DOLORES
Middle and High School Handbook
2026-2027

Vision Statement

Dolores students and staff thrive as a community of passionate learners inspiring each other in a respectful environment evidenced by creative learning, sharing integrity, and unmistakable kindness.

Mission Statement

Our mission is to provide an educational foundation that fosters personal success for all students through an effective, innovative, and positive learning environment.

School Color

Black and White with Red Accents

School Mascot

Bear

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!

Greetings Bear Families:

Welcome to Dolores School District. Many of you have been in our classrooms before while others have never been on our campus until recently. In any case, we hope that you are excited about opportunities you will find in Dolores. Those new to our schools, welcome to the family! For your benefit, we have created this handbook. It should be interpreted as a guide as not everything about school business, operations, or activities can be captured within its pages. Rather, we hope you will find the document informational and a great tool for you to use when you have questions or need guidance.

You are an integral part of the Dolores School System. Whether you are a parent/guardian, student, staff member, or patron of the district. We all play a critical role in promoting our school. The policies and regulations covered in the handbook are intended to provide a summary of the expectations and guidelines for each of our buildings.

Academic excellence remains a priority of the Dolores School District. We know that learning does not just occur within the walls of a school but extends into our everyday interactions with one another. The Bear family brand stands for excellence, effort, and pride. Therefore, in addition to a rigorous and increasingly challenging academic program, we also offer an extensive co-curricular program. Through our variety of programs, we are assisting our students in connecting their educational experiences to the community and world around them. Our hope is that each student will take advantage of these opportunities and get involved in school sponsored options. We want our students and patrons to be proud of our school and feel a sense of ownership in the programs we are building.

It is also our belief that family support is a key factor to student success at school. Parents/guardians are encouraged to get actively involved in school organizations, committees, and activities. Stakeholder involvement in our school will provide an opportunity to not only gain a deeper understanding of how to support your student in school, but allow you to get to know our teachers, coaches, and other district staff in a cooperative and interpersonal manner. Your feedback is important to us as we strive to remain student focused every day and in every way.

We look forward to working with each of you and will tirelessly leverage efforts to foster open communication avenues between the school and our students, parents, and patrons. Go Bears!

Educationally Yours,

Administration Staff

Dolores School District Staff

School Board

Maegan Crowley	**President**
Michael Rime	**Vice President**
Lia Hooper	**Secretary**
Dustin Goodall	**Treasurer**
Julia Anderson	**Director**

District Administration

Alesa Reed	**Superintendent**
Calyn Allen	**District Secretary**
Melissa Thomas	**Business Manager**
Dalene Green	**Payroll**
Shelly Purkat	**Accounts Payable**
Lezlie Dibsie	**Registrar**
Mark Baxter	**Technology Director**
Joshlynn Hicks	**Cafeteria Director**
Alfonso Goad	**Maintenance Director**
Curt Haun	**Transportation Director**

Dolores Secondary Staff Assignments

Middle School Office Staff

Katie Mikkelson	**Middle School Secretary**
Mary Weiss	**Middle School Principal**

High School Office Staff

Susan Burger	**High School Secretary**
Matt Walker	**High School Principal**

Secondary Office Staff

Amanda Higgins	**Counselor**
Aurora Everett	**Academic Advisor**
Kaylee Green	**SRO**
Travis Rantz	**Athletic Director**
Brandy Dunn	**School Nurse**

Secondary Teaching Staff

Middle School

Kady Meyer	**English**
Janae Jensen	**English**
Lisa Vaughn	**English**
Cherie Dennison	**Math**
Heather Wilson	**Math**
Rylee Kiddoo	**Math & CTE**
Karen Batson	**Science**
Kris Schurr	**Science**
Jack Reina	**Social Studies**
	Social Studies
Sonja Copeland	**Spanish**

High School

Britany Mason	**English**
Jessica Kuntz	**English**
Donna Hobbs	**Math**
Andy Lewis	**Math**
Shelly Curtis	**Math**
Dave Hopcia	**Science**
Connor Billman	**Science**
Heather Wilson	**Science**
Kevin Vaughn	**Social Studies**
Michael Nielson	**Social Studies**
Sonja Copeland	**Spanish**

Secondary Specials Staff

Rene Cunningham	**Art**
Alison Brown	**CTE - Agriculture**
Jonas Weiss	**CTE - Welding**
Tyson Atwell	**CTE - Woodshop**
Tyler Nielson	**Intervention**
Bentley Monk	**Music**
Anne Pattillo	**Yoga/Dance**
Gina Hollen	**PE/Health**
Mel Harris	**PE/Health**
Melissa Dalzell	**Technology**

Secondary Support Staff

Shelby Trotter	**High School Para**
Audrey Mosher	**High School Para**
	High School Para
	Librarian
Chelsi Frascht	**Middle School Para**
	Middle School Para
	Permanant Sub
Carisa Nielson	**Online Learning**
Juan Vega	**Technology Specialist**

Exceptional Student Services

Helen Reynolds	**Middle School ESS**
Ty Faierman	**High School ESS**
Lisa Baer	**GT/ELL**
Aurora Everett	**504 Coordinator**

Dolores
School District RE-4A

Montezuma County
100 North 6th Street
Post Office Box 727
Dolores, Colorado 81323

PHONE: 970.882.7255
FAX: 970.882.7685
Email: info@dolores.k12.co.us
www.doloresschools.org

To: All Parents

From: Dolores District Re-4A

Re: Parent Right to Know

As a parent of a student at Dolores Schools, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law requires the district to give you this information in a timely manner upon request. Listed below is the information you have the right to request regarding each of your students' classroom teachers.

- Whether the Colorado Department of Education has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraeducators provide services to your child, and, if they do, their qualifications

Please contact Dolores Elementary at 970 882 4688, Dolores MS/HS 970 882 7288

Alesa Reed Superintendent

Dolores Secondary School

2026-27 Bell Schedule

1st hour	7:45-8:41	56 min
2nd hour	8:45-9:41	56 min
3rd hour	9:45-10:41	56 min
4th hour	10:45-11:41	56 min
HS Seminar	11:45-12:15	30 min
MS Lunch	11:45-12:25	40 min
HS Lunch	12:15-12:55	40 min
MS Bear Time	12:29-12:55	26 min
5th hour	12:59-1:55	56 min
6th hour	1:59-2:55	56 min
7th hour	2:59-3:55	56 min

4 min. passing times

Program and Process Information

Dolores Secondary Schools pride ourselves on 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, and career/technical education. Students are given an opportunity for more individualized and caring instruction due to our small class sizes, and they are encouraged to pursue their interests through our elective pathways.

Academic Honors

Three programs for honors exist here at Dolores: Academic Letter, National Honor Society, and our University Graduation Pathway. The cumulative Grade Point Average (G.P.A.) is used for Academic Letters and NHS. The GPA refers to the total grades a student earns from the day they begin their high school career. The University Graduation Pathway is earned by completing the prescribed coursework for this pathway (see graduation requirements).

- **Academic Letter**
  - 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
  - Membership shall be continued through the maintenance of the ideals and standards listed above.

Academic Integrity

Dolores Secondary School values the process of teaching and learning, and expects each student to demonstrate integrity in his or her academic pursuits. Academic dishonesty is strictly prohibited. In an effort to educate students regarding Academic dishonesty and its forms, each English teacher will teach a lesson on Academic Integrity every year to begin the school year. ***If you are not sure if something would be considered plagiarism, falsification, cheating, etc.--ASK BEFORE THE ASSIGNMENT IS DUE!****

Academic dishonesty is an act in which a student:

- **Commits plagiarism, which includes but is not limited to:**

- Copying any work assigned to be done independently. (It is the responsibility of teachers to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi, but at least on every assignment sheet).
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research.
- Using the views, opinions, or insights of others without proper acknowledgement.

- **Submits falsified or invented work/information instead of actually doing the work, research, or task themselves, which includes but is not limited to:**
  - Changing or creating data in a lab experiment
  - Writing up a fake interview
  - Lying about attendance or ability to complete assignments and/or assessments
  - Lying about other people being responsible for low grades or missing scores/assignments
  - Claiming credit for work in a group project when work was done by others
  - Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper.
- **Uses unauthorized tools or materials in any academic work**
  - Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only
  - Looking at someone else's work product, during an exam, test, or quiz
  - Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
  - Using any kind of "cheat notes" during an exam, test, or quiz
  - Using an electronic device (calculator, cell phone, camera, laptop/tablet, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
  - Having unauthorized access to or using stolen exams, tests, assignments, or quizzes
  - Providing or selling exam, test, or quiz, or assignment information to other students
  - Using an on-line translator for more than words or phrases
- **Misuses or falsified academic documents**
  - Altering a transcript or report card
  - Signing another person's name to an attendance roster or grade check
- **Purposefully damages or hinders the work of others**
  - Hiding books or reference materials needed to complete an assignment
  - Tampering with lab experiments, art projects, or electronic files of another student.
  - Fabricating or altering laboratory data

Consequences:

- First Offense: The student and any students providing work to be copied shall receive a zero for the assignment and disciplinary note will be made in the student's Alma record. Students will be given an opportunity to redo the assignment. Parents will be contacted. The student will also earn a detention.
- Second Offense: The student shall receive a zero for the assignment and be assigned to 1 day of In-School Suspension. The student will NOT have an opportunity to redo the assignment.
- Third Offense: The student will receive a zero on the assignment AND a letter grade reduction in the class for the grading period. The student will also be assigned Friday School.
- Fourth Offense: The student will receive a failing grade for the class AND be assigned 3 days Out of School Suspension.

***Consequences will be cumulative. This means that the student DOES NOT get four chances per class. The consequence for the fourth offense shall apply to the class in which the dishonesty took place, regardless of where previous incidents of dishonesty took place.**

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

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 or academic advisor no later than five school days prior to the semester for which he/she is seeking elective credit.**

Attendance (JH, JH-R, JH-R-1, JHB) update website policies
Students and their parents are encouraged to track student attendance and check the student's school attendance record on the Alma 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 10 minutes or more late to class. 10 minutes or less is considered Tardy.

- **Consequences:** Unexcused tardies are counted per individual class per quarter. Teachers will track tardies for their own classes. On the 4th tardy, the student will receive a detention and parents will be contacted. For each subsequent tardy, the student will receive a detention. After 8 tardies Friday School or will be assigned. For high school students

- **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 970-882-7288 between 7:30 a.m. and 4:00 p.m. or use the online absence reporting form (https://doloresschools.org/absence-form-secondary-only/). 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:
    - Illness/injury/death/family emergency/discipline/court
    - 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.

- **Absences, Unexcused**: 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, this will be done primarily through automated messaging from the student information system, but when necessary phone calls will be made to the parents. . 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.

- **Truancy:** If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. An "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 6 total days of unexcused absences during any semester. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as an "habitual truant."

Backpacks

Middle School Students will not be allowed to have backpacks in classrooms. Students are expected to keep their backpacks locked in a school-provided locker. High School students may have their backpacks. They will be issued lockers that they can use if they choose.

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 and the school Principals. Transportation may be revoked in conjunction with discipline concerns.

Bully Prevention Education (JICDE)

All students and parents/guardians receive an Anti-Bullying Agreement yearly. All students are responsible for following all policies/procedures regarding bullying and its prevention. Bullying is never acceptable. Everyone deserves to feel safe, respected, and valued. We stand together against bullying in all its forms, whether it's physical, verbal, or online. Let's create a culture of kindness, empathy, and inclusion where everyone can thrive without fear of harassment or intimidation.

Cell Phones/Electronic/Technology Equipment (JICJ)

District Issued Chromebooks/Student Personal Computers--utilized in the classroom at the discretion of the teacher.

High School Policy

Students may have their cell phones and other personal technology devices (PTD) on campus, however, they may only use their device(s) including cell phones, smart watches, and listening devices such as earbuds, headphones and smart watches, during permitted times. Permitted times include the campus before and after school hours, a student with a need as determined by a student's IEP, 504, or designation by the principal/school nurse, in the classroom with a preapproved lesson plan from the classroom teacher, or in the office as determined by the office staff .

During class and instruction hours cell phones must be turned off or on silent mode in the students' locker, back pack or designated classroom cell phone pockets. Students should not have cell phones on their person. Teachers may confiscate a cell phone or other device if it has not been put away in a designated area. If the student has a smart watch, it MUST BE IN TIME MODE ONLY during unpermitted times/areas.

Unpermitted times/areas include all instructional time in locker rooms and bathrooms. Student use of PTDs with cameras and/or video recording capabilities is prohibited in locker rooms, bathrooms or any other location where such use could violate another person's reasonable expectation of privacy. Students shall not use PTDs to engage in, promote or facilitate any other conduct that violates the student code of

conduct, other Board policies or regulations, or state or federal law. The school is not responsible for lost or stolen cell phones or other devices.

It is the student's responsibility to ensure that the PTD is turned off or placed in silent mode during unauthorized times. The consequences below apply to the aforementioned devices that were unapproved for use at the time of confiscation, and will reset after each completed semester.

- 1st Offense - Student picks up cell phone from office at the end of the day
- 2nd Offense - Parent picks up cell phone from office
- 3rd Offense - Parent pick up and meeting with the principal
- 4th Offense - Major office referral

Middle School Policy

1) **Cell Phones/Electronic/Technology Equipment (JICJ)** Students may have their cell phones and other electronics on campus; however, they may only use their device(s) (including cell phones, ipods, smart watches, and listening devices such as earbuds, headphones and smart watches) before and after school. At all other times when the student is on campus (including passing time, recess and lunch), devices must be turned off and put away in the student's locker. If the student has a smart watch, it MUST BE IN TIME MODE ONLY. The school is not responsible for lost or stolen cell phones or other devices.
    - Consequences: All students will be warned on the first day of school.
        - Students will be required to turn in their phone to the office every morning for a total of 9 nine weeks, from the date the offense occurred.

Check-In/Check-Out Procedures

Students must check-in at the office when arriving late to school. Students are expected to be in their classrooms when class begins at 7:45 am. Only parents, legal guardians, or emergency contact individuals may remove students from campus and must be present, and sign the student out of school. Middle School students may not get verbal permission over the phone to leave campus.

Code Of Conduct & Discipline (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 discipline and action response 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.

School Discipline and Action Response

School Discipline is a required set of actions by school teachers and administration toward a student after or during a time when a student's behavior disrupts the ongoing educational activity or breaks a pre-established rule by the school system. **Discipline should strive to help guide the student's behavior or set limits to help them learn to take care of themselves, be respectful of other students, and care for the community around them.**

Definition of Level of Discipline Infractions

- **Minor behaviors** are also known as those behaviors that the classroom teacher or discipline/behavioral management team can handle with relatively little time/work, and the student is able to either remain in class or return to class within the same class period.
- **Moderate behaviors** are also known as those behaviors that, while not minor, are also not major in nature. These behaviors will often be chronic, minor behaviors, or behaviors that are more extreme versions of minor behaviors but not extreme enough to be major behaviors. These behaviors require removal of the student from the classroom for the remainder of the class period.
- **Major behaviors** are defined as those behaviors that require immediate response and removal of the student from the regular school environment for a longer period.

**Please see the appendix for more information on these levels, and the associated disciplinary responses.*

Law Enforcement Contact (JIH)

- Responding staff will notify the principal immediately of Major Behaviors. If the behavior is criminal, principal will initiate law enforcement contact via a report to the School Resource Officer, including but not limited to:
    - Alcohol possession, use, or distribution
    - Violation of Tobacco Free Schools (ADC)/Tobacco possession, use, or distribution (including vape, e-cigarettes, etc.)
        - Any paraphernalia related to any of these three, including charging devices for e-cigarettes, etc.
    - Drug possession, use or distribution (JICH) (including vape, e-cigarettes, etc.)
        - Any paraphernalia related to any of these three, including charging devices for e-cigarettes, etc.
    - Weapons Possession (JICI)
    - Robbery
    - Theft (Value over $20)
    - Assault
    - Intimidation/Harassment
    - Aiding or Abetting in the commission of a criminal act
    - Other criminal offense
- The school will participate fully with providing law enforcement with any information regarding such offenses that take place on school property or at school events.

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 to class if it has been provided during the suspension.

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 a 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.
- Academic support will be provided to all expelled students, in accordance with the law and district policies.

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 and OSS.

Due Process (JIH)

- Students are entitled to due process. School administration may interview students without parent permission or notification. In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interview the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing.

- 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 regulations 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 consequences, 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 parents/guardians may contact the school at 882-7288 or the District Office at 882-7255.

Concurrent Enrollment Program/Fast Track (IHCDA, IHCDA-R)

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 our higher education partners in Colorado, Arizona, and New Mexico. College credit shall be awarded according to the policies of each college's policies. Information about concurrent enrollment options and the benefits of participating in concurrent enrollment during high school will be provided to middle school students and their parents/ guardians at least once during the school year and at least once during the summer. For more information, see the Academic Advisor. All grades received on college coursework taken while in a dual enrollment class will be shown on both high school and college transcripts.

- The District will pay all TUITION expenses. All students participating in dual credit courses are responsible for all lab or miscellaneous fees.
- For all on-campus or on-line courses taught with a Dolores instructor, textbooks will be provided. For all on-line or off-campus courses, students will be required to purchase their own textbooks.

Counseling

The School Counseling Program is intended to benefit all students by working with students in a variety of ways, both individually and in groups*. School counselors present classroom lessons for all students on topics related to academic achievement, personal/social development, and career development. Too Good For Drugs, Character First, Second Step, or other Social Emotional Curriculums may be used with middle school students. The School Counselors may help students with scheduling and academic issues, problem-solving skills, managing their thoughts and emotions, conflict resolution, healthy relationships, or crisis intervention. School Counselors support students in the development of healthy academic, social, personal, and career growth and refer students to community agencies if parents/guardians or the student communicates interest. Students may request to see the Academic Advisor for academic/career planning reasons, and the Academic Advisor will schedule a time to meet with the student at the earliest available opportunity. Students may also request to see the School Counselor for personal/social issues, either by contacting the counselor directly, or by having their teacher or parent contact the appropriate member of the counseling staff. The counselor will work with the student's teachers for the most appropriate time to meet. The counselor may send a request to the teachers to have the student come to the counseling office. All emergencies will be handled on an individual basis.

*Opt-out forms are provided for group counseling or for any ongoing personal counseling. It is not provided for one-time contacts or interventions such as mediation, crisis response, or academic consultation. Please contact the School Counseling Department for more information about School Counseling services or to request a parent opt-out form.

Credit Recovery

Students who fail coursework necessary for graduation will need to take credit recovery courses. Parents and students will be made aware of these needs, and recommended to take recovery courses during summer school. Students who are 1.0 credits or more off track for on-time graduation will be enrolled in a credit recovery section during the school year. Credit recovery courses are taken through an online platform.

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. Any out of district guests must be High School students. Any student that has graduated high school, or is older than 18 will not be permitted to attend. The only exception is if the guest graduated from Dolores within the last year. Exceptions may be made for guests of Senior Students, but will be at the High School Principal's discretion. Students must dress, behave, and dance appropriately. If a student's guest violates the code of conduct, the student and guest will be asked to leave, and the guest's school will be notified of the violation. If a student's guest is found not to be their approved date, they will be asked to leave. All attendees must provide a picture I.D. and will be subject to a breathalyzer. Out of school guests are NOT permitted at any middle school dance. High School Students are not permitted at middle school dances, and middle school students are not permitted at high school dances. Middle School students must be present at school on the day of the school dance to be allowed to attend.

Discipline of Students with Disabilities (JK-2)

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their Individualized Education Programs (IEPs), any behavioral intervention plan and this policy. Nothing in this policy shall prohibit an IEP team from establishing consequences for disruptive or unacceptable behavior as a part of the student's IEP and/or behavioral intervention plan.

Donations (KCD)

All donations of $100 or more shall be approved by the Board of Education. The coach or sponsor shall write a letter to explain the donor and the designation. The principal will turn that into the board in the monthly packet of information received by the directors. The donation will be considered in the following meeting and may be part of the consent agenda. Any check or cash funds shall be deposited into the appropriate account at the District Office.

Dress Code (JICA)

Reasonable cleanliness of clothing is expected as a matter of general health and welfare.

- To avoid injury and disease, shoes, sandals, or boots must be worn in the buildings. Slippers may NOT be worn.
- Beach or swim wear is inappropriate.
- Undergarments worn as outer garments are inappropriate.
- Shorts, dresses, skirts or other similar clothing **MUST be at least fingertip length** No skin may show above..
- Clothing with holes front and back must **NOT** show skin above fingertip length..
- Sheer, tight, or low-cut clothing (ie: crop tops, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc) that bare or expose private parts of the body including, but not limited to the stomach, buttocks, back and breasts (cleavage) are inappropriate.
- Clothing should cover the stomach.
- Dress that causes or is likely to cause disruption of the educational process is prohibited.
- Tank top straps must be 1.5 inches in width. Spaghetti straps, strapless and one shoulder tops are not allowed. No bra straps should be showing.
- 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.
- No blankets or pillows in classrooms or hallways.
- High School Students are allowed to wear hats in hallways, cafeteria and other common areas. Teachers are allowed to make their own policies in their classroom and can ask students to take hats off. If a student refuses they will receive a dress code violation and will need to remove the hat. Further disciplinary action may be taken if a student continues to refuse to remove the hat when asked by a teacher in their classroom. Hats may not be worn if the hat violates a separate aspect of the dress code. Students will be permitted to wear head coverings that are associated with or required by their religion (hijab, scarves, etc).
- Middle School Students may **NOT** wear hats.
- Hoods may **NOT** be worn inside school buildings.
- Sunglasses may **NOT** be worn inside school buildings.
- Any manner of grooming or apparel, including clothing, jewelry, bandanas, 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.
- Students participating in a PE class will be required to purchase and wear a school directed uniform. Please see the student supply list for uniform examples.

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, or refusal to correct the issue once it is brought to the student's attention.

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 working, students 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.

Emergency Drills (KDE)

Dolores Schools will host a drill each month. The drill may be designated Evacuation, Lockout, Lockdown, Shelter, and Hold. Each year, teachers will review all drill requirements with students. Please refer to parent handouts provided in order to understand how drills work, and do not interfere with emergency procedures. Handouts can be found in the appendices of this handbook. (Please see Standard Response Protocol on the district website for more information).

Equal Educational Opportunity (JB)

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed, sex, sexual orientation (which includes transgender and gender identity), religion, national origin, marital status, disability or need for special education services.

Exchange Students

An 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, an exchange student must be in attendance at Dolores High School for at least one full semester. Only bona fide exchange programs will be utilized.

Fees (JQ)

The district may require students to pay textbook fees, fees for expendable materials, and other miscellaneous fees as more fully set forth in policy JQ. Students will be assessed a fee for school items in their care that are lost, stolen, or damaged.

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. Parents or students 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. Parents or students 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

Field Trips (IJOA)

Only those students who have a permission form signed by parent/guardian and turned into the teacher by the required deadline may participate in a field trip. We do have parents sign a general field trip permission form for educational field trips and local activities such as the Dolores Library or local parks at the beginning of the year. While participating in school 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.

Final Exams and Semester Grades

Final exam dates are prescheduled. For extenuating circumstances, **a student must request permission to take early exams from the Principal'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 no more than **10%** of the semester grade in High School, and are assigned to the 2nd and 4th quarter grades in Middle School, if applicable.

Food Allergies (JLCDA)

Reasonable accommodations will be made for students with food allergies, in an effort to avoid contact with agents to which the student may react. Parents/guardians of students with food allergies should contact the school nurse to report the allergies and ensure documentation and notification of reasonable accommodations are completed.

Food In Classrooms

Students are not permitted to have food or drinks in the classroom except for water. Unless the teacher gives special permission for a project or event. High school students may have a healthy snack.

Friday School

Students may be assigned to attend Friday School if one of the following applies:

- Student is assigned to Friday School for a major disciplinary offense.
- Students are failing a class and/or they have 3 or more missing assignments in a class.
- Students may volunteer to come in to make up seat hours for attendance.

Grades (IKA)

If you have questions or concerns about your student's grades please contact your student's teacher directly. If the problem is not resolved a meeting with the teacher and principal can be scheduled.

Grading Scale

Final grades will be based on the following scale: A=90-100; B=80-89; C=70-79; D=60-69; F= ↓60

- Dolores Secondary Schools assigns grades on the basis of student competency, so the above grades are a reflection of what a student knows and is able to do. They are **not** a reflection of compliance. So, what do grades mean?
    - A=Advanced Competency/Advanced Proficiency
    - B=Beyond Competency/Basic Proficiency
    - C=Competency/Close To Proficiency

- D=Does Not Meet Competency/Deficient
- F=Far Below Competency/Failing

Grade Point Average (IKF)

A student's grade point average (GPA) is calculated using the following formula. A=4 points, B=3 points, C=2 points, D=1 point, F=0 points. 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 or discrepancies to the academic advisor for verification.

- Weighted coursework is available for 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 Alma Parent Portal. 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 upon request.

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.

Graduation, Early (IKF)

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some File: IKF cases, students are ready for postsecondary education or other opportunities prior to completing four years of high school. Therefore, the superintendent or designee may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy and its accompanying exhibit.

Graduation Requirements (IKF, IKF-E-2)

Dolores students may choose one of three graduation pathways. Credit will be given at the equivalent of ½ 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 Principal and Academic Advisor 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.

ALL Dolores High School Students will need to complete:

- General Education Requirements, as listed in **Policy IKF**
- Individual Career and Academic Plan, as defined in Policy IKF
- Colorado Approved Demonstration of Competency in Math and English, as listed in Policy IKF

Hall Pass

Students must obtain a pass from their teacher 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 who earn all A's and B's and will be listed on the Honor Roll. Students earning all A'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 transcripted as weighted credit at Dolores High School. Please see the details in Policy IKF 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.

Library Media Center - Michael Miller Learning 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.

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 to all middle and high school students. Students are not allowed to share lockers unless assigned by the school. All lockers are school property and subject to search at any time. Students are not permitted to have their school bags in classrooms. *Bags must be kept in lockers if they are brought to school.*

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 middle school, just outside of 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 in-person or via 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: fsmith@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**.** 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. Student work that is not completed on-time will receive a 10% deduction per day up to a maximum of 50% off.

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.

Messages
Only emergency messages will be delivered to the classroom. Because of the 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 before the end of the school day. All special deliveries must be cleared by the office prior to delivery to the student (flowers, balloons, etc.).

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. The no-contact form is available through the school office and on the district website.

Non-Discrimination Statement (AC)
Dolores Schools does not discriminate on the basis of race, color, religion, national origin, sex (including gender identity and sexual orientation), or disability, learning disability and/or age. 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. See Policy AC-R-1 and AC-E-1 & AC-E-2 on the district website for specific regulations.

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.**

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). See the Principal or Academic Advisor for information on this program. High School courses may be taken through Colorado Digital Learning Services, or BYU Independent Study. All students enrolled in online supplemental coursework will be required to schedule a class period each day in which to work on the course. 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.

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. **Open Enrollment Students are required to REAPPLY EVERY SCHOOL YEAR.**

Plan of Study

All high school students and their parent(s) will work with the Academic Advisor on issues of academic importance and concern. The academic advisor will remain in place as long as the student attends Dolores Secondary School. Middle school students will also work with the academic advisor during each year of middle school. The academic advisor will assist the student with ICAP completion, Capstone Completion, Financial Literacy, and College/Career Planning.

Parent/Teacher Conferences

Dolores Schools will host Parent/Teacher Conferences during both the first and second semesters of the school year. 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. The school parking lots are considered school property. Parking is at your own risk.

Patriotic Exercises (IMDA)

Dolores Schools provides students with a daily 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 respectfully not participate. Each school day, the principal or designee will begin the school day by leading students in the pledge.

Physical Intervention/Restraint (JKA/JKA-R)

To maintain a safe learning environment, district employees may, within the scope of their employment and in accordance with state law, use physical intervention and restraint with students in accordance with this policy and the accompanying regulation.

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 posters down at the conclusion of the event.**

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 advisor, 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 advisor, 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 pre-arranged 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.

Public Displays of Affection

- Students are to refrain from public displays of affection while at school or during school sponsored events.
- Consequences:
    - 1st Offense: warning and parent contact
    - 2nd Offense: detention and parent contact
    - 3rd Offense: detention and parent meeting
    - 4th Offense: defiance designation, ISS, OSS, re-entry plan

Scholarships

Students are encouraged to visit the Academic Advising site or the Academic Advisement Office to research scholarship opportunities and obtain applications. The Academic Advisor will assist and facilitate the scholarship application process; however, the responsibility for awareness and application completion is the student's. Students must check the website and visit the Academic Advisement Office to check for scholarship updates.

Schedule Change

A schedule change request may be granted within the first eight (8) 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 eight days of the semester will NOT be processed. Schedule change requests are NOT guaranteed. Priority will be given to changes necessary for IEP/ALP/504/RtI purposes and graduation requirement completion.

School Closure/Activity Cancellations (EBCE)

Upon a school closure, activity trips will be canceled depending upon student safety and welfare. Should school be canceled, the activity participant will not be penalized for non-attendance. Parents will be notified through the district website and local media outlets.

School to Career Work Experience Program (IHAIA)

Students must be classified as a Junior or Senior to participate in the school to career work experience program. Participants may find their own employment or utilize resources through the Academic Advisement office, file and maintain all assignments and paperwork, and present a final project in order to pass. Students may work before school, evenings, and weekends (and up to three hours during the school day, with approval) and will be awarded .5 credit per semester for successful completion. This program not only allows students to earn school credit, but also gain work experience while potentially earning a salary.

- Internships and apprenticeships, as well as job shadows will also be considered for electives. However ALL Work-Based Learning opportunities must be approved IN ADVANCE by the Academic Advisor and the Principal.

- More information on specific requirements and assignments for these courses are available from the Academic Advisor.

School-Related Publications (JICEA/JICEA-R)
School-sponsored publications are a public forum for students as well as an educational activity through which students can gain experience in reporting, writing, editing and understanding responsible journalism. Content of school publications should reflect all areas of student interest, including topics about which there may be dissent or controversy. Students and Faculty advisors shall adhere to all established regulations.

Screening and Testing of Students (JLDAC/JLDAC-E)
Parents/guardians and eligible students have the right to review any survey, assessment, analysis or evaluation administered or distributed by a school to students whether created by the district or a third party. Except as otherwise permitted by law, students shall not be required to submit to a survey, assessment, analysis, or evaluation that is intended to reveal information, whether the information is personally identifiable or not, without prior written consent of the parent/guardian or eligible student, if that survey, assessment, analysis, or evaluation reveals protected information, including mental or psychological information.

Search and Seizure (JIHB)
Students may be searched by a school official in the presence of another adult witness when he/she has reasonable grounds to suspect that such a search will turn up evidence that a 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.

Secret Societies/Gang Activity (JICF/JICF-R)
The presence of any apparel, jewelry, accessory, notebook, or manner of grooming by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs which advocate drug use, violence, or disruptive behavior is prohibited on school grounds, at school activities, in school vehicles, or sanctioned events.

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.

Sex Offender Information (JLFF)
Parents, Guardians, and Community members may contact the Montezuma County Sheriff's Office for information regarding registered sex offenders living within the district's boundaries.

Sexual Harassment (JBB)

The district is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. The district shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

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. This assessment is given to ALL juniors.

- **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 students' 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.

- **CMAS:** The Colorado Measure of Academic Success is administered yearly as follows: 11th grade science, 8th grade science, 7th grade social studies. This is usually a computer based assessment, evaluating 7th-8th grade math and English/language arts, and 8th grade science.

- **PSAT:** This is the state required assessment for all freshmen and sophomores, and is given in April. It is a valuable precursor to the SAT. The score earned on the PSAT is indicative of the score the student would have earned on the SAT, on the same day at the same time.

- **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 retake 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 6-11 grade students three times yearly--fall, winter, spring. There are four assessments (science, language usage, reading, and math). These assessment scores are available immediately, serve a critical purpose for our teachers in planning and adjusting instruction, and providing intervention for our students. **We use the data from the NWEA to adjust instruction and to evaluate student placements.**

Student Conduct in School Vehicles (JICC)
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 students to leave the bus at any time other than the regular stop. Such rules will be in force on regular routes and during transportation to any other school sponsored activity.

Student Distribution of Non-Curricular Materials (JICEC)
Students shall be allowed to distribute non-curricular written materials on school property subject to restrictions on time, place and manner of distribution set out in district policy and state statute.

Student Records/Privacy/FERPA (JRA/JRC/JRCA)
No agency may access student education records without prior written consent from the student's parent/guardian or the eligible student, except as set forth in law and this policy. The superintendent or designee shall provide for the proper administration of student records in accordance with law, including the implementation of safeguard measures or procedures regarding access to and disclosure of student education records. Parents/Guardians have the right to review their students' records at any time. More information about FERPA (Family Educational Right to Privacy Act) can be found at the United States Department of Education website.

Teacher Assistantships
Students who are classified as Juniors who have chosen to explore an education pathway, or any Seniors may request to enroll in the teacher assistantship program. These assistantships are **pass/fail classes**, and will not be factored into GPA calculation.

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. Chromebooks and the school's internet and Google services (including email) are to be used **for school use only. Any personal use of student chromebooks is a violation of the acceptable use agreement.**

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.

Transcripts
Student records of all Freshman through Senior-level coursework will be recorded on the individual student transcript. 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) to the Academic Advisor. There is no fee for obtaining or sending transcripts for personal or institutional use.

Tutoring
Tutoring will be available on Mondays and Wednesdays after school.

Valedictorian/Salutatorian
Please see Policy IKF for information regarding the process for selecting Valedictorian/Salutatorian.

Visitors (KI)

All visitors must check in with the office and obtain a visitor's pass. Student guests are not allowed. All visitors will need to show a valid driver's license upon arrival. 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
- Former students may visit campus to see former teachers ***only at lunch*** and ***must check in*** at the office and wait for the teacher to escort them to the classroom.

Weapons

No blades or knives, including pocket knives, will be allowed on campus.

- *A blade over 3" constitutes a major infraction and will be referred to law enforcement.*
- If the blade is under 3":
    - **First offense:** the knife will be turned into the front office and returned at the end of the day, and parents will be notified.
    - **Second offense:** a lunch detention will be issued, and a parent must pick up the knife.
    - **Third offense**: ISS will be issued and the knife will not be returned until the end of the year.

Withdrawal

Students must have parent/guardian permission to withdraw from school.

Appendix 1

Behaviors and Disciplinary Response

Low-Level Minor Behaviors

Inappropriate language:

- Minor is defined: student engages in inappropriate verbal or non-verbal communication. Looks like:
    - mild inappropriate language--a "slip"
    - Hand gestures that are inappropriate
    - Unintended hurtful words and the student demonstrates remorse

Defiance/Disrespect/non-compliance:

- Minor is defined: Student engages in brief or low-intensity failure to respond to adult requests.

Looks like:

- Ignores directives 1- 2 times
- Minor disrespect to other students
- Socially rude behavior (farting, burping, etc.)

Disruption:

- Minor is defined: Student engages in low intensity but inappropriate disruption **Looks like:**
    - Talking out of turn
    - Off task behavior
    - Out of seat without permission

Interpersonal Conflict:

- Minor is defined: low-level interpersonal conflict that is reported and mediated. **Looks like:**
    - Disagreement, misunderstanding, mean or rude behavior that happens one time.

Other Minor Behaviors:

Looks like:

- technology violation (unless what is viewed falls under moderate or major); inappropriate use of personal and school equipment; "bugging" others in the learning environment.

Low-Level Minor Discipline Response

TEACHER-MANAGED: Teacher will meet with student privately to the degree possible (may request that counselor or admin report to classroom to supervise so the teacher can conference with the student in the hallway. Students will be redirected and be integrated back into the classroom as soon as possible. Teacher will document.

OR

CLASSROOM SUPPORT: Counselor or admin will respond to the classroom. Teacher will continue teaching while the counselor and/or admin works with students in the hallway. The student will engage with responding staff to solve and be integrated back into class as soon as possible. Counselor or admin will observe the student in the classroom to insure behavior has been redirected. Teacher email with documentation of behavior.

Parent contact: Student's parents will be contacted via phone by teacher and support staff (counselor or admin), if necessary to support the teacher.

Student: failure to comply with minor disciplinary response will move disciplinary action to moderate level. (Example: teacher has met with student to redirect behavior, or counselor and/or admin has met with student, but behavior continues after reintegration to the classroom).

Documentation: Teacher to fill out "discipline report" as soon as possible for documentation in working with parents. Counselor/admin will document information on discipline response form, and PowerSchool. Original Form from teacher to registrar for student file.

Mid-Level Moderate Behaviors

Inappropriate language:

- Moderate is defined: engaging in moderate level of inappropriate verbal or non-verbal communication.
  - **Looks like:**
    - Profanity said in frustration due to difficulty on an assignment
    - Profanity or inappropriate gestures directed at other students in jest or in a non-confrontational way
    - Profanity that is not "minor"
    - Inappropriate Innuendo in language
    - Chronic profane/inappropriate language

Defiance/Disrespect/non-compliance:

- Moderate is defined: Student engages in moderate-intensity failure to respond to adult requests
  - **Looks like**:
    - ignores directives more than two times
    - Mild disrespectful or rude language/action directed at staff or other students
    - Deliberate refusal to obey a member of the school staff
    - Chronic socially rude behavior after redirects
    - Chronic minor (documented) issues.

Disruption:

- Moderate is defined: Student engages in low intensity but inappropriate disruption
  - **Looks like:**
    - Loud talking during lesson or seat time with multiple redirects
    - Out of seat without permission and talking with other students
    - Throwing things across the room (no contact with other students)
    - Inappropriate outbursts directed at teacher that do not involve directed profanity, particularly after redirects

Lying:

- Moderate is defined: Student engages in moderate-intensity dishonest behavior
  - **Looks like:**
    - Chronic dishonesty and denial of behaviors
    - Lack of Integrity (quality of being honest).
    - Disrespectful Behavior through Deceit or Dishonesty

Destruction of School Property:

- Moderate is defined: engaging in low-level misuse of property
  - **Looks like:**
    - Writing on a desk or wall

- Intentional misuse of equipment/supplies that causes damage

Inappropriate Location/Out of Bounds Area:

- Moderate is defined: Student is in an authorized area of the campus, but without permission from the teacher or other school staff.

  Looks like:
  - Student in the gym, cafeteria, library or other location without permission
  - Student in unsupervised location during lunch or classtime

Physical Contact:

- Moderate is defined: non-serious but inappropriate physical contact

  Looks like:
  - Unsafe physical horseplay
  - Pushing and shoving
  - Lack of respect for physical boundaries

Interpersonal Conflict:

- Moderate is defined:

  Looks like:
  - Students having an argument with each other with targeted or bad language
  - Students reporting name calling or minor conflict
  - Mean or rude behavior directed at a different student than the first report (repeated low-level)

Other Behaviors:

- Moderate is defined: Any other moderate level behavior not listed; repeated minor behavior; minor-level behavior at such an intensity that it raises it above the level of minor behavior, at staff determination.

Mid-level Moderate Discipline Response

CLASSROOM RESPONSE AND REMOVAL: Counselor or Admin will respond to the classroom to remove the student. The student will go, with the responding staff member, to the office to reflect and work on the assignment for the class. The student will not return to class that day.

Parent Contact: The teacher **and** administrator will call the student's parent/guardian to discuss the incident and assign the student to detention, either:

1. After-school detention with the Principal or Counselor. The goal will be to assist the student with developing skills around how to avoid the same behaviors demonstrated. We will ask that the student and teacher meet with Admin or Counselor soon following the after-school reflection, to develop a plan for alleviating the behavior. A written report will be provided to the parent/guardian.

   OR

2. Traditional after-school detention. These are served on Tuesdays and Thursdays after school from 3:45-4:45, and will be served on the next available detention day. Detentions will not be assigned to accommodate sports practices, contests, or any other extra-curricular or family event. If the student does not report to the assigned detention, he/she will be assigned another, additional detention. Parents may contact Admin or Counselor if they wish to reschedule assigned detention.

Documentation: Teacher to fill out discipline form with detailed info. Administrator will document behavior on the shared Google Form. Admin will log in to Alma.

The third moderate infraction in a semester will initiate a major-level response, for chronic behavioral concerns.

The third moderate infraction (with removal from class) in the same class in a quarter may result in removal from the class for the remainder of the grading period. In this instance, the student will be required to complete work in the office during the class period, to be turned in to the teacher and graded

High-Level Major Behaviors

Inappropriate language:

- Major is defined:
    - Engaging in verbal abuse (name calling; racial/ethnic slurs, 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 verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or baiting.
    - Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time.

Disruption:

- Major is defined:
    - Repeated interference with the school's ability to provide educational opportunities to other students.
    - Other behavior likely or intended to sabotage or undermine classroom instruction.
    - Loud, obnoxious, or outrageous behavior.
    - Dangerous, or unruly behavior

Defiance/Disrespect/non-compliance:

- Major is defined:
    - Continued willful disobedience or open and persistent defiance of proper authority including repeated deliberate refusal to obey a member of the school staff.
    - Conduct that otherwise interferes with the ability of the teacher to teach effectively.
    - Open continued willful disrespect of the teacher, manifest in words, gestures, or other overt behavior.
    - Inciting other students to act inappropriately or to disobey the teacher or school or class rules.
    - Throwing items and causing bodily harm to another person.

Lying:

- Major is defined:
    - Major chronic lying
    - Giving false information, either verbally or in writing, to a school employee, especially when such dishonesty is intended to harm another student or staff member by making false claims or wrongdoing or denying wrongdoing.

Assaults/Fights/Physical Contact/Aggression:

- Major is defined:

- the act of striking or touching a person or that person's property (car/bicycle/etc.) with the body or any other object with the intent of causing hurt, harm, or damage.
- Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing (that is egregious in nature).

Bullying/Harassment:

- Major is defined:
  - The use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person through written, verbal or electronically transmitted expression or by means of a physical act or gesture.
  - Behavior that may constitute sexual or other harassment

Destruction of School or Personal Property:

- Major is defined:
  - Student causes or attempts to cause damage to school or private property that is of value.
  - Destroying or damaging the property of the school, the teacher or another student.

Drug Use:

- Major is defined:
  - Student in possession of vape, e-cigarette, or any paraphernalia related including charging devices for e-cigarettes, etc.
  - Student in possession of any controlled substance including but not limited to, narcotics, hallucinogens, mind-altering drugs, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, prescription drugs, and not prescription drugs
  - Student in possession of any alcohol or tobacco products
  - Student is caught under the influence of any substance
  - Student is caught vaping or taking any controlled-substance
  - Student is caught trying to distribute

Other Violations:

- Any violation of the student Code of Conduct established by District Policy.

High-Level Major Discipline Response

Formal Removal: Admin or designee will respond to the classroom. The student will go, with the admin, to the office to cool off and reflect on the incident with the administrator. The student will be removed from classes for the remainder of the day, at a minimum. The teacher will submit a written report of the entire behavior episode as soon as possible.

Parent Contact: The administrator will call the student's parent/guardian to discuss the incident and to discuss the consequences for the high level major behavior. These include but are not limited to: 1-5 days In-School Suspension; 1-5 days Out of School Suspension; Recommendation for Expulsion. If In-School

suspension, the administrator will communicate via email with the parent daily.

Documentation: School staff to write up a “Discipline Form” Administrator will document behavior in SWIS. Discipline incidents will also be uploaded into PowerSchool periodically.

If the consequence for the major behavior is NOT expulsion, the student will need to be placed on a Behavior Plan. A re-entry meeting with the student, parent, and admin to develop this plan will be required for the student to return to class. Teachers will be requested to attend the development meeting. All participants will be required to review and initial receipt of the plan, goals, and interventions, and to submit a weekly progress monitoring report to the assigned administrative case worker.

Appendix 2

Dress Code

Dolores Secondary Dress Code

To help you with your back-to-school clothes shopping, we've put together a list of do's and don'ts for this school year.

- Crop tops showing midriff and short shirts are prohibited.
- No underwear, waist bands or bra straps showing – clothing must cover undergarments
- Absolutely no hats or hoodies, sweatbands or other head materials.
- Shorts/skirts must be MID THIGH with no side slits showing legs higher than mid thigh

"What happens if I am dress-coded?"

- You will be discreetly pulled to the side to discuss your clothing choice.
- You will be given the option to change into a t-shirt, pants or shorts provided by the office, or call your parents to bring appropriate clothing.
- Borrowed clothing must be returned at the end of the day.

- Clothing MUST cover from upper chest to mid thigh with no see-through material
- Shoes must be worn at all times
- Hoodies may be worn with the HOOD DOWN
- Items may not contain messages images or symbols that depict profanity, vulgarity, obscenity, violence, or promote the use of alcohol, tobacco, vaping or illegal drugs.

Appendix 3

Emergency Response Protocol

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"

Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"

Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"

Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"

A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

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K12 2021 STANDARD RESPONSE PROTOCOL