

DURANGO HIGH SCHOOL
Student Handbook
2018 - 2019

2390 Main Avenue
Durango, CO 81301
Telephone: 970-259-1630
Fax: (970) 385-1493 *or* (970) 375-3997 (Counseling)
or (970) 375-3964 (Athletics)
<http://dhs.durangoschools.org>
ACT & SAT School Code: 060475

This Handbook Belongs To:

Name _____

Phone _____

Demon Time Advisor _____

In Case Of Emergency, Notify:

Name _____ Phone _____

Allergies _____

Durango High School provides this handbook as part of due process in informing DHS community members of many of the policies and procedures of DHS and Durango School District 9-R. It is your responsibility as a member of the DHS community to be familiar with and abide by policies and procedures found in this handbook. Administration reserves the right to make decisions in the best interest of the educational community within school and district guidelines that may not necessarily be contained in this handbook. It is impossible and impractical to list all policies and procedures in this handbook.

Equal Education/Employment opportunity shall apply to all people without regard to race, color, religion, national origin, marital status, sex, age, or disability. Inquiries or complaints related to the application of Title IX, Section 504 of the Rehabilitation Act and its administrative regulations with the Americans with Disabilities Act (ADA) may be directed to the Principal or District Compliance Officer.

Principal
2390 Main Avenue
Durango, CO 81301
970-259-1630

District Compliance Officer
201 E. 12th Street
Durango, CO 81301
970-247-5411 ext. 1439

The Demon Way:

We take Care of each other,
We Support each other,
We are Honest with each other,
We take Pride in each other.

DHS Bell Schedule 2018 - 2019

Monday (PLC/Early Release)

8:15	–	8:53	Period 1	38 minutes
8:58	–	9:32	Advisory	34 minutes
9:37	–	10:15	Period 2	38 minutes
10:20	–	10:58	Period 3	38 minutes
11:03	–	11:41	Period 4	38 minutes
11:41	–	12:26	Lunch	45 minutes
12:26	–	1:04	Period 5	38 minutes
1:09	–	1:47	Period 6	38 minutes
1:52	–	2:30	Period 7	38 minutes

Tuesday - Friday

8:15	–	9:05	Period 1	50 minutes
9:10	–	10:00	Period 2	50 minutes
10:05	–	10:55	Period 3	50 minutes
11:00	–	11:50	Period 4	50 minutes
11:55	–	12:40	Lunch	45 minutes
12:40	–	1:30	Period 5	50 minutes
1:35	–	2:25	Period 6	50 minutes
2:30	–	3:20	Period 7	50 minutes

DHS Student Support

The DHS main phone number is **970-259-1630**. Extension numbers are listed on our website: dhs.durangoschools.org. To make email contact, use the first initial of the person's first name, then the last name, followed by @durangoschools.org.

Administrative Team		Extension #
Jon Hoerl	Principal	2322
Amy Swartz	Assistant Principal	2300
Darren Tarshis	Assistant Principal	2313
Brandon Thurston	Assistant Principal	2179
Adam Bright	Activities/Athletic Director	2302
Dale Garland	Attendance Dean	2132
 Postgraduate/Counseling Center		 Extension #
Katie Brandau	Counselor (9 & 11)	2316
Sean Hembree	Counselor (10 & 12)	2267
Robert Aspen	Academic Advisor (11)	2308
Natalie Bertrand	Academic Advisor (10)	2317
Rachel Colman	Academic Advisor (9)	2307
Deb Medenwaldt	Academic Advisor(12)	2266
Teresa Jennings	Social Worker (9-12)	2016
Amanda Rich	Psychologist (9-12)	2016
 Additional Phone Numbers		 Extension #
Activities & Athletics Office		2302
Attendance Office		2312
Box Office		2141
Cafeteria		2185
Post-Secondary Center		2309
Nurse's Office		2108
School Based Health Center		2107
 District Office		 247-5411
Transportation Services		247-5335

Community Resources

Safe-to-Tell 877-542-SAFE (7233)

Counseling and Support Services for Youth/Family

Alcoholics Anonymous	247-1706
Southwest Colorado Mental Health	259-2162
La Plata Youth Services	385-4440
La Plata County Human Services	382-6150
La Plata Family Centers Coalition	385-4747
Young Life	749-5954

Crisis Hotlines (24 Hours)

Boys Town Hotline	1-800-448-3000
Southwest Colorado Mental Health	247-5245
Sexual Assault Services Organization	247-5400

Domestic Violence

Alternative Horizons	247-9619
Battered Women Hot Line	247-9619
VOA Southwest Safehouse	259-5443
VOA Durango Community Shelter	259-1255

Health Services/Information

School Based Health Center	259-1630, ext. 2107
La Plata Community Clinic	422-8324
San Juan Basin Health Department	247-5702
Durango Planned Parenthood	247-3002
AIDS Hotline	1-877-478-3448

Physical/Sexual Abuse

Child Assault Prevention Program	247-5400
Rape Intervention	247-5400

By law, schools are required to report any suspected child abuse. Social Services and law enforcement have the authority to conduct investigations in the schools and with students. The method in which such investigations are conducted is within the exclusive authority of law enforcement and Social Services. Notification to parents in such cases will come from law enforcement agencies or Social Services. Please contact your school counselor, health services staff, or your health practitioner for further information. Durango School District 9-R assumes no financial responsibility for the use of these services.

Mission

The mission of Durango High School, a community-based partnership, is to ensure each student develops the positive character attributes and academic excellence necessary to compete and contribute in the global community, by providing tailored, engaging, and relevant educational opportunities within a safe and healthy environment.

Preamble

The school administration and student council created this document in order to preserve and protect the rights of all students. All students at DHS possess and retain the inalienable rights granted them by the United States Constitution. Attendance at Durango High School does not revoke any of these rights. This academic and social institution shall not deny those rights to any student. We, therefore, establish this Student Bill of Rights and Responsibilities.

Student Rights

Article I

All students have a right to an education free of discrimination based on race, gender, religion, ethnicity, gender identity, or sexual orientation.

Article II

All students have a right to no unreasonable search and seizure without due process.

Article III

All students have a right to know of decisions made by the school administration affecting the student body.

Article IV

All students have a right to organize clubs and otherwise assemble as long as the stated intention of the group does not exclude or offend other students.

Article V

All students have the right to peacefully rally, demonstrate, or protest, assuming it does not disrupt classes or the orderly operation of the school.

Article VI

All students have the right to refuse distribution of personal information, including name, address, or date of birth, by the school to any organization such as military recruiters or news media.

Article VII

All students have the right to be involved in the decision-making process that affects the educational system.

Student Responsibilities

Article I

All students are responsible for maintaining an environment that respects all students regardless of race, gender, religion, ethnicity, gender identity, or sexual orientation.

Article II

All students are responsible for not bringing articles to school that are considered illicit or inappropriate.

Article III

All students are responsible for respecting decisions made by the administration regardless of whether or not they agree with the decision.

Article IV

All students are responsible for only organizing clubs that are considered school appropriate and will not establish clubs intended to exclude or offend.

Article V

All students are responsible for respecting the orderly operation of the school and not assembling in a manner that disrupts it.

Article VI

All students are responsible for identifying to the school administration whether or not their personal information may be released to any organization outside of the school.

Article VII

All students are responsible for not hindering the decision-making process that affects the educational system.



2018-2019 Academic Calendar

Board Approved 1/10/17

175 Student Contact Days

July 4	Fourth of July Holiday
August 20	First Day of School - No Early Release
September 3	Labor Day Holiday (No School)
September 10	Professional Development Day (No School)
October 26-29	Professional Development Day (No School)
November 19-23	Thanksgiving Break (No School)
Dec 24 - Jan 4	Winter Break (No School)
January 18	Professional Development Day (No School)
January 21	Dr. Martin Luther King Jr. Day (No School)
February 15	Professional Development Day (No School)
February 18	Presidents' Day (No School)
March 25-29	Spring Break (No School)
April 1	Professional Development Day (No School)
May 27	Memorial Day (No School)
May 31	Last Day of School
June 3	Professional Development Day (No School)

	Start/ End of Grading Period
	Holiday or Break
	District Professional Development Day
	Site-based Professional Development / Work Day - No School
	Early Release

JULY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Semester 1 Important Dates

- Aug 16: Class of 2021 simulated day
- Aug 30: Open House 6-8pm
- Oct 1-6: Homecoming week & dance
- Oct 10: PSAT/NMSQT exam
- Oct 24 & 25: Parent-Teacher Conferences
- Jan 15-17: Semester 1 Final Exams (half days)

Semester 2 Important Dates

- April 09: PSAT/SAT exams (no school for seniors)
- April 20: Prom
- May 6-17: AP exams
- May 13-15: Senior final exams
- May 17: Senior check-out
- May 24: Graduation
- May 29-31: Semester 2 Final Exams (half days)

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Academics

Advisory

All students are assigned and required to attend grade-level advisory groups. Most students will maintain the same advisor throughout their four years of high school. Advisors will assist students with their ICAP, which includes: school-related issues, being successful in high school, and post-secondary planning. The main purpose of Advisory is for teachers and administrators to form positive relationships with students, help students monitor their progress, and set academic goals.

Grading

Students are awarded credit based on their performance toward meeting standards and expectations in the course. Teachers will provide procedures for how a student will be graded and include this information within their Academic Plan/Syllabus provided to all students at the beginning of the course. Grades are earned as follows:

- A = 90% or better
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = < 60% = no credit

Weighted Grades/Transcripts

The Durango 9-R School District offers students and parents the opportunity for an official transcript that reflects a weighted grade point average. Weighted grades are given in those courses designated as Advanced Placement. The difference between weighted and un-weighted grades in terms of grade point value is as follows:

<u>Grade</u>	<u>Percent</u>	<i>Un-weighted</i> <u>Point Value</u>	<i>Weighted</i> <u>Point Value</u>
A	90-100	4	5
B	80-89	3	4
C	70-79	2	3
D	60-69	1	1
F	59 and below	0	0

Graduation Requirements

Durango High School requires 27 Carnegie Units (Classes of 2018-2020) or 23 Carnegie Units (Class of 2021 and after) for graduation. Successful completion of a semester course results in .5 Carnegie Unit of credit. Students must earn credits in the following academic areas:

Graduating Classes of 2019-2020	Graduating Classes of 2021 and later
English – 4 Credits	English – 4 Credits
Math – 4 Credits	Math – 4 Credits
Science – 3 Credits	Science – 3 Credits
Social Studies – 3 Credits	Social Studies – 3 Credits
World Language – 2 Credits	World Language – 1 Credits
Fitness – 1 Credit	PE/Health – 1 Credit
Health – .5 Credits	*General Electives – 7 Credits
*General Electives – 9.5 Credits Community Service – 20 hours Individualized Career and Academic Plan	60 Hours of any combination of the following: community service, internship, postsecondary coursework, or employment with positive evaluation Individualized Career and Academic Plan

*A complete copy of the Registration Guide for elective options is available in the Post-Secondary Center or DHS website.

Students who transfer to Durango High School from another school or program of study must earn a minimum of 2.5 Carnegie Units at DHS during the final term of their senior year in order to earn a DHS diploma (See Transfer Guidelines).

Academic Dishonesty

Any form of cheating or claiming the work of another as your own is considered academic dishonesty, and includes, but is not limited to, the following:

Plagiarism

- Using writings, passages, and ideas of others and passing them off as your own
- Using an outside source without proper acknowledgement
- Submitting or using falsified data or records

Referencing other people’s work is a normal and necessary part of doing research and learning. Durango High School has adopted the MLA style of documentation to be used in all classes throughout the school. Students will be instructed in MLA format in the 9th grade.

Cheating

- Acting dishonestly and practicing fraud, through deliberate deception
- Assisting, encouraging, inciting, helping, or participating in misrepresenting someone’s work as your own
- Using unauthorized materials, including textbook, notes, calculators, or electronic devices including cell phones during an exam or other assignment

Forgery/Stealing

- Using unauthorized access to an exam or answers to an exam
- Using an alternate stand-in or proxy during an exam
- Altering computer or grade book records, or forgery of signatures for the purpose of academic or attendance advantage
- Sabotaging or destroying the work of others

All instances of academic dishonesty will be reported to DHS Administration and investigated thoroughly. If Administration deems that academic dishonesty has occurred, discipline could range from loss of credit for the assignment or exam up to and including failure of the course. The incident could be included in the student's discipline record and include disciplinary action. It should be stressed that in cases of uncertainty, it is the student's responsibility to ask the teacher whether an action would be considered academically dishonest or not, prior to acting.

Final Exams

Final exams or culminating projects are given in all classes every semester and count as 20% of the semester grade. All students must take final exams on the regularly scheduled exam days. Missed exams will follow the Make-up policy

Early Final Exams

The expectation is that students take finals during the scheduled time. Exceptions will be considered for documented extenuating and unavoidable circumstances. The process is as follows and must be completed a minimum of 2 weeks in advance:

- Student meets with academic advisor, academic advisor gives form to student if request is appropriate.
- If semester 2, academic advisor verifies student will complete AP exams (if applicable).
- Student gathers parent, teacher, and academic advisor signatures
- Student returns completed form to administrator for approval.
- Coordinator of Post-Secondary Center emails all teachers that the request has been approved
- Coordinator of Post-Secondary Center excuses student from attendance in Infinite Campus
- Form kept on file with Coordinator of Post-Secondary Center
- Students are not allowed to take early finals without administrator approval. Teachers should not administer early finals without administrator approval. Students are always expected to take all final exams, regardless of their grades (given that final exams are a demonstration of subject knowledge for the semester, even students with good grades [e.g. all A's] should be expected to take finals).
- If a student requests early finals, the "Early Finals Requests" procedures must be followed. If a student requests to be excused from finals, the administrator will contact teachers first to gather their input (assuming this is something the administrator agrees with).

Transcripts

If a student wishes to have a copy of his/her official high school transcript sent to a college, university, or other institution, he/she must fill out a records release form. The first two copies are provided free of charge. A \$5.00 fee is charged for each additional copy. Due to federal law, no information concerning a student's record can be sent out until the records release form has been signed. If a student is under 18 years of age, the form must also be signed by the parent/guardian.

Summer School and Credit Recovery

Summer school is available for three weeks in June for students who have failed courses necessary for graduation. A maximum of one Carnegie Unit can be taken during summer school per year. Information on summer school will be available in April on the DHS website or in the Post-Secondary Center. Students may enroll in online credit recovery during the school year with administrator approval. Fees apply to summer school and credit recovery courses. All credit recovery courses are transcribed as a pass/fail course and will not impact a student's grade point average (GPA). See your Academic Advisor or the DHS website for more information. Students attempting to regain CHSAA eligibility must have approval from the Athletic/Activity Director.

Attendance

Student success in school is directly tied to attendance. Absence from school results in a loss of learning experiences that cannot fully be recovered by make-up work. Students are required to be in their assigned classes unless a parent has informed the attendance office of the student's absence.

The state of Colorado requires that every child who has attained the age of six years and is under the age of seventeen years attend public school (CRS 22-33-104). Excused absences are defined as a student's inability to attend school because of "illness, family emergency, academic or athletic activities, or other conditions. The high school principal will determine if an absence is excused or unexcused and will work with the parent in doing so" (Refer to the *Durango School District 9-R Student & Family Success Guide*).

Parents are expected to call or email the attendance office the day of the student's absence, but no later than 24 hours, or the absence will remain unexcused.

Parents and students may make arrangements for absences prior to the time a student will be absent from school. A Pre-arranged Absence Form must be completed by parents and signed by all teachers five days prior to the first day of the absence. The school principal determines if circumstances for a pre-arranged absence renders it an excused absence.

The DHS attendance policy described here includes appropriate consequences for non-attendance due to unexcused absences.

Under Colorado's Compulsory Education Law, students who have four days (28 cumulative class periods) or more unexcused absences per month, or 10 days (70 cumulative class periods) unexcused absences per year are habitually truant. Students who are habitually truant will go through the following process:

- 1) Grade level FLEX teams identify students nearing truancy limit
- 2) FLEX team member(s) will meet with parent/guardian and student to generate an attendance plan
- 3) If truancy continues, the Assistant Principal and/or Dean will place the student on a Behavior/Attendance Contract, which will include progressive consequences such as loss of privileges and restorative justice. Suspension could be utilized as a last resort.
- 4) Referral made to La Plata Youth Services Truancy program
- 5) Referral made to district level SMART team

Seniors who do not attend at LEAST 80% of classes will not be eligible for the Graduation ceremony.

Tardy Policy

Students are expected to arrive on time to every class each day. Teachers will track and document student tardiness in Infinite Campus throughout each term. Tardiness will be addressed in the following manner

Procedure:

1st Tardy: verbal warning from teacher

2nd: verbal warning from teacher and parent contacted by teacher

3rd: 20-minute mandatory detention with teacher (lunch or after school)

Subsequent Tardies: 20-minute mandatory detention with teacher

If a student does not report to teacher detention, a discipline referral will be submitted to administration.

Early Dismissal

If a student needs to leave school during the day, parents must call or email the attendance office prior to the student leaving campus, preferably in the morning before school. A blue "Permit to Leave the Building" slip will be issued to the student as a pass to leave campus. If the student returns to school the same day, he or she must sign back into the Attendance office before going to their next class. Students who leave school during a school day without signing out through the Attendance office will not be excused for any missed classes after the fact.

Make-Up Work

Students are expected to make up all work when absent. Students are permitted to make-up work within a time period equal to the number of days absent plus one day. (For example, if a student is absent for four school days, they are allowed four-plus-one, or five, days to turn in any assignments due during the absence.) Students who know they will be absent for extended periods of time may request that class work and homework be collected from their teachers and turned in to the attendance office. Homework collected by the Attendance office will be available 24 hours after the initial request is received. Parents are required to make arrangements to pick up homework and any materials in the student's locker.

Truancy

Because we believe in the importance of attending classes and because state law requires attendance, Durango School District 9-R will pursue every avenue of compliance, including but not limited to, student attendance plans and diversion programs with La Plata Youth Services.

Unscheduled Time

Students who are not in a scheduled class may be in the library, cafeteria, Demon Deli, annex nook, outside, or off campus. Upon request, student must show any staff member their student ID and free period card. Free period cards are distributed by the counseling office at the beginning of every quarter.

Athletics and Activities

DHS students and parents are encouraged to attend extracurricular events to show their school spirit and pride. Extracurricular activities are intended to provide social, academic and athletic experiences for both participants and spectators. Enthusiasm and vocal support is always encouraged. Spectators are expected to exercise good judgment in clothing and behavior, and spectators and participants are expected to conduct themselves in a positive and respectful manner towards all participants and officials. Students and spectators should remember they represent Durango High School, and their actions will reflect on our school and the community. All spectators and participants are encouraged to show pride and be a positive role model for all those attending by cheering for the team and not against the opponent or the officials. Inappropriate behavior including but not limited to booing, taunting, throwing objects, displaying inappropriate signage or generally exhibiting aggressive behavior is prohibited and may result in disciplinary action.

Activity Sticker

DHS students may purchase from the Athletics/Activities office an Activity Sticker which allows free entry into all regular season sporting events. Students may not purchase an Activity Sticker until all outstanding fines/fees owed to the school are paid. The sticker is placed on the Student ID card, and the cost is \$20 per year.

Athletic/Activities Code of Conduct

A complete copy of the Athletic/Activities Code of Conduct is available at the DHS Office and the DHS website.

Post-Secondary Center

Post-Secondary Center

The Post-Secondary Center is open Monday through Friday from 8:00 am - 4:00 pm. Students will be assigned an academic advisor who will provide academic guidance and will be responsible for ensuring students meet DHS graduation requirements. Each student will also have a counselor to support social-emotional concerns and assist with referrals when necessary. Students may request an appointment to see either one by visiting the post-secondary center before and after school, during lunch, and between classes. Students may access a counselor at any time for emergency purposes. Someone is always available to help. For contact information for our counselors and academic advisors, please see Page 4 of this handbook.

Course Selection

Students and parents must be the primary decision makers in determining a high school program leading to desired post-secondary school options. Please read all of the information in the *Course of Catalog*, attend the informational sessions offered, and ask for guidance from teachers, counselors, and administrators in order to facilitate your student's achievement of his/her future goals.

The choices made by students during our spring registration are the principle factors used to create the master schedule. A major effort is made to offer classes so that potential course conflicts are minimized. In addition, every attempt is made to balance the size of classes. For these reasons it is crucial that students and parents take time and care in planning the courses requested for the next year. Although schedule changes are allowed at the beginning of first semester, it is entirely possible that such changes may not be feasible due to the conflicts imposed by the master schedule.

Schedules

All students will be scheduled for seven classes per semester plus Advisory. Exceptions to the class schedule will require administrative approval. Seniors may be allowed one free period on an individual basis.

Grade	Minimum number of scheduled classes
9	7
10	7
11	7
12	6

Commitment to Core Enrollment

In order to prepare students for a successful post-secondary educational and work experience, we strongly encourage students to participate in a rigorous academic core curriculum consisting of 4 years of English, 4 years of Mathematics, 4 years of Science, 4 years of Social Studies and at least 2 years

of a World Language as required by the Colorado Commission on Higher Education for admission to four-year public colleges and universities in Colorado. **ALL students will be expected to enroll in a minimum of four academic core units per year.**

Advanced Placement Courses

Advanced Placement (AP) courses are college-level courses taught by DHS teachers. All AP teachers receive training from The College Board. Students who take AP courses take the AP exams during the first two weeks of May. The cost of the exam is \$94, though some students may qualify for a reduced rate. A passing score can earn students college credit, depending on which college they attend. DHS offers a wide range of AP courses in math, computer science, art, social studies, science, English language arts, and foreign language. Any student who wishes to participate in an Advance Placement (AP) course must have a signed AP agreement

Schedule Changes

Schedule changes must be made by the end of the previous school year within 1 week after new schedules are released. Changes will only be made as the master schedule will allow.

Schedule Repair

Schedule repairs WILL NOT BE MADE after the 10th day of class.

Repairs in a student's course schedule should only be made when absolutely necessary. The following are acceptable reasons for schedule repairs:

1. A student needs to add a course to an incomplete schedule or to be on-track to graduate.
2. A course is has been cancelled.
3. A student is inappropriately placed academically.
4. An illness or injury prevents participation in class.

Dropped Courses

Typically, students will not be allowed to drop a class after the first ten days of class. In the unlikely event that such a request is approved by Administration, the change must be reflected on the transcript. The grade, therefore, will be determined as follows:

1. In the unlikely event that a student is permitted to drop a course within 2-6 weeks of the beginning of a class, the following will apply.
 - **If** the student is passing, a "WP" (Withdraw Pass) is recorded on the transcript. No credit is given and no points are figured in the grade point average (GPA).
 - If a student is failing at the time of the drop, a "WF" is recorded on the transcript. No credit is earned and a grade of "F" (50%) is calculated in the GPA.
2. In the unlikely event that a student is permitted to drop a course after 6 weeks of the beginning of a class, the students will receive an "F" on the transcript. No credit is earned and a grade of "F" is calculated in the GPA.

Alternative Crediting

Students may earn a maximum of 2 Carnegie Units towards graduation from correspondence/online courses. **Classes that are offered by DHS may not be fulfilled through alternative crediting options unless approved by Principal and/or Counseling Coordinator.** No credit will be given for internships outside of CTE pathways, unapproved PE credits, or independent study. Students should contact their Academic Advisor for more information.

Correspondence and On-Line Course Options - A maximum of 2 Carnegie Units may be applied toward general elective graduation requirements through accredited on-line courses if they are not offered at DHS. All correspondence and on-line courses must align with the student's ICAP and require approval by parents, academic advisor and the DHS principal. Seniors who take correspondence courses as part of their elective credits toward graduation must have their verification of completion and credit earned on or before May 1st of their graduating year.

Credit Recovery - Acellus

Students who fail courses that meet core requirements, may *retrieve* up to 2 Carnegie Units through Acellus. This allows for credits to be earned back, but original grades will not change. Courses will be transcribed as a pass/fail.

Contract for Credit Recovery

If a student fails a core course during the 1st semester, they may enter into a credit recovery contract with the approval of the teacher and academic advisor. This contract allows for qualifying students who fail the 1st semester portion of a core course to continue working with the **same** teacher to recover credit for 1st semester while taking the 2nd semester portion of the course. Successful completion will result in the grade earned as well as recover of the credits lost during 1st semester. If the student opts not to fulfill the requirements of this contract, he/she must retake the failed portion of the course during summer school. See the academic advisor for more information.

Concurrent Enrollment

All concurrent enrollment courses must align with post-secondary plans. In order to qualify for tuition support from DHS, concurrent enrollment courses must meet all of the following conditions:

- Student must be a full time DHS student
- Student must be on track to graduate
- The student has **exhausted all sequential courses** in the specific area of study at DHS; and/or
- The class or program is not offered at DHS but will allow the student to pursue a particular area of study as identified in the student's ICAP.
- Students must meet with an Academic Advisor for course approval

Scheduling for concurrent enrollment – seniors must be enrolled in a minimum of **six classes** between DHS and the college, per semester. Juniors must be enrolled in

a minimum of **seven classes** between DHS and the college, per semester. Classes at the college must be worth three or more credit hours to count as part of this minimum requirement.

College and high school classes may **NOT** overlap or conflict. Students are responsible for making sure they have enough time to get from one building to the other without missing any part of a high school or college class on any day, including early release Mondays. Mistakes in scheduling will result in dropping one or both of the concurrent classes and the student bearing the responsibility for the cost of tuition for the dropped college course.

All students who participate in concurrent enrollment will be required to provide a transcript of their college course work to the Post-Secondary Center. Failure to do this will result in the student's parent or legal guardian being billed by the district for the cost of tuition.

If a qualified student concurrently enrolled in a course for which Durango 9-R pays the tuition, does not complete the course, or if the student earns a grade lower than a "C" in their college class, the qualified student, or the qualified student's parent or legal guardian, shall reimburse the District the tuition amount paid by Durango 9R School District. The student will no longer be eligible for the Concurrent Enrollment program. If tuition is not reimbursed, the student will be assessed a fine, which will prevent them participating in the DHS graduation ceremony.

New Student Credit Guidelines

If a student attempts to enroll after the first day of semester 2, the student and their parent will meet with an administrator and an academic advisor before the registration process begins. The following will be discussed:

No Transfer Grades

Student enrolls on or before the end of Quarter 3

- Student is responsible for making up work from days they were not enrolled in the semester.
- Teacher discretion determines what work is to be turned in and the deadlines (student is responsible for creating individual plans with each teacher).

Student enrolls on or after the beginning of Quarter 4

- Individual academic plans will be made for students to allow the opportunity to earn some credit. All efforts will be made to avoid auditing any classes.
- Student will be allowed to enroll in summer school (at their expense) to earn additional credits for graduation (if needed).

Transfer Grades

Students with transfer grades can enroll at DHS on or before the end of Quarter 3 to have these transfer grades applied to matching courses at DHS.

Students who enroll on or after the beginning of Quarter 4 will be discussed on an individual basis, and efforts may be made for them to finish their credits at their previous school. Individual academic plans will be made for students who do enroll to allow the opportunity to earn some credit (when transfer grades do not align with courses at DHS). All efforts will be made to avoid auditing any classes.

Senior Late Transfer

Seniors who enroll on or after the beginning of Quarter 4 will not be eligible to participate in the graduation ceremony in May. They will be allowed to enroll in summer school (at their expense) to earn additional credits for graduation (if needed).

This plan applies to all students regardless of the number of credits they have when they enroll. For students who enter late in the first semester, the above quarter deadlines should be followed.

All students entering from outside the district must meet the Durango School District 9-R graduation requirements. Students who transfer into DHS from accredited high schools requiring fewer credits than DHS to graduate, may be granted a waiver of general elective credits with administrative approval.

Credit from Home-Based Education Programs

Durango High School will accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. All students from home-based programs must demonstrate proficiency in the district-adopted content standards at their appropriate placement level before being placed in that particular grade. The district may test the student to determine placement in addition to meeting all DHS graduation requirements. Once a student has enrolled with DHS and a transcript has been created, no additional credits from home-based educational programs will be accepted.

Shared School/Part-time Students

Students who are residents of the District who attend homeschool full time which are in compliance with the Colorado Compulsory Instruction Law may apply for limited shared-time enrollment privileges at Durango High School. Shared-time enrollment at Durango High School will be limited to two (2) courses per semester. Shared-time students do not qualify for a Durango High School diploma, participation in honor rolls, class rank, and other recognition available to full-time public school students. Shared-time enrollment will be provided only as space is available in the program, class, grade level and/or school building, as determined by the high school principal

To be approved for a specific course, a student must have completed all pre-requisite course requirements and may be required to demonstrate appropriate skill and/or knowledge levels. When participating in a shared-time course, shared-time homeschool students will be subject to all the same school and District policies, regulations and rules which apply to public school students, including student rights and responsibilities, grading, and attendance and performance expectations. Priority for course enrollment will be given to full-time public school students.

Early Graduation

Although early graduation is discouraged in most situations, students who wish to graduate early must request permission from the principal prior to October 31st of their proposed year of graduation. Early Graduation Request Forms are available in the Post-Secondary Center. Approved students may participate in the graduation exercises at the end of the year.

Failure to Meet Graduation Requirements

Parents or guardians of students who do not fulfill requirements for graduation shall be notified as soon as possible. STUDENTS MUST COMPLETE ALL REQUIREMENTS FOR GRADUATION BEFORE THEY WILL BE ALLOWED TO BE A PART OF THE GRADUATION EXERCISES.

Graduation Exercises

Graduation exercises shall be held once each school year in the spring. Practice for graduation will be held the day before graduation. Attendance at graduation practice is mandatory for students who are planning to participate in the ceremony.

School Culture

Dances

DHS students may bring one approved guest (at least 9th grade but under 21 years of age) to school-sponsored dances following guest pass protocol. Non-DHS students may attend dances as a guest of a current DHS student provided they have completed the Guest Pass request through the Athletics/Activities office. A DHS student who takes a guest to school-sponsored dances must sign up his/her guest in the Activities office at least two weeks in advance of the dance. Each DHS student attending dances must present a valid DHS ID at the time of ticket purchase. The DHS administration may use passive alcohol sensors to help detect alcohol usage at school and school events.

Prom

DHS juniors and seniors may bring one approved guest (at least 9th grade but under 21 years of age) to Prom following guest pass protocol. A DHS student who takes a guest to prom must sign up his/her guest in the Activities office at least two weeks in advance of the dance. Each junior or senior attending the Prom must present a valid DHS ID at the time of ticket purchase. If a junior or senior is taking an approved guest, the approved guest pass must be presented at the time of purchase. Tickets, valid IDs, and the guest visitor's pass must be presented upon entrance to the dance. The DHS administration may use passive alcohol sensors to help detect alcohol usage at school and school events.

Student Council

Student Council is an organization designed to give a voice to the students of Durango High School and is governed by the bylaws reviewed annually.

Health and Safety

Evacuation Procedures

Evacuation routes are posted in every classroom and meeting place, indicating the location of nearest exits and alternate routes. When in class, students are to follow teacher instructions. At no time should students leave their teacher's supervision. If students cannot leave the building through the primary exit because fire or other hazards are in the way, they shall listen carefully to the teacher and move quickly and quietly to the next available exit. If a student is separated from their class, they shall report immediately to the nearest staging area and check in with a staff member.

When students are not in class at the time of an evacuation, students should proceed quickly and quietly to the nearest exit. Once outside, students should report to the front grass area and check in with a staff member. Teachers and staff will account for students, then complete the evacuation reporting form and submit it to the staging area point person. Once every student has been accounted for, an all-clear signal initiated by an administrator will be sounded to signal safe return to classrooms.

Falsely pulling a fire alarm is a serious matter and will result in suspension or expulsion from school and appropriate legal action.

Safety and Emergency Procedures

Student safety is our top priority. In order to help us maintain a safe environment, students are strongly encouraged to report unusual activity and strangers on campus or in the vicinity of the school to a school safety officer, administrator, or teacher.

- Lockdown is called when there is a threat or hazard inside of the school building. Lockdown uses classroom security to protect students and staff from the threat. The lockdown is communicated over the PA system and means that everyone is to get ***inside the nearest classroom as quickly as possible***. You do not have to go to your regular classroom.
- Lockout is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the area, a lockout uses the security of the physical facility to act as protection. During a lockout, classes and instruction may continue as normal but no one is allowed in or out of the building. Students returning from off campus will not be allowed into the building during this time. It is recommended that they leave campus.
Shelter is called when the need for personal protection is necessary. Training will include spontaneous events such as tornado, earthquake or airborne irritants.
- Evacuate is called when there is a need to move students from one location to another.

School Based Health Center (SBHC)

In partnership with Axis Health System, School Based Health Centers (SBHC) are located at Durango High School (DHS) and at Florida Mesa Elementary. Services at SBHC's include well child exams, sports physical exams, support for chronic conditions such as asthma, care for acute illnesses and injuries, preventative dental services, pregnancy prevention/education, behavioral health services, immunizations, health and wellness education, prescriptions for medications, and referrals as needed for students and school staff with established primary care providers or more serious health concerns. Students wishing to be seen in the SBHC must complete the appropriate permission forms. Forms are available in the SBHC.

School Nurse

DHS has a full-time school nurse available to assist students with immediate health needs. The school nurse is located south of the Post Secondary Office in the Main Hall. Students should always check in with their teacher prior to leaving any class and going to the Nurse's Office. The school nurse will determine an appropriate course of action and notify parents if necessary. Students who are ill at school are required to check out of school through the school nurse and/or the attendance office. Students are not permitted to leave school without direct parent permission and communication with the school nurse or attendance secretary when ill. In the case of a serious emergency requiring transportation to the hospital, the school nurse will call for ambulance services.

Health Screenings

Students may request vision and hearing screening. All ninth grade students and new students are screened.

Immunizations

Colorado State law requires that all students provide documentation of required immunizations in order to attend public schools. SBHC staff can help students obtain required vaccinations, if necessary. The school principal must be notified in writing to obtain a personal, religious, or medical exemption.

Medication

All prescription medications must be taken in the presence of the school nurse. Students who take prescription medication are required to bring them in the original pharmacy-labeled container to be stored in the Nurse's office. The prescription label must include the patient's name, date of prescription, name of the medication, how and when the medication is to be administered, the physician's name, and the dosage.

Students should not carry over-the-counter medications with them at school. If necessary, the student must have an "Authorization for Self-Care Administration of Medicine" form on-file in the health services office. In compliance with Colorado State laws regarding medications, DHS students must have written permission from a parent and a doctor in order to take over-the-counter medications at school.

Behavior and Discipline

Discipline and Consequences

The goal of discipline is two-fold: to provide a safe and healthy atmosphere for students and staff and to develop student growth in a positive direction. Therefore, we have developed a code that is progressive in nature, follows legal due process, and allows for student growth in making appropriate behavior choices.

DHS Staff will follow this process in dealing with normal disciplinary matters:

1. Work with student to try to modify behavior
2. Contact parents
3. Contact Assistant Principal with parent/teacher/student/or mediator

Administrative disciplinary actions are listed in detail in the *Durango School District 9-R Student & Family Success Guide* in the Student Conduct Code and Discipline section. Students and parents should refer to this guide for specific details.

Dress Code Policy

Students on campus shall be clean and dressed in a manner that is appropriate to a learning or professional work environment. Students who wear inappropriate clothing will be asked to change into appropriate clothes or have a parent bring appropriate clothing. Final determination of appropriateness rests with school administrators.

Students dress or appearance shall not advertise or display any product or service not permitted to minors by law. Such dress must also not be racist, sexist, immoral, clearly indecent, vulgar, imply gang affiliation, or compromise safety. Clothing may not distract others from focusing on instruction. In accordance with health and safety regulations, footwear must be worn at all times. Students who violate this policy will be subject to disciplinary action. The following clothing items are unacceptable on the DHS Campus:

- Pajamas (unless for pre-announced dress-up days)
- Sunglasses, hoods, or other head coverings that hide a student's identity
- Clothing that bares or exposes parts of the body including the stomach, buttocks, back, breasts or underwear
- Any clothing, paraphernalia, grooming, jewelry, chains, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, word, slogans, patches or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are sexual in nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching and learning environment

Suspension

Students may be suspended from school for violations of and in accordance with student conduct policies. This includes behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel. Students may be suspended and assigned Out of School Suspension (OSS), depending upon the nature of the violation.

OSS: Out of School Suspension is a serious disciplinary action that removes the student from the school environment. Students assigned OSS are prohibited entry on any School District 9-R property during the suspension period, unless arrangements have been made with school administration. Students assigned OSS are not allowed to participate in any school sponsored activities, either during or outside of school hours during the period of suspension. School administration requires a re-admit conference with a parent/guardian prior to the student's return to school.

Students who are suspended are entitled to receive full credit for work completed and turned in according to the school make-up work policy.

Prohibited Items

The following items are not permitted on any Durango 9-R school property or school event. The items will be confiscated and will not be returned. Use or possession of these items may result in one or more of the following disciplinary actions: suspension, expulsion, referral to law enforcement.

- Knives/weapons or any weapon facsimile
- Lighters or other incendiary devices
- Any tobacco product, including smokeless tobacco, electronic cigarettes, or vape pens
- Alcoholic beverages, drugs, controlled substances, or paraphernalia
- Prescription or over-the-counter medication that has not been documented and cleared by the school nurse/SBHC

Tobacco

Possession or use of any tobacco product, including smokeless tobacco, electronic cigarettes, or vape pens on school property or at school-sponsored events is prohibited. Students will be progressively disciplined for infractions.

Drugs/Alcohol

DHS strictly prohibits the possession, sale, distribution, and/or use of alcoholic beverages and/or controlled substances or their derivatives before, during, or after school, or associated with any school activity, on or off school grounds. Students in violation of this rule will be suspended and/or recommended for expulsion. The DHS administration may use passive alcohol sensors to help detect alcohol usage at school and school events.

Bullying/Ethnic Intimidation of Students

Bullying is defined as a pattern of behavior intended to cause distress in one or more students, including physical or verbal harassment or threatening behavior towards others. Such intimidation, including cyberbullying, is not permitted and may be considered illegal. Students involved in *any* type of bullying may be suspended, referred to law enforcement, and/or be recommended for expulsion.

Ethnic intimidation is prohibited under Colorado law and is classified as a criminal offense. Incidents of ethnic intimidation, as defined by law, shall be reported to the appropriate law enforcement authorities for investigation.

Hallway Behavior

Students are expected to exhibit appropriate hallway behavior. Horseplay, hacky sack, throwing objects, etc. is prohibited. Students are expected to clean up after themselves and not leave trash in the hallways, cafeteria, or any other common spaces.

Hazing

Hazing is defined as forcing fellow students to engage in humiliating or dangerous tasks for the purpose of initiation or perceived entertainment. Hazing is illegal in the state of Colorado. Students involved in hazing may be suspended or expelled and may be referred to police.

Bus Conduct

Students are expected to adhere to the Student Code of Conduct while riding a school bus. Refer to the *Durango School District 9-R Student & Family Success Guide* for the rules regarding all school bus passengers on all routes and on all school-sponsored activity trips. Violations of these rules may result in suspension or expulsion from transportation services and/or school.

Canine Detection Notice

In order to provide students with a safe learning environment, the DHS campus is routinely inspected for prohibited items by use of detection canines.

Classroom Behavior

Students are expected to cooperate in maintaining a classroom environment that promotes learning. Disruptive behavior may be classified as anything that interferes with the instructional process and student learning. Within the classroom, the teacher determines if a student's behavior is considered disruptive. Listed below are some examples of common forms of disruptive behavior:

- Use of cellular phones or other electronic devices that are not for instructional purposes
- Challenges to the teachers authority
- Tardiness
- Leaving class without permission
- Making offensive remarks
- Classroom conversation not relevant to class discussion.

Students who disrupt the learning environment will be redirected (see Discipline and Consequences). Continued disruptive behavior will lead to disciplinary action. Habitual disruption can lead to recommendation for expulsion from school.

If a student needs to leave a classroom for any reason, the student must have permission from the teacher. The student must have a hall pass when in the hall during class periods.

Electronic Devices

DHS staff and administration are not responsible for lost or stolen electronic devices, nor will they engage in searching for lost or stolen devices. All electronic devices must be turned off and put away during class time. If students are found to be using electronic devices not related to instructional activities, consequences are as follows:

1st Offense – Teacher will have a conversation with the student.

2nd Offense – Teacher will call parent/guardian and document contact in IC

3rd Offense – 20 minute mandatory lunch detention with teacher (document in IC)

4th Offense – Teacher referral to Infinite Campus

Further infractions will result in progressive discipline for insubordination. Use of any electronic devices resulting in academic dishonesty will result in appropriate disciplinary action.

Teachers *may* allow the use of electronic devices for instructional purposes. This exception to the policy shall be granted by individual classroom teachers.

Knives/Weapons

Possession of any weapon or facsimile is not permitted on any school property or at any school event and can result in an immediate out-of-school suspension, possible referral to law enforcement, and may result in recommendation for expulsion. Any knife, weapon, or facsimile will be confiscated and will not be returned.

Lighters

Lighters or other incendiary devices are not allowed on campus. Possession and/or use of a lighter is a suspendable offense. They will be confiscated and will not be returned. Possession of other incendiary devices, including fireworks, will be reported to the police and subject to school disciplinary action.

Profanity

Students are expected to use appropriate language at school at all times. This includes in the hallways, outdoors, and at school events. Use of profanity at school or on school grounds may result in progressive disciplinary action. Cursing directed at an individual is considered more serious and can result in disciplinary action.

Public Display of Affection

Obvious displays of romantic interest including kissing on the mouth, prolonged hugging, and other inappropriate touching are not acceptable behaviors at school. Students may be assigned disciplinary action according to school policies ranging from warnings to suspension.

Responsible Behavior

Students are expected to behave responsibly whether they are on or off Durango School District 9-R property. All school rules apply when students are attending off-campus school activities. Behavior off-campus that has a negative or detrimental impact on DHS may result in disciplinary action.

Students and parents should refer to the *District 9-R Student & Family Success Guide* for specific details on Durango School District 9-R's district code of conduct and infraction consequences. The information contained in this DHS student handbook addresses specific policies and guidelines at Durango High School. A copy of the Student Conduct and Discipline Code can be found within the Success Guide. It is also available at the District Administration Office and on the District 9-R website: www.durangoschools.org.

School Property

DHS takes pride in providing excellent school facilities and a beautiful campus for our students. Disrespect, destruction, and/or defacement of school property (books, furniture, the building, etc.) will result in the student paying restitution for damages, in addition to the possibility of suspension and/or legal charges. Littering on school property is an offense that may result in a disciplinary action.

Sexual Harassment

All students at DHS are protected from sexual harassment by other students or school employees. Sexual harassment of a student is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. Any suspected violation should be reported to a guidance counselor, teacher, or administrator. Sexual harassment is recognized as a form of sex discrimination. Students who sexually harass other students or staff will be disciplined.

Staff Abuse

Students who threaten or make false allegations of abuse against a school employee will be suspended and their behavior reviewed for possible expulsion and/or arrest. Students who strike or injure a staff member will be expelled and prosecuted.

Other Policies

Animals

Except for certified service animals or in pre-approved special circumstances, students are not permitted to bring animals on campus.

Announcements/Posters

All posters and announcements must be approved by the Activities Director. Approved bulletins and posters may be placed in designated areas only. Student-generated Daily Announcements must be signed by a teacher or sponsor.

Bicycles and Skateboards

Students riding bicycles to school must park them in a bike rack. Skateboards, skates, and scooters are not to be ridden on any property of Durango School District. Bicycles should not be ridden on sidewalks when pedestrians are present. It is the student's responsibility to make sure his/her skateboard/scooter/bike is secured.

Exchange of Money and Goods at School

The unauthorized selling, buying, and/or trading of merchandise at school is prohibited. This includes buying, selling or trading electronic devices, sodas, clothing, sports apparel and equipment.

Flower/Gift Deliveries

We discourage flowers/gifts to be delivered to the school for any student. If delivered to the front office, they will not be delivered to any student.

Free and Reduced Lunch Program

Applications for Free and Reduced meals are available at the District Office or cafeterias of any of the District 9-R schools. Application information is held confidential.

Identification Card

All DHS students will be issued a DHS Student ID. Pictures for IDs are taken at the beginning of the school year and IDs issued shortly thereafter. Students are expected to carry their DHS ID with them at all times while at school.

Students must show their ID for the following privileges:

- Checkout textbooks
- Check out library materials
- Attend school dances (additional entry fee will be charged)
- Attend other school events

Replacement IDs are \$10. For a replacement ID, visit the front office.

Lockers

Student lockers are the property of the school. Each student is issued a locker as a convenience and going to one's locker in between classes is not an excuse for being late to class. Lockers may be searched by school administrators without the student's permission for any reason. Any vandalism must be reported immediately to administration, security, and/or custodians. Students should not leave money or valuable items in school lockers, including gym lockers. DHS is not responsible for lost or stolen items.

Messages for Students

The Main Office will not accept messages for students from parents/ guardians. Please communicate with your student before or after school. Emergencies will be dealt with on a case-by-case basis.

Parking

Parking at Durango High School is a privilege. Please refer to the Student Parking Registration form for specific rules regarding parking. Students may not loiter in the parking lot before school, during class, or after school. Failure to comply with the rules will result in revocation of the student's parking privileges. Parking privileges may be suspended for disciplinary matters including tardiness and unexcused absences. All outstanding school fines and fees must be paid in full with cash or money order prior to obtaining a parking permit.

Vehicles parked on school grounds are subject to search.

Props for Speeches

Students who need to use a prop for a speech or presentation must first discuss the prop with the teacher. If the teacher has any concerns, the following steps will be taken:

1. Student must obtain signed written permission from their teacher to bring the prop to school on a specified date for a specified purpose.
2. Teacher will provide a copy of the written permission to the school principal that same day.
3. Parent delivers prop to the Main Office for safe storage.
4. Administrator and/or designee will escort student with prop to class where it will be used.
5. Teacher is responsible for the safe return of the prop to the Main Office with the assistance of the office or Security.
6. Administrator releases prop to parent per prior arrangement.

Teacher Absent from Classroom

If students arrive to a class and the assigned teacher or a substitute is not present within five minutes, students should contact the nearest teacher for assistance. All students should remain in the classroom unless instructed to do otherwise by a staff member.

Transportation

Arrange for bus service to and from DHS by contacting the 9-R Transportation Department at 247-5335.