly of himself/herself and O’Connor High School. All coaches, athletes and parents of athletes must sign the DVUSD Code of Conduct form. This is REQUIRED every year. All athletes must also follow the Six Pillars of Character, which are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

He/she is also expected to follow all team/school rules and attend practices and games. If he/she does not, coaches may take disciplinary action and could bar him/her from further competition.

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

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

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

TRUSTWORTHINESS
Integrity – live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what is right even when it is unpopular or personally costly.
Honesty – live and compete honorably; do not lie, cheat, steal or engage in any other dishonest or un-sportsmanlike conduct.
Reliability – fulfill commitments; do what you say you will do; be on time to practices and games.
Loyalty – be loyal to your school and team; put the team above personal glory.

RESPECT
Class – live and play with class, be a good sport, be gracious in victory and accept defeat with dignity; help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
Disrespectful Conduct – do not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals of the sport.
Respect Officials – treat contest officials with respect; do not complain about or argue with the official calls or decisions during or after an athletic event.

RESPONSIBILITY
Importance of Education – be a student first and commit to earning your degree and getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
Role-Modeling – remember, participation in sports is a privilege, not a right, and that you are expected to represent your school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.
Self-Control – exercise self-control; do not fight or show excessive displays of anger or frustration. Have the strength to overcome the temptation to retaliate.
Healthy Lifestyle – safeguard your health; do not use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
Integrity of the Game – protect the integrity of the game; do not gamble or associate with or deal with professional gamblers.
Sexual Conduct – sexual or romantic contact of any sort between students and coaches is improper and strictly forbidden. Report misconduct to proper authorities.

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

CARING
Concern for Others – demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to yourself or others.
Teammates – help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP
Play by the Rules – maintain a thorough knowledge of and abide by all applicable game and competition rules.
Spirit of Rules – honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

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

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

**Locks, Lockers, Towels**

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

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

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

**Statement of Notification (Informed Consent Video)**

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

*It is understood that participation in organized interscholastic athletics involves the potential for injury which is inherent in all sports. It is acknowledged that even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, quadriplegia, or even death. To insure a level of understanding and safety, athletes and parents MUST view an “informed consent” video presentation. This is currently available by going to www.dvusd.org, Click on Our Departments, Go to the left side of the page and click on Athletics. You will now be in the DVUSD Sportnet site. Click on the top bar that says Informed Consent then click on the black screen to watch the video, after viewing please complete the Athletic Informed Consent Form.*

Forms to purchase School Accident Insurance are available in the Health Center and Athletic Office. The following rules and policies are excerpts from the Coaches' handbook for SDOHS Athletics:

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

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

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

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

**iPad Responsibility, Care, and Maintenance**

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

- To report any lost or damaged iPad immediately to the conduct office.
- The student and/or family shall NOT seek to have the iPad repaired by an independent retailer. The iPad is the property of Deer Valley Unified School District and only the district will contract for the iPad to be replaced and/or repaired.
- The student will NOT install any software (e.g. VPNs) that will bypass or jeopardize the integrity of the district installed profiles, mobile device management software, or other web content filtering equipment. Any student that installs software that jeopardizes the district installed filtering service will be subject to appropriate discipline.
- The student should NOT use a personal Apple ID with the school issued device. The student should ONLY use their school-issued Apple ID to sign-in to their school issued iPad. Apple is very good at syncing data across devices. Keep your personal data (pictures, videos, etc.) personal. You can, and will, be disciplined if your iPad contains inappropriate material. Do NOT sync personal data with your school issued iPad.
- The student must bring the iPad, fully charged, to school each day.
- The student must follow the individual teachers’ classroom expectations each day in class. Different teachers will have different expectations. It is the student’s responsibility to identify these expectations and to follow them.
- The student is to use the iPad equipment primarily for educational use.
- Any teacher or administrator has the right to take, search, or inspect a student issued iPad AT ANY TIME FOR ANY REASON. The school issued iPad is the sole property of Deer Valley Unified School District.
- The student must keep the iPad software updated regularly. If an update is available, it will be indicated on the “Settings” icon, located on the iPad home screen. A red circle with a numeral “1” will be located on the upper-right hand corner of the “Settings” icon. Simply tap the “Settings” icon, select “General,” and “Software Update.”
• Do not loan or allow another student to ‘borrow’ your iPad. You are ultimately responsible for the welfare of the device. If another student borrows your device, returns it broke and denies that he/she damaged the device, you are responsible for covering the cost of repair/replacement. Do NOT GIVE YOUR IPAD TO ANOTHER STUDENT.

Students, you cannot download/install any VPNs on your school iPad.
Consequences for installing VPNs (categorized as Computer/Network Infraction/Telecommunication Device):
1st Offense: Teacher or ISS Monitor warns student and documents in PowerSchools
2nd Offense: After School Detention
3rd Offense: ISS (1 day)
4th Offense: ISS (3 days)
5th Offense: Loss of iPad
*Consequences are cumulative over the student’s high school career (i.e. offenses carry over each year).

ATTENDANCE PROCEDURES

24 HOUR ATTENDANCE LINE  623-445-7190

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

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

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

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

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

Truancy
Arizona State law states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours that school is in session, unless there is a medical-related or court-related excuse. The child will be considered truant when they are absent from class or school ten percent of the semester or have five unexcused absences during the semester. If a parent fails to ensure that the child attends school, the law states that they are guilty of a Class III (3) Misdemeanor. When the parent does not provide a medical-related or court-related documentation for their child’s absence, a law enforcement officer may cite the student, parent or a custodian directly 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. A school official will attempt to notify the parents that the citation may be issued, and the parent will be required to appear in court with the student.

Loss of Credit Due to Absences
Upon reaching 5 unexcused absences or a combination of 12 excused and/or excused absences, a student may lose credit in that class.

Any student may be placed on an Attendance Contract upon accumulating multiple excused and unexcused absences. Any student with excessive absences may:
1. Lose credit in one or more classes.
2. Lose parking privileges.

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

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

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Late Arrivals/Tardy to School
We encourage parents to assist students with arriving to school on time. Please be aware of traffic issues and plan accordingly. Students who come to class late cause a classroom disruption and disrespect to classmates and teachers. There are two scenarios for tardy students – please follow the following procedures:

- With Doctor/Dentist’s note – Students go to the front desk with a doctor’s note/appointment slip and will be issued an excused tardy and a pass to class.
- Without Doctor/Dentist’s note – Students will report directly to the Sweep room, have tardy recorded and will be issued a pass to class.

No calls are accepted for Tardies. Do not leave a message regarding tardies as it WILL NOT be accepted. Tardies will have consequences with or without parent sign in. Students more than 10 minutes late to any class will be marked absent for that class period.

Early Sign-Out
All students must have a parent/guardian or a person on the emergency list (18 years of age or older) come to the office, present photo ID in order to sign the student out. It is the preference of Sandra Day O’Connor High School not to release students without a parent/guardian present. In the event that a student must leave early, and they are parked in the student lot, a parent/guardian must sign a permission slip (available in the front office) and provide a copy of the parent/guardian ID in advance to secure a “pass to leave campus”. All students must sign out in the office to excuse the absence.

For the protection of our students, no student will be called to the office to await pick up. Please allow ample time for the sign out procedure.

Tardy/Sweep Procedure to Class
1. A warning bell will ring exactly one minute prior to the tardy bell.
2. When the tardy bell stops ringing, any student not in his/her assigned class is to proceed immediately to the sweep area.
3. Teachers will “sweep” the hallways and direct any student not without a pass to the sweep area.
4. An “S” will be reported as the attendance for that class period in Power Schools for any “Swept” students.
5. Sweep monitor will assign consequences for sweeps. Parents will be notified and informed of any consequences. Consequences for sweeps 9 or more will be issued by an administrator who will then contact parent.
6. Students who do not report to the sweep area within 10 minutes will receive an unexcused absence.
7. When students arrive in the “sweep room”, they will need to show their school ID CARD. If student is not wearing their ID Card they will be sent to the bookstore to have a new ID Card issued and their account will be billed for $5.00.

Consequences for Being “Swept/Tardy”
1. Students who are swept and want credit for previously assigned work must turn in the assignments to the sweep monitor to receive credit. Students will not be allowed to make up any tests, quizzes, assignments or participation points for that class period.
2. If a student chooses not to go to sweep, the missed class is unexcused.
3. Student will NOT be allowed to work on school assignments while in Sweep.
4. Parents will be notified when a student receives 2 sweeps and thereafter.
5. Students may be assigned consequences such as detentions, campus service, loss of parking privileges, in school suspension (ISS), or out of school suspension (OSS) for every Sweep after the first occurrence.

Sweep Consequences:

1st = Warning
2nd = Lunch Detention
3rd = Lunch Detention and After School Detention (after school detention must be served after the school day 2:15-3:15)
4th = 1 day ISS (in school suspension)
5th = 2 days ISS (in school suspension)
6th = 2 days ISS (in school suspension) assigned and a meeting is held with student, parent and an administrator

Saturday School may be assigned as an intervention for repeat offenders.

Tardy Consequences

1st = Warning
2nd = Warning
3rd = Lunch Detention
4th = 2 days Lunch Detention
5th = 2 days Lunch Detention
6th = 1 day After School Detention (2:15-3:15)
7th – 8th = 2 days After School Detention
9th and above = Meeting with an Administrator

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

Guidelines:
Early graduation candidates must meet all requirements and early graduation must be deemed appropriate for the students continued education.
- All graduates must complete an early graduation request form. The early graduation form must include signatures from counselor, administration, parent and student.
- An early graduation plan with course outline must be included.
- Continuation of post-secondary education plan should be included.
- High School grades should indicate high school competencies are in place.

Schedule Changes
Schedule changes are made during walk-through orientation before the start of the semester for students who meet one of these four criteria. Since numbers of course sections depend upon pre-registration information, valid reasons for a schedule change are:
1) Computer error
2) Changes needed to satisfy graduation requirements
3) Changes required by health
4) Completion of an approved summer school, community college or online course.

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

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

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

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

Make-Up Assignments
Upon return to class after absences, a student has one school day for each day missed to makeup work/test regardless of the number of days absent. For example, if a student is absent for four days, he/she will have four school days to make up and turn in the work. It is the student’s responsibility to check with teachers immediately upon return for work missed. Teachers may choose to schedule an appointment with the student to formulate a plan for the completion of make-up work.

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

Graduation Requirements, Course Withdrawal, Independent Study, Transfer of Credits, Late Enrollment, and Course Audits
Refer to DVUSD Academic Planning Guide for detailed information.

Long Term Project Make-Up Guideline
Long term projects are due on the date and time 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.

Cheating and Plagiarism
Cheating and plagiarism are defined as, intentionally using information or property of the school to obtain an unfair advantage. Students who are observed to be exchanging, or in possession of, information electronically, in writing, or through verbalizations will be considered to be cheating. Students who produce work, or test results that are identical to or similar to the work or test results of another student, may be considered to having engaged in cheating or plagiarism. At the discretion of the teacher and the administration, students may receive a zero on any suspect assignment or test, be suspended from school, and/or be asked to demonstrate mastery by taking a different test over the same performance objectives.
Marks and Grading – Procedures
All teachers will follow these procedures in determining student grades:
Teachers will use points in recording student grades in the grade book.
These points will be cumulative from the beginning of the semester to the end of the semester. Parents and students can check the Power School website for progress updates during the semester.

To determine semester grades, points generated throughout the semester will constitute 80% of the student’s grade, and the semester exam will constitute the remaining 20%.

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>
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<tbody>
<tr>
<td>Grade</td>
<td>Honor Points</td>
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<td>A</td>
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*Colleges and Universities may use unweighted grades.

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

The marking system recommended for teachers is as follows:
A-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%

Nine-week grades can be viewed in Power School.

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

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

Withdrawing From School
If a student decides to withdraw from school for any reason, the parent/guardian MUST come in person to the office to obtain the withdrawal information and forms.
The withdrawal form must be signed by the attendance office, the nurse, the librarian, the bookstore manager, the student’s counselor, and by all of the student’s assigned teachers. 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.
Dear Students and Parents,

As we embark upon the 2015-2016 school year I want to encourage you to make intelligent decisions about your conduct while at school or while attending school events off campus. It is important that you are fully aware of the expectations for student conduct outlined in this book. Failure to act in a responsible manner can/may result in consequences that will be detrimental to your educational future.

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

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

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

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

Click Here to View the “Stay Classy OC” Matrix:

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

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

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

Students have rights; they also have the responsibility to respect the rights and property of others. They are responsible for their own actions. If those actions are in violation of school guidelines, then disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:
- Must be informed of accusations against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied.

NOTE: The Deer Valley Unified School District, in conjunction with the Glendale Police Department and the Phoenix Police Department, agrees to coordinate our efforts in establishing procedures for communication regarding incidents of alcohol and drug use, possession and distribution. 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.

When any administrator or designee or person in charge suspects and/or determines that a student(s) possesses alcohol, drugs or weapons, these steps will be followed:
1. Call the local law enforcement agency.
2. Attempt to call parent/guardian, or emergency designee.
3. Follow up with school disciplinary procedures that are within the guidelines of the Governing Board approved discipline handbook.

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

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

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

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

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

Academic Code of Honor:
- You will be accountable for your own behavior
- Papers or homework will be your own and you will not copy or look at others work for the purpose of making it your own
- You will do your own work, not work for others
Students will

- 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).

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

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

VIOLATIONS OF THE ACADEMIC INTEGRITY CODE

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

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

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

**Plagiarism:** The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student’s paper as word-for-word copying, a summation, or a paraphrase of another’s ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/her own. At OHS plagiarism includes but is not limited to:
- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
- Copying another’s work.
- Using another’s ideas without proper citations (see MLA format).
- Incorporating portions of another’s writing within the context of your own work.
- Failing to acknowledge a source of information.
- Using “unique” phrases without citations.
- Using graphics, charts, diagrams, or illustrations without citations.

PROACTIVE / PREVENTATIVE MEASURES

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

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

**Students will**
- Bring all necessary materials to class.
- Come to class with assignments prepared.
- Make sure they understand teacher’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.
- Be in class on time.
- Make good use of class time by being focused on the lesson, avoiding side conversations.
- Be respectful of the teacher and fellow students.
- Take responsibility for carrying out his/her particular assignment in a collaborative situation, where applicable.

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

**MAJOR ASSESSMENTS & PROJECTS:**
**Students will**
- Come prepared and put forth their best efforts.
• Read and follow directions carefully.
• Rely on their own preparation as they take the test; make an honest effort.
• Accept responsibility for what they know and what they don’t know.
TIPS TO HELP STUDENTS ABIDE BY THE PRINCIPLES SET FORTH IN THE ACADEMIC INTEGRITY CODE:

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

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

- Bring all materials needed to do assigned work
- NO NON-EDUCATIONAL ELECTRONICS WILL BE ALLOWED
- There will be NO TALKING
- Students must raise their hands and wait to be called on.
- There will be two ISS bathroom breaks daily (one in the morning and one in the afternoon)
- Students must bring a lunch. They may not leave the ISS room to purchase lunch. NO EXCEPTIONS.
- NO VISITORS will be allowed
- Teachers will be notified and all class assignments will be sent to the ISS room daily
- ALL assignments MUST be completed while in ISS and turned into the staff person in the ISS room. The staff person will see to it that the proper teachers get the completed work each day

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

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

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

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

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

**Long Term Suspension in excess of ten (10) days**

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

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

**Expulsion**

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

**Search and Seizure**

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

**Lockers**

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

**Student Vehicles**

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

**Computers**

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

**Display of Affection**

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

**DVUSD Student Dress Code**

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

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

Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Slippers are not allowed. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.

Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.

No hats may be worn by students inside any campus buildings at any time, except for properly approved occupational safety headgear required for special classes.

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.

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

NOTE: The administration reserves the right to use their discretion in what is not acceptable for dress standards.
DVUSD Policy on Gang Activity or Association
Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the district’s position that such activities and dress also present a clear and present danger to other district students and to District staff members.

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

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


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

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

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

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

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

Food and Drink/Off-Limits Areas/Lunches
Students are not allowed in the halls during lunch. Students are not allowed in the parking lots for any reason during lunch. Eating on campus is restricted to the cafeteria and designated eating areas.
No outside food or drink is allowed. No drinks other than WATER are allowed in the buildings here on campus.

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

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

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

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

Forgery/Falsification
Altered medical documentation submitted to the school without permission of the medical facility is considered forgery/falsification. We will notify the medical facility and they may pursue legal action.
Unacceptable Items
School is a place that students come to be educated, and certain items disrupt the “educational process” and are not permitted. The following is a representative list of items, but not limited to, that will not be brought to school:
- Pets/Animals
- Laser Pointers
- Skateboards/Roller skates/Roller blades
- Water guns/Shaving Cream/Balloons
- Bandanas of any color
- Video Cameras, Cameras
- Mace or Pepper Spray
- Gambling Paraphernalia
- Wallet Neck/Wrist/Waist Chains
- Studded Wrist/Neck/Waist Belts

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

PICK UP OF CONFISCATED ITEMS:
FIRST OFFENSE: student may pick up item after school after 2:15 pm
SECOND OFFENSE: parent/guardian pick up between 7:00 - 7:30 am or 2:30-3:00 pm
THIRD OFFENSE: parent/guardian pick up w/referral

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

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

Parking
Because of the limited number of parking spaces available, seniors will have first priority. In addition, any student requesting a parking permit must meet the following requirements:
1. The vehicle must be properly licensed and insured.
2. The student must have a valid Arizona driver’s license.
3. A Parking Permit Application must be completed and signed by the student and parent/guardian.

A parking sticker must be placed on the driver’s inside corner of the front windshield. Temporary parking will be issued ONLY to current parking permit holders whose regular vehicle is disabled. A temporary parking change form must be completed in the conduct office.

Parking in the lot without a permit, or failure to comply with parking regulations, will result in disciplinary action.
Only students who have been assigned a parking space in the student lot may park on campus. Parking applications are available only for Juniors and Seniors in the Conduct office.

Vehicles displaying inappropriate decals will not be allowed to park on campus.
No students may park in the staff or visitors parking lot between the hours of 6:30 am and 3:00 pm for any reason. There will be no exception to this rule.

Parking may be revoked if students fail to remain in strong academic standing.

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

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

School Zone
High profile enforcement includes the area up to 300 feet into residential property adjacent to the campus and 1000 feet into public property adjacent to the campus.
In order to ensure safety and order at all times, the conduct policy is NOT limited to regular school hours and may extend beyond the school zone.

### DISCIPLINE GUIDELINES

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<thead>
<tr>
<th>Infraction</th>
<th>Minimum</th>
<th>Maximum</th>
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</thead>
<tbody>
<tr>
<td>*Assault (Aggravated)</td>
<td>Long Term Suspension</td>
<td>Expulsion</td>
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<tr>
<td>Aggression, Other</td>
<td>Conference</td>
<td>Long Term Suspension</td>
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<tr>
<td>Alcohol Violation(sale or distribution)</td>
<td>Long Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Alcohol Violation (use, possession, under the influence)</td>
<td>10 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>*Armed Robbery</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>*Arson of an Occupied Structure</td>
<td>Long Term Suspension/Restitution</td>
<td>Expulsion/Restitution</td>
</tr>
<tr>
<td>*Arson of a Structure or Property</td>
<td>Long Term Suspension/Restitution</td>
<td>Expulsion/Restitution</td>
</tr>
<tr>
<td>Assault</td>
<td>5 Day Suspension</td>
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<tr>
<td>Attendance Violation, Other</td>
<td>Detention</td>
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<tr>
<td>*Bomb Threat</td>
<td>Up to 10 Day Suspension</td>
<td>Expulsion</td>
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<tr>
<td>Bullying</td>
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<td>Expulsion</td>
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<tr>
<td>*Burglary (First Degree)</td>
<td>10 Day Suspension Restitution</td>
<td>Expulsion Restitution</td>
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<tr>
<td>*Burglary or Breaking and Entering (Second or Third Degree)</td>
<td>Restitution</td>
<td>Expulsion/Restitution</td>
</tr>
<tr>
<td>Cheating</td>
<td>Loss of Credit</td>
<td>5 Day Suspension/Loss of Credit</td>
</tr>
<tr>
<td>*Chemical or Biological Threat</td>
<td>Up to 10 day Suspension</td>
<td>Expulsion</td>
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<tr>
<td>Combustible</td>
<td>1 Day Suspension</td>
<td>Long Term Suspension</td>
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<tr>
<td>Computer/Network Infraction/Telecommunication Device</td>
<td>Conference</td>
<td>10 Day Suspension Restitution</td>
</tr>
<tr>
<td>Contraband</td>
<td>Conference</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Dangerous Items</td>
<td>3 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Defiance or Disrespect towards Authority</td>
<td>Conference</td>
<td>Long Term Suspension</td>
</tr>
</tbody>
</table>
## DISCIPLINE GUIDELINES

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disruption</td>
<td>Conference</td>
<td>Long Term Suspension</td>
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<tr>
<td>Dress Code Violation</td>
<td>Change of Clothes</td>
<td>3 Day Suspension</td>
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<tr>
<td>Drug Paraphernalia</td>
<td>10 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Drug Violation (over the counter)</td>
<td>10 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td><em>Drug Violation (sale, distribution, use, possession, or under the influence)</em></td>
<td>Long Term Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Endangerment</td>
<td>1 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Extortion</td>
<td>3 Day Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Fighting</td>
<td>5 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>*Fire Alarm Misuse</td>
<td>3 Day Suspension</td>
<td>10 Day Suspension</td>
</tr>
<tr>
<td>*Firearms</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Forgery</td>
<td>1 Day Suspension</td>
<td>10 Day Suspension</td>
</tr>
<tr>
<td>Gambling</td>
<td>1 Day Suspension</td>
<td>5 Day Suspension</td>
</tr>
<tr>
<td>Graffiti or Tagging</td>
<td>3 Day Suspension/ Restitution</td>
<td>Expulsion/ Restitution</td>
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<tr>
<td>Harassment, Nonsexual</td>
<td>Mediation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>*Harassment, Sexual</td>
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<td>Expulsion</td>
</tr>
<tr>
<td>*Harassment, Sexual With Contact</td>
<td>3 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Hazing</td>
<td>Mediation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>*Homicide</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>*Indecent Exposure or Public Sexual Indecency</td>
<td>3 Day Suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Language, Inappropriate</td>
<td>3 Day Suspension</td>
<td>10 Day Suspension</td>
</tr>
<tr>
<td>*Kidnapping</td>
<td>Expulsion</td>
<td></td>
</tr>
<tr>
<td>Leaving School Grounds Without Permission</td>
<td>Detention</td>
<td>5 Day Suspension</td>
</tr>
<tr>
<td>Lying</td>
<td>Conference</td>
<td>10 Day Suspension</td>
</tr>
<tr>
<td>Minor Aggressive Act</td>
<td>Conference</td>
<td>Long Term Suspension</td>
</tr>
</tbody>
</table>

### Infraction

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negative Group Affiliation</td>
<td>Conference</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Parking Lot Violation</td>
<td>Revocation of Parking Privileges</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Loss of Credit</td>
<td>10 Day Suspension/ Loss of Credit</td>
</tr>
<tr>
<td>Pornography</td>
<td>Detention</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Public Display of Affection</td>
<td>Warning</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Recklessness</td>
<td>Conference</td>
<td>Long Term Suspension</td>
</tr>
</tbody>
</table>
### School Policy, Other Violation of Conference Long Term Suspension

### School Threat, Other Mediation Expulsion

### *Sexual Abuse or Sexual Misconduct with a Minor or Child Molestation 3 Day Suspension Expulsion

### *Sexual Assault (Rape) Expulsion

### Simulated Firearm 3 Day Suspension Long Term Suspension

### Tardy Detention 3 Day Suspension

### Technology, Other Conference 10 Day Suspension

### Theft 3 Day Suspension/Restitution 10 Day Suspension/Restitution

### Threat or Intimidation Mediation Expulsion

### Tobacco Violation 3 Day Suspension 10 Day Suspension

### Truancy Detention 3 Day Suspension

### Trespassing 1 Day Suspension 10 Day Suspension

### Unexcused Absence Detention 3 Day Suspension

### *Vandalism of Personal Property 3 Day Suspension/Restitution Expulsion/Restitution

### *Vandalism of School Property 3 Day Suspension/Restitution Expulsion/Restitution

### Verbal Provocation Conference Long Term Suspension

### *Weapons, Other Long Term Suspension Expulsion

**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.

The violations are listed on the following pages.

### Student Violence/Harassment/Intimidation/Bullying

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

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

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

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

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

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual’s personal electronic media and equipment.
Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name-calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm 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 anytime district officials have a reasonable belief that an incident of bullying is a violation of the law.

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

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

**BUS DISCIPLINE GUIDELINES**

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

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

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

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

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

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

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

Video cameras may be on the buses. Cameras are used by the district primarily for aiding student discipline on the buses.
Bus Suspensions/Expulsions Due Process:
In disciplinary cases, each student is entitled to due process. This means students:

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

Step 1:
If the regional supervisor decides that the alleged misconduct warrants a consequence of a bus suspension, notice shall be provided to the parent/guardian that the student is being suspended from the bus. A suspension cannot be imposed unless the infraction was seen by the driver, the student confessed, or an investigation by the regional supervisor/campus administrator has been performed to verify the facts. All parents/guardians are entitled to a meeting at their request.

Step 2:
If the regional supervisor decides that the alleged misconduct is sufficiently serious so that the consequence should be a bus suspension in excess of ten (10) days, the parents/guardians may request a hearing within 48 hours to appeal the decision to the Director of Transportation. The Director of Transportation will conduct a hearing at which a reasonable amount of time will be given to allow all parties to present written and verbal information relating to the decision. After the appeal, the Director of Transportation will make the final decision.

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

DVUSD Bus Misconduct Procedures

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

Some of the more common infractions are listed below.

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

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

1. Dances are open to all students who attend SDOHS and maintain good academic standing. Prom is open to all SDOHS Juniors and Seniors. (They may each bring one guest). Suspended students may not attend SDOHS dances if the dance occurs during their suspension.

2. O'Connor students must have a valid ID to attend dances or receive permission from an administrator.

3. Guests must be under 21 years of age and possess a valid school I.D. or valid Driver’s License.

4. Poor behavior will cause a student to be asked to leave the dance and the student could face further consequences depending upon his/her actions. All rules and policies pertaining to student conduct apply to dances.

5. School dress codes apply to dances. (Exceptions are made for formal attire and are at the discretion of administration.)

6. At the discretion of the administration, chaperones, or host, students may be asked to leave the dance for dancing that is deemed inappropriate.

PROM/DANCES

SDOHS students who have been long term suspended must have completed their suspension and be currently enrolled at SDOHS. Students who have been in violation of having drugs or weapons or any student identified as a risk to themselves or others through a formal threat assessment will not be permitted to attend the SDOHS dances including the Prom. Students who attend a dance, including Prom under the influence of drugs or alcohol will forfeit the opportunity to attend future dances. Seniors will forfeit the opportunity to participate in commencement ceremonies.

Debts

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

Conduct Code Violations by Seniors

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

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