Duchesne High School Handbook 2026-27

Updated on July 21, 2026

TABLE OF CONTENTS

Duchesne High School Mission and Beliefs…….2

Bell Schedule……3

General Information……4-8

Academics and Recognition……9-12

Policies: Student Code of Conduct……...13-25

Student Services:……26-27

Appendix……28-36

Duchesne High School Mission

We, the Duchesne High School community, are dedicated to the principles of respect, responsibility, and life-long learning; to an environment that supports educational and personal experience; and to the development of skills necessary for acquiring knowledge and using it wisely. This is the **Eagle Way**. We achieve this mission by focusing on the following:

Areas of Emphasis		Community Values	
Student Learning	Curriculum	Caring	Trust
Quality Teaching	Activities	Responsibility	Respect
Service	Communication	Family	Integrity

Duchesne High School Beliefs

At DHS We Believe:

- Student learning is our first priority.
- All students and teachers can learn.
- We can maintain a safe and appealing learning environment.
- Teachers make a positive difference in students' lives.
- We make accommodations for different learning styles.
- All school participants show mutual respect for each other.
- Students need skills for lifelong learning.
- The responsibility for student education is shared among parents, teachers, students, and community.
- We strive for continuous improvement.
- It is important to offer a variety of opportunities for participation.
- Schools can and should teach values, standards, and ethics.
- A broad range of assessment practices should be utilized.
- Student achievement and excellence is recognized.

2026-2027 Bell Schedule

Monday-Thursday			
High School		Jr. High	
1st	8:05-9:15	1st	8:05-9:15
2nd	9:20-10:25	2nd	9:20-10:25
Advocate	10:30-10:45	Advocate	10:30-10:45
3rd	10:50-11:55	3rd	10:50-11:55
4th	12:00-1:05	Lunch	11:55-12:25
Lunch	1:05-1:35	4th	12:30-1:35
5th	1:40-2:45	5th	1:40-2:45

Friday			
High School		Jr. High	
1st	8:05-8:55	1st	8:05-8:55
2nd	9:00-9:45	2nd	9:00-9:45
Advocate	9:50-10:05	Advocate	9:50-10:05
3rd	10:10-10:55	3rd	10:10-10:55
4th	11:00-11:45	4th	11:00-11:45
5th	11:50-12:35	5th	11:50-12:35
Lunch	12:35-1:05	Lunch	12:35-1:05

GENERAL INFORMATION:

ACCIDENTS/INJURIES

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

ASSEMBLIES

All students are expected to attend all assemblies unless excused for a special reason. All who attend are expected to act appropriately, be courteous and respectful. Inappropriate behavior will not be permitted during an assembly.

CELL PHONES/ELECTRONICS

DCSD Policy

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

5.0710.01 Definitions

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

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

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

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

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

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

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

5.0710.02 Restriction Of Devices

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

Cellphones, Smartwatches, emerging technologies, and listening devices must be turned off and out of sight during school. They may remain in the possession of the student, but cannot be visible in part or whole. This begins when the student arrives at school for the day and ends when students are dismissed for the day. Students will only be allowed to use school-issued electronic devices during class time. Students must keep personal devices off and out of sight during recess, passing

time, and every other activity during the school day. As an exception, schools who have an open campus during lunch may allow students to use their personal devices throughout the lunch period. Schools that are a closed campus during lunch shall not allow student use of personal devices during lunch.

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

5.0710.03 Exceptions

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

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

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

5.0710.04 Consequences

Any personal electronic device seen or heard will be confiscated.

- First Offense: The device will be confiscated until the end of the day.
- Second Offense: The parent must come to the school to regain possession.
- Third Offense: Parent must come to the school to regain possession and pay a fine. ($10.00)
- Fourth Offense: Parent must come to the school to regain possession and pay a fine. ($20.00)
- Additional Offense: The device may be confiscated until the end of the year and/or the student will enter into a behavior contract regarding this (and any other) behavior issue.

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

CONCURRENT ENROLLMENT

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

- Course content may include controversial cultural, religious, political, aesthetic, and human sexuality issues. Students must have the maturity to engage with the material in an academically appropriate manner. Students must also meet all college/university prerequisite requirements before enrolling in a CE course, including having a 3.0 high school GPA.
- Students may attempt up to 30 CE credits per year and may not repeat a CE course.
- CE course registrations and grades are recorded on permanent high school and college transcripts. The final grade posted on the high school transcript and the college transcript must be the same.

- Withdrawing from or failing a CE course may impact a student's ability to receive financial aid in the future, as well as a student's ability to enroll in additional CE courses or desired programs.
- The student is responsible for completing the admission and enrollment process, as well as paying for tuition and books. Students who qualify for Free and Reduced Lunch may have these fees waived.
- CE students must abide by the DCSD and the Utah State University Student Code of Conduct.

DANCES

Current Duchesne High School students, visiting high-school are students welcome as long as they are willing to abide by the policies of DHS. The use of tobacco, alcohol, and drugs on the school grounds is prohibited. Any people attending a dance who are using these substances will be removed from the dance and referred to police authorities. The school reserves the right to refuse admission to any person who has been drinking or who has shown negative behavior in the past. Admission and dress standards for all dances will be determined by the activity advisors and approved by the principal. If a student leaves the building/facility during a dance, a $1 re-entry fee may be charged. Generally, dance times for junior high will be 6:30-8:30 PM; senior high times will be 9:00-11:30 PM.

EMERGENCY PROCEDURES (See appendix)

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

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

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

FEES

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

FEE WAIVERS

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

A student is eligible for waiver upon providing verification that:

1. The student qualifies for free lunch based on family income;
2. The student receives SSI;
3. The family receives TANF funding;

4. The student is in foster care through the Utah Division of Child and Family Services;
5. The student is in state custody.

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

FOOD AND DRINK IN CLASSROOMS AND AUDITORIUM

No food or drink other than water is allowed in classrooms. **No food or drink of any kind** is allowed in the auditorium.

ITEMS NOT ALLOWED AT SCHOOL

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

LOCKERS

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

MEDICATION

Medication

- Prescription medication must be prescribed by the student's health care provider. The health care provider's orders must be presented to the school at the time the medication is given to the health office. The Parent/Guardian Medication Authorization Form must be completed and signed by the parent/guardian and the health care provider to administer the medication at school as needed. The Parent/Guardian Medication Authorization Form is available through the school office and on the District website. https://www.dcsd.org/page/school-nurse

- Prescription drugs must be in the original pharmacy container, labeled with the student's name, date, medication, dose, time to be taken at school and length of treatment. (The Pharmacist may be requested to prepare a special container for school use.)
- The parent MUST bring the medication to school. Students are NOT allowed to transport medication. The only exception would be in the case of inhalers, emergency allergy pens, and/or diabetic insulin and diabetic supplies. Only students with the appropriate paperwork on file with the Health Office will be allowed to carry medication. Contact Office personnel for more information.
- Medication will be administered in the presence of the school nurse and/or health assistant, or in their absence, by the person designated by the school principal, or as otherwise required by law.
- All over-the-counter and/or non-prescription medication must be given by a parent or we must have the district Medication Authorization form on file.

MESSAGES

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

PHYSICAL EXAMINATIONS

All students are encouraged to have a physical exam each year. If conditions are such that limited participation in physical education or any other school activity is necessary, a doctor's statement should be shown to the teacher concerned and filed in the office. Students participating in competitive sports, cheerleading, and/or drill team are required to obtain a physical examination each year. Forms for the exam may be picked up from the office.

SCHOOL HOURS

School hours are considered between 7:30AM and 3:00PM. This allows students to work with teachers before and after regular classroom time. Only students who are involved in approved and supervised teacher-help programs, library research, or extra-curricular activities are allowed to remain in the school after 3:00 PM each school day. All other students are requested to vacate the building by that time in order for building cleaning to take place. The outside building doors will be locked at 3:00 PM (1:30 on Fridays), with no student access without clearance. You must be supervised by a specific teacher to remain on campus.

TEXTBOOKS

Textbooks are school property and are loaned to students for their use. Students are responsible for lost or damaged texts and are expected to pay replacement costs if lost or damaged. When texts are issued to students, it becomes their responsibility to care for and provide security for the books to avoid a fine at the end of the school year. Fines may be assessed for damage to textbooks and equipment.

VENDING MACHINES

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

VISITORS

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

WITHDRAWL FROM SCHOOL

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

ACADEMICS AND RECOGNITION

GRADES AND CREDITS

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

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

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

GENERAL MEANING OF ACADEMIC GRADES

Student performance is graded each term (4 times yearly) as: A= Complete mastery of all standards; B= Mastery of most standards; C= Mastery of some standards; D= Has not mastered most standards; F= Failing; or M = Not enough evidence to give a grade. An M grade will turn into an F if it is not corrected.

CRITERIA FOR DETERMINING ACADEMIC GRADES

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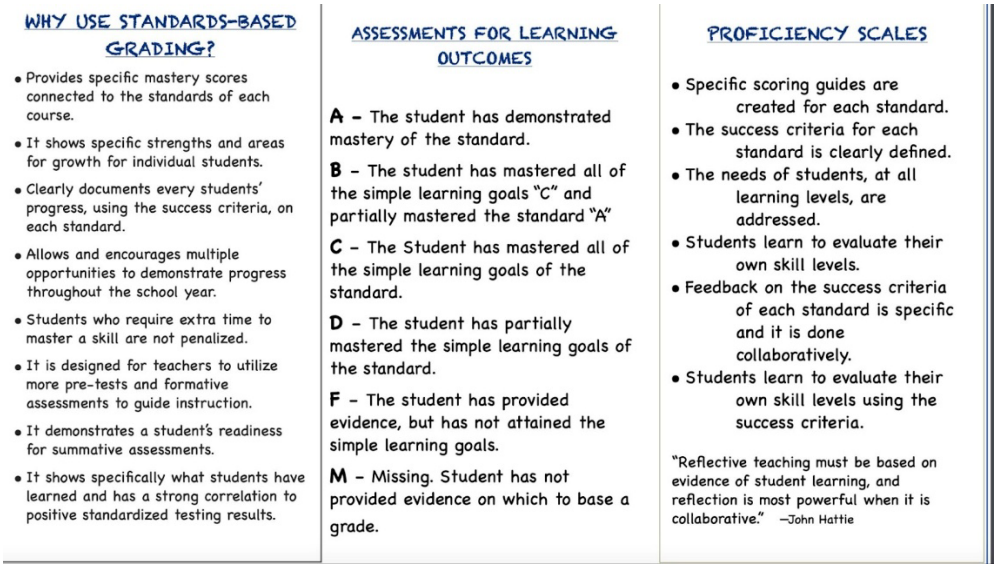


WHY USE STANDARDS-BASED GRADING?

- Provides specific mastery scores connected to the standards of each course.
- It shows specific strengths and areas for growth for individual students.
- Clearly documents every students' progress, using the success criteria, on each standard.
- Allows and encourages multiple opportunities to demonstrate progress throughout the school year.
- Students who require extra time to master a skill are not penalized.
- It is designed for teachers to utilize more pre-tests and formative assessments to guide instruction.
- It demonstrates a student's readiness for summative assessments.
- It shows specifically what students have learned and has a strong correlation to positive standardized testing results.

ASSESSMENTS FOR LEARNING OUTCOMES

A – The student has demonstrated mastery of the standard.

B – The student has mastered all of the simple learning goals "C" and partially mastered the standard "A"

C – The Student has mastered all of the simple learning goals of the standard.

D – The student has partially mastered the simple learning goals of the standard.

F – The student has provided evidence, but has not attained the simple learning goals.

M – Missing. Student has not provided evidence on which to base a grade.

PROFICIENCY SCALES

- Specific scoring guides are created for each standard.
- The success criteria for each standard is clearly defined.
- The needs of students, at all learning levels, are addressed.
- Students learn to evaluate their own skill levels.
- Feedback on the success criteria of each standard is specific and it is done collaboratively.
- Students learn to evaluate their own skill levels using the success criteria.

"Reflective teaching must be based on evidence of student learning, and reflection is most powerful when it is collaborative." —John Hattie

The following is a list of grades and the grade points assigned to each:

(A) 4.00 (A-) 3.667 (B+) 3.333 (B) 3.000 (B-) 2.667 (C+) 2.333 (C) 2.000 (C-) 1.667

(D+) 1.333 (D) 1.000 (D-) 0.667 (F) 0.000 (M) 0.000

INCOMPLETE or MISSING GRADES

A student may receive an Incomplete or Missing (M) grade in case of extended illness or other pre-approved absences. Incompletes may not be given to students who could have completed the work during the allotted time period. The incomplete and/or missing grade must be made up within 2 weeks of the end of the grading period or the grade will automatically change to an "F".

GRADE CHANGES

Grade changes by teachers will be made within two (2) weeks after the end of the term and can be only be made for clearance of an "M" or for computation or recording errors.

CLASS SCHEDULE CHANGES

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

ACADEMIC HONOR ROLL

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

HONOR ROLL RECOGNITION

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

VALEDICTIORIAN SELECTION PROCESS

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

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

CRITERIA FOR DETERMINING ACCOUNTABILTY GRADES

DHS will use the DCSD Accountability Grading Proficiency Scale. Citizenship grades will have an effect on eligibility for extra-curricular activities. Students who receive a U citizenship grade will not be eligible to participate until the grade is rectified.

3.0

Duchesne County School District

Accountability Grading Proficiency Scale

Be Present! Be Engaged! Behave!

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

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

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

(3.0 Updated: June 1, 2026)

CLASSWORK ACCOUNTABILITY STATEMENT

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

CRITERIA FOR DETERMIING ATHLETIC AWARDS

The outstanding male and female athlete for each current year will be based on the following point system:

(All-state or all-region must be from the *Deseret News*.)

Note: For cross country, the first 7 places are considered first team all-state, 8th -14th place is second team.

Note: 11 points is the maximum possible for any one sport.

A student **must participate in at least 3 sports** to be eligible for this award.

Individual Sports (Wrest. Track, CC, etc)	
State Champ	10
State 2nd Place	9
State 3rd Place	8
State 4th Place	7
Region Champ	6
Region 2nd Place	4
Varsity Letter	2
Participant	1
MVP	1 bonus

Team Sports	
1st Team All-State	10
2nd Team All-State	8

The outstanding scholar-athlete award will be computed as follows:

Academics: The cumulative GPA, as of the end of 3rd quarter, will be computed and the students will be ranked accordingly, with the following point scale applied:

1st = 15 2nd = 13 1/2 3rd = 12 4th = 10 1/2 5th = 9 etc.

The students will then be ranked athletically according to the points earned for the athletic award. The scale for this ranking is:

1st =10 2nd = 9 3rd = 8 4th = 7 5th = 6 etc.

A bonus of 2 points per sport will be given to any student who is named Academic All-State by the Utah High School Activities Association. A maximum of 6 bonus points may be earned from Academic All State.

The points from the athletic scale, academic scale, and bonus points will be totaled and the winner is the student with the most total points.

Note: a student **must participate in at least 2 sports** to be eligible for this award.

POLICIES OF STUDENT CONDUCT

Duchesne High School encourages the development of mature, responsible citizens. Since an orderly atmosphere is essential if learning is to take place, the following guidelines are intended for the personal welfare of the student, as well as for the common good of the entire school.

- A constant respect for persons including teachers, fellow students, staff, visitors, or others, is the basic requirement.
- Consideration for personal and community property is a visible sign of this respect.
- An atmosphere for learning must exist in order for education to take place.
- Students should be cooperative and courteous. If a conflict arises, the student should maintain self-control during the situation until an orderly appeal can be made to the principal or a teacher.

ACTIVITIES ATTENDED OUTSIDE THE SCHOOL OR DISTRICT

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

AFFECTION

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

ATTENDANCE POLICY (see appendix for additional information)

1. DHS will utilize the DCSD Compact Grading Matrix. Based on the matrix, students with excessive absences and low grades will be assigned to a lunch time study hour. Please refer to the matrix included at the end of this document.
2. Parents are responsible to see that their children attend school, but may keep the students out of school for family emergencies. Parents are discouraged from keeping students out of school for such things as shopping, baby-sitting, recreational activities, or any other non-emergency family business.
3. Students will be allowed to make up work assigned by the teacher in all cases of excused absences. The *school* will decide if the absence is excused, after contact with parents.
4. Teachers will be required to give students who are absent (excused) an opportunity to show proficiency on missed learning opportunities, including tests. This policy includes students who are suspended from school; they should be allowed an opportunity to complete work missed during the time of the suspension. A reasonable deadline will be set for work to be completed.
5. Students missing a class to participate in any school-sponsored activity will not be considered absent from that class. To earn full grade and credit, students will be required to make up any work assigned by the teacher. In all cases, it is the students' responsibility to get work from teachers.
6. Students missing school to attend school activities which do not pertain to them, such as the honors sneak, will be considered truant.

3.0

Duchesne County School District

Compact Grading Matrix

Secondary

PRESENT

(# of Days Absent per quarter per class. All absences count, except hospitalization.)

GRADE	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17+
As																		
Bs																		
Cs																		
Ds																		
F/M																		

Citizenship Grades	
H	Honors level of attendance. Keep up the good work!
S	Warning: on watch. Keep your grades up and attend class to avoid dropping any further.
N	You are in study hall sessions until you get back into the green or blue. Coordination with parents will take place.
U	An Attendance Contract is created in coordination with parents. You are in study hall until the conditions of the contract are met. Possible service opportunities, etc.

(for Pass/Fail Courses)

Secondary

PRESENT

(# of Days Absent per quarter per class. All absences count, except hospitalization.)

GRADE	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17+
P																		
F																		

(3.0 Updated: June 1, 2026)

TRUANCY

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

TARDIES

Students with unexcused tardies and/or late more than 10 minutes:

- Students arriving to school tardy will be required to check in at the front office.
- Five (5) occurrences, the student will be required to complete two (2) days in Study Hall or one hour of approved community service.
- Ten (10) occurrences, the student will be required to complete four (4) days in Study Hall or two hours of community service with the school custodians.
- Fifteen (15) occurrences, the student will then be required to complete one full day of In-School Suspension (ISS).

If a student chooses community service and fails to actively participate and fulfill the duties set forth by the administration, that option will be taken away and that student will then have to complete Study Hall to be compliant. If the student fails to comply with the Study Hall Procedures, then a meeting with the principal and a Personal Accountability Contract will created.

If students fail to comply with the aforementioned policy; a meeting with the Principal, guardians, and other pertinent administration will be scheduled, and more severe disciplinary actions, including possible loss of eligibility or a “U” citizenship grade, may be taken.

ATTENDANCE PROCEDURES

1. If you are absent from school. .. Parents should call the office (738-1260) or send a note with the student to excuse absences within 2 days of being absent. The note or phone message must include the reason for absences and the date of the absences.
2. Late Arrivals/Check-in: The student should report directly to the office to check-In. If the student has a doctor's statement, or a note from a parent stating the time and reason for tardiness, the tardy will be "excused." Otherwise, it will be unexcused.

Early Dismissal/Check-Out: Once a student has arrived on school property, the student becomes the legal responsibility of the school. Any student who leaves the campus must be excused by the parent in person, by written note, or by phone call BEFORE leaving school.

AUTOMOBIES AT SCHOOL

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

BULLYING/CYBER-BULLYING/ABUSIVE CONDUCT/HAZING

Bullying will not be tolerated at DHS, whether verbal, physical, or electronic. Those who engage in bullying will be given the strictest penalties allowed by Duchesne School District. Students are asked to report incidents of bullying to the principal or counselor.

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

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

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

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

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

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

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

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

I. (A) endangers the mental or physical health or safety of a school employee or student; (B) involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; (C) involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or (D) involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and

II. (A) is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club, or event; or (B) is directed toward a school employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the individual who commits the act also participates.

The conduct described constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

BUS TRANSPORTATION

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

CHEATING

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

Artificial Intelligence:

As emerging technologies like artificial intelligence (AI) and Natural Language Processing (NLP) become more prevalent, our District is proactively developing principles to guide the safe, effective, and responsible use of these tools for student learning.

Students are required to rely on their own knowledge, skills, and resources when completing schoolwork. To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work except as outlined in governing board policy. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that staff is tasked with developing in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Behavioral Referral Process.

Under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students may use such resources to help them better understand and analyze information and/or access course materials. If students have any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

CLASSROOM BEHAVIOR

A student is expected to comply with the requests of teachers and substitutes regarding classroom control and discipline, as well as academic work. No students are permitted to leave the classroom without permission of the teacher. Students who are asked to leave the classroom as a disciplinary action will need to go immediately to the principal's office.

Teachers will develop their own set of classroom rules and will communicate them to their students. When students have disrupted classroom learning activities beyond acceptance, they will be referred to the principal for possible suspension or other penalties.

Behavior interventions will be determined using the DCSD Conduct Level document.

Upon referral to the office, the following consequences may be imposed. (a) Assignment to PASS for an appropriate number of days depending upon the severity of the disruption. (b) Loss of Extra Curricular Eligibility: Student is ineligible to participate in, or attend, any extra-curricular activity until cleared from PASS and assigned coursework is complete. (c) Referral to district student services as a habitually disruptive student, for possible change of school placement.

3.0

Duchesne County School District
Conduct Levels

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

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

(3.0 Updated: June 1, 2026)

CLASS INTERUPTIONS

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

DAMAGES

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

DRESS AND APPEARANCE

All clothing and attire will be of such fashion and style as to appropriately cover the body in a modest and becoming manner for the school setting. The following rules will apply:

- No vulgar or obscene pictures or sayings (or innuendoes of such nature) printed on the clothing.
- No attire which promotes or depicts controlled substances.
- Clothing attire that mimics non-human characteristics
- Clothing must cover the skin from shoulder to thigh. No spaghetti straps or bare midriffs.
- No headwear including: hats, scarves, bandanas, caps, or hoods.
- No gang-related clothing.
- Shoes must be worn. Shoes with roller devices are not allowed.
- Hair must be styled so that it is neat, clean, well-groomed and so that it does not interfere with the student's vision. Hair style or color must not create a distraction to the educational process. A small amount of bright or unnatural colors in the hair will be allowed as long as it is not excessive, as determined by administration. Mohawks and spiked hair are not allowed.
- At the discretion of administration, jewelry which is distracting to the educational process is not allowed, which may include certain piercings.
- Appropriate body hygiene is required of all students.

ACTIVITIES AND ELEGIBILITY STANDARDS

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

A student must have a 2.0 CPA with no Us from the previous grading period. A student may restore eligibility by completing community service or upon the completion of an approved course.

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

GAME DAY ATTENDANCE

Students must attend all classes on the day of an activity. An exception, such as a doctor's appointment, funeral, etc. must be cleared with the coach/advisor and administration **before** the day of the activity.

BUS RULES

All students must ride the bus to and from the activity. No student will be released to ride home with anyone other than his/her parents or guardians, and then only if they clear it with the coach/advisor first.

All school rules concerning behavior apply to students while they are on the bus. The coach/advisor is in charge and may apply whatever appropriate disciplinary measures deemed necessary.

EXTRA-CURRICULAR POLICY REGARDING USE OF ILLEGAL SUBSTANCES

1. First Offense: The student will be suspended from participation in any extracurricular activities for a period of three (3) weeks. The student is required to complete 15 hours of approved community service. Community service must be complete before eligibility is reinstated. In addition, the student must create a self-improvement plan.
2. Second Offense: The student will be suspended from participation in any extracurricular school activities for a period of nine (9) weeks. The student is required to complete 45 hours of approved community service. In addition, the student must complete an approved treatment/intervention program before eligibility is reinstated.
3. Third Offense: The student will be suspended from participation in any extracurricular school activities for a period of eighteen (18) weeks. The student is required to complete 90 hours of approved community service. The student must complete an approved treatment/intervention program before eligibility is reinstated. The student must receive counseling by a licensed counselor (school or any outside agency) with an initial visit and any needed follow up sessions. In addition, the student must successfully pass the school drug test.
4. Fourth Offense: The student will be suspended from participation in any extracurricular school activities for a period of eighteen (18) weeks. The student is required to complete 90 hours of approved community service. The student must complete an approved treatment/intervention program before eligibility is reinstated. The student must receive counseling by a licensed counselor (school or any outside agency) with an initial visit and any needed follow up sessions. In addition, the student must successfully pass the school drug test twice per month (or wear a drug identification patch) before being granted eligibility.
5. Fifth Offense: The student will lose eligibility for the remainder of his/her high school career. Junior High students are bound by this policy for the duration of junior high. When a student enters 9th grade he/she will begin with a clean slate.

FIGHTING

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

FUNDRAISING

All fund raising and advertising (selling of ads) must be approved by the principal and the program advisor before DHS is committed to any financial responsibility. All funds raised on behalf of DHS shall be submitted the school financial office and administered by DHS. There shall be no “outside” accounts that pertain to DHS.

HOME SCHOOL/DUAL ENROLLMENT

Credits will be accepted from accredited educational providers. No credits will be accepted from home-taught courses or non-accredited courses without prior agreement from the principal.

Also, to be eligible for extra-curricular activities, grades from homeschool or alternate providers must be reviewed by DHS administration at the end of each DHS grading period.

LANGUAGE/MANNER OF SPEECH

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

LUNCH

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

PARKING LOTS

All student vehicles should be legally parked during the school hours. All laws regarding parking should be observed, including those related to established handicapped zones.

SAFE SCHOOL POLICY

Safe Schools

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

Delegation of Authority

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

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

Publication of Safe Schools Policy

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

Conduct Resulting in Suspension/Expulsion

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

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

Mandatory Suspension/Expulsion

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

1. Possession of a weapon, explosive, or flammable material.
2. The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities within 1000 ft. of school grounds.
3. The sale, control, delivery or transfer or distribution of a drug or controlled substance as defined in UCA 58-37b-2.
4. The sale, control, distribution, delivery, or transfer of imitation controlled substances as defined in UCA 58-37b-2.
5. The sale control or distribution of drug paraphernalia as defined in UCA 58-37a-3.
6. Commission of an act involving the use of force or the threatened use of force which, if committed by an adult would be a felony or class A misdemeanor.
7. Assaults a teacher or other individual. A student who commits an assault will be suspended until the next regularly scheduled school board meeting.

Behaviors Resulting In Suspension/Expulsion

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

Behaviors Displayed

- Weapons at School (gun, knife)
- Fighting

- Bullying
- Sexual Harassment
- Severe Defiance to Authority
- Disregard for Property
- Drugs, Alcohol, Tobacco, Vaping

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

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

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

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

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

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

Incidents involving students with an IEP will be reviewed on an individual basis.

Note: Security cameras are located throughout the campus to help identify those who engage in inappropriate behavior

SEARCH AND SEIZURE

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

SEXUAL HARASSMENT/TITLE IX

DHS strives to maintain the dignity of the individual and feels that every person is entitled to be treated respectfully, with all rights and freedoms accorded by law and by human ethics.
Harassment in any form (sexual, verbal, physical, electronic) is unacceptable and will not be tolerated. Hazing will be considered as a form of harassment. Any student either directly participating in any such act, or found in complicity as an accessory, will be automatically suspended from school, and dealt with to the full extent of the Duchesne District Safe School Policy.
Sexual Harassment includes: any verbal, written, or physical conduct of a sexual nature, which has the purpose or effect of creating an intimidating, hostile, or offensive environment. Any suggestion, request, demand, or pressure for sexual involvement, accompanied by implied or explicit threat concerning one's grades, extracurricular standing, job, etc. is prohibited. This includes, but is not limited to the following:

1. Derogatory, demeaning, or offensive jokes, teasing or comments of a sexual nature.
2. Graphic remarks or sexual comments about an individual's body.
3. Sexually suggestive or obscene telephone calls, letters, notes, or invitations.
4. Sexually suggestive or obscene pictures, cartoons, posters, or objects.
5. Grabbing, pinching, or touching of private areas.
6. Deliberate cornering, shouldering, or bumping in hallways.
7. Sexual gestures, unwanted pats or hugs, any unwanted touching.
8. Any form of sexual threat, intimidation, or exploitation.
9. Actual or attempted sexual assault, molestation, or rape.
10. Sexist remarks or gender-based stereotyping.
11. Depantsing of students.

Incidents of harassment should be reported to a teacher, principal, or other trusted adult. Utah reporting laws apply to all adults at school.

5.0100.04 DISCRIMINATION POLICY
*Issue Date: 5/8/97*The policy of the District is not to discriminate on the basis of sex, disability, race, creed, color, national origin, age, religion, politics or any other condition as required by various state and federal laws for admission or access to treatment or employment in educational programs or activities.

Inquiries concerning Title VI, Title IX, and Section 504, may be referred to:
Duchesne County School District
Office of the Superintendent
P. O. Box 446
Duchesne, Utah 84021
435 738-1240
Or
U. S. Department of Education
Office of Civil Rights
1961 Stout Street
Denver, Colorado 80294

5.0100 EQUAL EDUCATIONAL OPPORTUNITIES
5.0100.01 GENERAL
Issue Date: 5/8/97
No officer or employee of the District, when acting or purporting to act in official capacity shall refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin.
Utah Admin Rule 300-112-3

5.0100.02 TITLE IX
Issue Date: 5/8/97
The Board shall adopt and publish grievance procedures providing for prompt and equitable resolution of student complaints alleging any action prohibited by Title IX of the Education Amendments of 1972, as amended.
20 USC § 1681-86
34 CFR § 106.8(b)

5.0100.03 TITLE IX COORDINATOR
Issue Date: 5/8/97

Updated: 3/9/23
The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:
Name: Phillip Bertoch
Position: Human Resources Director
Address: 1010 E 200 N, Roosevelt, UT 84066
Office Telephone: 435-725-4520

Senior Trips

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

SKATEBOARDS, ROLLERBLADES ETC.

Rollerblades, skateboards, etc. are NOT to be ridden inside the building or on sidewalks around the building. Shoes that have rollers on them are not allowed in the building.

SNOWBALLS

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

SUSPENSION/EXPULSION

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

THEFT

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

TOBACCO/VAPING ETC.

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

VANDALISM/PROPERTY DAMAGE

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

VIEWING OF STUDENT RECORDS

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

STUDENT SERVICES

BOOKSTORE

The office has a limited number of school supplies available for students to purchase. The bookstore will be open before school, after school, during lunch and between classes. The bookstore is closed during classes.

COUNSELING SERVICES

Students are encouraged to use the services of our counseling center. Our counselor is trained to work with students in the areas of academic counseling, career guidance, scholarship and college placements, behavior modification, course selection, educational planning, and resolution of personal problems. The counselor has ready access to student records and state/national test scores. Students may seek the help of the counselor themselves, or be referred by various members of the school or family. Our Counselor is generally available 8:00 AM to 3:30 PM, although special appointments may be made. If there is an emergency need, students should feel free to contact the counselor right away.

HEALTH SERVICES

A school nurse is assigned to DHS. Some age groups will have special exams (e.g., eye, hearing, or scoliosis) during the year. The contact information for the school nurse can be found at: https://www.dcsd.org/page/school-nurse

INTERNET SERVICES

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

{E3} DCSD schools will use the document signed during registration "Responsible Use for Duchesne County School District Technology Resources" for all items pertaining to technology use.

MEDIA CENTER (LIBRARY) SERVICES

Students are encouraged to make extensive use of the Media Center. When students come to the center, they should arrive with a study purpose in mind. If they are sent by a teacher, to take a test or study, they should have a note from that teacher. The Media Center is a place for *quiet* study. The use of cell phones is not allowed in the media center (library).

RIGHT TO DUE PROCESS

Students and their parents have the right to be heard concerning incidents at school, and may appeal decisions made

at the school level by contacting Duchesne School District officials at 435-738-1240.

CIVIL RIGHTS NOTICES AND PROCEDURES

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

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

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

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

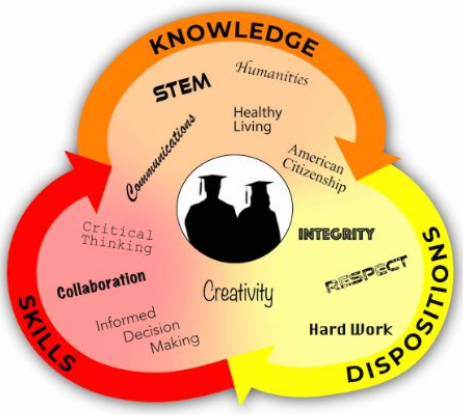
APPENDIX

Duchesne County School District

Mission

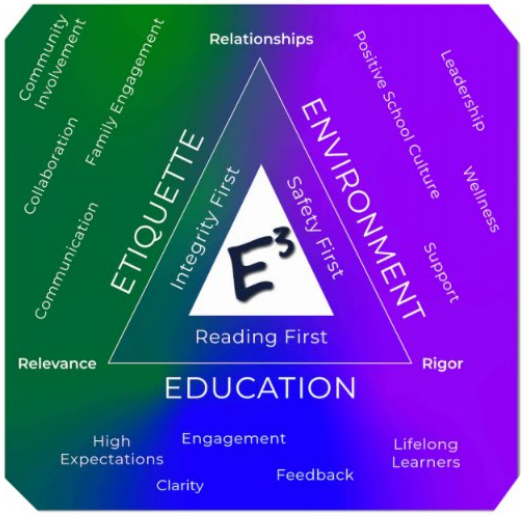
Educators persistently engage students in gaining the knowledge, skills, and dispositions to lead fulfilling lives.

Graduates of
Duchesne County School District
have the . . .



. . . to lead fulfilling lives.

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



3.0

Duchesne County School District
Accountability Compact

Students: **Be Present! Be Engaged! Behave!**

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

And . . .

Parents:

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

And . . .

Staff:

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

Then . . .

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

Graduates of
Duchesne County School District
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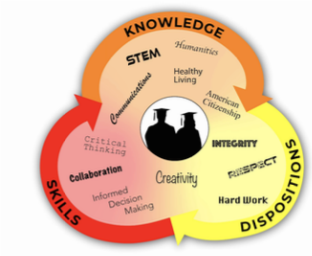

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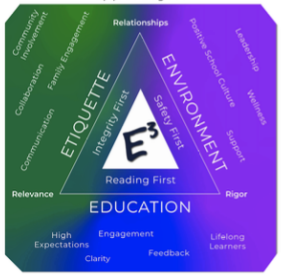

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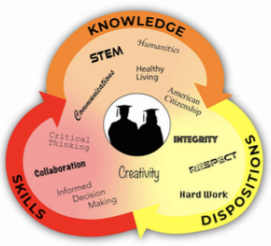

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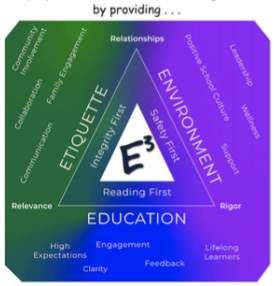


3.0

Duchesne County School District
Conduct Contract

Level # _____

School:		Date:		Student:	

Individualized Evidence-Based Behavior Intervention Plan

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

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

Follow-Up Timeline:

CONSEQUENCES Natural or Imposed. Personal or Relationships.

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

Student: _____ Parent: _____

School: _____ Date: _____

(3.0 Updated: June 1, 2026)

Duchesne County School District
High School Graduation Check Sheet

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

Student Name: _____
Graduation Year: _____

English Language Arts (6.0)

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

Mathematics (6.0)

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

Science (3.0)

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

Social Studies (3.0)

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

Fine Arts (1.5)

CTE (1.0)

Health & PE (2.0)

Health II				
Fit For Life				
PE Elective				

Financial Lit. (0.5)

Computer Lit. (0.5)

Electives (12.5)

Notes:

Credits Earned

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

Civics Test Passed: ☐

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

Credits That Should Be Earned At Each Quarter

	Q1	Q2	Q3	Q4
9th Grade	2.25	4.5	6.75	9
10th Grade	11.25	13.5	15.75	18
11th Grade	20.25	22.5	24.75	27
12th Grade	29.25	31.5	33.75	36

The school's job is not merely to get you to graduate.

Our job is to prepare you for anything you ever choose to do - so you can lead a fulfilling life.



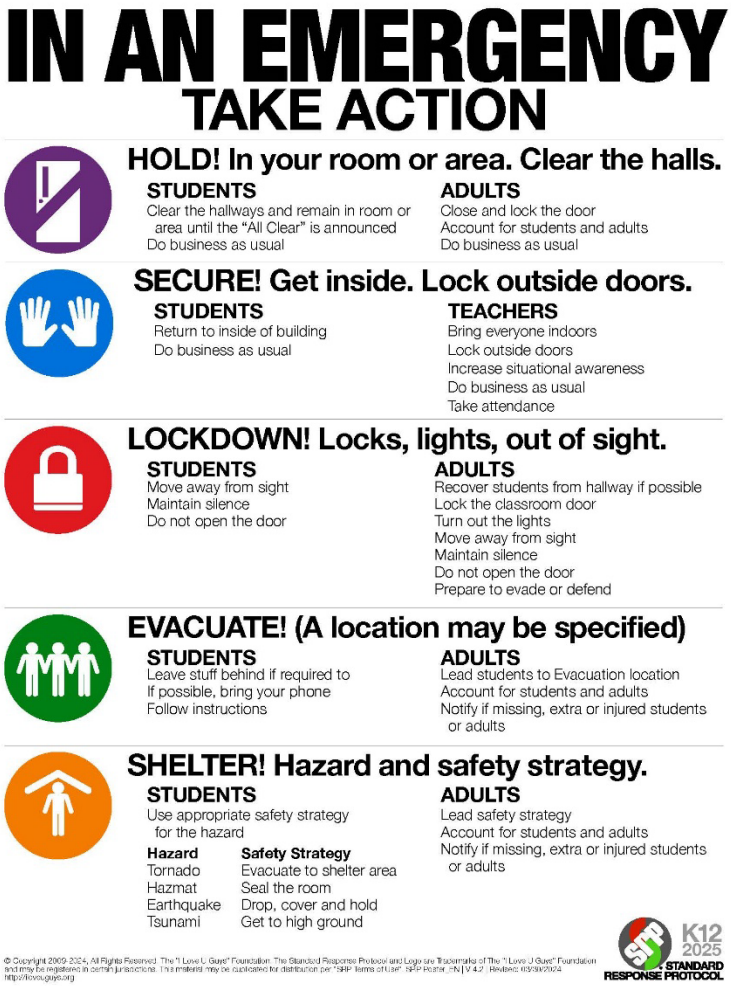
Career Planning	
Top Career Choice: _____ Courses that would help:	Plan:
2nd Career Choice: _____ Courses that would help:	Plan:
3rd Career Choice: _____ Courses that would help:	Plan:

Standard Response Protocol

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

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

Other Emergencies: During any emergency situation, students are expected to remain under the supervision of their teachers and follow all directions provided by staff.



Attendance Requirements

5.0220.01 DEFINITIONS

1. Absent

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

2. Parent Excused

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

"Valid excuse" means:

A. an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;

B. behavioral health of the school-age child;

C. a family death;

D. an approved school activity or suspension;

E. an absence permitted by a school-age child's: individualized education plan; or section 504 accommodation plan;

F. Any reason made pursuant to Section 53G-10-205 or 53G-6-803(5).

Utah Admin Rules R277-607-2

3. Chronic Absenteeism

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

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

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

6. Truancy/Sluff (skipping class)

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

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

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

9. Others

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

5.0220.03 SECONDARY SCHOOL ACTIONS

1. It is the responsibility of teachers to ensure accurate attendance has been recorded in the manner prescribed by the district.
2. It is the responsibility of the administrator or a designee to record and track a student's absences and, within certain limits, to send notifications to parents and, ultimately, to the proper governmental agencies.
3. Process for Notice of Truancy Violation related to secondary schools (child is in 7th-12th grade and is 12-17 years old):
    1. Before five days of truancy within a school year, the administration, or designee, may make a Contact Of Inquiry with the parents/guardians of the student to inform them of the truancy status (email, letter, phone call with follow-up email, etc).

2. Upon the 5th (or subsequent) day of truancy within the school year, school administration, or designee, shall send a First Letter of Excessive Truancy to parents/guardians. Parents will be directed to meet with school authorities to discuss the truancies and to begin or continue an evidence-based alternative intervention to secure regular attendance.
3. Upon the 5th (or subsequent) day of truancy from the date of the First Letter of Excessive Truancy (minimum of 10 total truancies), the student and parents/guardians have failed to cooperate with efforts on the part of school authorities to resolve the school- age child's attendance problems and have reached the status of a Habitual Truant. School administration, or designee, shall send a Second Notice of Excessive Truancy Letter through certified mail. Parents will be directed to meet with school authorities to discuss the truancies and to begin or continue an evidence-based alternative intervention to secure regular attendance. Possible interventions could include mentorship, group counseling, learning executive function skills, community resources, or other similar programs.
4. Upon the 5th (or subsequent) day of truancy from the date of the Second Letter of Excessive Truancy (minimum of 15 total truancies), the student and parents/guardians have failed to cooperate with efforts on the part of school authorities to resolve the school- age child's attendance problems and have reached the status of a Habitual Truant for the second time. School administration, or designee, shall send a Third Notice of Excessive Truancy Letter through certified mail. Parents will be directed to meet with school authorities to discuss the truancies and to begin or continue an evidence-based alternative intervention to secure regular attendance. Possible interventions could include mentorship, group counseling, learning executive function skills, community resources, or other similar programs.
5. Upon the 5th (or subsequent) day of truancy from the date of the Third Letter of Excessive Truancy (minimum of 20 total truancies), the student and parents/guardians have failed to cooperate with efforts on the part of school authorities to resolve the school- age child's attendance problems and have reached the status of a Habitual Truant for the third time. School administration, or designee, shall refer the case to Juvenile Court.
   Utah Code 53G-8-211 (5)

5.0220.04 EXEMPTIONS

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

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

   Utah Code 53G-6-204