



DOLORES

Secondary Schools

Superintendent of Schools:	Scott Cooper
Principal:	Jen Huffman
Dean of Students:	Dane Gallaher:
Activities Director:	Chris Trusler
Board of Education:	Rebecca Frasier Dee Prock Vangi McCoy Deanna Truelsen Linnea Vass

School Colors: Black and White with Red Accents

School Mascot: Bears

Bear Code: Safety, Respect, Responsibility, and Positive Relationships

School Song:

Oh when the Bears fall into line, we're going to win this game another time
For DHS we love so well, we're going to yell and yell, and yell, and yell, and yell
We're going to fight, fight, fight for every score, we're going to win this game and then some more
We're going to roll those challengers on the floor, off the floor-Fight, Fight, Fight!



Dolores School District RE-4A

Scott Cooper, Superintendent

P.O. Box 727 / 100 N. 6th Street

Dolores, Colorado 81323

Voice 970-882-7255 Fax 970-882-7685

www.dolores.k12.co.us

June 21, 2016

Dear Families,

First, I want to thank you for a fantastic 2015-2016 school year at Dolores Secondary. Thank you for sending us the best students in Colorado. Thank you for supporting our efforts to provide them with an excellent education, and thank you for your involvement in our school.

Last year, we had some great developments. We wrote new graduation requirements, reflecting the mandates from the Colorado State Board of Education. We also formed our JEDI (Just Everyone Digging In) Council, which serves as our School Accountability Committee and Multi-Tiered Systems of Support Universal Team. This council provides a way for us to include student and parent voice and choice in the recommendation for policy and practice, and while it is a work in progress, we are excited about the possibilities.

Our school qualified students for State Knowledge Bowl (4th place finish); State Science Fair; State National History Day (2nd place finish--Junior Group Website and Best Project--4 Corners/Tribal Region); US National History Day; Destination Imagination State (2nd place--Improv) and Global Finals; State and National FFA Competition; National Finals Rodeo; and Junior National Finals Rodeo. We also had two representatives to the Hugh O'Brien Youth Foundation in Denver, and two representatives to the Rotary Youth Leadership Awards; plus State Medalists in Track and Field. DSLCS, Student Council, and Honor Society completed multiple service projects that directly benefited our community. Our Veteran's Day program continued its wonderful tradition, and will continue in years to come. Additionally, every time we travel with our students, and every time others come here for activities, we hear nothing but compliments about our students' behavior, their sportsmanship, and their welcoming personalities. Thank you for instilling in them the values of hard work and kindness.

Moving forward into the 2016-2017 school year, we have a few things that we are committed to working on, as well. The first of these is to improve our communication with families. We know that this can always be better, and that we have a responsibility to make sure that you are aware of what is happening at school, and to know how your students are doing.

We will be emphasizing our process toward becoming a "Deeper Learning" School. Here is more information about Deeper Learning, from the Hewlett Foundation:

“What is deeper learning?”

In classrooms where deeper learning is the focus, you find students who are motivated and challenged—who look forward to their next assignment. They apply what they have learned in one subject area to newly encountered situations in another. They can see how their classwork relates to real life. They are gaining an indispensable set of knowledge, skills, and beliefs, including:

- **Mastery of Core Academic Content:** Students build their academic foundation in subjects like reading, writing, math, and science. They understand key principles and procedures, recall facts, use the correct language, and draw on their knowledge to complete new tasks.
- **Critical Thinking and Problem Solving:** Students think critically, analytically, and creatively. They know how to find, evaluate, and synthesize information to construct arguments. They can design their own solutions to complex problems.
- **Collaboration:** Collaborative students work well in teams. They communicate and understand multiple points of view and they know how to cooperate to achieve a shared goal.
- **Effective Communication:** Students communicate effectively in writing and in oral presentations. They structure information in meaningful ways, listen to and give feedback, and construct messages for particular audiences.
- **Self-directed Learning:** Students develop an ability to direct their own learning. They set goals, monitor their own progress, and reflect on their own strengths and areas for improvement. They learn to see setbacks as opportunities for feedback and growth. Students who learn through self-direction are more adaptive than their peers.
- **An “Academic Mindset”:** Students with an academic mindset have a strong belief in themselves. They trust their own abilities and believe their hard work will pay off, so they persist to overcome obstacles. They also learn from and support each other. They see the relevance of their schoolwork to the real world and their own future success.

When students are developing knowledge, skills, and academic mindsets simultaneously, they learn more efficiently. They acquire and retain more academic knowledge when they are engaged, believe their studies are important, and are able to apply what they are learning in complex and meaningful ways. Mastery of academic content is critical to a student’s future success in college, careers, and life, so it is the foundation of—and never overlooked in—deeper learning classrooms.”

It is my firm belief that we have the personnel in place to make this a reality for every Dolores Secondary student. I am so excited to lead them in this task.

Thank you again for choosing Dolores Secondary for your children. If you are happy with what we are doing, please tell others about Dolores. If you have suggestions for improvement, please tell

me. Your feedback--and your students' feedback--helps us to improve. Please call or email with any concerns or questions.

Looking forward to a great year!

Jen Huffman
Secondary Principal
Dolores Secondary
PHONE: 9708827288
FAX: 9708827685
1301 CENTRAL AVE
DOLORES CO 81321

Who's Who at Dolores High School?

To email any of us, type in the first initial of the first name followed by the last name (all lower case) @dolores.k12.co.us , or click on the name.

Superintendent	Scott Cooper
Principal	Jenifer Huffman
Dean of Students	Dane Gallaher
Athletic/Activities Director	Chris Trusler
Administrative Assistant	Kaari Milligin
Registrar	Lezlie Dibsie
Academic Advisement/PBiS	Jen Stark
Nurse	Denese Brisbin
Food Services-Director	Chuck Soukup
Technology-Director	Mark Baxter
Art	James Anderson
CTE : Woods	Clint Schurr
CTE: Agriculture	Kady Meyer
Computer Literacy/Educational Technology	Karen Webster
Health and Physical Education	Forrest Grosh
Health and Physical Education	Gina Hollen
English	Tim Kercher
English	Jessica Mulvihill-Kuntz
US History	Michael Nielson
Librarian	Lisa Vaughn
Math	Rob Mellott
Math/Chemistry	Miriam Baines
Music-Choir and Band	Maggie Gillette
Social Sciences/MTSS Director/Rtl Academic	Tara Olson
Life Sciences	Dave Hopcia
Physical/Earth/Space Sciences/Drama	Peter Swingle
Government/Civics/Economics	Brian Kelley
World History/Global Studies	Pamela Pacheco
World Languages--Spanish	Liliana Argento
Exceptional Student Services--Special Education	Patrick Priest, Monica Michel, Melissa Hackett, Harry Atcitty
ESS/PBiS--Behavioral Intervention Services	Chris Trusler
ESS--Student Acceleration Services	Katya Grandt

Who's Who at Dolores Middle School?

To email any of us, type in the first initial of the first name followed by the last name (all lower case) @ dolores.k12.co.us or click on the name.

Superintendent	Scott Cooper
Principal	Jenifer Huffman
Dean of Students	Dane Gallaher
Athletic/Activities Director	Chris Trusler
Administrative Assistant	Kaari Milligin
Registrar	Lezlie Dibsie
Academic Advisement	Jen Stark
Nurse	Denese Brisbin
Food Services-Director	Chuck Soukup
Technology Director	Mark Baxter
Art	James Anderson
Health/Physical Education	Forrest Grosh
Health/Physical Education	Gina Hollen
English/Reading	Taylor Farquharson
English/Reading	Arita Graham
Librarian	Lisa Vaughn
Math	Dawn Asbjorn
MTSS Director/Rtl Academic	Tara Olson
Science/MTSS Math Support	John McHenry
Science	Kristin Schurr
US History (8th grade)	Michael Nielson
World History (7th grade)	Pamela Pacheco
Exceptional Student Services--Special Education	Patrick Priest, Monica Michel, Melissa Hackett, Harry Atcitty
Student Acceleration Services--ESS	Katya Grandt
Computer Literacy/Education Technology	Karen Webster
ESS/MTSS--Behavioral Intervention	Chris Trusler
World Languages--Spanish	Liliana Argento
Music	Maggie Gillette

Academic Program and Process Information

Dolores Secondary Schools are school strong in the areas of Academics, Arts and Athletics. Our schools are structured to provide a well-rounded education that includes language arts, math, science, social studies, health, and physical education, music, art, technology, wood shop, and agricultural education. Students are given an opportunity for more individualized and caring instruction.

DHS Final Exams and Semester Grades – Final exam dates are prescheduled. For extenuating circumstances, a student must request permission to take early exams from the Registrar's office a minimum of 48 hours prior to exams. The student must gain approval from his/her teacher and the Principal. Semester exams are worth 20% of the semester grade in High School, and are assigned to the 2nd and 4th quarter grades in Middle School.

Grade Point Average (IKF) A student's grade point average (GPA) is calculated using the following formula. GPAs will be automatically updated in the computer system at the end of each semester; it is the student's responsibility to bring any questions to the registrar for verification.

Weighted coursework is available for various honors, Advanced Placement, and college courses. **Please see policy IKF for specific details regarding weighted coursework.**

Parents may monitor their student's grade frequently by use of the PowerSchool Parent Portal. Parents will be provided with the username and password for each child in high school. If a parent has no access to the Internet, they may request a mid quarter progress report and a quarterly report card. Report cards are mailed at the end of each semester.

Incompletes

An Incomplete (I) will be assigned should there be extenuating circumstances that prevented the student from completing the course in the appropriate time allowed. The student must complete the required work within two weeks of the date it was assigned. The (I) will convert to an (F) after that two-week period. The student and parent/guardian may schedule a meeting with the teachers and Principal to ensure all options have been reviewed.

Deficiency Notice Process

The instructor will be responsible for contacting the parents/guardians personally if the student's grade is 62% or lower each quarter. The teachers should review grades at 3 and 6 weeks in each quarter. Parents and students also have easy access to the monitor grades in real-time through the PowerSchool Parent Portal. The teacher will maintain documentation of the student and the parent's response to the low grade in a contact log. Email is encouraged as a means of contact.

Coursework Recovery – Students may request to complete online or correspondence coursework under the supervision of their teacher or the administration in order to gain recovery of for failed courses. This coursework is offered at the expense of the student and parent/guardian. Students and parents/guardians should contact the principal or academic advisement specialist as soon as they know coursework recovery will be necessary.

Open Enrollment (JFBB) – Out of district students may attend our school or participate in our programs based on program and space availability. Any out-of-district student must have an application on file with the school office prior to the first day of school. School officials will review applications June 1, ending each school year and in August, five (5) days prior to the beginning of school. Approval letters will be mailed within one week of the review dates. During the school year, School Officials will approve applications in accordance with Board policy. The Registrar will maintain a waiting list for acceptance into full programs.

Graduation Requirements (IKF) - All students in grades 10-12 need 24 credits to graduate. Credit will be given at the equivalent of $\frac{1}{2}$ credit per semester. If a student lacks one credit toward meeting the DHS graduation requirements, they may apply to participate in the DHS District RE-4A Commencement. Their application shall be a letter written to the Registrar stating an appropriate summer school plan, correspondence course, college or other plan to meet the requirement to be completed within one year for the date of Commencement. They will receive a blank folder and may pick up their diploma upon proof of completion.

Credit Requirements: 10-12 Grade Students ONLY

English/Language Arts (4 credits)

Math (3 credits)

High School students may receive **1 math or science credit for successfully completing four years of CTE Agriculture credit

Science: (3 credits)

High School students may receive **1 math or science credit for successfully completing four years of CTE Agriculture credit

Social Studies: (3 credits)

****20 Hour Service Learning Project** must be completed under the guidance of the Government/Civics instructor.

Physical Education: (2 credits)

High school students may receive $\frac{1}{4}$ **Physical Education credit for each successfully completed season in an interscholastic sport, and/or cheerleading ($\frac{1}{2}$ credit). Team Managers or record keepers **will not** be considered participants in a sport.

Computers: (1/2 credit)

Health: (1/2 credit)

Practical or Fine Arts: (1 credit)

Electives: (7 credits)

High School students may receive $\frac{1}{4}$ **elective credits for successful completion of each drama performance.

****Civil Air Patrol**: Successful completion of four years while in high school will earn **1 elective credit**.

Beginning with the class of 2020, all Dolores High School Students will need to complete:

- General Education Requirements, as listed in Policy IKF adopted June 2016
- Curriculum Pathway with Capstone Project *and* Individual Career and Academic Plan, as defined in Policy IKF (June 2016)
- Colorado Approved Demonstration of Competency in Math and English, as listed in Policy IKF (June 2016)

Graduation, Early (IKF) – Although DHS District RE-4A Board of Education encourages all students to benefit from their entire four-year high school experience opportunity, DHS allows early graduation for those students who meet early graduation requirements: Submit a letter requesting early graduation to the Principal and a copy to the registrar no later than September 1, of your senior year. The letter content must include secondary and post secondary education or transition plans.

Graduation Ceremony (IKF, IKFB) – Participation in the DHS District RE-4A graduation is a privilege and not a right. Students are required to behave and dress appropriately. If behavior or dress detracts from the dignity of the ceremony, a student shall be ejected. The Principal or designee shall prepare a letter to the student and their parents outlining behavior and dress requirements.

Dual Enrollment Program/Fast Track (IHCDA) – In partnership with local colleges, we provide vocational training and concurrent enrollment opportunities. Students may earn high school and college credit simultaneously for meeting the requirements of coursework articulated with Southwest Colorado Community College (SCCC) or Fort Lewis College (FLC). No college credit shall be awarded to individuals who earn a below a 70%. At this time, Dolores RE-4A provides tuition for coursework completed at a 70% and above. Students who complete the coursework with a below a 70% shall reimburse the District for the tuition. All grades received on college coursework taken while in a dual enrollment class will be shown on high school and college transcripts.

All Post-Secondary option students are required to purchase their own learning materials and pay for any lab fees. Any college coursework exceeding 9 credits per semester will be at the expense of the student and/or his/her parent/guardian.

All SCCC classes that are taught on campus require the student to rent the college level textbook from DHS. The current fee is \$25 per year per course.

Students not completing these courses with a C (70%) or higher grade will be required to reimburse the school district for the tuition paid before they will receive a release of records from the district.

Tuition Options for Post-Secondary Students Paid by School District:

<i>SCCC Tech Courses</i>	<i>SCCC at DHS Campus</i>	<i>Fort Lewis College</i>
100% Tuition all credits up to 90% of current PPOR	100% Tuition all credits up to 90% percent of current PPOR	100% tuition up to 9 credits or up to 90% of current PPOR, whichever is less
Paid by District Up Front	Paid by District Up Front	Paid by District Up Front

*Fees paid will not include tools, uniforms, coveralls, supplies, parking, or applications.

Drop/Add Procedure - A schedule change request may be granted within the first five (5) days of the semester (for high school) or quarter (for middle school). The student must complete a schedule change request form, have it signed by the parent/guardian, academic advisor, and principal before the change will be processed. Any requests received after the first five days of the semester will NOT be processed.

Teacher Assistantships

Students who are classified as Juniors or Seniors may enroll in the teacher assistantship program. These assistantships are **non-credit bearing classes**, and will not be factored into GPA calculation.

Study Hall

Students who are taking two or more honors, AP, or college courses may request a study hall as an independent study, supervised by a teacher. The student must submit the request for approval by the teacher and the principal no later than 5 days after the start of the semester. This is a **non-credit bearing class**, and will not be factored into GPA.

Academic Honors

Two programs for honors exist here at Dolores: Academic Letter and National Honor Society. The cumulative Grade Point Average (G.P.A.) is used for both honors programs. The GPA refers to the total grades a student earns from the day they begin their high school career.

- **Academic Certificate, Academic Letter, and Academic Recognition**
 - General
 - The student shall be enrolled in at least three (3) credit-bearing classes
 - Transfer students must be enrolled for one (1) full year before consideration
 - Eligibility shall be determined by the principal or designee using student GPA
 - Freshmen Year
 - GPA (1 semester) of 3.70
 - Academic letter awarded
 - Sophomore Year
 - Cumulative GPA (3 semesters) of 3.65
 - Academic bar awarded second year
 - Junior Year
 - Cumulative GPA (5 semesters) of 3.60
 - Academic Letter awarded if first eligibility, bar awarded 2nd year
 - Senior Year
 - Cumulative GPA (6 semesters) of 3.55
 - Academic Letter awarded if first eligibility, bar awarded for 2nd and 3rd year
- **National Honor Society**
 - Be a sophomore with 3 semesters, a junior, or a senior
 - 3.4 GPA or better
 - Extra Curricular and Community Involvement
 - Demonstrate characteristics of leadership, service, and character
 - Recommended by a faculty member
 - Approval through a selection process, selected by a faculty council of five (5) members

- o Membership shall be continued through the maintenance of the ideals and standards listed above. Failure to do so will most likely result in being dropped from membership.

School to Career Work Experience Program

Students must be classified as a Senior to participate in the school to career work experience program. All participants must find their own employment; procure signatures from their parents and their employer as well as themselves on a school-to-work agreement form. Students may work before school, evenings, and weekends (and up to two hours during the school day, with approval) and will be awarded one credit per semester for successful completion. This program not only allows students to earn school credit, but also gain work experience while earning a salary.

Online Courses

Online courses may be used for make-up credit (during the summer) or to supplement coursework that is not available at Dolores High School. In extreme extenuating cases, with administrative permission, online courses may substitute for available courses (i.e. scheduling conflicts). [Southwest Colorado e-School](#); a local online school associated with San Juan BOCES has a wide selection of core and supplementary classes. See the Principal, Counselor, or Registrar for information on this program. Courses may also be taken through PLATO Online Learning. Students may petition to have other online coursework approved, in advance. All students enrolled in online supplemental coursework will be required to schedule a class period each day in which to work on the course, under the supervision of the Accelerated/GT teacher. All online classes taken by Seniors for graduation requirements must be completed by the course ending date or the last day of class for Seniors.

Additional Electives

Students enrolled in outside certification programs (EMT, Social Work, etc.) can petition the school district to have that course satisfy elective credit for graduation. The student will need to provide proof of course completion, a syllabus and schedule, and documentation of the hours spent working on the course. The student should submit a request, in writing, to the principal no later than five school days prior to the semester for which he/she is seeking elective credit.

Transcripts

Student records of all coursework from the Freshman year through the Senior year will be recorded on a district hard-copy transcript and in a computer file. Students may obtain (or have sent) an official transcript by presenting a transcript request form signed by their parents or themselves (if they are 18 years or older). There is no fee for obtaining or sending transcripts for personal or institutional use; however, if the student owes materials or fees to the district, transcripts will not be released.

Valedictorian/Salutatorian

Please see Policy IKF (June 2016) for current information regarding the process for selecting Valedictorian/Salutatorian.

Foreign Exchange Students

A foreign exchange student must be in attendance 2 full semesters in order to receive a certificate of completion; otherwise, a letter of attendance will be received. In order to walk through graduation ceremonies a foreign exchange student must be in attendance at Dolores

High School for at least one full semester. Only bona fide foreign exchange programs will be utilized.

Scholarships

Students are encouraged to visit with the Academic Advisement Office to research scholarship opportunities and pick up applications. The Registrar will assist and facilitate the scholarship application process; however, the responsibility for awareness and application completion is the student's. Students must check the daily announcements and visit the Academic Advisement office to check for scholarship updates.

Plan of Study

All students will be assigned to an Academic Adviser, who will work with the student and his/her parent/guardian on issues of academic importance and concern. The academic adviser will remain in place as long as the student attends Dolores Secondary Schools. Middle school students will also have an academic adviser, who remains in place for both years of middle school. The academic adviser will assist the student with ICAP completion, Capstone Completion, and College/Career Planning. In addition, the academic adviser will serve as an advocate for the student, and will be part of the students Academic Advisory Team.

Standardized Testing

ASVAB: The ASVAB is a standardized military career assessment. It tests student knowledge in the academic areas of math, science, and reading as well as mechanical and electronic information. The ASVAB is a component of the DHS career exploration service. All students at DHS take the ASVAB and receive a career interpretation based on student answers. It is taken during the Junior year.

SAT: Created by the College Board, the SAT is an entrance exam used by most colleges and universities to make admissions decisions. The idea (in theory, at least) is to provide colleges with one common criterion that can be used to compare all applicants. However, it is just one factor in the admissions decision. Schools also consider your high school GPA, academic transcript, letters of recommendation, extracurricular activities, interviews, and personal essays. The weight placed on SAT scores varies from school to school. By Colorado State mandate all Juniors will be given the SAT in April. These results will be sent to the students' homes as well as to the school.

PARCC: The Partnership for Assessment of Readiness for College and Careers developed an interactive assessment to replace the TCAP. The PARCC test will assess areas of math and language arts. This will be a computer-based assessment and should result in quicker turn around in scoring. The assessments are to measure higher-order skills outlined in the new standards, such as critical thinking, communicating effectively, and problem solving.

CMAS: The Colorado Measure of Academic Success is administered yearly as follows: 11th grade science, 8th grade science, 7th grade social studies. This is a computer based assessment.

PSAT: The third Tuesday of October each year is a national test date for the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test. This test is better known as the PSAT/NMSQT. This test is a slightly shorter and somewhat easier version of the Scholastic Aptitude Test. It is constructed from questions used on previous SATs. Students receive

practice for the SAT. Research has shown that the PSAT/NMSQT is one of the most effective tools published for assessing a student's potential for post-secondary education. The student's book and answer sheet are returned to them for review, and the student receives an item analysis of the answers. The PSAT/NMSQT measures developed verbal and mathematical reasoning abilities and assesses the ability to reason with facts and concepts rather than the capacity to recall and recite them. See the Registrar for more information pertaining to cost, date and time of this test. This is primarily given to Juniors.

ACT: Like the SAT, the ACT is a nationally administered, standardized paper-and-pencil test that helps colleges evaluate candidates. Generally, students take the ACT for the first time in the spring of the junior year. This allows them to reserve the summer months for college applications or enough time to re-take the test during the fall of the senior year if they are not satisfied with their score. Because the ACT is no longer required by the state of Colorado, it will no longer be administered at Dolores High School, as we are no longer an official testing site. Students may register to take the ACT in Cortez or Durango, at <http://www.act.org>. Several prep programs are available online.

Northwest Evaluation Association (NWEA): This assessment is administered to all 7-11 grade students three times yearly--fall, winter, spring. There are four assessments (science, language usage, reading, and math). These assessment scores are available immediately, and serve a critical purpose for our teachers for planning for and adjusting instruction, and providing intervention for our students.

Strengths and Difficulties Questionnaire: This assessment is a universal screener administered in order to give us collective data about our students that allows us to adjust our programming to provide the best social/emotional support. It is administered to all 7-10 grade students in the fall and in the spring.

Multiple Intelligences Inventory: This assessment is another universal screener that allows us to find out which learning style is the best for the majority of our students, but also to help us determine which learning style works best for the individual. Knowing this allows us to design projects and learning that build on the strongest areas for students, but that also help us provide support in areas where our students might not have the strongest preference.

SCHOOL CODE OF CONDUCT (JIC) (JICDA) (JK)

Safety is a priority of Dolores Schools. Unsafe behaviors and the resulting consequences are defined in the following section. School Code of Conduct violations may result in a consequence to include: warning, detention, suspension, and up to recommendation to the School Board for expulsion. School Administrators have discretion and final word on disciplinary action per the circumstances of the infraction. The following code of conduct applies while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a nexus to school or any district curricular or non-curricular events. For further explanation, definition, and information please refer to all policies in their entirety in the Dolores RE-4A Policy Manual.

Consequences:

First Offense = After School Detention (ASD)

Second Offense = In School Suspension (ISS)

Third Offense = Up to 3 days ISS or Out of School Suspension (OSS). The third offense is considered a major offense and is up to the administration's discretion.

Three minor offenses in the same section constitute a major offense and subject to suspension or habitually disruptive status.

Assaults/Fights/Physical Contact/Aggression (JICDD, JICDA):

Minor Defined: Student engages in non-serious, but inappropriate physical contact (e.g. unsafe physical horseplay, non-aggressive physical contact, etc).

Consequence(s): Lunch or after-school detention(s)

Major Defined: The act of striking or touching a person or that person's property with a part of the body or with any object with the intent of causing hurt or harm.

Consequence(s): Student may be suspended or recommended to the School Board for expulsion.

Bullying/Harassment (JICDE):

Major Defined: Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Consequence(s): A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related Board policies and procedures.

Destruction of School Property (JICDA):

Minor Defined: Student engages in low-intensity misuse of property (e.g. erasable writing on desk, tampering with lockers, etc)

Consequence(s): Student may be subject to reparation of damaged property.

Major Defined: Student causes or attempts to cause damage to school or private property that is of value.

Consequence(s): Student may be suspended or recommended to the School Board for expulsion. Student may be subject to restitution of damaged property.

Detrimental Behavior (JICDA): To include, but not limited to:

Defiance/Disrespect/Non-Compliance:

Minor Defined: Student engages in brief or low-intensity failure to respond to adult requests

Major Defined: Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

Disruption:

Minor Defined: Student engages in low-intensity, but inappropriate disruption

Major Defined: Repeated interference with the school's ability to provide educational opportunities to other students

Forgery/Cheating/Plagiarism:

Minor Defined: Student engages in low-intensity academic dishonesty.

Major Defined: Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism and/or unauthorized collaboration with another person in preparing written work. **(This policy is currently under review, and will be changed Fall 2016).**

Inappropriate Language:

Minor Defined: Student engages in inappropriate verbal or non-verbal messages. **Any profanity will result in a minimum consequence of after-school detention, with the possibility for further action.**

Major Defined: Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.

Inappropriate Location/Out of Bounds Area:

Minor Defined: Student in an authorized area, but without permission

Major Defined: Student in an unauthorized area without permission (the middle school operates as a closed campus and students must remain on campus once they arrive on campus via walking, the bus or private vehicle and through the remainder of the school day; the high school allows an open campus for lunch only).

Lying:

Minor Defined: Student engages in low-intensity dishonest behaviors

Major Defined: Lying or giving false information, either verbally or in writing to a school employee

Other Behaviors:

Minor Defined: Student engages in any other minor problem behaviors not listed

Major Defined: Student engages in serious problem behaviors not listed

Detrimental Behavior Consequences:

Minor Consequence(s): Student may receive: warning, lunch, or after-school detention(s)

Major Consequence(s): Student may receive: suspension, and up to recommendation to the School Board for expulsion

Dress Code (JICA):

1. Reasonable cleanliness of wearing apparel is expected as a matter of general health and welfare.
2. To avoid injury and disease, shoes, sandals, or boots must be worn in the buildings.
3. Beach or swim wear is inappropriate. Undergarments worn as outergarments is inappropriate.
4. Dress that causes or is likely to cause disruption of the educational process is prohibited. In general, clothing should cover stomach, chest, back, and buttocks, and not be strapless.
5. Wearing apparel that interferes with or endangers the student while he/she is participating in classroom or other school-sponsored activities is prohibited. The decision as to the safety or unsuitability of the clothing is a matter for the instructor's or school administrator's judgment.
6. Pupils may wear hats in the building, and in classrooms with the permission of the instructor.

7. Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, tattoos and badges, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang, or promotes alcohol, drug use, other illegal or sexual activity, will not be allowed. The prohibition on the aforementioned apparel shall be applied at the discretion of building-level administrators after consultation with the superintendent or designee as the need arises at individual schools.
8. Subject to approval of the superintendent or designee, principals may establish additional specific standards for their own schools.

Consequences: Disciplinary action for violation of any standard will include notification of the violation, the requirement that the clothing be changed before re-entering class, and, at the discretion of the building-level administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations.

Drug/Alcohol (JICH, JICH-R):

Major Defined: Any student possessing, using, selling, distributing, procuring, or under the influence of alcohol, drugs or other controlled substances. Controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana (in any form, including vapor pens), anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medications to students. This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

Use or Possession: Consequence(s): Any drugs, alcohol, or related paraphernalia will be confiscated. 1st offense: suspension (3 days); 2nd offense: suspension (5 days); 3rd offense: recommendation to the School Board for expulsion.

Distribution: Consequence(s): Any student who distributes, trades, exchanges or sells controlled substances will be recommended for expulsion.

Felonies (JICDA):

Major Defined: Violation of criminal law, which has an immediate effect on the school or on the general safety or welfare of students or staff.

Major Consequence(s): Student may receive: suspension, and up to recommendation to the School Board for expulsion.

Robbery (JICDA):

Major Defined: Taking the property of another by the use of violence or threat of force. Commission of any act which if committed by an adult would be robbery as defined by state law. **Consequence(s):** Student may receive: suspension, and up to recommendation to the School Board for expulsion.

Secret Societies/Gang Activity (JICF):

Major Defined: Two or more students who advocate drug use, violence or disruptive behavior. Any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs which advocate drug use, violence or disruptive behavior.

Consequence(s): Student may receive: warning, detention, suspension, and up to recommendation to the School Board for expulsion.

Habitually Disruptive/Repeated Interference (JK-R):

Major Defined: A student will be declared “habitually disruptive” if three times during the course of the school year the student causes a material and substantial disruption in the classroom, on school grounds, in school vehicles or at school activities or events.

Consequence(s): Student may receive: suspension, and up to recommendation to the School Board for expulsion.

Public Display of Affection:

Defined: Student engages in inappropriate, physical contact of a sexual nature with another student including, but not limited to: kissing, fondling, etc.

Consequence(s): After 3 reports, the student will receive an after-school detention.

Tardy (JH): Defined as up to 10 minutes after the beginning of class.

Minor Defined: The appearance of a student without proper excuse after the scheduled time that a class begins

Major Defined: Student accumulates 4 or more tardies in a quarter in any one class

Consequence(s): After-school detention (1 hour for every 4 tardies accumulated in each class). After 3 hours worth of detention have been assessed, the student may be assigned to In-School Suspension.

Theft (JICDA):

Major Defined: Student causes or attempts to steal school or private property that is of value.

Consequence(s): Student may receive suspension, and up to recommendation to the School Board for expulsion. Student may be subject to restitution of damaged property.

Tobacco/Nicotine (ADC):

Major Defined: Smoking, chewing or any other use of any tobacco/nicotine product, or possession of any tobacco/nicotine product including vapor pens or electronic cigarettes, is prohibited on school property or at a school sanctioned activity or event.

Consequence(s): Student shall receive in-house suspension, revocation of privileges and/or exclusion from extracurricular activities. Repeated violations may result in suspension from school.

Cutting Class/Tuancy (JH, JHB):

Minor Defined: When a student is not where s/he is designated to be at school, or the Parent/Guardian is unaware of the absence.

Consequence(s): For each class missed, an after- school detention will be assigned.

Major Defined: When a student has accumulated 4 cut classes in any one-month or 10 or more cut classes in a school year.

Consequence(s): In accordance with law, the district may impose appropriate penalties that relate to classes missed while truant. Penalties may include a warning, school detention, or in school suspension.

Weapons (JICI, JICI-E):

Major Defined: Carrying, bringing, using or possessing a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, “dangerous weapon” means:

- a. A firearm, whether loaded or unloaded.
 - Section 921 of Title 18, U.S.C. defines “firearm” as:

- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described above;
- any firearm muffler or firearm silencer; or
- any destructive device.

a) Section 921 of Title 18, U.S.C. defines “destructive device” as any explosive, incendiary, or poison gas:

- 1) bomb;
- 2) grenade;
- 3) rocket having a propellant charge of more than four ounces;
- 4) missile having an explosive or incendiary charge of more than one-quarter ounce;
- 5) mine; or
- 6) device similar to the devices described in paragraphs 1-5 of this sub-paragraph a.

b) any type of weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and

c) any combination or parts either designed or intended for use in converting any device into any destructive device described in sub-paragraphs a and b and from which a destructive device may be readily assembled.

b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.

c. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.

- **Local Restrictions:** The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of any knife, regardless of the length of the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without express authorization is prohibited.

d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

Consequence(s): The principal or designee may initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. A student in possession of a fixed-blade knife measuring 3” in

length, or a spring-loaded knife or pocket knife measuring 3 and one-half inches in length will be recommended for expulsion. In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The Superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis. Such modification shall be in writing. In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement.

Firearm Facsimiles Defined: Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited.

Consequence(s): Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion.

Disciplinary Removal from Class (JKBA) A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior:

1. Violates the code of conduct adopted by the Board;
2. Is dangerous, unruly, or disruptive; or
3. Seriously interferes with the ability of the teacher to teach the class or other students to learn

Consequence(s): Removal (temporary or formal) from class under this policy does not prohibit the District from pursuing or implementing additional disciplinary procedures, included, but not limited to: detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed.

Suspensions (JKD/JKE)

A student who is suspended from school may not participate in or attend any school sanctioned event until the end of the suspension.

Make-Up Work with Suspension:

A suspended student may receive up to 100% credit for makeup work if completed satisfactorily; however, the work must be turned in on the day of the student's return.

Expulsions (JKD/JKE)

If a student is recommended for expulsion, a hearing will take place. An expulsion hearing officer meets with the student and their family and representatives of the school district. Typically, this includes the Superintendent, the Principal and/or Assistant Principal. The hearing officer listens to both sides of the case and makes a recommendation for the consequence. If determined that any student does not qualify for admission to, or continued attendance at the public schools, the hearing officer will make a recommendation to the Board of Education regarding the admission or expulsion for any period not extending beyond one year, in accordance with limitations imposed by Title 22, Article 33, of the Colorado Revised Statutes. An expelled student may not participate in or attend any event on District property for the length of the expulsion term.

Disciplinary Consequences will NOT be scheduled around athletic practices or competitions. Students will not be allowed to participate in any athletic/activity practice or competition if they are scheduled for a disciplinary consequence that day--including ISS, OSS, or After-School Detention.

Due Process

Students are entitled to due process. This handbook is provided to ensure the understanding of the rules of the school. The District also provides written documentation of School Board Policy in regard to student behavior. Students may review this document by setting a time with the District Office personnel. It is the student's responsibility and the responsibility of their parent/guardian to become familiar with the regulation and procedures contained in both publications.

Students will be given an informal hearing at the time disciplinary action is taken. Should there be questions regarding the implementation of school policy and consequence, students must follow the communication process, speaking first with the school official, the Principal, the Superintendent and then to the School Board. Students or their parent/guardian may contact the school at 882-7288 or the District Office at 882-7255.

SCHOOL PROGRAMS AND PROCESS INFORMATION

Accident Reporting (EBBB) – If a student witnesses an accident on campus during the school day, report the incident to the office and complete the appropriate form.

After School Detention – Students may receive after school detention for failing to hold themselves accountable for school rules. School officials assigning the ASD will provide students twenty-four hours to arrange for appropriate transportation and will contact the parent/guardian's home and/or work. **Students are also responsible for contacting their parent/guardian and may be required to obtain their signature on the behavioral referral form.**

Announcements/Bulletin – Announcements may be submitted to the school announcements for school purposes with the Office. Announcements for the morning bulletin must be written or emailed to the office 24 hours before they are to be read. Only appropriate announcements will be accepted. Announcements will be read at the end of first hour and posted on the bulletin boards by the office. To receive the daily bulletins check with the Secretary in the office to update your email address.

Attendance (JH, JHB)

Students and their parents are encouraged to track student attendance and check the student's school attendance record on PowerSchool Parent Portal.

Definition: A student will be marked Unverified (UNV) until it is proven otherwise by a parent/guardian with a phone call or email. This includes being 20 minutes or more late to class. 10 minutes or less is considered Tardy.

Absences Excused: Parents/guardians must verify a student's absence within twenty- four hours of their return to school. Parent(s) may call the office at 882-7288 between 7:30 a.m. and 3:30 p.m. If excused absences become excessive (at or before ten days), the school may

require a meeting with the student and parent to develop an Attendance Responsibility Plan. The Principal or designee may require proof regarding excused absences, including statements from medical sources. Board-approved reasons for excused absences include the following:

- Illnesses/injury/death/family emergency
- Approved appointments/school sanctioned activities and/or prior arrangements initiated by the parents/guardians and approved by the Principal or designee. Pre-arranged absence requests **MUST BE** submitted in writing one week prior to the absence. Students are responsible for collecting homework for any pre-arranged absence PRIOR to the absence, and submitting it upon return to class.

Unexcused Absences: The parent may not be aware initially of a student absence. Attempts by the school will be made to notify parents/guardians as unexcused absences are identified, but due to the large number of these absences that occur daily, this may not always be accomplished. Board approved examples of unexcused absences include the following: oversleeping or alarm clock failure, personal, needed at home, missing the bus and/or parent's fault. A student who leaves campus during lunch time without checking out with the office and was not excused by the parent before 1:30 p.m. the same day will not be excused later.

Problem Solving Method

- If there are concerns with a staff member, first address the issue in an appropriate manner with that person to ensure a resolution.
- If the problem is not resolved, the student, academic adviser, parent/guardian, and staff member will meet in a spirit of resolution to address the concern.
- If the problem is still not resolved, the student, academic adviser, parent/guardian, staff member, and administration will meet in a spirit of resolution to address the concern. Individuals who become disrespectful during a meeting or phone conference will be asked to communicate at a time when emotions are not so elevated. All language must be respectful and avoid any swear words. Students are encouraged to share all information with parents/guardians. To schedule a meeting, the parent/guardian must make a prearranged appointment with the staff member through the Office. School personnel will make every attempt to return phone messages and email in a timely fashion. Emergency messages and incidents have priority.

Counseling – A student may request to see the counselor for academic/career development reasons or personal/social issues by completing a form available in the office, or by having their teacher or parent contact the counselor. If a student chooses to complete the form, they may place it in the counselor's mailbox located in the school office or slide it under the counseling office door. The counselor will work with the student's teacher for the most appropriate time to meet. The counselor may send a request to the teacher to have the student come to the counseling office. All emergencies will be handled on an individual basis.

Dances – The office must first approve any out of school dates in order to attend a DHS dance: furthermore, they must be the official date of the person signing them up. Students must dress, behave and dance appropriately. If a student's guest violates the code of conduct, that student is responsible for the guest and will be assessed the usual consequences. If student's guest is found not to be their date, they will be asked to leave. All attendees must provide a picture I.D. and may be subject to a breathalyzer.

Donations (KCD)--All donations of \$100 or more shall be approved by the Board of Education. The coach or sponsor shall through the Principal request to be placed on the Board agenda. Any check or cash funds shall be deposited into the appropriate account at the District Office.

Final Deadlines--Because the school recognizes the importance of meeting deadlines, the final deadline rule has been established. This is the series of dates after which no late work will be accepted. In extenuating circumstances, a student may request an extension of the final deadline with an individual teacher. All work not completed prior to the final deadline will receive a zero grade.

For 2016-2017, the final deadlines are:

August 31
September 21
October 5
October 26
November 16
December 15
January 25
February 22
March 16
April 19
May 19

Cell phones/Electronic/Technology Equipment – Students may have their electronic/technology equipment on campus. They may use their device on their “own” time, before/after school, lunch, and passing periods; however, students must abide by all classroom expectations while in the instructional environment. The school is not responsible for lost or stolen electronic devices or any other equipment. Dolores Schools has a “bag it and tag it” policy for cell phone use in the classroom. If a student uses a phone without permission in the classroom it will be confiscated and turned into the office. The first time this happens the student may claim it at the end of the day. If there are subsequent violations, the parent/guardian will have to come claim it in the office. If a student refuses to turn over their phone they will be assigned a detention and have the phone confiscated by the office. A repeated refusal to turn over the phone would result in suspension for defiance/insubordination. **NO CELLPHONES OR OTHER DEVICES ALLOWED DURING STANDARDIZED TESTING.**

Emergency Drills (KDE) – Dolores Schools will attempt to host a drill each month. The drill may be designated a Fire or a Lockdown. Each year, teachers will review all drill requirements with students. It is the student’s responsibility to follow the established protocol for the appropriate drill to ensure safety.

Fees (JQ) – Students will be assessed a fee for school items in their care that are lost, stolen or damaged. All fees must be paid prior to participating in the Commencement and Continuation ceremonies. Final grades/transcripts will be held until all fees are paid.

Field Trips (IJOA) – Only those students who have a permission form signed by parent/guardian and turned into your teacher by the required deadline may participate in a field trip. We do have parents sign a general field trip permission form for local activities such as the Dolores Library or local parks at the beginning of the year.

Hall Pass – Students must obtain a pass from their teacher to leave the classroom. Middle school students will receive a “Hallway Passport,” which they must have in order to leave the classroom. The teacher will stamp the passport each time the student leaves the classroom.

Once the student has used 10 stamps, he/she will have to have an adult escort to leave the classroom. Students who abuse their hall pass privilege will have the privilege revoked, and will require an adult escort in order to leave the classroom.

Health Services (JLC) – Nursing services are available between 8:00 a.m. and 3:30 p.m. and are located at the Dolores Elementary site. The nurse's primary duty is to provide health screenings and assist parents and students with illness at school. Students may request to see the nurse by requesting a pass from the office. Please see Medications for further details. Current screenings may include 7th grade and 9th grade student hearing and vision screenings. These are just screenings and no screening can take the place of a thorough exam. Please contact the school nurse if you do not want your student to participate in these screenings.

Honor Roll – Students earning a 3.0-3.749 and no F's will be listed on the Honor Roll. Students earning a 3.75 or higher and no F's will be listed on the Principal's Honor Roll.

Immunizations (JCLB) – When enrolling in our school, parents must provide a copy of the student's current immunization records and/or the appointment dates in accordance with state law. Individuals who are exempt from the immunization law shall file documentation with the District nurse and may be excluded from attending school during any outbreak. The student will be accommodated. Please see attached forms with Colorado immunization information. As of July 1, 2011 the school nurse is able to enter immunizations into the Colorado State Immunization Registry. If you do not want your student(s) immunizations entered or have questions, please contact the school nurse.

Incoming Students (JFAB) – Students who are new/transfer are responsible to ensure transcripts are forwarded to Dolores schools. Students are allowed a three-day registration window to ensure all of the information necessary to assist their transition to our high school is available. On the first day, complete all necessary registration documents and turn them into the office. The Registrar will also contact the former school to obtain necessary information important to the education of the student. ***Important Note: Weighted credit from another school will not necessarily be transcribed as weighted credit at Dolores High School. Please see the details in Policy IKF (June 2016) in order to be informed about this topic.***

Insurance (JLA) The school provides a program that is designed for parents/guardians who wish to supplement their students' existing insurance policy deductible or co-pay provisions or for parents/guardians of students who may be temporarily uninsured. Applications may be obtained from the office.

Late Work --All late work will be assessed a penalty of a minimum of 10%. It shall be impossible for a student to earn an A grade on any assignment, test, or quiz that is not submitted on time. Each teacher shall determine whether or not he/she will accept late work.

Lunch/Breakfast Program (EF) – The school offers breakfast and lunch programs on campus. Visit with the Director of Food Services for more details regarding the free and reduced school lunch program as well as nutritional information.

Lockers – Lockers will be assigned by the office. Students are not allowed to share lockers unless school assigned. All lockers are school property and subject to search at any time.

Lost and Found/Personal Property – Ensure personal items are marked with first and last names. Any articles found are placed in the lost and found located in the hallway by the school.

office. The lost and found articles are taken to the local charity several times per year. Students are responsible for their own personal property and for school property that they are assigned.

Make-up Work/Homework (JH) – When students are absent, they should request their homework directly from their teachers by email. The email address is the initial of the teacher's first name and then their last name (all lower case) @dolores.k12.co.us. Example: scooper@dolores.k12.co.us. If you do not have access to email, please call the office. The office will need a day's notice to collect homework. It is the student/parent/guardian's responsibility to obtain homework for prearranged absences. **Assignments are due on the day of return from a pre-arranged absence unless other arrangements have been made previously.** However, the student/parent/guardian or designee may not disrupt a class to obtain homework. Students may have one (1) day to make up work for each day absent. For consecutive absences over five (5) days, students may have a limit of ten (10) days to submit make-up work.

Medications (JLCD) – Students needing Acetaminophen (Tylenol), Calamine and/or antibacterial ointment, may request these medications from the office between 10:00 a.m. and 2:00 p.m. Students must have a current permission slip signed by the parent/guardian on file prior to receiving the medication. Students may only receive one dose within a school day unless approved by the School Nurse. Vaseline will be available for chapped lips. If you do not want your student to have Vaseline please notify the school nurse.

If it becomes necessary for a student to take personal medication at school, Colorado State Law states: the parent/guardian must provide a permission slip signed by the physician, the medicine must be contained in its original prescription bottle, labeled with the student's name and dosage. Please meet with the School Nurse to create a health care plan for your student. It will be the student's responsibility to come to the office for their dosage.

SERIOUS ALLERGIC REACTIONS (JLCDA) - If your student has a serious allergic reaction to food, bee stings or other triggers, please see the School Nurse to develop a health care plan for your student.

Messages – Only emergency messages will be delivered to the classroom. Because of learning and school safety issues the office staff must handle, there is no guarantee a non-emergency message or special deliveries will be made to students. All special deliveries must be cleared by the office prior to delivery to the student (flowers, balloons, etc.).

Michael Miller Learning Center – Library Media Center - The library is located in the center building adjacent to the cafeteria. In order to use the center, the student must have a signed pass from the teacher. Students may check out up to four books for a three (3) week period. Overdue books are given a one (1) week "grace" period. Following the "grace" period students will be assessed a fee of .10 per day.

Military Recruitment Disclosure (KLMA) – The student's high school directory information is released to the military recruiting officers within ninety (90) days of the request unless a parent/guardian or student 18 years or older submits a written request that the information not be released. Please contact the office if you would like to have a non-disclosure form for your student.

Non-Discrimination Statement (AC) – Dolores Schools does not discriminate on the basis of

race, color, religion, national origin, sex, or disability. We respect parents' judgment regarding acceptable curriculum and/or observance of holidays and special events. Contact the Office should we need to offer alternative instructional opportunities.

Non-Motorized Device or Motorized Device – Students may ride their bikes to school. All students who ride to school are encouraged to wear a helmet. Bikes should be locked up in the bike rack in front of the school. **Students may not ride bicycles, skateboards or any other device on campus.** This includes all sidewalks, parking lots, and grassy areas. **Failure to comply may result in the device being confiscated.**

Parent/Teacher Conferences – Dolores Schools will host a Parent/Teacher Conference the first semester and as needed in the second semester. Students and parents will be informed about the date and time. Although school officials will make every attempt to inform parents and guardians, we also depend upon students to keep parents and guardians informed. Should a parent or guardian wish to meet with a teacher, counselor or Principal at a time other than conferences, they may contact the office to schedule an appointment.

Parking (JIHB) – Student parking is allowed in the lot across from the school and along the south side of Central Avenue. Students may not park along the north side of Central Avenue along the school sidewalk. This area is reserved for staff parking only. The school parking lots are considered school property. Parking is at your own risk.

Patriotic Exercises (IMDA) – Dolores Schools provides students with an opportunity to recite the Pledge of Allegiance. Any person not wishing to participate in the recitation of the Pledge for any reason shall be exempt and need not participate. Each school day, the principal or designee will begin the school day by leading students in the pledge.

Posters, Signs and Flyers (KHC) – All posters, signs and flyers that are placed on school walls or handed out to students must be endorsed by a teacher, coach or sponsor and **be approved by the Principal.** Students may not post anything on a window and must take the poster down at the conclusion of the event.

School Closure/Activity Cancellations (EBCE) – Upon a school closure, activity trips will be cancelled depending upon student safety and welfare. Should school be cancelled, the activity participant will not be penalized for non-attendance. Parents will be notified through the district website and local media outlets.

Search and Seizure (JIHB) – Students may be searched by a school official who has reasonable grounds to suspect that such a search will turn up evidence that as student has violated the law, school or Board policy. The school official may seize any illegal, unauthorized or contraband materials. The school will make all attempts to respect student privacy during this process.

Drug Dog Searches - The Montezuma County Sheriff's Department maintains a drug dog for searches. This dog may be used for searches of school property (lockers, etc.), school buildings, classrooms, parking lots and student property. When the drug dog is a working, student and staff will be asked to remain in their rooms unless asked to step out while the dog searches a classroom and the property in it. The drug dog will NOT search students but student property may be searched.

Technology – Dolores Secondary School provides a chromebook and access to the internet for each enrolled student. In order to take advantage of this opportunity, the student must sign an internet use/equipment agreement.

Telephone – Students may use the phone in the office upon approval.

Textbook/Musical Equipment (IJ, JQ) – The school will provide learning materials, which include textbooks. The student must protect the text or equipment with a covering. Students will be assessed a fee for any damage to the text/equipment and must pay for the replacement of any lost text/equipment.

Updated Grades: Teachers are expected to have all on-time work graded and entered into the online gradebook on a weekly basis. They are expected to have all late/makeup work graded and entered into the online gradebook one week after each Final Deadline.

LAB: Lab classes take place every Thursday for 40 minutes, following advisory. The purpose of the LAB class is for students to have an opportunity to connect with teachers, do grade checks, work on missing work, or finish projects/labs. Occasionally, class and club sponsors will schedule meetings during this time. Students who are active in those classes and clubs AND WHO ARE ELIGIBLE, may attend these meetings. If they are not eligible, they will remain in LAB and work on their assignments.

Transportation/Travel Rules

Bus Transportation

Bus Transportation is provided as a courtesy to students who live within our school district boundaries and routes. Bus rules and discipline concerns are handled through the Dolores Schools Transportation Director, Larry Funk, and the school Principals. Transportation may be revoked in conjunction with discipline concerns.

Activities/ Fieldtrips

Students must have a signed parent permission form on file to attend a school activity. Students may not provide their own transportation to an event. However, the student may be released from an event to a parent by completing the necessary requirements. A form detailing the requirements may be obtained from the office.

While participating in overnight travel, students must adhere to the School Code of Conduct as well as a curfew. Violation of the School Code of Conduct or law may result in the student being returned home immediately at the responsibility/expense of the parent/guardian.

While on the bus, School Code of Conduct rules apply. Failure to comply may result in assigned seating, suspension, and/or expulsion. Parents must make arrangements at least twenty-four hours in advance to request permission for student to leave the bus at any time other than the regular stop.

Visitors (KI) – All visitors must check in with the office and obtain a visitor's pass. Student guests are not allowed. Visitors must be:

- Parents or Guardians of Current Students

- Other family members of current students who are approved by the student's parents/guardian

- Board Members and other persons invited by the district for official business purposes

- Prospective Students/Employees and their families for the purposes of touring the campus

Withdrawal – Students must have parent/guardian permission to withdraw from school. As students withdraw or check out at the end of school, they must obtain a form from the office and secure all required initials/signatures.

Off Campus Excursions and Opportunities:

From time to time, students will have an opportunity for travel, as part of a class or as part of an extra-curricular activity. At such time, the following will apply:

TRANSPORTING STUDENTS

All students shall travel with school personnel in district vehicles to all events sanctioned by the School District. A participant who misses the bus shall not compete at the scheduled event on that day.

A student may be excused from returning from the event on the school bus if s/he will be transported by a parent/guardian of another student, or his/her own parent/guardian. The student shall complete the permission process at least one day prior to the event. A Pre-Arranged Activities Release request form may be obtained from the office. The student shall obtain the signature of the coach, the Athletic Director, the parent/guardian and the parent/guardian providing the transportation prior to submitting the request to the Principal. The approved/denied request shall be on file in the office. The student shall check in with the appropriate personnel before leaving the event site.

TRAVEL

Field trip and Travel Procedures Getting Started:

- An agenda/itinerary for the trip must accompany the request (must include time frame for activities) must be presented to the principal or designee prior to departure.
- Unsupervised student time in the agenda will not be approved. Students are to be supervised at all times by the sponsor.
- Parents can be chaperones provided they complete a background check with Dolores Schools.
- Students and parents will sign a behavior expectations contract before the trip.
- All adults chaperoning a trip will have each other's phone numbers.
- Students are expected to follow all Dolores secondary school code of conduct rules. Violations of any of the code of conduct rules will result in consequences outlined in the rules. Major violations will result in parent contact and may require parent to pick up student at parent expense.

Overnight Trips:

- A mandatory meeting for students and parents will be held before the trip to review the itinerary, guidelines and expectations for the trip. (Groups that take multiple overnight trips can hold one meeting at the beginning of the year.)
- Students will report to their assigned chaperone throughout the trip.
- Luggage will be inspected before being loaded for transportation. Luggage will not be unloaded until the vehicle reaches the destination. The parental inspection luggage form must be presented to the sponsor prior to departure.
- Luggage and rooms are subject to search at any time.
- Chaperones will ask students to empty their pockets and will check the contents of all bags (purses, backpacks, athletic bags, etc.) before they board the transportation.
- Head Sponsor/Coach /Chaperones will take roll as the students board..
- If a student leaves the vehicle before departure, the student and their belongings will be checked again before re-boarding. This process will be followed anytime students leave the bus.
- Chaperones will sit in various locations throughout the bus. This is a good time to get to know students.
- Chaperones will take roll as the students leave the bus and discuss with students the agenda and next check-in time.

- If students are expected to go to meals on their own, they must go in groups with a chaperone.
- No student is to get into a car or other form of transportation unless they are with a coach or chaperone. This includes a vehicle with their parents.
- When returning from the field trip chaperones will again check bags, take roll and report roll to the Head Sponsor before boarding the bus.
- Head Sponsor will have all the student's permission forms, behavior contracts, cell phone numbers and medical forms with them on the field trip.
- If a field trip returns after school is out, two chaperones (one of which is the Head Sponsor/Coach) will wait until all students have departed or have been picked up by their parents.

Hotel Procedures

- Students will be assigned to rooms before leaving on the trip. Anytime students are in a room not assigned to them (working on a project, watching TV, etc.) the door must remain open.
- Students have a curfew and are required to be in their rooms at that time.
- All rooms will be checked at curfew. Chaperones will verify that the students in the room are the students assigned to the room and chaperones must see all students assigned to the room. (The chaperone will come back to the room if a student is in the bathroom or shower.) Chaperones will review with the students the schedule for the next day at this time.
- After bed checks have been completed it is suggested that chaperones meet to discuss any issues or concerns and the schedule for the next day. Rooms should be taped before chaperones go to bed and checked in the morning. (A room list will be submitted to the Athletic/ Activities Director)

Students traveling with the group but not returning with the group

If a student is not returning with the group, the student must complete and submit to the Head Sponsor/Coach a Parental Transport to Release Form 48 hours before leaving on the trip. If this form is not completed and submitted prior to departure the student will return with the group.

Any violation of school rules or procedures should be reported to the Dolores Secondary Administration immediately.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

The FERPA affords parents and students over the age of eighteen (18) years of age certain rights with respect to students' educational records:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parent or student must submit a written request.
2. The right to request the amendment of the student's educational record that the parent or student believes are inaccurate or misleading. Parent or student must submit the request in writing, clearly stating what is inaccurate or misleading and why. If the district decides not to amend the records as requested, the district will notify the parent or student of the decision and advise them of their right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure, is permitted to school officials with legitimate educational interests. A school official has the legitimate interest if the official needs to review an educational record in order to fulfill his/her responsibility.
4. The right to file a complaint with the U.S. Department of education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605

