

**Del Norte School District C-7**

# **Del Norte Jr/Sr High Student Handbook**



**2019-2020**

**PREFACE**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973.

Del Norte School District does not unlawfully discriminate on the basis of race, color, national origin, sex or handicap in admissions, or access to, or treatment, or employment in, educational programs or activities which it operates.

Information regarding grievance procedures, for Title IX and Section 504, has been identified as the designated employee(s) to coordinate compliance activities for the district.

Specific complaints of alleged discrimination under Section 504 (Handicap) and/or alleged discrimination under Title IX (Sexual discrimination) for Jr/ Sr High students should be referred to:

Mr. Russell Randolph, Principal  
770 11<sup>th</sup> Street  
Del Norte, CO 81132  
719-657-4020

Complaints may also be filed with the Office for Civil Rights, US Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO. 80204



## **WELCOME**

Welcome to Del Norte Jr/Sr High.

At Del Norte Jr/Sr High, we seek to educate every student by offering each one the individual attention needed to discover and prosper. Our overall goal is to prepare our students to be intrinsically motivated learners with the ability to think and act creatively, critically, and ethically. By providing students opportunities to investigate multiple pathways for learning we strive to develop each student's unique gifts and talents. Engaging students in our classrooms, stages, and athletic fields, as well as our community, continues to elevate Del Norte Jr/Sr High towards its consistently high achievements.

Schools are a reflection of our community; thus, to reach our aforementioned goals there must be a cooperative effort on the part of the students, teachers, staff, administrators, parents and community. We recognize and appreciate everyone's unwavering support in our endeavors.

This handbook has been prepared to provide students and parents with general information concerning the operation and expectations of the school. If you have any additional questions, please feel free to contact me.

Thank you for choosing Del Norte Jr/Sr High. We hope the year provides a well-rounded academic, athletic, artistic, and social experience for your student.

Russell Randolph, Principal  
Del Norte Jr/Sr High  
719-657-4020

## ACADEMIC STANDARDS

### **Classification**

For a student to reach the next grade classification, the student must have earned the following Carnegie Units:

- At least 5 credits to be classified as a Sophomore
- At least 11 credits to be classified as a Junior
- At least 17 credits to be classified as a Senior

### **Eligibility**

Each student's grades will be evaluated quarterly. To be eligible for extracurricular activities a student must be passing 5 courses at the end of each of the quarter. If a student does not meet these requirements, then the student is ineligible for the entire succeeding quarter.

### **Gifted and Talented**

Gifted and Talented is an individualized program offered to identified students. All students, including transfer students, must be identified by the district to participate. The San Luis Valley BOCES identification process has been adopted and is used by the district.

### **Grading Scale**

The Del Norte Board of Education has approved the following percent to letter grade conversions.

- A (4.0) = 90% – 100%
- B (3.0) = 80% – 89%
- C (2.0) = 70% – 79%
- D (1.0) = 60% – 69%
- F (0.0) = Below 60%

Weighted grading (A=5, B=4, C=3, D=2) will be used for Advanced Placement (AP), concurrent, and other college level classes approved by the administration. Placement scores may be required to enroll in any weighted course (Example: Minimum Accuplacer Scores, ACT, PSAT or SAT Scores).

### **Graduation Requirements BOARD POLICY (File IKF)**

#### ***Graduation Requirements for the Class of 2020.***

Students who began high school during the 2016 - 2017 school year, must complete **23** Carnegie Units in the following specific subjects to receive a diploma from Del Norte High School.

English	4
Mathematics	4
Science	3
Social Studies	3
Foreign Language	1
Physical Education	1 <i>(Successfully completing a high school sport is 0.5 of a PE credit; only 2 seasons of sports or 1 full credit can be earned and each will be marked Pass/Fail)</i>
Practical Art	1
Fine Art	1
Senior Portfolio (Pass/Fail)	0.5
Electives	4.5
<b>TOTAL</b>	<b>23</b>

All Del Norte High School students are also required to complete an annual ICAP (Individualized Career and Academic Plan), which will be placed on the student’s transcript as a Pass/ Fail grade.

***Graduation Requirements for the Classes of 2021 and Beyond***

Beginning in the 2017-2018 School Year graduation requirements in the State of Colorado are based on competencies and standards-based education. Students enrolled as ninth through twelfth grade must demonstrate competency in English and math as well as their readiness for college and careers in order to graduate from Del Norte High School. In accordance with the Colorado State Board of Education and in pursuit of our mission to ensure that all students reach their learning potential, the Del Norte School Board of Education has established the following graduation requirements.

- I. Del Norte High School students must achieve a State approved minimum score in both English and math for any of the following measures (any combination of measures can be used for the two minimum scores):
  - ACCUPLACER
  - SAT
  - ACT
  - ASVAB
  - ACT Compass
  - ACT WorkKeys
  - Advance Placement
  - International Baccalaureate
  - Concurrent Enrollment

If students are not able to achieve any combination of the above minimum scores during their high school terms, the student may also do one of the following to meet the necessary State of Colorado requirements.

- Complete a District Capstone Project designed by the District and approved by the Board. Accommodations for English Language Learners, gifted students and students with disabilities can also be provided through the District Capstone Project.
- Earn an Industry Certificate through an individualized Career and Technical Education (CTE) program approved by the Board.

- II. In addition, Del Norte School District also understands the importance of preparing students for success beyond high school. To provide a rigorous, complete education and prepare students for college and careers, students are expected to successfully complete **23** credits.

These credits should include:

English	4
Mathematics	4 ( <i>Algebra I or higher; an 8<sup>th</sup> Grade Algebra I credit can be earned &amp; applied to a high school transcript</i> )
Science	3 ( <i>Must include two units which are lab-based</i> )
Social Studies	3 ( <i>Must include a Civics course</i> )
Foreign Language	1
Physical Education	1 ( <i>Successfully completing a high school sport is 0.5 of a PE credit; only 2 seasons of sports or 1 full credit can be earned and each will be marked Pass/Fail</i> )
Practical/Fine Arts	2

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Senior Portfolio (Pass/Fail)	0.5
Electives	4.5
<b>TOTAL</b>	<b>23</b>

- III. Del Norte High School students are required to complete a community service project approved by a school committee to graduate.
- IV. Del Norte High School students are required to complete an annual ICAP (Individualized Career and Academic Plan), which will be placed on the student’s transcript as a Pass/ Fail grade.

For more details of the graduation requirements please refer to Del Norte School Board Policy IKF.

All Students must meet or exceed the above-mentioned District's academic standards prior to becoming eligible to graduate.

**Honor Roll**

Honor roll will be posted after each semester’s grading period. Students with a semester G.P.A. of 3.5 or above will be on the Honor roll.

**Honors**

- Academic Letters: Criteria for receiving an academic letter will be a 3.8 GPA for an academic school year.
- Graduation Chords:
  - Students graduating with a 3.5-3.79 GPA will receive a Silver Tassel.
  - Students graduating with a 3.8 and above GPA will receive a Gold Tassel.

**Progress Reports / Semester Grade Reports**

Progress Reports will be sent home quarterly. Semester Grade Reports will be sent home at the end of the Semester. Progress can be checked at any time using Infinite Campus accessed through the App or on our school website at <http://www.dncsd.org/>

**Special Education**

Special Education is an individualized program offered to qualifying students. Curriculum options vary by content and student needs.

**University Credit/Concurrent Enrollment**

Concurrent enrollment options allow public school juniors and seniors to enroll in courses at Colorado public institutions of higher education. The intent of the program is two-fold: (1) to provide students with opportunities for additional academic challenge and rigor, and (2) to offer an alternative educational setting, which may stimulate interest and motivation in learning.

The Del Norte School district will pay the tuition for up to 6 credit hours of concurrent enrollment courses successfully completed (grade of C or better) by a qualified student and for which the student receives high school credit. Applications for enrollment are to be picked up from the counselor. A qualified student for Concurrent Enrollment must be in good academic standing (final and current grades of C or better) for the current and most recently passed semester. In addition, the course(s) a student desires to enroll in must not interfere with his/her current high school schedule. Classes taken may include general education classes or classes supporting a student’s ICAP (career path). The

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district will pay for courses taken at Trinidad State Junior College and under certain circumstances select courses at Adams State University. The principal and counselor will make final decisions on Concurrent Enrollment.

Students that qualify for college courses through required prerequisites (ACT, PSAT, SAT, GT, or Accuplacer scores) before their junior year, and desire to take college courses, will be taken into consideration and decided by the administrative team.

Any concurrent college class or other board approved course can be used as an acceptable elective.

Students enrolled in college courses that are taught **BY** the college for both college and high school credit need to choose how they want the high school grade recorded on their transcripts BEFORE beginning the course. The choices are Pass/Fail (which does not affect a student's GPA) or the grade earned. If a course is offered at the high school, the student, not the school district, will pay to take it at the college level.

### **Valedictorian/Salutatorian Criteria**

The student with the highest class rank will be awarded the title of Valedictorian. The student with the second highest rank will be the Salutatorian. Calculations are done at the end of the first semester of the senior year.

### **Work Study/Career Readiness**

Del Norte High School offers a work study program in which a student can receive credit for getting career related work experience. Approval will be made on a case by case circumstance by the administration. Please see the office for more details.

## ATTENDANCE

### **Attendance Policy**

Del Norte Jr/Sr High will adhere to Colorado State Law and its expectations for student attendance. Colorado law provides the principal or his/her designee the authority to count an absence as excused or unexcused.

### **Absence Notification**

When a student is absent, it is the responsibility of the parent or guardian to contact the school within 24 hours of the day of the absence (by phone or by written notification). Students not reported will be considered unexcused until proper notification is provided.

### **Tardiness**

The appearance of a student without a proper excuse after the scheduled time that a class begins shall be considered a tardy (less than 10 minutes late, otherwise it is considered an absence). If tardiness accumulates to four (4) in any one class, this will be equivalent to one unexcused absence in that class.

### **Attendance Administration**

It is imperative that students attend school to be successful. To receive credit in a class, a student must attend the class at least 90% of the days the class is offered during the semester. Depending on the number of days in the semester, the actual number of days a student must attend in order to receive

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credit will vary; therefore, a student who attends fewer than 90% of the days the class is offered may not receive credit for the class. Extenuating circumstances will be considered by the principal or his/her designee.

## EXTRA-CURRICULAR ACTIVITIES

### **Activity Transportation**

Students attending a school activity are expected to use district transportation to and from the event.

### **Athletic / Activities Expectations**

Each and every student is encouraged to participate in extracurricular activities offered by our school. Once a student starts an activity, he/she is encouraged to stay with that activity until its completion. Participation in extracurricular activities is a privilege not a right. Participating students are expected to consistently display high standards of sportsmanship, commitment and school pride (on and off campus) and must maintain eligibility.

### **Physicals**

Annual examinations are required for participation in athletics. Students may not practice or compete in athletics without a physical exam, which is:

1. signed by a medical doctor, nurse practitioner, or physician's assistant licensed by the state of Colorado,
2. current (within the last 12 months), and
3. on file with the school prior to first practice.

### **Seasonal Sports Offerings**

Del Norte High School offers the following sports:

- Fall: Football, Volleyball (Girls), Cross Country (Boys and Girls)
- Winter: Basketball (Boys and Girls), Wrestling
- Spring: Baseball, Soccer (Girls), Track & Field (Boys and Girls)
- Year-Round: Cheer & Dance

## STUDENT CONDUCT

### **Code of Conduct**

It is the intention of the Board of Education that the district's schools help students achieve maximum development of individual knowledge, skills, and competence as they learn behavior patterns which will enable them to be responsible, contributing members of society. As a student at Del Norte Jr/ Sr High, you have certain rights and responsibilities. When your behavior infringes on the rights of others, is detrimental to your safety or the safety of others, or is neither appropriate nor acceptable, necessary actions will be taken.

At Del Norte High School Colorado State Law, specifically the Colorado Revised Statutes 22-33-106, will guide any necessary disciplinary actions, including suspensions and recommended expulsions, to be administered.



**Buses (Transportation)**

The privilege of riding a school bus is contingent upon a student’s good behavior and observance of established regulations for student conduct both at bus stops and on board buses. Students are expected to adhere to all district policies while riding district transportation.

**Due Process**

It is the responsibility of the Del Norte Schools Board of Education, the superintendent and principal to ensure minimal due process of law to all students, parents, and school personnel through procedures and policy consistent with Colorado Law. If a person feels he/she has not been given due process, he/she is encouraged to first contact the principal or his/her designee, secondly the superintendent, and finally the Del Norte Public Schools Board of Education.

**Cheating / Plagiarism**

Cheating, plagiarism or forgery in connection with academic endeavors, school processes, activities or procedures are detrimental to the educational process and are subject to disciplinary action by the teacher and/or the principal.

**Controlled Substances (Drug, Tobacco or Alcohol)**

Board policy specifically prohibits the use, possession, or distribution of controlled substances which may include alcohol, tobacco, illegal drugs, inhalants, prescription medications (without appropriate permission), or drug-related paraphernalia.

Board policy also includes specific procedures for investigating, counseling, and disciplining students for alcohol or drug-related misconduct.

Such violations while at school or while attending a school function may be a cause for immediate medical attention, parent notification, law enforcement notification or subsequent disciplinary actions which may include suspension, and/or recommendation for expulsion.

**Dress Code - (Dress Code Applies to Instructional Time and When Representing Del Norte Schools)**

Del Norte Jr/Sr High encourages students to dress appropriately when representing Del Norte Jr/Sr High. Any dress deemed inappropriate by the principal or his/her designee will not be allowed.

**Hazing**

Hazing of any kind, persecuting, or harassing others through the demanding of humiliating tasks will not be permitted.

**Reasonable Force**

Any person employed by the district may, within the scope of his employment use reasonable and appropriate physical intervention for force as necessary for the following purposes:

1. To restrain a student from harming themselves.
2. To quell a disturbance threatening physical injury to others.
3. To obtain possession of weapons or other dangerous objects in control of a student.
4. For the purpose of self defense.
5. To the protection of persons or property.

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Any such acts are not in conflict with the legal definition of child abuse and shall not be construed to constitute corporal punishment within the meaning and intention of this policy. (Board Policy JKA)

### **Searches**

The Board of Education seeks to maintain a climate in the school which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school personnel to search the person and/or the personal property of the student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Searches may be conducted by a school official who has reasonable grounds for suspecting that a search will turn up evidence that the student has violated either the law or Board policy. When reasonable grounds for a search exist, school personnel may search a student and/or property(vehicle) while on school premises or during a school activity and may seize any illegal, unauthorized or contraband materials.

Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction. Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school official conducting a search shall be considered grounds for disciplinary action. Lockers, desks, and other containers provided by the district for student use are the property of the district and may be searched at any time when reasonable cause is determined.

### **Sexual Harassment**

It shall be a violation of policy for any staff member or student to harass students or staff through conduct or communications of a sexual nature (even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser).

Sexual harassment may include (but is not limited to) unwelcome sexual advances, requests or threats for sexual favors, or other verbal or physical conduct of a sexual nature, sex-oriented verbal "kidding," abuse, or harassment, pressure for sexual activity, repeated and/or unwelcome remarks to a person with sexual or demeaning implications, unwelcome touching (i.e. petting, pinching, or constant brushing against another's body), or any verbal or physical conduct of a sexual nature which has the effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

Students are encouraged to report all incidents of sexual harassment to either a teacher, counselor, or Principal and file a formal grievance. All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the school from responding effectively to the harassment or preventing future harassment.

## **GENERAL INFORMATION**

### **Breakfast/Lunch**

Breakfast and lunch will be provided daily for a minimal fee. Students wanting a free or reduced fee lunch should obtain the proper application form from the office.

Breakfast is a closed campus and is served in the Jr/Sr High commons area. For lunch, Junior High students have a closed campus and must stay on campus; however, Senior High students have an open campus and may choose to eat on campus in the Jr/Sr High commons or leave campus. Behavior on and off school grounds during the lunch hour is expected to be exemplary.

### **Child Abuse**

Colorado law and Del Norte Public Schools Board policy requires that district administrators and teachers must report all cases of suspected child abuse or neglect to the county Department of Social Services immediately. The educator's duty is not to investigate or decide whether abuse has actually occurred or not, only to report. All reports will be handled confidentially.

### **Communicable Diseases**

By law, admission to school may be denied to any student suffering from a communicable disease whereby his/her attendance is harmful to the welfare of other pupils. This includes any communicable disease, which poses an unacceptable risk of being communicated to others.

### **Counseling Services**

Counseling is available to students at the request of the student, the student's parent(s) or guardian or teacher when available.

### **Custody or Name Changes**

It is the responsibility of the custodial parent or legal guardian to notify the school of a change in custody or a child's name change. Copies of legal papers attesting to the change must be presented to the school. Student records are kept under a student's legal name, and this name cannot be changed until legal documents are presented to the school. Release of a child to his or her natural parent cannot be denied unless one of the following documents are on file with the school office: a restraining order issued by a court against that parent and/or the portion of a legal custody agreement that indicates the rights and privileges of each parent with regard to child care and visitation.

### **Emergency Procedures**

Fire drills will be held periodically during the year and are used to practice the orderly and safe evacuation of the building. Students and staff are to proceed to the nearest exit, leave the building and go at least fifty (50) feet from the building at the sound of the fire drill alarm. Procedures will be posted and teachers will review the evacuation procedures with their students.

### **Excuse from Participation**

Approved reasons for excusing a student from gym classes are at the discretion of the principal or Physical Education (P.E.) teacher. In order to be excused from participating in P.E., students must provide written notification, including the reason for excuse and the duration of the excuse by the parent, guardian, or a medical doctor.

### **Family Responsibilities for Health Services**

- Notify the school nurse of any health related problems including, but not limited to allergies, chronic health conditions, and medications taken on a regular basis, on-going treatments and care plans.
- Work with the school team to develop a plan that accommodates the child's health needs throughout the school, including in the classroom, in the cafeteria, during school-sponsored activities, and on the school bus.

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- Provide a letter from the health care provider that states your child's diagnosis, history, instructions for care, limitations, and medications prescribed.
- Provide any emergency medications needed.
- Educate the child in the self-management of their medical diagnosis including:
  - Strategies for handling health problem
  - Symptoms that need immediate attention
  - How to tell an adult about limitations or needs
- Provide, and keep current, emergency contact information.

### **Immunization**

In order to attend Del Norte Schools, students must meet legal requirements for immunization against disease or must present a valid exemption for health, religious, personal or other reasons as provided by law. Students may not register unless a record is presented for proof of immunizations.

### **Internet Filtering**

The "Children's Internet Protection Act under Senate Bill 326 requires public schools to adopt and enforce internet safety policies that will protect children from access to harmful material without compromising the use of the internet as an educational resource.

### **Lost and Found**

All items found should be turned in to the main office. Students should check there first to see if lost items have been located.

### **Medicaid**

As a Medicaid provider, Del Norte Public Schools will access Medicaid eligibility information for all enrolled students from Health Care Policy and Financing (HCPF). HCPF is the designated Medicaid agency in the state. Directory information of names, date of birth, and gender will be released to HCPF to verify Medicaid eligibility of students in the District. With consent, the description of health and health-related services delivered to Medicaid eligible students will be released to Medicaid and / or BOCS for proper administration of the program. A dated record of all transactions will be kept on file at the BOCS Medicaid office. If you do not wish to participate, you (the parent or legal guardian) may revoke your consent at any time by calling 589-5851.

### **Medication**

It is recommended that every possible means be taken to give students medication at home. If it becomes necessary for a student to take any form of medication while at school, these guidelines must be followed:

- *Written authorization from the physician stating the student's name, medication, dosage, time to be given, and how many days.*
- **Medication must be in its original labeled container.**
- *Written permission by the parents giving the school district authorization to assist with the medication.*

The "Permission for Medication" form is available from the building secretary or the school nurse. Medications must be kept in the school office. Medication can only be legally given by the school nurse or by her delegatee. Those students who need to carry emergency medications, such as an inhaler, must complete a "Permission to Carry" form with the same requirements as above. Tylenol, Benadryl, Tums, and cough drops are available at school with parent's consent on the "Emergency Information Card."

### **Parent-Teacher Conferences**

We encourage students and parents to ask for conferences with any teacher at any time during the academic year. For parent-teacher conferences please call and pre-arrange any such requests.

### **School Closure**

School closings and emergency information will be communicated through email, text, and/or voice. Please also visit the school's website [www.dncsd.org](http://www.dncsd.org) for school closings or emergency information.

### **School Day**

The school day begins at 7:45 a.m. and ends at 4:00 p.m., Monday through Thursday. Students are expected to arrive no earlier than 7:30 a.m. and leave no later than 4:15 p.m. unless they are under the direct supervision of a teacher/parent.

### **School Nurse**

Del Norte Schools maintains the services of a full-time time school nurse. If a child becomes ill or injured at school he/she will receive temporary care and the parent will be notified. Simple first-aid will be administered. The responsibility for continued care rests with the parents and/or family physician. If a life-threatening emergency exists, an ambulance will be called to provide emergency care and to transport the child to a hospital. If your child contracts strep throat, chicken-pox, or any other contagious disease, please inform the school nurse at once. The school nurse may be reached by phone at the Del Norte Elementary building at 719-657-4040.

### **Sign-Out**

Students who have obtained appropriate permission to leave school during regular school hours must sign-out in the main office. The sign-out procedure includes:

1. Checking with the office secretary to verify that permission has been granted, and
2. Completing the sign-out sheet at the front counter of the office.

### **Vehicles**

Students that drive to school must use the student parking lot. Students who park in other areas will be subject to disciplinary action or they may have their vehicle towed away.

Addendums may be added as needed to this handbook.

## FERPA

**Family Educational Rights and Privacy Act (FERPA):** FERPA provides that Del Norte Schools may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CRF 99.10)
- Seek to amend education records (34 CRF 99.20, 99.21, and 99.22)
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CRF 99.30 and 99.31)

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”). For procedure information, requests, criteria, and District Policy JRCA, contact your building administration office.

**Rights Under the Protection of Pupil Rights Amendment (PPRA):** The Del Norte School District C7 has developed and adopted district policies (LC & LC-R) in consultation with parents, regarding the rights to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Del Norte School District C7 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Del Norte School District C7 will also directly notify, such as through U.S. Mail, or email, parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activities or survey. The Del Norte School District C7 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and survey and provide an opportunity to opt their child out of such activities, surveys. Parents will also be provided an opportunity to review any pertinent surveys.

## **Student Use of the Internet and Electronic Communications**

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions and consult with experts, communicate with other students and individuals and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district technology devices to avoid contact with material or information that may be harmful to minors.

### **Blocking or Filtering Obscene, Pornographic and Harmful Information**

Technology that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on each technology device provided by the district that allows for access to the Internet by a minor, from any location. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

### **No Expectations of Privacy**

District technology devices are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district technology devices shall remain the property of the school district.

### **Unauthorized and Unacceptable Uses**

Students shall use district technology in a responsible, efficient, ethical and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

[Note: The Board has discretion to determine which uses are unacceptable. The following list provides examples the Board may wish to consider.]

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No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another without express consent
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer
- that accesses fee services without specific permission from the system administrator

### **Security**

Security on district technology devices is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district technology devices
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology, may be denied access to the Internet and electronic communications.



### **Safety**

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

### **Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action, including suspension or expulsion, and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt the operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned technology device. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

### **Unauthorized Content**

Students are prohibited from using or possessing any software applications, mobile apps or other content that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees.

### **Assigning Student Projects and Monitoring Student Use**

The district will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

### **Student Use is a Privilege**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the user procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

FINAL DRAFT

**School District Makes No Warranties**

The school district makes no warranties of any kind, whether express or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Adoption Date: January 2013

LEGAL REFS.: 20 U.S.C. 6751et seq. (Enhancing Education Through Technology Act of 2001)

47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)

47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)

C.R.S. [22-87-101](#) et seq. (Children's Internet Protection Act)

CROSS REFS.: [AC](#), Nondiscrimination/Equal Opportunity

[EGAEA](#), Electronic Communication

[IB](#), Equal Educational Opportunities

[Revised November 2012]

COLORADO SAMPLE POLICY 1996

## **Nondiscrimination/Equal Opportunity**

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age is also prohibited in accordance with state and federal law.

In keeping with these statements, the following shall be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or discrimination in violation of district policy.

### **Annual Notice**

The district shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the district are offered without regard to race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability or need for special education services. The announcement shall also include the name/title, address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities. The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all district media containing general information, including: teachers' guides, school publications, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters and annual letters to parents.

### **Harassment is Prohibited**

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn employees can work and members of the public can access and receive the benefit of district facilities and programs. All such harassment, by district employees, students and third parties, is strictly prohibited.

All district employees and students share the responsibility to ensure that harassment does not occur at any district school, on any district property, at any district or school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any district curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is so severe, persistent, or pervasive that it creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school. Board policy on sexual harassment (GBAA for employees and JBB\* for students) will apply to complaints alleging sexual harassment.

### **Reporting Harassment**

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in this policy shall immediately report it to an administrator, counselor, teacher or compliance officer and file a formal complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes he or she has been a victim of unlawful discrimination or harassment shall file a complaint with the compliance officer.

All students who witness such harassment shall immediately report it to an administrator or teacher. All employees who have such harassment reported to them shall promptly forward the report to an immediate supervisor or to the compliance officer.

All district employees who witness such harassment shall take prompt and effective action to stop it, as prescribed by the district. Under certain circumstances, harassment may constitute child abuse that must be reported to proper authorities.

### **Interim District Action**

When appropriate, the district shall take interim measures during the investigation of a harassment report to protect the alleged subject of the harassment from further harassment or retaliation. In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

### **District Action Following Investigation**

The district shall take appropriate action to end the unlawful harassment, to prevent its recurrence, to prevent retaliation against the individual making the report and anyone participating in the investigation and to restore lost educational opportunities to the harassed student or employment opportunities to staff. In addition, any student or employee who engages in harassment of another student or employee shall be disciplined according to applicable district policies. Steps shall also be taken to ensure that victims of, and witnesses to, harassment are protected from retaliation. Further, students or employees who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment.

No student, employee or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy. To the extent possible, all reports of harassment will be kept confidential. Upon determining that incidents of harassment are occurring in particular district settings or activities, the district shall implement measures designed to remedy the problem in those areas or activities.

To reduce harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all district schools and departments. The policy and compliance process shall be incorporated into student and employee handbooks.

Students and district employees shall receive periodic training related to recognizing and preventing unlawful harassment. District employees shall receive additional training related to handling reports of harassment. The training will include, but not be limited to:

- awareness of groups protected under state and federal law and/or targeted groups, whether real or perceived;
- how to recognize and react to harassment; and
- proven harassment prevention strategies.

Adopted: September 28, 1980

Revised: September 25, 2007

Revised: October 23, 2008

Del Norte School District Policy

LEGAL REFS.: 20 U.S.C. § 1681 (*Title VII, Education Amendments of 1972*)  
20 U.S.C. § 1701-1758 (*Equal Employment Opportunity Act of 1972*)  
29 U.S.C. §621 *et seq.* (*Age Discrimination in Employment Act of 1967*)  
29 U.S.C. §701 *et seq.* (*Section 504 of the Rehabilitation Act of 1973*)  
42 U.S.C. § 12101 *et seq.* (*Title II of the Americans with Disabilities Act*)  
42 U.S.C. §2000d (*Title VI of the Civil Rights Act of 1964, as amended in 1972*)  
42 U.S.C. §2000e (*Title VII of the Civil Rights Act of 1964*)  
34 C.F.R. Part 100

C.R.S. 2-4-401 (13.5) (definition of sexual orientation)

C.R.S. 18-9-121 (*bias-motivated crimes*)

C.R.S. 22-32-109 (1)(11) Board duty to adopt written policies prohibiting discrimination)

FINAL DRAFT

C.R.S. 24-34-301 (7) (definition of sexual orientation)

C.R.S. 24-34-301 *et seq.* (*Colorado Civil Rights Division*)

C.R.S. 24-34-401 *et seq.* (*discriminatory or unfair employment practices*)

C.R.S. 24-34-601 (*unlawful discrimination in places of public accommodation*)

C.R.S. 20-24-602 (penalty and civil liability for unlawful discrimination)

CROSS REFS.: ACE, Nondiscrimination on the Basis of Disability  
GBA, Open Hiring/Equal Employment Opportunity  
GBAA, Sexual Discrimination and Harassment  
JB, Equal Educational Opportunities  
JBA, Nondiscrimination on the Basis of Sex  
JBB\*, Sexual Harassment  
JKA-E-2, Complaint Procedures and Regulations Regarding the Use of Restraint or Seclusion

# Student Handbook and Student Code of Conduct Acknowledgement

Del Norte Jr/Sr High School Student Handbook is available online at <http://www.dncsd.org/>

I have read all of the information provided in this handbook. I understand that by signing this form I will be held accountable for knowing the contents of this handbook and for following all procedures and expectations.

Addendums may be added as needed to this handbook.

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Student's Signature

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Date

---

Parent/Guardian Signature

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Date

# **Del Norte Jr/Sr High Fight Song**

(Sung to *On Wisconsin*)

On ye Tigers, On ye Tigers  
Fight right through that line  
(clap, clap, clap)

Take the ball right through the (opponent)  
Touchdown/Basket/Goal/Point  
Sure this time rah, rah, rah

On, ye Tigers, On ye Tigers  
Fight for VICTORY ....FIGHT!  
Fight! Tigers! - Fight, Fight, Fight!  
To win this game.

Who FIGHT, We FIGHT  
Orange and Black Fight, Fight, Fight!