David Douglas High School Student Handbook

2026-2027

DAVID DOUGLAS HIGH SCHOOL

WE ARE **SCOTS** WE ARE **UNITED**

Principal – Jennifer Buscher

Administrators
Rolando Florez
OJ Gulley
Valoree Hill
Angie Ortiz-McNeese
Joe Talley

Deans of Students
Kaitlyn Kamerman
Davina Weigant
Mario De Ieso

1001 SE 135th
Portland, Oregon 97233
Telephone: 503-261-8300

Please refer to the district website for updated events & information. www.ddsd40.org

The information in this book was the best available at press time.

Watch for additional information and changes.

Dear David Douglas High School Community,

I am honored to welcome you to the 2026-27 school year at David Douglas High School. Our mission at DDHS is to educate all students in a nurturing, challenging, safe, and inclusive environment. The primary purpose of a comprehensive education is to create a safe learning environment that will lead to self-motivation and independence for all students. This student planner is designed to acquaint students, parents, caregivers, and teachers with the policies and procedures necessary for a successful school year. We ask our students to use this planner as a tool to ensure they manage their time and to understand our expectations during school hours and at all school events and activities.

This handbook contains processes that govern the operation of David Douglas High School. It is revised and adjusted annually to ensure students have a successful experience while attending our school. The policies on the following pages provide our students and families with the framework for a safe and efficient learning environment. David Douglas High School is excited about the opportunity to provide the support needed for all students to enjoy a rewarding school year.

I hope you and your students experience a productive and enjoyable school year at David Douglas High School.

Sincerely,

Jennifer Buscher
Principal

STUDENTS' RIGHTS AND RESPONSIBILITIES

DAVID DOUGLAS SCHOOL DISTRICT STUDENT CODE OF CONDUCT

INTRODUCTION, PHILOSOPHY, LEGAL BASIS

This document is designed to be a reference for students and caregivers in order to help all learn and contribute to a positive, respectful environment in our David Douglas Schools. We believe that students, staff, caregivers share a collective responsibility to foster a culture of safety and respect for all members of our community.

In compliance with Oregon State Statutes, the School Board of the David Douglas School District accepts its responsibility for adopting rules for the general governance of the schools and for the maintenance of discipline. The Board continually strives to maintain a school climate that is wholesome, safe, healthy, and free from discrimination. One method of accomplishing these goals is to spell it out, in clear and concise language, students' rights and responsibilities, develop understandable rules on student conduct, and maintain an orderly and consistent procedure for dealing with violations.

Oregon law addresses student discipline, suspensions, expulsions and codes of conduct, as well as property damage, threats and injuries to students and school employees in Chapter 339 of the Oregon Revised Statutes. Section 21 of the Oregon Revised Criminal Code provides for the use of reasonable physical force in the schools. The David Douglas School Board believes that every individual must share the rights, the duties, and the responsibilities in the operation of an efficient public-school institution.

Careful attention has been given to procedures and methods that have the goal of being fair and consistent to all students. The objective of disciplining any student is to help the student realize the connection between their actions and the appropriate consequences in an attempt to teach work ethic and personal responsibility toward others. Students and caregivers need to be aware that students may be denied participation in extracurricular activities as a result of disciplinary action. In addition, titles and/ or privileges granted to students may also be revoked (e.g., valedictorian, student body class or club office positions, participation in school activities, prom, etc.) A referral to the suitable law enforcement agency for legal action may result if appropriate.

We thank all students, staff, and caregivers in advance for each individual's cooperation in working towards creating a safe welcoming place for all who enter our David Douglas Schools to learn.

RIGHTS AND RESPONSIBILITIES

David Douglas Schools' students are expected to be safe, respectful and responsible. Students are expected to act in a way that allows teachers to teach and students to learn, grow and thrive.

Students have a right to:	**Students have a responsibility to:**
● Discuss educational concerns with teachers and other school staff. ● Receive a copy of the Student Rights and Responsibilities Handbook. ● Receive fair discipline without discrimination. ● Report any concerns including incidents of verbal or physical threats including bullying, harassment, menacing or abuse. ● Access their school records within appropriate guidelines. ● Receive discipline information in a language they can understand in accordance with the district translation policy. ● A safe learning environment. ● An environment free from discrimination and harassment.	● Attend school regularly, arrive on time, bring appropriate materials, be prepared to participate in class and complete homework. ● Do their best. ● Respect the rights, feelings and property of other students, caregivers, school personnel, visitors, guests and school neighbors. ● Behave properly on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with teaching and learning. ● Follow classroom, school, and district rules. ● Read and understand the Student Rights and Responsibilities Handbook.

EQUAL EDUCATION OPPORTUNITY

No person shall, on the basis of age, disability, marital status, national origin, race, or sex, be subjected to discrimination under an education program or activity administered or authorized by the Board of Directors.

David Douglas Public Schools will ensure that all students with disabilities ages 5 through 21 residing within its attendance area have available to them a free and appropriate public education in the least restrictive environment. The rights of students with disabilities and their caregivers will be protected in accordance with State and Federal Laws.

The policy of the David Douglas School District prohibits discrimination on the basis of sex in its education programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to: Human Resources, David Douglas School District, 11300 NE Halsey St., Portland, Oregon 97220, or to the Director of the Office of Civil Rights, Department of Education and Welfare, 915 2nd Ave 3310, Seattle, WA. 98174

ARTICLE I ♦ ACADEMICS

SECTION 1 ▪ GRADUATION REQUIREMENTS

CLASS OF 2027 AND BEYOND	
Subject	**Credits**
English	4
Math	3
Science	3
Social Studies	3
Personal Finance	.5
Health	1
Physical Ed.	1
Fine/Applied Arts	3
Elective	5
College & Career Prep	.5
Total	**24**

SECTION 2 ▪ COMMENCEMENT CEREMONY

Students achieving the academic standards established by the Oregon Department of Education and the David Douglas School District will be celebrated in a dignified, formal commencement ceremony.

1. **Attire:** As a demonstration of unity and pride as David Douglas Scots, graduates wear traditional red graduation gowns and caps adorned with tassels. Students graduating with honors will be provided a cord (black, silver, or gold) to wear during the ceremony. Students completing Career and Technical Education course requirements will be provided a CTE cord (orange, green and blue-grey).
2. **Tickets:** Admission is by single ticket only. Children under 2 may enter with an adult and must sit on the adult's lap. Graduating seniors will receive tickets based on the number of graduates and the seating capacity of the venue. Tickets are not available for sale and may not be duplicated.
3. **Rehearsal:** Rehearsal will be held at the venue the morning of Commencement. Students may take bus transportation from David Douglas High School or drive themselves. The Administrative Team and Graduation Planning Team will provide instructions and lead students through the order of Commencement events.
4. **Exclusion:** Graduating Seniors may be excluded from participation in the Commencement ceremony during the ceremony. The honor of participation is granted to students who abide by behavioral guidelines at school and at the venue, **including requirements for attire**.
5. **Diplomas:** When crossing the stage during the commencement ceremony, students receive a diploma cover. Personalized diplomas will be available following the ceremony in the graduation staging area.

SECTION 3 ▪ DIPLOMA OPTIONS

Standard Diploma – The student must meet the full set of academic content standards and requirements for Essential Skills without modifications.

Modified Diploma – The student must meet the full set of academic content standard requirements for Essential Skills (using a cut score formula) with or without modifications and accommodations, and through modified courses.

Extended Diploma – The student has demonstrated the inability to meet the full set of academic content standards for a high school diploma with reasonable modifications and accommodations due to illness, injury, medical condition, or special education needs.

Certificate of Attendance – The student must meet the academic content standards with extensive modifications and accommodations and obtain 24 credits in any combination of offered classes.

SECTION 4 ▪ GRADING SYSTEM

Each semester a student has the opportunity to receive 4 credits, which are recorded on a student's transcript. The student's achievement during the 18 weeks plus the student's score on the semester exam determines the final grade. Grades will be recorded on report cards and mailed to caregivers each semester. The following scale is used to report academic achievement:

- **A** **Excellent** – The student has completed all required work in an exemplary way.
- **B** **Above average** – The student has completed the required work in an above-average way.
- **C** **Average** – The required work has been completed satisfactorily.
- **D** **Below Average** – This is the lowest passing grade. Only minimum requirements have been fulfilled.
- **F** **Failure** – No credit.
- **P** **Pass** – Credit is awarded.
- **U** **Unsatisfactory** – No credit is awarded in a class designated as pass/no pass.
- **W** **Withdrawn** – A student will receive a "W" grade when they drop the class after the fourth week of either semester. The student cannot take Credit Recovery to obtain a grade.
- **X** **X-Grade Replacement** – A class has been repeated because of a deficient grade. The original class is marked to maintain a record of course history. A student who receives an "F" in a class can repeat the class, delete the previous grade, and have the new grade placed on the transcript.

SECTION 5 ▪ GRADE CHANGE POLICY

Students have the right to appeal grades if they feel there has been a mistake. The procedure is as follows:

1. Student contacts the teacher for a conference, bringing in assignments and recorded tests. If the problem is unresolved and the student still feels there should be an adjustment, they may appeal to the student's administrator.
2. The administrator will review and consider a grade change only if there has been a violation of the school's grading policy and or department late work policy.

SECTION 6 ▪ PASS/NO PASS GRADES

1. No student may be a Salutatorian or Valedictorian with a "pass/no-pass" grade on their transcript in any course other than Student Assistant. A Salutatorian/Valedictorian may not have an "X" on their transcript.

2. During the eighth semester of high school, students enrolled in advanced courses of Math, English, Science and Social Studies may request a pass/no-pass grade. The paperwork for this option must be completed no later than the end of the fourth week of the semester.
3. Grade percentages of 60% and higher are necessary to earn credit in a course. Below 60% will not be awarded credit unless the student diploma type allows.
4. Some courses may be graded on a pass/no-pass grading system.
5. Students enrolled in a pass/no-pass course cannot seek college credit.

SECTION 7 ▪ MAKE-UP WORK POLICY

It is the student's responsibility to contact teachers when they return to school and make arrangements to make up for missed work. **All work missed during an absence must be made up in order for the student to receive points. Work missed because of an unexcused absence would be accepted within department policy.** The time allotted for make-up work will depend on the following:

1. **Excused Absences:** A student must be prepared to make up previous assignments and tests.
2. **Prolonged illness or hospitalization:** Refer to the Counseling Office for information about obtaining a tutor.
3. **Short term excused, prearranged absences:** Work missed from absences such as doctor/dental appointments, school activities and athletics, field trips, job interviews, etc. must be **turned in the day the student returns** in order for them to receive points.
4. **Long term excused, prearranged absences:** Work missed for prearranged absences exceeding two days must be turned in **within five school days** following the student's return to school in order to receive points.
5. Absences for more than 10 days refer to Article II, Section 2.
6. Out of School Suspension – please reference Article XIII, Sections 3 and 5.

SECTION 8 ▪ SEMESTER EXAMS

Semester exams are mandatory. Any student unable to take an exam as scheduled must notify the teacher prior to the exam through a Prearranged Absence Form obtained in the Attendance Office. If a student misses the semester exam with an excused absence, the student, if physically able, will have two weeks in which to make up the exam. If they fail to do so, the grade will be recorded as a zero and figured in the cumulative semester grade.

SECTION 9 ▪ SCHEDULE CHANGE POLICY

1. Students may not request a teacher.
2. No changes may be made to forecasted classes unless the student meets one of the following criteria:
    a. Incomplete schedule
    b. Previously passed class
    c. Early Dismissal/Late Arrival (grades 11, 12)
    d. Student Assistant
    e. Class level misplacement
3. If a student receives a schedule change when the new semester begins, they will be responsible for missed work in this new class.

SECTION 10 ▪ DROPPING A CLASS

Students dropping a class after the fourth week will receive a "W" (withdrawal) grade and will not be allowed to add another class for credit. The "W" grade will be figured into the grade point average as an "F" grade. *Note: The class can only be made up during the regular school day.*

SECTION 11 ▪ APPEAL PROCEDURE

Students who wish to appeal disciplinary action or a grade must follow the steps of the appeal process. In order to follow due process, the student must begin their appeal at the level where the decision was made. *The levels in order are: Teacher → Dean → Administrator.*

SECTION 12 ▪ EXEMPTION FROM STATE-REQUIRED PROGRAM

Students may be excused from a state-required program or learning activity to accommodate individual handicaps or religious beliefs. Caregivers who desire such an exemption should follow these procedures:

1. Notify their student's teacher of the reason for the desired exemption.
2. Present a written statement to the principal that specifies the reason for the desired exemption and the anticipated educational advantages that will result from the alternative proposed by the parent.
3. Present other information as requested by the principal where appropriate.
4. Following receipt of the request, the principal will meet with caregivers to evaluate their student's needs and the potential educational impact of the request.
5. The superintendent or their designee will notify caregivers regarding the district's decision concerning the request. If the exemption and alternative are approved, credit will be granted following completion of the alternative program as long as David Douglas High School graduation requirements are met.

SECTION 13 ▪ CURRICULUM GUIDE

The Curriculum Guide, which contains a description of all the courses offered at DDHS, will be offered online to each student during forecasting. Students select the courses they wish for the following school year in accordance with District requirements and the student's post high school transition plan.

Caregivers are urged to review the Curriculum Guide with their student, which is found on the David Douglas website under Important Information.

SECTION 14 ▪ STATEMENT OF CONTROVERSIAL CURRICULUM

Notice will be given on any controversial curriculum to caregivers.

SECTION 15 ▪ ACADEMIC PROGRESS REPORTS TO CAREGIVERS

At 6 and 12 weeks of each semester, teachers will send notices to caregivers of their student's progress. **Caregivers can access ParentVUE, any time, to observe posted grades.** Contact the Counseling Office or library to get instructions about how to access the ParentVUE account.

SECTION 16 ▪ SUMMER SCHOOL/CREDIT RECOVERY

Only students who have an attendance rate of at least 70% in that class and at least 40% of points earned in the course, may enroll in Credit Retrieval or Summer School. Those who do not meet these two requirements must re-enroll in the course.

Credit Retrieval occurs during fall, spring, or summer at DDHS. Seniors may also access approved off-campus night/summer classes for credit retrieval. Seniors who earn a "W", and that class does not fit into their second semester schedule, or they cannot take it at MHCC, may take it as credit retrieval in summer school. They will have a delayed graduation. Classes (all levels) repeated after

school or in Summer School will remain on the transcript in the year and semester they were originally taken. The old grade is replaced with an "X." The highest grade a student can achieve is a "C." Credit will be withheld until course fees are paid.

SECTION 17 ▪ HONOR ROLL

A student must earn at least a 3.50 GPA in regular, advanced or ESL classes for a semester's work in order to be on the Honor Roll. A student must have a minimum of 6 "graded" classes to be on the Honor Roll.

SECTION 18 ▪ SCHOLASTIC HONORS AT GRADUATION (FIGURED AT THE END OF THE SEVENTH SEMESTER)

Honors at graduation are based on the following grade point averages:

Highest Honors	3.800 to 4.000 GPA
High Honors	3.500 to 3.790 GPA
Honors	3.000 to 3.490 GPA

SECTION 19 ▪ STUDENT RECORDS

Caregivers and eligible students have the right to:

1. Inspect and review the student's education records.
2. Request the amendment of the student's education records if it is believed they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education record, unless disclosure can be authorized without parent consent, e.g., to law enforcement agencies, child protective services, or health care professionals, if the disclosure would protect the health and safety of the student or other individuals.
4. File a complaint with the United States Department of Education concerning alleged failure by the district to comply with the requirements of the Family Educational Right and Privacy Act (OAR 581-21-410.34 CFR Section 99.64).

Copies of District Student Records Policy are located in all schools. Please contact the Director of Student Services for additional information.

SECTION 20 ▪ STUDENT WITHDRAWAL

When a student withdraws from school, the student will be responsible to complete a Check Out/ Destination Form that they obtain from the Registrar's Office. All textbooks, library books, chromebooks, and chromebook chargers must be returned; all fines and fees must also be paid. A caregiver must withdraw their student from school unless over the age of 18.

SECTION 21 ▪ SCOTS CENTER

Tutoring is available on campus in the Scots Center during school hours. After school tutoring is available Monday-Thursday until 4:30 pm.

SECTION 22 ▪ LIBRARY

The library is a vibrant and welcoming space for all students and staff. The state-of-the-art library collection includes the latest hot off the press nonfiction and fiction books as well as classics. We have a graphic novel section unrivaled by even the public library. With nearly 15 computers our school community can work on projects and conduct research with astoundingly powerful database options. Besides a working space, the library is a great place to meet old friends or make new ones. Playing games, assembling puzzles, or just hanging out are also popular activities. The library is open from 7:00 am to 3:30 pm, Monday through Friday. Visits to the library should be purposeful. A quiet and respectful environment is required at all times. Students need a pass from their teacher to go to the library during class time.

SECTION 23 ▪ DRIVER EDUCATION

The Driver Education program is designed to exceed Oregon State requirements of 36 classroom hours plus six behind-the-wheel hours and six hours of observation. Classroom instruction takes place outside of school hours. Driving is scheduled after school, weekends and weekdays during the summer. Students must sign up for driver education training classes in order to take behind-the-wheel training. Classes are held fall, winter, spring and summer if enough students indicate an interest. If classes fill, students may have to wait until the next class is offered. A passing grade earns .5 hours of elective credit and a DMV drive test exemption for students aged 16-17 years.

SECTION 24 ▪ CAREER CENTER

The David Douglas Career Center is designed to provide resources for students and caregivers in all phases of the post-secondary planning process. The office is located in the Career Technical Education Center. Students are welcome to come into the Career Center before school, during lunch or after school.

During the school year, the Career Center will have college and trades representatives visit DDHS. Financial Aid workshops and college information nights will also be available.

A calendar of Career Center events is located on the David Douglas website at https://sites.google.com/ddsd40.org/ddhscareercenter/home

ARTICLE II ♦ ATTENDANCE

Oregon Law requires caregivers to see that children between the ages of 7 and 18 years attend school regularly in accordance with ORS.339.010 and ORS.339.020. Exemplary attendance is essential to providing the greatest opportunity for students to learn and develop habits that result in responsible behavior. It is vital that caregivers and the school communicate and work together to maintain good attendance for our students' success. Schools will inform caregivers of student absences. A reasonable attempt will be made by school personnel to contact a caregiver when a student is absent from one or more classes. Caregivers are encouraged to contact the school if there is a concern about absenteeism. When a student's attendance is so erratic that they are not benefiting from the educational program, the principal or designee will notify the student and caregiver of appropriate alternative programs. In accordance with Oregon School Law (ORS.339.065), the school must determine whether an absence may be pre-arranged or is to be excused.

SECTION 1 ▪ PROCEDURES

Students may be excused by caregivers two ways:

1. Caregivers have the opportunity to phone in excuses for students when they are absent. **To report your student's absence call: 503-261-8803.** This can be done **24 hours a day by calling either the night prior to the absence, the day of the absence, or the day the student returns to school. Calls need to be received by 3:00 PM the day the student returns to school AT THE LATEST.** Messages to the attendance office must contain the following information:
    a. Student's first and last name
    b. Student ID number
    c. Date(s) of absence
    d. Name of caregiver
    e. Phone number where caregivers may be reached
    f. Reason for the absence
2. **Excuse notices** (Parent Square, Parent Email, or Paper copy) may also excuse an absence and **must be turned in no later than 3:00 PM the day the student returns to school.** The note must be returned to the North office or South Office. If a student is not excused by 3pm the day they return to school, the absence will remain unexcused. Consequences for unexcused absences will be given to the student. Consequences include:
    a. Lunch Detention
    b. Scot's Center - Academic Study Hall
    c. After School Student Assist (if lunch detention is not served by due date)
    d. In-School Suspension (full day if After School Student Assist is not served by due date)
    e. Caregiver Conference
    f. Administrative Action

Examples of unexcused absences include:

Babysitting, home duties, sleeping in, car problems, missing the bus, alarm clock malfunctions, arriving more than 5 minutes after the bell.

SECTION 2 ▪ ATTENDANCE DISCIPLINARY ACTION

1. **Oregon State law – OAR 581.023.0006(11)(c) – requires the district to withdraw the student from school when a student reaches 10 consecutive days absent (excused or unexcused).**
2. When the student reaches ten absences in a class, it will be decided whether they may: 1) continue to attend class for possible credit, 2) continue in class without the possibility of

receiving credit, 3) be removed from class without credit, or 4) be alternatively placed. This decision will be based on whether the student has excused or unexcused absences, has been hospitalized, or has a serious or extended illness which is confirmed by a doctor.

3. An appeal to an administrator will be the final due process following the decision by the Dean of Students.
4. Tardies (when a student is late 5 min or less) are recorded by the teacher.
    a. **1st** tardy will receive a minor behavior incident response form and a call to caregiver from teacher
    b. **2nd** tardy will receive lunch detention and a minor behavior incident response form and a call to the student's caregiver from teacher
    c. **3rd or more** tardies require a meeting with the Dean of Students, a major behavior response form, and disciplinary consequence.

    After 5 minutes the student has an unexcused absence *and will be sent to the Attendance Office. See above consequences for unexcused absences.*
5. Approved school activities are not counted as absences.

* PLEASE REFERENCE **APPENDIX D** FOR TARDIES FLOWCHART.

SECTION 3 ▪ CHECKING OUT WHEN LEAVING CAMPUS

The high school is a closed campus.

Students are not allowed to leave the school grounds without the North office or South Office first receiving verbal or written authorization from a caregiver. The student will then receive a checkout pass and sign out in the North office or South Office prior to leaving campus. Students must:

1. Bring a note with the parent's signature, explaining the absence to the North office or South Office or have a parent call with permission for the student to leave.
2. If a student is sick, the nurse or the North office or South Office will call home.
3. Sign out in the North office or South Office and obtain a checkout form before leaving school.
4. Return the checkout form to the North office or South Office to be excused.
5. Failure to follow these procedures constitutes a closed campus violation and may result in a full day of In-School Suspension.

SECTION 4 ▪ PREARRANGED ABSENCES

Students who will be absent for a reason other than illness, medical/legal appointment, or death/illness in the family (up to 5 days) must complete a Pre-arranged Absence form. Students must receive permission from their teachers granting them leave based on the student's class progress and previous attendance. **If the absence will be longer than 10 days or during final exams the student must also get permission from an administrator.** A student not pre-arranging an absence five days in advance or not receiving approval will be unexcused. In accordance with Oregon School Law, a prearranged request may be denied. A maximum of five days per semester is reasonable for prearranged absences for personal reasons. Examples of absences that must be prearranged are: family vacations, hunting trips, weddings, job interviews, driving test, and field trips with Outside Agencies.

SECTION 5 ▪ PROCEDURE FOR PRE-ARRANGING AN ABSENCE

1. Students must either bring a note or have a parent call five days in advance to the Attendance Office (503-261-8353) to request a prearranged absence form.
2. Students are expected to obtain signatures and class assignments from all teachers. Teachers will also indicate what impact the absence will have on the student's grade.

3. **If the absence will be longer than 10 days or during final exams, the student is required to receive approval from an administrator as well as from their teachers.**
4. Return the form to the Attendance Office prior to the absence.
5. If any teacher indicates a negative impact on the student's grade because of the prearranged absence, an Administrator may contact the caregiver to express concern and recommend the student not miss school.

SECTION 6 ▪ ATTENDANCE STANDARDS

1. In order for a student to participate in a school activity, they must attend school for the entire day. **A student missing 2 class periods of a day of participation must have administrative approval prior to being allowed to participate.**
2. When a student anticipates a missed class due to a school activity, it is their responsibility to notify the teacher at least one day in advance. It is the responsibility of the student to acquire the missed assignments, turn in the makeup work, and keep up with all assignments and class requirements. Students with chronic attendance problems may receive an Activity Pause.

SECTION 7 ▪ PROCEDURE FOR PRE-ARRANGING A SCHOOL-TO-CAREER ACTIVITY

David Douglas students may have an opportunity to participate in off-campus School-to-Career educational activities. The students are responsible for providing their own transportation.

1. When an off-campus School-to-Career activity is scheduled, the student will receive an Authorization form from the Career Center.
2. The student must obtain signatures from all of their teachers and their caregiver.
3. The student must return the signed form to the Career Center by the date required.
4. The Career Center must review the completed form, sign-off and give the student a copy of the completed form. The student should retain their copy of the form to use as an off-campus pass and an admit slip. An "excused" slip will not be issued. When a student is involved in an off-campus School-to-Career activity they do not need to check out with the Attendance Office.

SECTION 8 ▪ EARLY DISMISSAL/LATE ARRIVAL FOR JUNIORS AND SENIORS

Early Dismissal/Late Arrival may be granted to students who are on track to graduate, which includes essential skills, meets state testing requirements, no disciplinary issues, and attendance rate. Failure to maintain these standards may result in the loss of this privilege. All applications for a shortened day will be handled on an individual basis with the student's counselor. STUDENTS on EARLY RELEASE OR LATE ARRIVAL should comply with all school policies, including the electronic device rule.

Juniors and Seniors who have been scheduled for Early Dismissal/Late Arrival must:

1. Carry their student I.D. with appropriate stickers.
2. **Leave the building and school grounds at the time stated for their Early Dismissal unless they receive administrative permission to stay.** Those with Late Arrival should not be at school before their first class. In order to stay on campus if you have early release or late arrival you will need a pass from the attendance office to be on campus during your non-scheduled classes.
3. Be responsible for knowing any schedule changes that may affect their arrival or departure time.

ARTICLE III ♦ ATHLETICS

ATHLETIC DIRECTOR – Staci Heath

David Douglas High School competes in the Mt. Hood Conference and offers a full range of co-curricular athletic activities.

Fall Sports: Cheerleading, Cross Country, Dance, Football, Soccer, Girls Volleyball, Water Polo

Winter Sports: Basketball, Cheerleading, Dance, Swimming, Wrestling

Spring Sports: Baseball, Golf, Softball, Tennis, Track, Flag Football, Boys Volleyball

SECTION 1 ▪ ATHLETIC AWARDS

Freshman: Participants in a freshman level athletic program will receive a freshman level certificate.

Junior Varsity: Participants in a junior varsity level athletic program will receive a junior varsity level certificate.

Varsity: A student qualifying for the first time for a varsity athletic letter will receive a certificate, a varsity letter, and a sport insignia insert.

All criteria for lettering in a sport will be set forth by the coach. Subsequent recognition in that sport will be a certificate and an experience stripe. Recognition at the varsity level in additional sports will include a certificate and a sport insignia insert.

Only one varsity letter will be awarded to a student regardless of the number of sports and/or years they participated.

Senior athletes will receive an appropriate award for each varsity level sport in which they meet the criteria in addition to the awards listed above.

SECTION 2 ▪ ATHLETES OF THE MONTH

One female athlete and one male athlete, participating in sports, are recognized each month for their outstanding performance and leadership. Their pictures are hung in the North building entry hall. Coaches will select the student athletes during their respective seasons. In addition to our Athlete of the month program we will have the Scots "Most Valuable Teammate" student athlete of the month. We would be honoring a male and female athlete. Nominees must exemplify the highest standards of sportsmanship, ethical conduct and moral character. We want them to be not only winners in their respective sports, but as individuals in their school community as well.

Programs eligible for Athlete of the Month:

Football	Girls Volleyball	Soccer	Cross Country
Basketball	Swimming	Wrestling	Baseball
Tennis	Softball	Track and Field	Golf
Cheer	Flag Football	Boys Volleyball	

Programs eligible for A MVT (Most Valuable Teammate):

All programs listed above and Dance (Tams), Water Polo.

SECTION 3 ▪ ELIGIBILITY

In order for any student to try out for and participate in the interscholastic program at David Douglas they must first:

1. Have a physical examination form on file in the Athletic Director's Office. (OSAA policy)
2. Have parent permission; emergency and code of conduct forms signed.
3. Have verification of insurance on file in the Athletic Director's office. (DDSD policy)

4. Have paid the non-refundable district activity participation fee. This must be paid prior to being cleared to practice.
5. Have passed five classes during the previous semester excluding Advisory. (OSAA policy)
6. Be passing five classes during the current semester excluding Advisory. (OSAA policy)
7. Be on track to graduate by earning the minimum number of credits as indicated on the chart below:

Minimum Satisfactory Progress Requirements (OSAA)	
Credits to Graduate	*24*
Prior to Grade 10	4.5
Prior to Grade 11	10
Prior to Grade 12	17

SECTION 4 ▪ PARTICIPATION ELIGIBILITY

Because of questions concerning the equity of enforcement between athletic participation and scholastic eligibility, and in order to effectively monitor students and consistently render decisions that best fit the participant's needs, the following plan is presented:

1. Coaches have the authority to write and implement policies for the team. This includes but is not restricted to attendance at practices and games.
2. All in-season coaches are required to complete grade checks within one week after any computerized progress report. All head coaches will receive a list of their program athletes that have substandard grades, at least a combination of 2 D's, F's or W's. Coaches should immediately inform athletes and place them on a prescriptive plan of improvement to include a weekly progress report. The athlete will remain on this plan of improvement until the grade is no longer substandard, the activity is over, or the semester ends.

Failure to pursue the terms outlined in "Plan of Improvement" may result in a conference, which could necessitate suspension from events or contests.

SECTION 5 ▪ STUDENT/ATHLETE CODE OF CONDUCT

Representing DDHS as an athletic team member is a privilege. This privilege has greater behavioral responsibility during and after school hours. All students must sign the Code of Conduct before being eligible to participate in a sport. The Athletic Code of Conduct will be enforced during an athlete's sports season including the time period between participation in consecutive sports. Student athletes who attend activities where violations are taking place will be subject to the consequences of the Athletic Code of Conduct.

CONSEQUENCES FOR ATHLETIC CODE VIOLATIONS:

1. Conference
2. Game(s) suspension
3. Dismissal from program/loss of varsity letter
4. May be suspended from all athletics for up to 365 days

Suspensions are minimum consequences. A review committee made up of the Athletic and/or Activities Director, current head coach/advisor, and one administrator or dean will review all circumstances relating to the student and then determine the degree of penalty. Students suspended from participation for violating training standards, but not suspended from school

may be allowed to practice during suspension. Any infraction that occurs during school or at a school sponsored activity will be dealt with by the school's discipline policy. For more information, please refer to the Athletic Code of Conduct.

SECTION 6 ▪ BEHAVIORAL STANDARDS

1. Students will lose their privileges to participate during any out of school suspension.
2. Students will be expected to maintain satisfactory behavior in the classroom, on school campus, and any home or away school activity.
3. Administrators will notify coaches or advisors if behavior problems arise that are likely to affect eligibility.
4. The known use/possession of alcohol, tobacco/vape or drugs may result in suspension from these activities for the remainder of the school year and any recognition will be withheld.

SECTION 7 ▪ ACADEMIC ELIGIBILITY REQUIREMENTS

To participate in athletics, students must:

1. Have passed at least **5 classes (2.5 credits)** in the previous semester.
2. Be currently passing at least **5 classes.**
3. Be making satisfactory progress toward graduation.

Students must also:

1. Pay all outstanding fines and fees.
2. Return all school-issued materials (books, equipment, uniforms).

SECTION 8 ▪ ATTENDANCE STANDARDS

1. In order for a student-athlete to participate in a contest or practice, **they must attend school for half of the day.** A student missing any class period on a day of participation must have dean or administrative approval prior to being allowed to participate.
2. When a student-athlete anticipates a missed class due to an athletic contest, it is their responsibility to notify the teacher at least one day in advance. It is the responsibility of the athlete to acquire the missed assignments, turn in the makeup work, and keep up with all assignments and class requirements.

SECTION 9 ▪ TRANSFER STUDENTS

Students who have transferred into David Douglas High School after the deadline for a specific sport or activity and meet the eligibility standards for participation will be allowed to try out for the team.

SECTION 10 ▪ QUITTING A SPORT

An athlete quitting a sport **"in season" is ineligible** to compete in any other sport that same season without clearance from the Athletic Director. If a coach releases an athlete from a sport to allow them to participate in another sport, that release must be approved by the Athletic Office. If an athlete quits a sport prior to the first contest, refunds will be approved or not approved through the Athletic Office. Any athlete that quits after the first contest, will not be eligible for a refund.

ARTICLE IV ♦ ACTIVITIES

Activities Director – Dara Kramer

Students are reminded that participation in school activities is a privilege that carries with it higher degrees of responsibility. Participating students represent their school and other members of the student body, their family and their community. Student clubs and performing groups such as band, choir, cheer, and dance may establish rules of conduct and consequences for misconduct that are stricter than those for students in general.

CONSEQUENCES FOR ACTIVITIES CODE VIOLATION:

The consequences specified by the district shall apply in addition to any consequences specified by the advisor. The Activities Director and/or Administrator have the right to determine whether a student may participate in an activity based on their academic, attendance standing, and behavior history.

SECTION 1 ▪ ASSEMBLIES

Attendance at assemblies is mandatory unless announced otherwise. In order for students to be seated quickly, they are required to sit with their grade level class.

When entering the main gym from the North Building foyer, seating will be as follows:

LEFT SIDE	RIGHT SIDE
East Balcony - Freshmen	West Balcony - Sophomores
Lower Bleachers - Juniors	Lower Bleachers - Seniors

All students will be required to check in with the teacher and/or attendance office and leave bags in the classroom or office before attending the assembly. All students must remain seated until excused from an assembly. Students are expected to respond in a courteous and respectful manner. Students are expected to be respectful to our school, National Anthem, and Flag Salute. **Students may sit or stand quietly during the National Anthem.**

SECTION 2 ▪ DANCES

Dances are provided as a privilege for the students of DDHS. **Students will not be allowed entrance to dances 90 minutes after start time. Caregivers will be called for students who purchased formal dance tickets and do not show. In order to purchase tickets for formal dances, students must be on track for graduation including 80% minimum attendance for the entire school year, no out-of-school suspensions for the last 30 days, and no major Behavior Incident Response Forms in the week prior. All tickets will be pre-sale and non-transferable.** In order to provide the proper environment for these activities, the following regulations will be enforced at all times:

1. **DDHS ID cards must be presented to enter the dance**. No large bags/backpacks will be allowed.
2. **Winter Formal** is open to students in grades 9 – 12. Guests are permitted, see #4 for policy details**.**
3. **The Prom** is a dance for juniors and seniors. Person(s) who purchased tickets are the only individuals allowed to use those tickets for the dance.
4. **Guest Policy**: Guests will be allowed to attend ***ONLY*** the Prom and Winter Formal. A DDHS student may bring no more than one guest per dance. Students who are currently suspended, expelled, on activity pause, or removed from DDHS are not eligible to attend at any time. DDHS students must submit a signed Guest Pass to purchase a ticket for their guest. If approved by an administrator, juniors and seniors may bring a non-high school guest to Prom if they are 19 years old or younger by the day of the dance.

5. Students who leave a dance will not be allowed to re-enter.
6. **There are NO refunds for dance ticket purchases.**
7. Students must have transportation home within 30 minutes after the dance is over or administration may call a taxi and fees may be charged to the student's account.
8. All school rules apply while at dances or other school sanctioned activities including rules pertaining to the prohibition of weapons, drugs, alcohol, nicotine, vape pen, pepper spray/mace etc.
9. **There will be NO TOLERANCE FOR INAPPROPRIATE DANCING**. Students who choose to dance in this manner will be removed from the dance and will not receive a refund. If a student is removed from a dance, phone contact will be made with a caregiver. Repeated violations will result in loss of dance privileges.

SECTION 3 ▪ ELIGIBILITY FOR ACTIVITY PARTICIPATION

Students seeking to participate in Speech, Drama (Theatre), Dance Team (Tams), Wrestling Hostess, and Music must possess the necessary skills and have caregiver approval. They must also meet the following criteria:

1. Passed five classes the previous semester.
2. Currently passing five classes.
3. ***NO*** outstanding fees.
4. Abide by Oregon School Activities Association rules.
5. Pay non-refundable district activity participation fees.

SECTION 4 ▪ SELECTION

All activities are open to eligible students. The advisor will determine the method of selection.

SECTION 5 ▪ EXPECTATIONS

A student must attend all fee-based activities for which the group is responsible. If an emergency or illness should occur, the advisor may excuse students. If a student's job conflicts with the group's activities, the first responsibility is to the activity. A student must attend school the entire day of a scheduled performance or event. Any exceptions must be prearranged and approved by an administrator.

SECTION 6 ▪ BEHAVIORAL STANDARDS

1. Students will be expected to follow school rules in the classroom, on DDSD property and at any home or away school activity.
2. Administrators/Deans will notify coaches or advisors if behavioral problems arise that are likely to affect eligibility.
3. The use of alcohol, tobacco, vapes, or drugs may result in suspension from these activities for the remainder of the school year and any recognition will be withheld.
4. Students will lose their privileges to participate during any suspension from school.

SECTION 7 ▪ TRANSFER STUDENTS

Students who have transferred into David Douglas High School after the deadline for a specific fee-based activity and meet the eligibility standards for participation will be allowed to try out for the fee-based activity.

SECTION 8 ▪ QUITTING AN ACTIVITY

A student quitting a fee-based activity during the school year is ineligible for further competition in any activity until the Activities Director has cleared them. If an advisor releases a student from an activity to allow them to participate in another fee-based activity, the release must be cleared through the Activities Director. The participation fee is not refunded for a student who quits an activity.

SECTION 9 ▪ ORGANIZATION OF NEW CLUBS

Any student wishing to form a club or interest group must follow these guidelines:

1. Clubs are only for DDHS, DDOA, Fir Ridge students.
2. All clubs or interest groups for the school year must be formed within the first month of each semester.
3. At least one advisor must be obtained for any new club.
4. Sign up a minimum of ten prospective members.
5. Complete a New Club Application form available in Room 119.
6. Approval will be decided by the administration.

For a current list of all clubs please check with the Activities Director.

SECTION 10 ▪ SALES AND SERVICES

When a student group wishes to sponsor a fundraising activity, service project, or other similar activity for their school program. A Fundraising Request Form must be filled out and approved by the Activities Director before fundraising can take place. All funds collected must be turned into the advisor and then forwarded to the bookkeeper to be placed into the group's account. Students may not solicit any school staff members. It is up to the advisor/ coach to inform staff members of any fundraising event.

SECTION 11 ▪ STUDENT PERFORMANCE CONFLICT

When a student has a conflict with similar performance times, a decision must be made as to which activity the student will perform. Items of consideration:

1. The student's welfare
2. The level of performance of the groups involved, and
3. The role of the student in each of the activities

If the conflict cannot be resolved by the advisors/coaches, it will be brought to the attention of the Activities Director, who will make a final decision regarding the student's performance. The student will not be intimidated or penalized in any way. When a grade is dependent upon participation, alternative-grading criteria will be developed so the student will still be able to earn a full range of grades (A-F). When grades are not involved, such as speech, athletic teams, school plays, etc., the student will retain their same level of position.

SECTION 12 ▪ DAVID DOUGLAS HIGH SCHOOL ACTIVITIES

OSAA

Band/Jazz Ensemble
Cheer
Choir
Drama
Orchestra
Student Council
Dance (Tams)

OASC

ASSOCIATED STUDENT BODY (ASB) OFFICERS:

ASB President:	**Leaderson Kariuki**
Vice President of Spirit:	**Tina Nguyen**
Vice President of Athletics:	**Marley Higgins**
Vice President of Community Engagement:	**Yuki Zhao**
Vice President of Equity:	**Yahir Interian Uc**
Head of Communication:	**Ruby Piekarski**
Treasurer:	**Mason Henry**
Senior Class President:	**Keren Martinez Bandera**
Junior Class President:	**Yoana Vasquez Hernandez**
Sophomore Class President:	**Jiyau Lin**

ARTICLE V ♦ COUNSELING SERVICES

Students are assigned to a counselor alphabetically by their last name:

Hunt, Sarah(Timber)	503-261-8319	sarah_hunt@ddsd40.org
McHone, Christine	503-261-8320	christine_mchone@ddsd40.org
Pace, Zachary	503-261-8349	zachary_pace@ddsd40.org
Wendler, Alicia(Cascade)	503-261-8259	alicia_wendler@ddsd40.org
Ruscitti, Candace(Summit)	503-261-8321	candace_ruscitti@ddsd40.org
Young, Kagan(Ocean)	503-261-8370	kagan_young@ddsd40.org

Counseling Website: https://hs.ddouglas.k12.or.us/ddhs-counseling-department/

Counseling Facebook Page: David Douglas High School Counseling Office

School counselors work with all students, school staff, families and members of the community as an integral part of the education program. School counseling programs promote school success through a focus on academic achievement, advocacy, and social/emotional development. (American School Counselor Association)

David Douglas High School Counselors schedule one-on-one meetings with students during the following months:

Seniors – September, January, May

Juniors – November, February

Sophomores – December, February

Freshmen – October, March

SOCIAL WORKERS:

We have two social workers on staff to help support students with mental health counseling, as well as general support in coping with life's stressors. We can see students just one time or more frequently, depending on what they are looking for and what the issues are. Check in with your counselor if you are interested in connecting with a Social Worker.

Alexander, Laura, LCSW, MPH	503-262-4470	laura_alexander@ddsd40.org
Buckley, Caty, LCSW, LSSW	503-262-4474	caty_buckley@ddsd40.org

SPECIAL EDUCATION

The district provides specially designed instruction for students with special education needs. Support services in speech, reading and home tutoring are also available. Students with greater academic or therapy needs may receive services from the Multnomah Education Service District or other county or state agencies. All special education services including testing and transportation, where appropriate, are provided without charge to caregivers.

The district must locate and identify students who have disabilities. If you, or someone you know, have a child with a disability who may be in need of special education or related services, you can initiate a referral through your local school or contact the district compliance coordinator (Student Services Director) at 503-252-2900 ext. 8209.

ARTICLE VI ♦ HEALTH AND FIRST AID

There are two types of health services available at David Douglas High School: The School Based Health Center located in the west pool parking lot (off 130th & Taylor Ct.) and the health rooms located in the North building and South building.

SECTION 1 ▪ SCHOOL BASED HEALTH CENTER

The School Based Health Center is part of the Multnomah County Health Department and is able to assist students in getting the health care they need. The clinic is like any medical office and specializes in caring for school aged children. For more information please call (503) 988-3554 or visit the website at: www.mchealth.org/sbhc.

Under Oregon Law, anyone under the age of 18 is considered a minor (ORS 419B.550). In general, a minor's age determines whether they are able to access health care services independently or if caregiver consent is required. Additionally, some services that a minor can access independently can be kept confidential, while others cannot. This can be helpful information in order to plan the most appropriate health services for children and youth.

THE SCHOOL BASED HEALTH CENTER PROVIDES THE FOLLOWING SERVICES:

1. Routine physical exams, including sports physicals
2. Early detection, diagnosis and treatment of illness and injury
3. Vision, dental, and blood pressure screenings
4. Immunizations
5. Mental health services
6. Age-appropriate reproductive health
7. Routine lab tests
8. Prescription medications
9. Health education, counseling and wellness promotion
10. Fitness and nutrition education and counseling
11. Referrals for health care services not provided at the clinics
12. Students may access the School Based Health Center before school, after school or by appointment only. If the appointment is during school hours, students must check out in the North Office, or South Office

SECTION 2 ▪ CONTAGIOUS CONDITIONS

In order to decrease the spread of contagious conditions in schools:

1. Tell the school if the student has a contagious disease such as COVID-19, chicken pox, or pertussis (whooping cough).
2. Do not send students to school with a rash, fever, diarrhea or vomiting. The student should be symptom free without medication for at least 24 hours before they can return to school.
3. To protect the health of students or other persons, certain diseases are reportable to the health department per law (OAR 333-18-000). At such times, records and information may be disclosed to public health officials.

The school must have a way to reach a caregiver in an emergency. Tell the school immediately about changes in work and home addresses, and phone numbers for both the caregiver and emergency contact persons.

SECTION 3 ▪ HEALTH INFORMATION

Health information may be shared with school personnel on a "need to know" basis. This may include times when this health information is necessary for school personnel to respond to a student's health/ safety needs or if needed by the school team to develop an Individualized Education Plan.

By allowing the release of the student's health information, it will ensure that the student will receive necessary emergency health care should the need arise.

Caregivers (and their eligible students) may generally access their own student's record and can submit an amendment if they believe the record is inaccurate, misleading or in violation of the student's rights of privacy.

SECTION 4 ▪ IMMUNIZATIONS AND OREGON LAW

To protect all students, every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3rd Wednesday in February).

It is important to keep a student's school immunizations record up-to-date. Check with the school's office if you need forms.

Upon written request from caregivers for release of information (form available at: http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf) the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients. These efforts increase protection to students against vaccine-preventable diseases and promote efforts by caregivers and schools to comply with school mandated immunization requirements.

SECTION 5 ▪ SCHOOL NURSE

The school Nurse is a registered nurse (RN) and is a key person for keeping students safe and well. Students must have a pass to go to the nurse. The hours of the school nurse may vary. If the nurse is not available, staff trained in first aid can help students who become sick or injured at school. The nurse will obtain necessary information (for example, a health history, medical diagnosis and treatment) to assist students with special medical and mental health needs at school. The nurse may use this information to manage the health condition of a student during the school day.

SECTION 6 ▪ MEDICATION ADMINISTRATION AT SCHOOL

The school's nurse provides consultation about medication administration that must occur at school. **Only medication that is necessary to be given during the school day will be kept at school.** Caregivers should remember to ask their medical provider if a student's medication could be given outside school hours. This is safer for the student and easier for the caregiver. By Oregon Law, if medication must be given at school, a caregiver must:

1. Provide written permission (forms are available at school). Any change to the medication will require the parent to update the medication form at the time of the change.
2. If enrolled in a "before or after school program" and medication/health assistance is needed during these times, a separate supply of medication and a separate permission form from the parent/doctor is needed. Consult with the program director regarding specific health and safety needs for the student in these programs.
3. Make sure all medication (prescription and over-the-counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions).
4. **All medication must be delivered to school by the parent or responsible adult designated by the parent**. Students may not keep medications with them unless they are

age-appropriate for the responsibility, have been identified as self-managers, have written permission, and are cleared by the principal to do so.

Make sure the school has an adequate supply of all medications required by the student.

5. **All medication not picked up by the end of the school year will be destroyed**.

SECTION 7 ▪ SELF-MEDICATION AGREEMENT

Students who are developmentally and/or behaviorally able, will be allowed to self-administer prescription and non-prescription medication, subject to the following:

1. A permission form must be submitted for all self-medication of all prescription and non-prescription medication.
    a. Self-administration of prescription medication requires permission from the parent, school administrator or dean, and physician. Physician consent is to be included on the prescription label or on the medical consent form.
    b. Self-administration of non-prescription medication requires permission from parents and school administrators.
2. All prescription and non-prescription medication, including inhalers, must be kept in its appropriately labeled, original container. The criteria for the container are as follows:
    a. Prescription labels must specify the name of the student, name of the medication, dosage, route, frequency time of administration and any other special instructions.
    b. Physician's consent for self-administration is to be on the label or on the medication consent form.
    c. Non-prescription medication must have the student's name affixed to the original container.
3. The student may have in their possession only the amount of medication needed for that school day.
4. Sharing and/or borrowing of medication with another student is strictly prohibited.
5. Permission to self-medicate may be revoked if the student violates school district policy governing administration of non-injectable medication and/or these regulations.

    Students with inhalers are encouraged to have their inhaler with them at all times.

SECTION 8 ▪ STUDENT INJURIES

Any and all student injuries or accidents must be reported to staff present at the time of occurrence. If a student is injured at school, every attempt is made to notify the caregivers before the student is sent by ambulance to the hospital. A student who becomes ill may not go home unless a school staff member receives permission from the caregiver or an administrator.

The school is not responsible for injuries sustained at school. Student insurance, which may be purchased at the time of registration, covers an accident only when the injured student reports the accident to a coach or school official. The school official taking the report, or observing the accident must complete an incident report immediately.

ARTICLE VII ♦ MISCELLANEOUS

SECTION 1 ▪ CITING SOURCES FOR PAPERS

Students are expected to correctly cite their sources when producing written work.

* PLEASE REFERENCE **APPENDIX B** FOR GUIDANCE ON GENERATIVE AI USE.

To learn the correct format for MLA and APA formatting go to the following site: http://secondary.oslis.org/cite-sources.

SECTION 2 ▪ DELAYED OPENINGS / SCHOOL CLOSURES

School openings may be delayed when weather conditions are uncertain. Delayed opening means school buses will run later than their normal schedules. A delayed opening will be announced on local media, district communication and posted on the David Douglas web page at ddouglas.k12.or.us.

SECTION 3 ▪ DIRECTORY INFORMATION

Information about students cannot be released unless schools have caregiver consent. However, information defined as directory information may be given to a newspaper reporter covering a school event, PTSA or some other agencies. Caregivers or eligible students can refuse to let any of this information be designated as directory information. If the caregiver objects to the release of any or all of the items listed under directory information, please notify the principal in writing. The letter will be attached to the student's records and will prevent any release of information about the student.

Directory information includes:

1. The student's name, date and place of birth
2. The student's photograph, address and phone number
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weights and heights of members of athletic teams
6. Dates of school attendance
7. Degrees and awards received
8. The most recent previous educational agency or institution the student has attended

NOTE: District policy prohibits schools from releasing the names of students to any individual, business or agency for solicitation purposes. District policy also prohibits school or district endorsement of products or services. Anyone who has questions about the student record policy can call the District Office at 503-252-2900.

SECTION 4 ▪ LOCKERS / PE LOCKERS

Lockers are provided for the student convenience. They are the property of the school and therefore may be searched at any time. **The district reserves the right to search all lockers at any given time**.

Students may not display signs or posters on the outside of lockers without approval from the Activities Office. Students are responsible for all the contents in their assigned locker.

Each student has the opportunity to check out and be assigned a locker**. Students are not to change lockers without notifying the Attendance Office**. Students are urged to keep lockers locked to ensure safekeeping of books and personal items. The school is not responsible for loss or damage to property stored in lockers. Any locker malfunction should be reported to the Attendance Office. For security reasons it is necessary for students to furnish their own lock. For

maximum security a student should not share their combination with anyone else. Students are cautioned not to keep money or other valuables in lockers.

SECTION 5 ▪ LOST AND FOUND

Students may check in the South Office and South Cafeteria or the North Office and North Cafeteria for lost and found articles. **David Douglas High School is not responsible for a student's personal lost or stolen items**. The Physical Education Department handles the collection and claiming of lost PE articles.

SECTION 6 ▪ PETITIONS

Petitions are recognized as a method of student expression. However, in order that petitions do not infringe on the dignity of others, are not demeaning in nature, and do not interfere with the functioning of the regular school operation, the following policies apply:

1. The principal must approve before a petition is circulated.
2. The petition must not be distributed for signatures during class time.
3. A specific person or persons should not be the subject of a petition.
4. A petition must receive at least 100 signatures.
5. A petition must be presented to the Student Council at a monthly ASB meeting. Once presented, the petition will be taken to the administrative team by the ASB president.
6. The ASB president will notify the student of the decision made.

SECTION 7 ▪ SENIOR PICTURE REQUIREMENTS

Submit to: yearbook@ddouglas.k12.or.us

1. Head size should not be more than half the height or width of the picture.
2. Digital pictures are preferred as are JPEGS and must be at least 300dpi.
3. Hard copies should be 2" by 3" and submitted to the Yearbook Advisor.
4. Attire must be school dress code appropriate.
5. No photo studio names on the front of the picture.
6. No photocopies or photos printed on normal paper.

SECTION 8 ▪ STUDENT PHOTOS/STUDENT ID CARDS

Students are required to have a photo taken for their student ID card. Students have the opportunity to take this photo during student registration, picture make-up day, and picture retake day. Students will be charged $5.00 for lost ID cards. **All students are required to carry their student ID card at all times during school and school activities; failure to do so could result in a consequence. A student will relinquish their ID card to a staff member when asked to do so.**

SECTION 9 ▪ VICTIMS OF THEFT

If a student believes they have become a victim of a theft, report immediately to the Security Office to file a written report. **David Douglas High School is not responsible for loss or damage to property brought to school**. Students should see a dean and file an incident report if they are the victim of or witness to any theft or vandalism.

SECTION 10 ▪ VISITORS

David Douglas High School is a closed campus. Students are not allowed to bring or invite guests to class or school during the day unless approved by an administrator. **ALL VISITORS MUST CHECK IN AT THE NORTH RECEPTION OR SOUTH RECEPTION.**

SECTION 11 ▪ ENVIRONMENTAL SAFEGUARDS

We strive to keep all David Douglas schools safe environments for learning, teaching and working. Our intent is to keep our community informed about efforts we are taking to preserve that safe environment.

1. **Asbestos:** The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.
2. **Radon:** Radon is a naturally occurring, radioactive gas emitted by soil, but can become trapped and build-up in poorly ventilated buildings. “Because radon, at long-term exposures, is known to cause cancer, the district is committed to testing for its presence in our schools.” The district has begun its testing program, identifying rooms in buildings that are in contact with soil or over a crawlspace, where radon might expect to be found. Radiation is measured in Curies. Because radon is a radioactive gas, it is measured in picocuries, which is one-trillionth of a Curie. The U.S. Environmental Protection Agency recommends reducing the concentration of radon in indoor environments to less than 4 picocuries per liters of air (pCi/L). All schools are tested every ten years, per Oregon law. You can visit https://www.ddouglas.k12.or.us/2018/01/school-radon-testing-plan/ and get more information pertaining to the testing that the district has done.
3. **Lead:** The District began testing water for lead levels in 2013. At that time, any drinking fountains that tested above the federal allowable limit were shut off and bottled water stations were provided where needed. Since then, fixtures on water sources testing high have been replaced, and some buildings were re-piped. More often than not, replacing the fixtures on water sources testing high solves the issue. The district has gone back to retest all sources, and expanded its testing to include sinks and other sources not usually associated with drinking water. Complete results can be found on the district website at https://www.ddouglas.k12.or.us/departments/facilities/lead-testing/

DAVID DOUGLAS HIGH SCHOOL POLICIES AND PROCEDURES

ARTICLE I ♦ BUSES

Students are to adhere to the state rules (OAR 581-53-010), district rules and high school policies governing conduct on school buses. The driver of each bus will explain the rules. For information on routes, pickup or return times, contact Transportation at 503-256-6526, or check the David Douglas website.

SECTION 1 ▪ RULES FOR STUDENTS RIDING SCHOOL BUSES

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students shall use the bus emergency door only in case of an emergency.
4. Students shall be at the bus stop on time during morning and afternoon pick up times.
5. Students shall not bring animals, firearms, weapons, skateboards, glass containers, balloons or other potentially hazardous materials on the bus.
6. Students shall remain seated while the bus is in motion.
7. The bus driver may assign students seats.
8. When it is necessary to cross the street, students shall cross in front of the bus, or as instructed by the bus driver.
9. Students shall not extend their hands, arms, or heads through bus windows.
10. Students shall have written permission from a caregiver or responsible adult to leave the bus at a place other than their home or school.
11. Students shall converse in normal tones; loud or vulgar language is prohibited aboard the bus.
12. Students shall not open or close windows without permission of the bus driver.
13. Students shall be courteous to the driver, to fellow pupils and to the public.
14. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
15. "Rules Governing Pupils Riding School Buses" are posted in all school buses.

Video cameras may be used to monitor student behavior on district transportation vehicles.

SECTION 2 ▪ MISCONDUCT ON THE BUS OR AT THE BUS STOP

Disciplinary action for misbehavior on the bus and at the bus stop will be administered at the school by the principal or principal's designee. Responses to bus conduct infractions will follow the same guidelines for disciplinary action specified in this handbook. In addition, **there may be suspension from riding privileges as determined by dean or administrator. Expulsion from riding privileges may also occur**.

Misconduct by a student that negatively impacts the safe and orderly operation of the bus may cause a forfeit of the student's privilege to ride the bus. Teachers or other authorized school district personnel shall accompany students on all field trips and shall assume responsibility for their conduct.

ARTICLE II ♦ DAVID DOUGLAS SCHOOL DISTRICT DRESS CODE

The responsibility for the dress and grooming of a student rest primarily with the student and their caregiver(s). The district's dress code is established to create a positive school culture and enhance academic success by providing a supportive learning environment, preventing disruption, and avoiding safety hazards. Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel. The district expects students dress and grooming to meet standards which ensure that either of the following conditions do not exist:

- Disruption or interference with the classroom learning environment.
- Threat to the health and/or safety of any student.

SECTION 1 ▪ ALLOWABLE DRESS AND GROOMING:

1. Students must wear clothing including both a shirt with pants, dress, skirt, or shorts, or the equivalent, and shoes.
2. An adequate coverage of the body is required.
    a. Shirts and dresses must have fabric in the front, back, and on the sides.
    b. Clothing covering all private parts must not be see-through.
    c. Clothing must cover undergarments (straps excluded).
3. Clothing must be suitable for all scheduled classroom activities including Physical Education, Science Labs, Career Technical Education workshops, and other activities where unique hazards exist.
4. Specialized courses may require specialized attire such as sports uniforms or safety gear.
5. Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.

SECTION 2 ▪ NON-ALLOWABLE DRESS AND GROOMING

1. Clothing and/or tattoos may not depict, advertise, or advocate the use of weapons, alcohol, tobacco, marijuana, or other controlled substances, pornography, sexual innuendo, nudity, or sexual acts.
2. Clothing that is associated with gang affiliation or depicts hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other individual and/or group(s) of people.
3. Sunglasses, masks (excluding PPE for your health), or other disguises that inhibit the identification of the individual during all school activities.

STUDENT RESPONSIBILITY:

All students are responsible for complying with the district dress code during school hours and while representing the school (e.g., athletics, activities, etc.)

ENFORCEMENT:

In no circumstances shall an adult speak with a student about a dress code violation in front of other students unless the incident is related to Article 2, Section 1, Number 5, or Article 2, Section 2, Number 3.

Students found in violation of these standards may be asked to change the clothing that does not meet the standard.

1. Staff discussing a dress or grooming violation with a student should present options for

obtaining appropriate clothing (e.g., extra clothes in locker/backpack, school clothes closet, etc.).

2. When possible, students will be provided the opportunity to wear school- owned replacement garments. Students should never be required to wear specific garments as a disciplinary measure.
3. If the student does not have extra clothing to change into, they may be asked to call home and have caregiver(s) bring appropriate clothing. Every attempt will be made to minimize a loss of instructional time.

ALLOWABLE:

NON-ALLOWABLE:

ARTICLE III ♦ TOBACCO, ALCOHOL AND DRUG POSSESSION, USE, OR DISTRIBUTION

SECTION 1 ▪ TOBACCO/VAPE

No student shall possess, use or distribute any tobacco products on David Douglas School property in any area within 1,000 feet of the school grounds, or while attending or participating in school-sponsored activities. This policy is based on the law passed by the Oregon Legislature (ORS 475.904). The law also states that school personnel are accountable for carrying out this mandate. Thus, school personnel will confiscate tobacco products and tobacco burning devices from students.

1. Tobacco includes, but is not limited to any lighted or unlighted cigarette, electronic cigarette, vapor cigarette, any type of look-alike cigarette, cigar, pipe, clove cigarette, any smoking product, any tobacco product such as smokeless tobacco, dip, chew or snuff in any form.
2. **All electronic devices (vaping, electric cigarette etc.) will be considered drug paraphernalia.**
3. Use is prohibited on all district properties including buildings, grounds, and vehicles.
4. The possession or distribution of tobacco products and tobacco paraphernalia (e.g., lighters, rolling papers, and clothing that promotes tobacco) shall be prohibited on or about district properties including buildings, grounds, and vehicles by all students regardless of age.

Violators of the alcohol/drug/tobacco policy will be referred to an administrator or dean. Multiple offenses will result in a referral to law enforcement. Students who continue to violate the alcohol/drug policy will be subject to suspension or expulsion. David Douglas Schools will extend help to those who would like to quit using any kind of tobacco product.

SECTION 2 ▪ ALCOHOL AND DRUGS

David Douglas Schools consider possession of drugs/alcohol and paraphernalia, use of alcohol or drugs, and distribution to be a serious violation of policy. Students will be subject to strict disciplinary measures if any of the above infractions occur.

1. A student shall not use, sell or distribute, be under the influence of any narcotic drug, hallucinogenic drug, amphetamine or amphetamine look-alike, barbiturate, marijuana, in any form, alcohol or intoxicant of any kind, or a look-alike drug or prescription drug represented as an illegal drug, or herbs, vitamins, and/or energy pills on or about the school premises or at any school-sponsored activity.
2. The possession, use, or distribution of vape pens, electronic cigarettes and or vape pen oil will be treated the same as any other drug.
3. The possession of any drug paraphernalia containing drug residue on or about the school premises or at any school-sponsored activity is prohibited.

Any student who is in possession or found under the influence of an illegal drug or alcohol, while

on campus or at a school activity will be issued three Certified Alcohol and Drug Counselor (CADC) facilitated psychoeducation groups, along with a fifteen day activity pause, and a drug/alcohol contract. Discipline will revert to an out of school suspension if the psychoeducation lessons are missed.

The second offense will result in 1 day suspension, extend Alcohol/Drug contract and will be issued six facilitated individual meetings. After the second offense; student will be issued a 3 day out of school suspension, extending the Alcohol/Drug contract. Students will be assessed and referred to SUD treatment providers if indicated, Complete all CADC recommendations. Refusal could result in Alternative Placement.

Any student found in violation of the Alcohol/Drug Policy, in addition to suspension or suspension pending expulsion, will have to agree to the following contract requirements:

1. Agree to have their person; any of their possessions and school property searched by an administrator and/or dean, security staff at any time during the school day or at any school activities.
2. Receive no further major Behavior Incident Response Form including alcohol/drug violations, fighting, disruptive conduct, insubordination, harassment, threats or theft.
3. Attend school at least 90% of the time (to be reviewed every 30 days by a Dean of Students and/or Administrator). This includes excused and unexcused absences.

The contract is to be reviewed with an Administrator or Dean of Students every 30 days from the time of signing and can be subject to alteration, termination, continuing of the contract, or student may be alternatively placed.

A posted Drug Free Zone exists around all David Douglas Schools. Drug Free Zone means "Unlawful manufacture or delivery of a controlled substance within 1,000 feet of a school is a class A felony." (ORS 475.904)

***Sale, Use or Possession of Alcoholic Beverages or Illegal Drugs** – Participation in this illegal activity on the school premises or while attending school-sponsored activities, will result in immediate suspension up to and including possible expulsion.

ARTICLE IV ♦ DUTY OF PUPILS

"Public school students shall comply with the rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks, and submit to the teacher's authority … willful disobedience, open defiance of teacher authority, or the use of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school." (ORS 339.250)

ARTICLE V ♦ DDHS BUILDING RULES

Building Administrators may develop reasonable published rules for the operation of their building in addition to, but not in conflict with the regulations in this document. Violation of any of the rules described in the preceding sections may lead to discipline sanctions up to and including suspension or expulsion. Under certain circumstances law enforcement may become involved.

SECTION 1 ▪ BICYCLES / SKATEBOARDS / ROLLERBLADES / SCOOTERS

The riding of bicycles on school property during school hours or when buses are present is prohibited. Bicycles need to be locked to the bicycle rack. Skateboards, roller blades and scooters are not to be used or operated at any time on David Douglas School property. Skateboards and scooters are not to be carried from class to class but must be stored in a locker or Student Management Office during school hours. If the student does not have a locker at school, please check in with the North office or Student Management Office for storage options. Electric scooters will need to be parked on the sidewalk prior to entering the school campus at all times.

SECTION 2 ▪ CAFETERIAS

1. Show courtesy to others by not "cutting lines".
2. Clean up any mess and make sure the table is clean before leaving.
3. No loitering in cafeterias after the bell rings.
4. No sitting on top of the tables.
5. No throwing food.
6. No theft of food from the cafeteria.

SECTION 3 ▪ CARS AND MOTORCYCLES

The privilege of parking cars at school has been granted to licensed drivers of David Douglas High School. This privilege will continue as long as student drivers accept the responsibility of safe driving habits. Any violation of the following rules and regulations may result in suspension from school or loss of parking privileges:

1. **All vehicles must be legally registered** with the Department of Motor Vehicles, and David Douglas High School.
2. All drivers must have a valid Oregon driver's license and carry proof of insurance.
3. **All student and staff vehicles must display a free, registered DDHS parking pass at all times.** It should be displayed on the driver's side rear window or the driver's side bumper. Students may not borrow or use another student's pass at any time. All cars driven to school by students must be parked in a forward position. Students may park **only** in the following designated areas during school hours:
    a. Aquatic Center Parking Lot
    b. PAC Parking Lot
    c. Stadium Parking Lot
    d. The 135th street parking lot is **closed** to student cars. Cars in violation will be issued a written warning and may be towed, and the student will lose their parking privileges and could result in disciplinary consequences.
4. No student vehicles will be permitted to leave campus during school hours without the occupant(s) having an Early Release sticker located on their current Student ID.
    a. All students who leave during the school day must check out with the **North Office or South Office.**
    b. Students who transport other students off campus without proper release or check

out will be subject to disciplinary action including suspension or loss of parking privileges.

c. Students leaving campus must show a valid release slip or pass.

d. Cars are not to be moved during the school day unless the licensed driver has an early dismissal pass or has administrator approval.

e. Due to possible theft, vandalism and other undesirable behavior, all parking lots are off limits to students during the school day.

5. State and local traffic laws and school rules must be followed when operating vehicles on school premises.

   a. Drivers are to obey the 5 MPH speed limit for the parking areas

   b. Drivers are to follow the flow of traffic for entering and exiting

   c. Courtesy and defensive driving are expected

   d. Driving in the breezeway between buildings is prohibited

   e. Drivers must assist in keeping the parking lot clean

   f. Traffic infractions by students driving on the school grounds will result in disciplinary action by the school. Serious offenses will be reported to the police. Such a report may result in a fine, loss of license, a misdemeanor or a felony charge

6. Student drivers are responsible for any financial obligations the school or district incurs due to student violations of the policy. Students are financially responsible for any damage to school or district property caused by their vehicles.

7. All vehicles must be locked whenever possible. The school or district is not responsible for loss or damage to vehicles or contents therein.

SECTION 4 ▪ CHEATING / PLAGIARISM / FORGERY

Cheating and plagiarism (copying), giving or writing false or misleading information, writing another person's signature, or turning in another person's work under false misrepresentations will not be tolerated. Students will not receive credit for cheating or plagiarized work, either by shared information or technology including AI generated work that is not approved by a teacher. **Any display of unapproved technology during an assessment will result in severe consequences.** Students may be removed from class and receive a "W" grade. Cheating and plagiarism interfere with the fairness of other students' education.

***** PLEASE REFERENCE **APPENDIX B** FOR GUIDANCE ON GENERATIVE AI USE.

SECTION 5 ▪ DISPLAYS OF AFFECTION

Any public display of affection beyond common social gestures in any David Douglas school building or anywhere on campus is not acceptable behavior. Students may receive warnings about excessive displays of affection. If the unacceptable behavior continues, they may be referred to an administrator or dean for further disciplinary action. Any sexually related activities are prohibited on campus and any students in violation of this are subject to disciplinary action up to and including suspension.

SECTION 6 ▪ GAMBLING

Risking something of value in hopes of profiting from someone else's loss is prohibited on high school property or when representing the high school.

SECTION 7 ▪ GANGS / GRAFFITI

Oregon law prohibits the existence of any secret society in public schools (ORS 339.885). A secret

society is an organization composed of students, which has an element of purpose, which is concealed from the public and shared only confidentially among members of the organization. The David Douglas School District considers street gangs and other such organizations to be secret societies. No student at school or any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, hat, bandana, hairnet, badge, symbol, sign, glove or other items that are evidence of membership or affiliation of such a secret society mentioned above. Students who demonstrate, display, or advertise, either physically, in writing, with clothing, by intimidation or recruitment any such secret society will be subject to strict consequences up to and including suspension and or expulsion.

SECTION 8 ▪ HALL PASSES

Students will not be allowed to leave the classroom during the first 10 minutes of class or the final 10 minutes of class. Students must have a Hall Pass from their teacher before leaving class at any time. Students in the halls without a hall pass may be subject to discipline. Hall Passes may be monitored by staff at any time with 5-Star.

SECTION 9 ▪ LANGUAGE (ABUSIVE / PROFANE)

Using inappropriate language and/or swearing is a direct violation of David Douglas school rules and is subject to serious consequences. Students who use any inappropriate language including swearing towards staff may be suspended from school.

SECTION 10 ▪ INSUBORDINATION

Failure to follow the direction or reasonable request of a school staff member is a serious offense and may result in severe disciplinary action.

SECTION 11 ▪ LEWD CONDUCT / INAPPROPRIATE DISPLAY OF AFFECTION / PROFANITY

Indecent exposure, inappropriate or excessive shows of affection, sexual activities and or behaviors, use of obscenities, profanity (oral, physical, or written) on school grounds is not permitted.

SECTION 12 ▪ SELLING ITEMS

Students and staff are not allowed to sell any item on school grounds. Exceptions are made for school- sponsored activities, clubs and fundraisers. All exceptions must be cleared through the Activities Director or Administration.

SECTION 13 ▪ SIGNS / POSTERS

Signs and posters are not allowed unless approved by the Athletics & Activities Office.

SECTION 14 ▪ SQUIRT GUNS / WATER BALLOONS / SILLY STRING / STINK BOMBS

These and similar devices are not allowed on David Douglas School property, or at any school sponsored or approved activities/events including dances and graduation.

SECTION 15 ▪ TATTOOS

Tattoos with suggestive writing or pictures related to sex, drugs, alcohol, tobacco, gangs, violence, vulgarity or the ridicule of a particular person or group are prohibited and need to be covered at all times.

SECTION 16 ▪ WHISTLES / AIR HORNS/ NOISE MAKERS

Whistles, air horns, or any other devices that make loud or distracting noise are prohibited at any school activity including dances and graduation.

SECTION 17 ▪ CLOSED CAMPUS

All students are to remain on school grounds during the school day unless excused by the school office. David Douglas High School is a closed campus during school hours, which includes lunch. Leaving campus without prearranged permission on file in the Attendance Office is prohibited.

Sub-Section 1 ▪ OFF-LIMIT AREAS

The following areas are off limits during school hours:

1. Lincoln Park, North Powellhurst Park.
2. Behind the Social Studies building.
3. Baseball dugouts, football stadium.
4. Outside entrances to the PE locker rooms, gyms.
5. Parking lots.
6. 130th/135th and Mill Street entrances.
7. School-based Health Center.
8. Behind/around the PAC as marked or deemed off limits

ARTICLE VI ♦ CRIMINAL ACTS

The commission of or participation in the following activities or any other activities prohibited under the laws of the State of Oregon in school buildings, on school property, or at any school-sponsored activities is prohibited. The school, regardless of whether or not criminal charges result, will take disciplinary action.

The following are some activities prohibited by law:

Arson – The intentional setting of fire.

Assault – Intentional physical threats or violence to persons.

Bias Incident – A person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientations, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias Incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups. (OAR 581-022-2312)

Burglary – Breaking and entering with intent to commit a crime.

Threats of Violence – Any telephoned, written, and/or social media threats of bombing, shooting, or other violence.

Disruptive Conduct – Disruptive or abusive conduct that deprives other students of their right to learn.

Extortion, Blackmail or Unlawful Coercion – Obtaining money or property by violence or threat of violence, or forcing someone to do something against their will.

Fighting – Fighting is a serious threat to personnel and school safety. Fighting in school will result in an out-of-school suspension of up to five days and possible expulsion or outside placement for repeat offenses. Instigating, promoting and/or recording fights may result in these same consequences.

Rough-housing – Any play that results in the injury of another student will be dealt with the same as a fight**.**

Inappropriate Touching – Inappropriate touching is any physical contact that causes another person to feel uncomfortable. Inappropriate touching can be intended or unintended. If a student is a victim of inappropriate touching, they should tell an adult as soon as possible. A student who is accused of inappropriate touching will be subject to discipline. Repeated offenses will result in suspension and possible expulsion.

Larceny – Theft.

Loitering – Not having any reason or relationship involving custody of, or responsibility for a student, or not having a specific, legitimate reason for being on school premises.

Malicious Mischief / Vandalism – Damage to buildings, fences, trees or other parts of school property, including cutting, marking or defacing in any manner. Caregivers of students committing malicious mischief are liable for the expense of any repairs. (ORS 339.270)

Physical Aggression – Physical aggression is any physical contact with the intention of threatening and/or harming an individual. Physical aggression is an overt action, which may include pushing, shoving, bumping, nudging, and/ or any physical action intended to intimidate another individual. A student who is accused of physical aggression will be subject to discipline which could include suspension and possible expulsion.

Robbery – Stealing from individuals by force or threat of force.

Sale, Use or Possession of Alcoholic Beverages or Illegal Drugs – Participation in this illegal activity on the school premises or while attending school-sponsored activities, will result in immediate suspension with possible expulsion.

Trespass – Being present in an unauthorized place or refusing to leave when ordered to do so by duly constituted authority.

Unlawful Interference with School Authorities – Interference with administrators or staff by force, violence or any unlawful coercion.

Unlawful Intimidation of School Authorities – Interfering with administrators or staff, by intimidation with threat of force or violence, or any unlawful coercion.

ARTICLE VII ♦ LEGAL AUTHORITY

SECTION 1 ▪ PHYSICAL FORCE

1. Pursuant to the written policies of a district school board, an individual who is a teacher, administrator, school employee or school volunteer may use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property (ORS 339.250, Section 3 (8)).
2. The authority to discipline a pupil does not authorize the infliction of corporal punishment, which is defined as the willful infliction of or willfully causing the infliction of physical pain on a pupil (ORS 339.250(9)).
3. Physical restraint and/or seclusion are only permitted as part of a behavior support plan when other, less restrictive, interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to the student or others (OAR 581-021-0061 and 581-021-0553).

SECTION 2 ▪ SEARCH AND SEIZURE

1. General search of school properties including but not limited to lockers and storage areas may occur at any time without students present; illegal items or items belonging to the school may be seized.
2. Individual searches of school property that have been assigned to a student should be limited to a situation where there is reasonable cause to believe the student is concealing evidence of an illegal act or rules violation. Refusal of a search may result in suspension.
3. Illegal items, or items prohibited by district regulations, or other possessions reasonably determined to be a threat to the safety or security of the possessor or others may be seized by school officials.
4. Items used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
5. All items seized may be made available for return to the owner or the proper authority unless they are prohibited.

ARTICLE VIII ♦ FREEDOM OF EXPRESSION AND ASSEMBLY

SECTION 1 ▪ FREEDOM OF SPEECH AND ASSEMBLY

1. Students may verbally express their personal opinions but these opinions shall not interfere with the rights of others to express themselves. The use of obscenity, personal attacks, or threats of harm to persons, property or reputation is prohibited.
2. All student meetings on school property may function only as a part of the normal educational process, or as authorized by the principal or the principal's duly appointed representative.
3. Students have the freedom to assemble peacefully; however, conducting or participating in any assembly which interferes with the operation of the school or classroom is prohibited.

SECTION 2 ▪ FREEDOM TO PUBLISH

Statement of intent – The process of educating students for a responsible democratic society requires reasonable opportunity for them to exercise the rights of freedom of speech and expression in the context of the public school environment. The primary purpose of all school publications is that of an instructional tool in the educational process.

Students are entitled to express their personal opinions in writing. These opinions shall not interfere with or disrupt the educational process or infringe upon the rights of others. The author must sign such written expressions. The time and place for the distribution of such material is subject to individual building rules.

The purpose of this policy is to ensure the exercise of these rights with due regard to the rights of others and the need for reasonable restrictions in the operation of the public school system.

In order to provide this experience for students, the school board establishes the following policies to be supplemented by administrative rules and regulations as reasonably required:

1. **Publication Rights and Responsibilities**

   Students of the district have the right to participate in the production of official school publications that emanate from a school activity under the direct supervision of an assigned teacher. School publications include, but are not limited to newspapers and yearbooks.

2. **Publication Prohibitions**

   In the exercise of the student rights described above, no student shall publish, distribute or post materials which:

   a. Are offensively lewd, indecent or obscene to minors according to current legal definitions.
   b. Are libelous according to current legal definitions.
   c. Would materially and substantially interfere with schoolwork or discipline.
   d. Would violate the rights of others, including the right to privacy.
   e. Encourage actions that endanger the health or safety of others.
   f. Incite students to commit unlawful acts on school premises or violate lawful school regulations or disrupt the orderly operation of the school.
   g. Express or advocate racial, ethnic or religious prejudice so as to create a danger of commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school.
   h. Are distributed in violation of the time, place and manner requirements.
   i. Are plagiarized.

3. **Determination of Appropriateness**

   a. The advisor shall review and approve each article prior to its publication to determine if

it satisfies the conditions of these guidelines.

b. No copy may be censored except for reasons specifically listed in these guidelines.

c. The responsibility to implement these guidelines in accepting or rejecting material submitted for publication rests with the advisor. In the event that a student disagrees with the advisor's decision, the matter may be submitted to the Publications Review Board for resolution, and the article withheld from publication until the matter is resolved.

4. **Publications Review Board**

The principal shall designate a Publications Review Board to review material and exercise administrative responsibilities as required by this policy. The Publications Review Board shall consist of the ASB President, the faculty advisor and an administrator appointed by the principal. Decisions of the Review Board may be appealed to the Superintendent. The Superintendent's decision shall be final.

5. **Publication Violation**

Known violation of this policy by any student is sufficient cause for suitable disciplinary action.

6. **Advertising Policy**

Commercial advertising or solicitations will be permitted on school property only if they are related to school functions and have the approval of the superintendent or the superintendent's designee.

School publications shall not contain advertisements which:

a. Promote activities that are illegal, in violation of school policy, or in disregard for community standards of taste.

b. Promote actions that would disrupt the orderly operation of the school or threaten the health and safety of students or staff.

c. Contain material that is libelous, deceptive or offensively lewd, indecent or obscene.

d. Promote the use of alcohol and tobacco products.

7. **Off Campus Publications**

Written materials not produced by students of a district school must have the approval of that school's principal before they may be distributed.

8. **Right to Petition**

Students have the freedom to petition for a change in school policies and regulations; circulation of petition is subject to individual building rules. Please see Article VII Miscellaneous, Section 6 for further information.

ARTICLE IX ♦ HARASSMENT

David Douglas School District's policy on harassment is based on the principle that respect and tolerance are essential for a positive and productive learning environment; furthermore, the district policy specifically prohibits harassment as well as supports state and federal regulations that hold schools liable for not processing complaints vigorously and fairly. David Douglas School District staff believes very strongly that we must be vigilant and proactive in defining, identifying and instituting techniques to prevent harassment. We take this issue very seriously and we will not condone racial, ethnic, sexual, gender-based/transgender, or any other kind of harassment. Specifically, harassment is defined as follows: "Harassment, intimidation, or bullying" that:

1. Substantially interferes with a student's educational benefits, opportunities or performances.
2. Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation or at any official school bus stop.
3. Has the effect of:
    a. Physically harming a student or damaging a student's property.
    b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
    c. Creating a hostile educational environment including interfering with the psychological well-being of a student.
4. May be based on, but not limited to the protected class status of a person. "Protected class" means a group of persons distinguished or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability (ORS 174.100 and 339.351).

1. **Intimidation / Bullying**: Behavior that substantially interferes with a student's educational benefits. Such behaviors might include, but are not limited to: making inappropriate comments to or about someone, telephoning in an inappropriate manner, baiting, name calling or encouraging others to do so (ORS 339.351).
2. **Cyber Bullying**: The use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, or harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. David Douglas School District will not tolerate cyber bullying.
3. **Racial / Ethnic:** Any written or verbal comment that disparages a person's race, religion and/or ethnic origin will be considered harassment. Some examples of this are crude remarks written on a student's locker or spoken in the hall, passing a note that contains racial/ethnic slurs, etc. Appropriate disciplinary action will be taken against the harasser; this may include suspension or expulsion.
4. **Sexual Harassment**: The David Douglas School District is committed to maintaining a learning environment free of sexual harassment. For purposes of these guidelines, the following behaviors by one student to another, by a staff member to a student or by a student to a staff member may be defined as sexual harassment:
    a. Unwelcome sexual flirtations, advances or propositions.
    b. Graphic verbal or written commentaries about an individual's body or attire (i.e. graffiti with sexual personal messages or a drawing of suggestive objects on a notebook).
    c. Sexually explicit or offensive joking.
    d. The snapping of bra straps or pulling on any other kind of underwear.

e. Pulling down gym clothes or other type of clothing.
f. Touching or grabbing inappropriate parts of the anatomy.
g. Making unwelcome and suggestive sexual remarks.
h. Subtle pressure or requests for sexual favors.
i. Other verbal, visual or physical conduct of a sexual nature.
j. Any written or verbal comment that disparages an individual's sexual orientation.
k. False accusation and or slander.

Law Enforcement may address continued violations.

* PLEASE REFERENCE **APPENDIX C** FOR THE DDSD SEXUAL HARASSMENT POLICY.

SECTION 1 ▪ HARASSMENT COMPLAINT PROCEDURE

Any student who believes they have been subjected to harassment as defined above should *immediately report the incident to the nearest school staff member*. Staff will report the incident to an Administrator or Dean.

At the request of the student or the student's caregiver, confidentiality will be maintained; however, it is often more difficult to investigate a complaint thoroughly without disclosing the name of the complaining student. If the name of the victim is disclosed, the administration will take steps to ensure that no retaliation or reprisals occur. Appropriate disciplinary action will be taken against the harasser. (Changes to the above procedure may be made if an administrator is named in the complaint.) **It must be emphasized that harassment of any kind will be dealt with to the fullest extent, meaning that a long suspension and/or expulsion is possible. Students should not rationalize any behavior fringing on harassment as "just having fun"—there is no such thing as having fun at another person's expense.**

ARTICLE X ♦ INTERNET ABUSE / ELECTRONIC DEVICES

DAVID DOUGLAS SCHOOL DISTRICT RESPONSIBLE USE POLICY

Statement of purpose: David Douglas School District teachers and students use technology and internet-based tools (e.g., Google Apps for Education, Online Curriculum, online multimedia, etc.) in their classrooms on a regular basis to meet the district's standards and prepare students for their future. These technologies improve student communication and collaboration skills, and extend learning beyond the classroom walls while building digital citizenship skills. Student access to technology will require responsible, courteous, efficient, and legal use. Our goal in providing access to these resources is to enhance the education of our students and to educate them in responsible and appropriate use. It is important that students and caregivers recognize that information posted on the Internet is public and permanent and needs to be appropriate.

I understand that my use of any district technology (computer, network, Internet, resources, etc.) will be monitored. I understand if I violate this agreement, the district's policies and procedures, or student handbook, I may not be able to use technology or may experience other appropriate consequences. I acknowledge that my communications while using district technology (i.e., Google Apps) is neither private nor confidential.

Terms of Agreement

1. I agree to follow teacher/building/district instructions when using technology and use technology carefully, productively, appropriately and primarily for school-related purposes.
2. I agree to be polite, considerate and to use appropriate language, I agree never to use technology to bully, abuse, harm or frighten others.
3. I agree to be polite and use appropriate language. I will not swear, use vulgarities, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or view obscene or offensive material.
4. I agree to tell an adult if I read, see or access something inappropriate, or I witness inappropriate use of technology. I agree not to interfere with or circumvent any filter or security measure.
5. I agree to use technology responsibly and to conserve district resources, such as server space, bandwidth and printing capacity and to otherwise use resources as designed.
6. I agree not to share my passwords, except with my teacher and caregivers. I agree that I will use complex passwords.
7. I agree to only use my own files and folders and I will not access another individual's files and folders without their permission.
8. I agree that I will not reveal or post any personal information belonging to myself or another person (i.e., passwords, address and telephone number).
9. Students may not use school Wi-Fi on personal devices.
10. I agree to adhere to copyright laws and license and terms of use agreements.
11. I agree to follow the district policy regarding chromebooks and chromebook chargers and understand I may be responsible for fees associated with repair and/or replacement.

Use of Internet

Unauthorized or inappropriate use of Internet and/or computer, copier, or printer is not permitted. Computers are to be used for school assignments only. Any other use, including but not limited to inappropriate use of the Internet, playing games, or personal email is not allowed. **Loss of computer privileges will result from such conduct.**

Violations of Acceptable Use Policy:

1. Suspension of computer privileges
2. Notification to caregivers
3. Detention, suspension, expulsion from school and school-related activities
4. Legal action and/or prosecution

***** PLEASE REFERENCE **APPENDIX B** FOR GUIDANCE ON GENERATIVE AI USE.

SECTION 1 ▪ DISTRICT-ISSUED DEVICES

Reference **Appendix A** for David Douglas School District's *Student Technology Acceptable Use Policy* regarding district-issued devices, including replacement costs.

SECTION 2 ▪ PERSONAL ELECTRONIC DEVICES

Personal Electronic devices used or displayed by students will be subject to confiscation during school hours. If it is the third offense, the caregiver will be asked to pick up the device from school. Fourth offense or more results in a meeting with an Administrator. Cell phones, headphones/earbuds, tablets, speakers or other amplified devices, laser pointers, electronic glasses, smart watches or camera/camera phones can be considered a distraction to the learning process when used during any school hours. Any student using the above devices during the course of an investigation may be subject to a search of the contents of that item. Also, students who bring electronic devices to school do so at their own risk. Any use of personal electronic devices that violate board policy will be dealt with appropriately which may include expulsion.

WARNING: District staff are not responsible for lost or stolen electronic devices.

SECTION 3 ▪ OFF CAMPUS FOOD DELIVERIES

No food or beverage deliveries to students will be allowed during regular school hours unless approved by an administrator. All orders will be turned away at the student's expense and continued attempts could be followed by disciplinary consequences.

ARTICLE XI ♦ THREATS TO DISTRICT EMPLOYEES OR STUDENTS

The David Douglas School District Board of Education is committed to promoting healthy relationships and a safe learning environment. To this end, David Douglas School District will not tolerate any form of threats, targeted lists, intimidation, harassment, or coercion directed against district employees or students. Expulsion up to one year may be the consequence for such actions.

Staff must report to an Administrator any student who exhibits one or more of the following violence risk behaviors:

1. Threats to kill someone.
2. Exhibits a physical or verbal attack against another human being that inflicts serious physical injury or emotional trauma, in the classroom or any area of the school grounds.
3. When a student exhibits a threat or violent behavior in the classroom or any area of the school grounds.

Violent behavior means physical violence against another human being that inflicts serious injury or death. When a student makes a threat or exhibits behavior, the procedures outlined below are followed:

1. Staff member(s) observing the behavior or made aware of the behavior will report the situation to the principal or designee.
2. The building principal or designee will immediately remove any student from the classroom setting who has threatened to injure another person or to severely damage school or employee property.
3. The student will be placed in a non-classroom setting where the behavior will receive immediate attention from the building principal or designee.
4. The principal or designee will investigate the threat to determine the credibility of the threat. During the investigation period the student will remain under supervision.
5. The principal or designee will follow screening team procedures and will notify the appropriate Assistant Superintendent, law enforcement and caregiver(s) of the student if the threat is deemed credible.
6. A credible threat of violence will result in suspension from school and possible expulsion. The employee against whom the threat is made and the employee who reported the threat will be notified of the district's decision unless prohibited by state statute.
7. Safety assessments will be required for students who have made a credible threat of violence before the student is allowed to return to the classroom setting.
8. The administrator will meet with the employee against whom the threat was made and their representative to discuss the results of the assessment unless prohibited by state and federal laws.
9. The building administrator shall notify students and school employees who are the subject of credible threats of violence in a timely manner. Notification shall be attempted by telephone or in person within 24 hours of learning of the threat.

ARTICLE XII ♦ WEAPONS

Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but not be limited to, firearms, ammunition, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs, or other items that are readily capable of causing death or physical injury.

Incidents of students possessing weapons will be reported to the student's caregiver and shall be reported to the Portland Police Bureau. **As required by law (ORS 161.015, 339.115 and other applicable laws), appropriate disciplinary and/or legal action up to and including expulsion for one year or more will be taken against students who possess weapons, and with students who assist possession in any way.**

SECTION 1 ▪ FEDERAL AND STATE LAWS

1. The United States Gun-Free Schools Act of 1994 provides that any student found to have brought a firearm to school must be expelled for not less than one calendar year. A firearm as defined under Section 921 of Title 18 of the United States Code includes the following:
    a. Any weapon which will, or is designed to or may readily be converted to, expel a projectile by the action of an explosion;
    b. The frame or receiver of any weapon described above;
    c. Any firearm muffler or firearm silencer;
    d. Any explosive, incendiary or poison gas:
        I. Bomb
        II. Grenade
        III. Rocket having a propellant charge of more than one-quarter ounce
        IV. Mine or similar device
    e. Any weapon which will or which may be readily converted to expel a projectile by the action of an explosive or other propellant;
    f. Any combination of parts either designed or intended for use in converting a device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled. **Note: David Douglas School District does not exempt antique firearms, rifles, fireworks and other devices.**
2. **Oregon Law requires expulsion of students for one calendar year (David Douglas School District recognizes one calendar year as 365 days) under the following circumstances:**
    a. Bringing firearms, and/or possessing firearms at school, on school grounds, at school-sponsored activities
    b. Bringing deadly weapons and/or possessing deadly weapons in school, on school grounds and at school-sponsored activities
    c. Using, attempting to use, or threatening to use dangerous weapons at school or at school- sponsored activities

Any weapon or facsimile possessed on or about a person while on District property or at school-sponsored activities and events is subject to seizure and/or forfeiture.

Student possession of weapons will be reported to the student's caregiver and may be reported to the Portland Police Bureau. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and students who assist weapons possession in any way. Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school buildings.

3. **The law allows the district to unilaterally move a student with a disability who brings a firearm to school to an interim alternative education placement for a maximum of 45 calendar days.**

   a. **Firearms/Dangerous Weapons** Shall include, but are not limited to: pellet guns, BB guns, paint guns, rifles, slingshots, blow guns, dart guns, airsoft guns, shotguns, handguns and starting pistols, stun guns and tasers, gel blasters, and shall include the frame or receiver of any such weapon.

      I. **Knives/Shanks/Stabbing Instruments**

      All cutting edges or stabbing instruments of any size are prohibited.

      II. **Mace/Pepper Spray/Air Horns**

      Mace is considered a weapon and may not be brought into a school facility or at a school-sponsored event. If mace is dispensed at school the weapons policy will be enforced; the student may be expelled.

ARTICLE XIII ♦ DISCIPLINE IN THE DAVID DOUGLAS SCHOOLS

David Douglas schools have a tradition of fair and appropriate discipline.

SECTION 1 ▪ DEFINITION

Discipline is the expectation of behavior towards established standards of conduct. These standards are based on the policies and statutes.

Ideal discipline is self-directed and self-controlled. Schools, community and caregiver share the responsibility for helping students develop self-discipline. Discipline is necessary to assure an orderly environment in which each person may live and learn to their full capabilities in harmony with others. When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others. In David Douglas schools, as in the community at large, certain rules and procedures are established to guide students through constructive growth and into mature adulthood.

SECTION 2 ▪ HIGH SCHOOL BEHAVIOR / DISCIPLINE PROCEDURES

In keeping with Oregon State Statute and established board policies on student behavior and discipline, the following consequences shall apply to those students who violate rules, prohibitions, and regulations as set forth by the high school and district. Rules, prohibitions, and regulations for which consequences apply shall be enforced during regular scheduled school hours, while on school property, at school bus stops, during travel to and from school, and during all school-sponsored activities and athletic events whether they are home or away. **The high school reserves the right to discipline the student for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.**

SECTION 3 ▪ CONSEQUENCES

1. **Conference:** A Dean or Administrator meets with the student to discuss behavior.
2. **Detention:** A disciplinary action for a minor infraction and is used as a warning to a student not to repeat the offense. Most detentions are assigned during a student's lunch period.
3. **Work Detail:** Used for a minor infraction and is a warning not to repeat the offense. Work detail is usually assigned at the end of the school day.
4. **In-School Suspension**: In-school suspension may be appropriate in some situations; as an alternative to sending students home.
5. **Out-of-School Suspension:** Suspension temporarily removes the privilege of attending school, school activities or being on school premises from a student. Absences due to suspension are unexcused. According to **OAR 581-021-0065**: Students shall be allowed to make up school work upon their return from the suspension if that work reflects achievement over a greater period of time than the length of the suspension. For example, the students shall be allowed to make up final, mid-term, and unit examinations, without an academic penalty, but it is within the district's discretion as to whether the students may be allowed to make up daily assignments, laboratory experiments, class discussions or presentations. Ordinarily a suspension will not exceed five school days, but in special circumstances a suspension may be extended up to ten school days until some specific pending action occurs such as a court hearing, an expulsion hearing, or review by a probation officer. Suspensions are assigned by the Administrator, or with the approval of the Administrator, by the Dean of Students. **David Douglas School Board Policy 5210.**

Suspension is viewed as a serious matter. In accordance with Oregon Law (ORS 339.250) suspension may be used when students do not comply with rules for the governance of the school, pursue the prescribed course of study, or do not submit to the teacher's authority. Suspension is

assigned as a penalty for certain violations or after other procedures has failed to resolve lesser problems. It is a preliminary step toward eventual expulsion if problems are not resolved.

A student who is suspended may not return to school or be on school premises until the student and their caregivers have met with an administrator or Dean of Students, or it will be considered and treated as criminal trespass (ORS 164.255, 164.243).

6. **Activity Pause:** Students may not attend any activity where David Douglas High School is involved. This includes home and away sites for a designated period of time. If the activity involves a student athlete during their season, they may practice but not compete. Students may continue to attend tutoring, Scot's Center, and/or Credit Recovery at the discretion of an Administrator or Dean of Students.
7. **Recommendation for Expulsion:** Expulsion denies the student attendance at school and school activities for up to one calendar year (ORS 339.250). Expulsions are assigned by the principal, usually upon the recommendation of the Hearings Officer. **David Douglas School Board Policy 5210.** Expulsion terminates a student's attendance at school and school activities, and is recorded on a student's permanent record. Expulsion can last up to 365 days from the date of the expulsion hearing decision. The student will need to turn in all books checked out to them, ID card and pay any outstanding fees when expelled from school.
8. **Notification of Portland Police Bureau:** In situations where a crime may have been, has been or will be committed, the Portland Police Bureau will be notified. This may be done before the school notifies the caregiver.
9. **Student Body Cards Will Be Withheld for the Following:**
    a. Activity Pause
    b. Out-of-School Suspension
    c. Expulsion
    d. Alternative Placement
    e. Other infractions of David Douglas School Policy as determined by the Administrator or Dean of Students
10. **Alternative Education Programs**: The David Douglas School District may offer alternative education to students who have been expelled, have severe discipline or attendance problems, or are struggling to meet graduation requirements. Whenever one of these conditions exists, the district will notify caregivers of the availability of these alternative programs and the procedures for enrolling students (ORS 339.250). In any of the above situations, the principal or their designee will notify the student and caregivers of the availability of alternative programs and the program that best suits the student's learning style and needs shall be recommended. If caregivers refuse the district recommended alternative, they are free to use other alternatives, but not at the district's expense.

CONSEQUENCES FOR VIOLATIONS OF SCHOOL POLICY

	Conference w/ Student	Caregiver Contact	Loss of Privilege	Detention	In- School Suspension	Out-of-School Suspension	Suspension Pending Expulsion	Restitution	Screening/ Counseling/ Treatment
Alcohol	▲	▲	▲		▲	▲	▲		▲
Arson	▲	▲	▲			▲	▲	▲	
Assault	▲	▲	▲			▲	▲		
Cheating / Plagiarism	▲	▲	▲	▲	▲	▲	▲		
Chronic Minor Behavior	▲	▲	▲	▲					
Closed Campus Violation	▲	▲	▲	▲	▲	▲			
Computer/Internet Abuse	▲	▲	▲	▲	▲	▲	▲	▲	▲
Disruptive Conduct	▲	▲	▲	▲	▲	▲			
Drugs / Vaping	▲	▲	▲		▲	▲	▲		▲
Fighting	▲	▲	▲		▲	▲	▲		▲
Gambling	▲	▲	▲		▲	▲			
Harassment: Intimidation, Sexual, Racial, Bullying, including via Social Media	▲	▲	▲	▲	▲	▲	▲		▲
Inappropriate Touching, Display of Affection	▲	▲	▲	▲	▲	▲			▲
Insubordination	▲	▲	▲	▲	▲	▲	▲		▲
Language	▲	▲	▲	▲	▲	▲			
Physical Aggression	▲	▲	▲		▲	▲	▲		▲
Theft	▲	▲	▲	▲	▲	▲	▲	▲	
Threat of Violence	▲	▲	▲			▲	▲		▲
Threat to School	▲	▲	▲			▲	▲		▲
Tobacco / Vaping	▲	▲	▲		▲	▲	▲		▲
Truancy / Skipping / Leaving	▲	▲	▲	▲	▲	▲			
Vandalism	▲	▲	▲	▲	▲	▲	▲	▲	
Weapons	▲	▲	▲			▲	▲		

ATHLETIC CODE OF CONDUCT

Participation in athletics at David Douglas High School is a privilege. Student-athletes are expected to demonstrate responsibility, integrity, and good citizenship in school, in the community, and in all activities—including online spaces. Because student-athletes represent our school, **they are held to a higher standard of behavior than the general student body**.

Higher Standard for Student-Athletes

As a participant in athletics:

- Consequences for violations **may be more restrictive than those in the Student Code of Conduct**
- Teams and coaches may apply **additional program-specific expectations and consequences**
- Participation in contests may be limited even if a student remains eligible to attend school

Year-Round Responsibility

The Athletic Code of Conduct is in effect year-round, including during the sport season, off-season, and summer. Student-athletes are expected to make responsible decisions at all times.

Responsibility for Environment

Student-athletes must avoid situations involving illegal or prohibited behavior.

- **Being present where violations are occurring (e.g., drugs, alcohol, nicotine) may be considered a violation**, even if the student is not actively participating
- Students are expected to leave these situations immediately

Any violation that occurs during the school day or at a school-sponsored event will also be subject to school discipline policies outlined in the Student Handbook. Student-athletes are expected to immediately leave any situation where rule violations are occurring. **Failure to do so, or remaining present at gatherings where violations take place, will be considered a violation of the Athletic Code of Conduct and will result in additional consequences**

Violations & Minimum Consequences

Code Violation	Steps	Consequences for Athletic Code Violations	
Criminal Act	Step 2-7	1.	Conference
Any suspension for violating student policies in the Student Handbook	Step 2-7	2.	10% suspension from the season's contests
Tobacco Violations	Step 2-7	3.	25% suspension from the season's contests
Drug/Alcohol Violations	Step 3-7	4.	50% suspension from the season's contests
Attendance at events where code violations take place	Step 1-7	5.	75% suspension from the season's contests
Insubordination Violations	Step 1-7	6.	100% suspension from the season's contests
2nd Offense of Athletic Code Violation	Step 4-7	7.	Dismissal from program/loss of letter

Important:

- These are **minimum consequences**
- More severe consequences may be assigned based on the situation

Practice vs. Competition During Suspension

- Students serving an athletic suspension will **lose game/contest participation** based on the percentage assigned
- Students **may continue to practice** during the suspension
- Students **may not participate in practice or competition while serving an out-of-school suspension**
- Coaches may establish additional expectations during the suspension period

Participation in athletics is an opportunity that comes with responsibility. Student-athletes are expected to represent themselves, their team, and David Douglas High School with pride, integrity, and accountability at all times.

APPENDIX A

Student Technology Acceptable Use Policy
Grades 6-12

COMPUTER USE AND ONLINE ACCESS:

The David Douglas School District provides a wide range of technology resources for student use. These resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

STUDENT SAFETY:

The David Douglas School District uses a filtering system to track and monitor all computer and Internet use on our network. The system is designed to prevent access to educationally inappropriate sites.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

UNACCEPTABLE USES:

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber-crimes:

Criminal Acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

Libel Laws: Publicly defaming people through publishing material on the Internet, email, etc. This may include but is not limited to using generative Artificial Intelligence (AI) to impersonate or bully another student or staff member (deep fakes, etc.).

Copyright Violations: Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

STUDENT COMPUTER AND ONLINE RESPONSIBILITY:

Every student is expected to follow the school rules as well as the rules and conditions listed below. It is expected that students will show good citizenship and ethical behavior at all times.

1. I AM RESPONSIBLE FOR MY ONLINE ACCOUNTS AND Google SUITE ACCOUNT. I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to

use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.

2. I AM RESPONSIBLE FOR MY LANGUAGE. I will not use profanity, vulgarities, racial slurs or any other inappropriate language as determined by school administrators in my email messages, online postings, and other digital communications with others.

3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email, Google Apps, and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.

4. I AM RESPONSIBLE FOR MY USE OF THE DAVID DOUGLAS SCHOOL DISTRICT NETWORK.

5. I will use school computer resources responsibly. I will not search, retrieve, save, circulate or display hate based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any District computer resources unless authorized by school administrator/teacher as part of a school assignment. I will not hack or access other student's accounts. I understand the use of the David Douglas network for illegal or commercial activities is prohibited.

6. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.

7. I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE. I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, using generative AI to impersonate someone else (deep fakes, etc.) or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

8. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE DAVID DOUGLAS NETWORK. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.

9. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

10. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives). In the event of lost of damaged student technology resources, the following fee schedule may be applied:

Chromebook Charger Loss: students will pay a $20 replacement fee

Chromebook Damage:

1. First repair: The district will pay for the repair
2. Second repair: The student will pay $50
3. Third repair: The student will pay $75
4. Fourth repair: The student will pay $150

Chromebook Loss:

- The student will be charged $300 for each lost Chromebook.
- If a student leaves the District but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts will apply.

If a lost or stolen device is later recovered in working condition, the fees will be refunded.

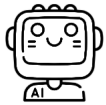
Student Violations of Technology Acceptable Use Policy Could Result in:

- Notification of parents
- Suspension of computer privileges
- Detention, suspension, expulsion from school and school-related activities
- Legal action and/or prosecution
- Potential inability to graduate

APPENDIX B

Generative Artificial Intelligence (AI) Guidance

GENERATIVE ARTIFICIAL INTELLIGENCE (AI) USE IN ASSIGNMENTS



0	1	2	3	4
NO AI	AI TOOLS	AI SUPPORT	AI PARTNER	AI DESIGN
Students <u>should not</u> use AI on this assignment.	Students <u>could</u> use AI only for planning, developing ideas, and minor editing.	Students <u>could</u> use AI to assist with specific tasks as directed by teacher.	Students <u>could</u> use AI extensively throughout your work as directed by teacher.	Students <u>should</u> use AI creatively to solve a problem, co-designing new ideas. *Students are engineering and refining AI prompts*
	CITATION REQUIRED			

✅ **ALWAYS** evaluate AI responses for bias, for accuracy, and reflect on what you've learned in class.

❌ **NEVER** enter personal information into AI tools, like names, ID numbers, emails, etc.

DAVID DOUGLAS SCHOOL DISTRICT
Learn • Grow • Thrive
01/25

David Douglas School District
Generative AI Guidance

4 key principles will help guide the safe and thoughtful use of AI at David Douglas:

Purpose

David Douglas recognizes the benefits of technology, including emerging tools like Artificial Intelligence (AI) and generative AI, in classroom instruction, school management, and district operations. While generative AI offers significant potential for education, it also presents risks that must be managed thoughtfully.

Safe Use

- Protect confidential data, including student records, IEPs, and personnel files.
- Do not input sensitive information, like names or photos, into AI tools.
- Use AI tools with proper security standards.
- Follow DDSD's Acceptable Use and data privacy policies when using AI.

Agency & Integrity

- Maintain human decision-making with AI tools, ensuring they support, not replace, student and teacher roles.
- Adhere to the DDSD's Academic Integrity Policy and require proper citation of AI-generated content.
- Review AI-generated content for accuracy, credibility, and biases.
- Guide students on responsible and ethical AI use, including appropriate contexts for AI tools.

Knowledge

- Recognize how AI tools enhance teaching, personalize learning, and assess student progress while understanding their impact on education.
- Cultivate the ability to evaluate AI-generated content for accuracy, relevance, and reliability.
- Be aware of AI's limitations, including biases and the need for human decision-making.
- Identify and address biases in AI systems to ensure fairness in education.
- Encourage collaboration between students, educators, and AI to support and enhance agency.

David Douglas School District
Generative AI Guidance

Opportunities for Responsible Use of AI

Student Learning

- **Aiding Creativity:** AI sparks creativity in writing, art, and music.
- **Collaboration:** AI assists with group projects, research, and idea connections.
- **Communication:** Real-time translation, personalized language exercises, and dialogue simulations.
- **Content Creation:** AI helps create personalized study aids, summaries, quizzes, and visual content.
- **Tutoring:** AI offers accessible tutoring, answers questions, and supports classroom instruction.

Teacher Support

- **Assessment:** AI enhances assessments by identifying gaps and creating questions; teachers retain responsibility for grading and feedback.
- **Content Development:** AI differentiates lessons, suggests plans, and tailors materials to student needs.
- **Professional Development:** AI can personalize teacher training, suggests strategies, and offers simulation-based training.
- **Research Support:** AI recommends relevant books, articles, and teaching strategies.

School Management and Operations

- **Communication:** AI refines communication, handles routine inquiries, and translates languages.
- **Operational Efficiency:** AI streamlines tasks like scheduling, inventory, energy use, and reporting.
- **Learning Management:** AI analyzes student data to guide instruction and interventions.

Prohibited Uses of AI

Student Learning

- **Bullying/Harassment:** AI cannot be used to manipulate media for intimidation or harassment; it must be used only for respectful, educational purposes.
- **Overreliance:** Overusing AI risks missing context or nuances. Teachers will guide AI use, and all AI outputs must be reviewed before use.
- **Plagiarism/Cheating:** AI-generated content cannot be submitted as original work without proper documentation and approval. Teachers will clarify AI use and adapt assignments to minimize plagiarism.
- **Unequal Access:** If AI tools are allowed, they must be made accessible to all students.

Teacher Support

- **Societal Bias:** AI can reflect societal biases. Tools must be reviewed for bias, and all outputs must be vetted by humans.
- **Diminishing Agency:** AI won't replace human educators' roles in teaching or mentoring. Teachers must critically review AI-generated content.
- **Privacy Concerns:** AI will not monitor classrooms or infringe on privacy by tracking interactions or movements.

School Management and Operations

- **Privacy Protection:** AI cannot be used to collect unauthorized data or compromise privacy, in compliance with laws and ethics.
- **Policy Compliance:** AI tools must comply with privacy laws and ethical guidelines, ensuring personal data is protected.

APPENDIX C

DAVID DOUGLAS SCHOOL DISTRICT
SEXUAL HARASSMENT POLICY

It is important that every person knows their rights and responsibilities when it comes to Sexual Harassment laws in Oregon, as well as the policies and procedures we follow in our district.

The David Douglas School District is committed to maintaining a learning environment free of sexual harassment.

Oregon Definition of Sexual Harassment of students, staff members, or third parties shall include:

- A demand or request for sexual favors; Unwelcome conduct of a sexual nature that is physical, verbal or non verbal and that: Interferes with a students' educational activity or program; Interferes with a students' ability to do their job; Creates an intimidating, offensive or hostile environment.

- Assault when sexual contact occurs without students' consent because the student is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion, or explicit or implied threats.

For purposes of these guidelines, the following behaviors by one student to another, by a staff member to a student, or by a student to a staff member may be defined as sexual harassment: unwelcome sexual flirtations, advances, or propositions;

- graphic verbal or written commentaries about an individual's body or attire (e.g., graffiti with sexual personal messages or a drawing of suggestive objects on a notebook);
- sexually explicit or offensive joking;
- snapping of bra straps or pulling on any other kind of underwear;
- pulling on gym clothes and other types of clothing;
- touching or grabbing private parts or genitalia;
- making unwelcome and suggestive sexual remarks;
- subtle pressure or requests for sexual favors;
- other verbal, visual, or physical conduct of a sexual nature, and/or
- any written or verbal comment that devalues/degrades an individual's sexual orientation, gender, gender identity or gender expression.

Any individual who believes they have been subjected to harassment should immediately report the incident to the nearest school staff person, counselor and/or go directly to the office.

If the report has been made to a staff person and/or counselor, the counselor and/or staff person must report it to an administrator.

Administrators, Joe Talley and/or Jennifer Buscher, will investigate the complaint, following school board policy, and report to Assistant Superintendent, Andy Long.

SEXUAL HARASSMENT INVESTIGATION

All reports and complaints shall be investigated. The district may take the following procedures:

- Interviews with those involved; Interviews with witnesses; Review of Video Surveillance; Review of written communication including electronic devices; Review of physical evidence; Use of third-party investigator

SEXUAL HARASSMENT RETALIATION

The district may take the following procedures and remedial action to address and stop sexual harassment:

- Discipline of staff/students engaging in sexual harassment; Additional supervision in activities; Additional controls of district devices; Training and education for students.

** Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.*

SEXUAL HARASSMENT NOTICE

Any person who may have been affected by this policy shall be given written notification of the following:

- Each person involved (reporting and reported); Where applicable, a parent or legal guardian; The rights and responsibilities of all parties involved; Information about services and resources available at the school, district, community and state level; No retaliation allowed for reporting.

Notification must be provided of when investigation was initiated and concluded, to the extent allowable under confidentiality laws. *This means you might not know the outcome*.

It must be emphasized that harassment of any kind will be dealt with to the fullest extent, meaning that a long suspension and/or expulsion is possible. Students should not rationalize any behavior fringing on harassment as "just having fun" – there is no such thing as having fun at another person's expense.

APPENDIX D

2025-26 SCOTS TARDY POLICY

Purpose: As DDHS Scots, we believe being in class matters and leads to student success. While we understand there are sometimes barriers to attendance, we want to make sure we are doing whatever we can to support students getting to class on time. We are implementing a new policy to support Scots and determine how we can better help them be on time. ***Teachers will take attendance within the first 10 minutes of class.***

<table>
<tr><td>1st & 5th Periods</td><td colspan="4">If a student is late to 1st or 5th period, the student will…
Check in at either South or North Office
Participate in a brief conversation with an attendance team member to discuss tardiness and discuss solutions and support needed to get to school on time
Head to class, with a pass, where their teacher will welcome them</td></tr>
<tr><td rowspan="2">All Other Periods</td><td>EXCUSED
*arrives with pass</td><td>Unexcused
(0-5 min)
*arrives w/o pass</td><td>Unexcused
(5-20 min)
*arrives w/o pass</td><td>Unexcused
(>20 min)
*found in hall/restroom, skipping</td></tr>
<tr><td>Student gets a pass from office or staff member
Teacher welcomes student into class
Teacher updates attendance</td><td>Teacher welcomes student into class
1st tardy - warning & call home
2nd tardy - lunch detention & call home
3 or more tardies - BIRF to Dean
Teacher updates attendance</td><td>Teacher welcomes student into class
Student assigned Lunch Detention by Teacher
Teacher updates attendance to T>5</td><td>Student escorted to SMO to meet with their Dean
Dean will determine next steps with student (Goal: to get students back to class)
Caregiver contacted via phone by Dean/Admin</td></tr>
</table>

APPENDIX E

David Douglas School District
DDHS & FIR RIDGE: A PATHWAY TO GRADUATION
General Credit Guidelines

Helping Students Get Back on Track

At David Douglas High School, our top priority is ensuring that every student has the opportunity to graduate. We recognize that some students may require additional support to achieve this goal. **Fir Ridge Campus (FRC)** is a specialized campus for students off track for graduation.

Why Fir Ridge?

✔ Smaller class sizes for personalized support
✔ Individualized academic planning
✔ A supportive learning environment
✔ Increased opportunities for success

Pathway Back to DDHS

Once a student is back on track to graduate, there is a clear pathway to return to David Douglas High School to complete their education and graduate with their peers.

Fir Ridge High School would like students who are deficient in credit to attend Fir Ridge Campus as early as their 10th-grade year. Students who begin at Fir Ridge as early as their 10th grade can make up credit, return to DDHS, and graduate with their graduating class.

The following credit guidelines outline specific circumstances where DDHS administration may require a student to be placed at Fir Ridge due to credit deficiencies.

<table>
<tr><th>Grade</th><th>First Semester</th><th>Second Semester</th><th>DDHS Return Eligibility</th></tr>
<tr><td>9</td><td>Not Eligible</td><td>Admin Referral Only</td><td>Admin Approval Only</td></tr>
<tr><td>10</td><td>0 credits</td><td>Less than 4 credits</td><td rowspan="3">● Must pass all current courses and be on track:
○ 10th Grade: 12 credits (incl. 1.5 Math)
○ 11th Grade: 20 credits (incl. 2 Math)
● Maintain 85%+ attendance
● No major behavior referrals
● Transfers only during summer or before January; plan in May or November
● Seniors are not eligible to return to DDHS for second semester graduation participation</td></tr>
<tr><td>11</td><td>Less than 8 credits and/or less than .5 Math credit</td><td>Less than 10 credits and/or less than 1 Math credit</td></tr>
<tr><td>12</td><td>Less than 12 credits and/or less than 1 Math credit</td><td>Less than 16 credits and/or less than 1.5 Math credits</td></tr>
<tr><td colspan="4">Credits earned must be in courses required by the state for graduation.
Advisory credit is excluded from the overall credit count.</td></tr>
<tr><td colspan="4">Removed from Consideration for Transfer:
MLL Level 2 ELD, Extended Diplomas, Certificates of Attendance</td></tr>
<tr><td colspan="4">**IMPORTANT: If the student has the required credits listed above but has not earned enough credit in a specific core subject area, then it is possible the student will be placed at Fir Ridge High School.</td></tr>
</table>