

DENVER HIGH SCHOOL

At Denver Community Schools we value;
RESPECT RESPONSIBILITY RESULTS

Denver Community School Mission Statement:

The Denver Community School maintains a caring environment conducive to producing life-long learners and productive citizens in a changing society.

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Welcome to another school year at DHS! With a positive attitude and solid work ethic on your part, we're sure you can achieve success. Please familiarize yourself with this handbook and keep the following **general expectations** for all students and people associated with the school in mind.

1. Treat people in the manner you would like to be treated, with **Respect** in all areas and activities of school.
2. Work towards achieving the **Results** expected from yourself, from the staff, from your parents and from the patrons of our district.
3. Meet your **Responsibilities** as defined in school policy by this handbook, school board policy and decisions made by employees of Denver High School.

The primary purpose of school is to provide the opportunity for a quality education. There are many facets to high school, but the primary focus is on academic achievement. You will be given the very best educational opportunities we can provide. You are responsible to make the best of those opportunities.

STUDENTS' RIGHTS

Each student has the right to be treated with respect and, in turn, the responsibility to treat others in the same manner.

Each student has the right to be free from physical and verbal harassment, threats and intimidation.

Each student has the right to be free from hurtful and offensive language.

Each student has the right to attend school to learn information, knowledge and skills.

Each student has the right to attend school in a safe and orderly environment.

Each student has the right of recourse in concerns that arise.

Each student has the right to eat breakfast and lunch in a clean and orderly environment.

EQUAL EDUCATIONAL OPPORTUNITY/MULTI-CULTURAL, GENDER FAIR EDUCATION

Enrolled children in the Denver Community School District shall have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, marital status, national origin, sexual orientation, ability or disability. The education program shall be free of such discrimination and provide equal opportunity for participants. The education program shall foster knowledge of respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes. Inquiries regarding compliance with equal education opportunity shall be directed to the district compliance officer, Brad Laures, Title IX, Title VI, and Section 504/ADA Compliance Officer, 520 Lincoln Street, Denver, Iowa 50622; or telephone Brad Laures at 319/984-6323, or by writing to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the Denver central administrative office. (B.P. 603.4, 500, 502.4)

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the building principal. The records contain information about the student and student's education and may include, but are not limited to, the following types of information: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent/guardian or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Officials of state and local government when auditing and evaluating federal educational programs.
4. Officials connected with a student's educational financial aid applications.
5. Government officials to which information is to be reported under state law adopted prior to 11/19/74.

6. Organizations which process and evaluate standardized tests or which are conducting educational studies and the study does not release personally identifiable information.
7. Accrediting organizations for accrediting purposes.
8. Parents and legal guardians of dependent children, regardless of the child's age.
9. Appropriate parties in health or safety emergency.

Information from a student's educational records, designated as directory information by the school district, may be released without consent of parents/guardians. Parents will have an opportunity to deny the release of directory information without their consent in a notice stating their rights under federal law.

This notice will be distributed annually. Directory information includes, but is not limited to, the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the one attendance center to another within the district, and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under 18 and students over 18 may exercise the opportunity to review educational records of the student, obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained. (B.P. 506.1, 506.2, 605.5).

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

All students must receive 52 semester credits. Specific course requirements for graduation are available in the **Course Description Book**. All classes will be used in figuring grade point averages, high honor roll, honor roll, on-a-roll, and class rank. In addition, no senior will be given a signed diploma until such time that all outstanding bills to the school are paid. The student may go through commencement activities but will not receive a diploma until such bills are paid. (B.P. 505.5)

COMMENCEMENT EXERCISES

Students who have met all graduation requirements of Denver High School will be allowed to participate in commencement exercises, provided they abide by all standards as set by the administration. The commencement program will be organized by the administration with input from the senior class. Commencement is a voluntary activity, and failure to participate will not be reason for withholding a student's final progress report or diploma certifying the student's completion of high school. (B.P. 505.7)

EARLY GRADUATION

Students may graduate prior to the completion of grade twelve if they have met all requirements for graduation as described above. In such cases, the student must inform the High School Principal and Guidance Counselor of their intent to graduate early during the first three days of the school year, when class changes can still be made. **Early graduates will NOT be allowed to participate in extra-curricular activities**. They must have the approval of the school board and a recommendation by the superintendent and building principal to graduate early. (B.P. 505.6)

COURSE LOAD

Every student is required to take a minimum of 6 courses each semester, excluding physical education.

PE WAIVER

Denver High School provides the option for a PE Waiver. Students in grade 9, 10, 11, and 12 are eligible for the waiver. The school reserves the right to require PE for any student at Denver High School. For a full description click on the following link or see attached pages in the back of the handbook. [Denver HS PE Waiver](#)

DROPPING CLASSES

Any class dropped after the first 3 days and still within the first five weeks of each semester, will have **Drop** recorded on the permanent record, with no credit given. A student who drops a class after the first five weeks will receive an F, which will be included in the Grade Point Average. Students may not drop below six (6) credits per semester. (These six credits do not include PE class).

REPEATING CLASSES

Students may repeat courses previously completed, only with permission granted by the teacher, counselor, parent/guardian, and principal. If the original grade is a D+ or less, the new grade will be recorded on the student's permanent record and the individual's grade point will be recalculated. The original grade will be replaced with an R on the official transcript.

AUDITING CLASSES

Students may audit a class only upon permission from the counselor, parent/guardian, teacher and principal. Permission to audit may be granted only within the first 3 days of the first quarter of each semester. Required paperwork is available from the guidance office. If a class is audited, the student is expected to complete all assigned work, with a pass/fail grade given. No graduation credit will be given, but it will appear on the official transcript.

PLAGIARISM

Plagiarism is defined as the use of someone else's work without giving credit and is a violation of Federal Copyright laws. In written works, five common words within a sentence, without crediting the author or publication is plagiarism. Submitting a plagiarized work will result in disciplinary consequences, parent notification, and a zero for the given assignment. **A second offense of plagiarism in any class during the same semester will result in a required face-to-face meeting with the student/parent/teacher/administrator to determine enrollment for the student in the class. Also, the student will receive a zero on the assignment.**

CHEATING

Any student caught cheating on a test, semester assessment or daily assignment will have a grade consequence as determined by the individual teacher. The classroom teacher has the right to assign a 0 on the given task per his or her personal discretion. The student will also receive a one-hour detention per occurrence. The supervising staff member will also make a parental contact concerning the matter.

MAKE-UP WORK

It is the **student's responsibility** to make up all assignments missed due to an absence. Any assigned homework is due on the specified due date given by the individual instructor in order to receive full credit. If any student fails to hand-in the assigned homework on the specified due date, then he/she will be expected to complete the assignment under the guidelines defined in the "NO ZERO" policy. All students will be required to complete ALL assignments.

Students will be required to meet all due dates of work and tests upon the day he/she returns if the due date or test date was announced prior to the absence except for in the case of an extended absence.

"NO ZERO" POLICY

Starting in the 2012-2013 school year, Denver Secondary Schools began to promote and implement a "NO ZERO" policy for all assigned work and assessments. All staff members are expected to support and implement academic instruction and programs that will provide opportunities for all students to demonstrate mastery. The "NO ZERO" policy promotes concepts and goals associated with both the Professional Learning Communities (PLCs) and Student Learning Communities (SLCs) that are already established in our educational learning community. The overall goal of the "NO ZERO" policy is to define the expectation that zeros are no longer acceptable in any class offered at Denver Secondary Schools. All staff and students will be held accountable for working together to accomplish this common goal and promote positive results for everyone. **A student will be required to complete and submit the assignment within one week after the original due date in order to receive any credit for the given assignment.**

SLC (Student Learning Communities)

As part of the process of collaborating to enhance student learning, Denver High School will require students 9-11 to participate in a student learning community. These are designed to work on specific skills in designated areas such as technology, reading, and team building.

GRADING SCALE

The following grading scale will be implemented by all staff members:

95-100%	A
90-94%	A-
87-89%	B+
84-86%	B
80-83%	B-
77-79%	C+
74-76%	C
70-73%	C-
67-69%	D+
64-66%	D
60-63%	D-
0-59%	F

INCOMPLETES

Students will have 5 days after the grading period ends to complete all “Incompletes.” Failure to do so will result in an F. Make up work will be due in accordance with each teacher's grading policies. Individual exceptions may be granted.

HONOR ROLLS

We will publish an Honor Roll and a High Honor Roll at the end of each grading period (quarter). Criteria used in figuring the Honor Roll include: 1) 3.00 GPA, 2) no grade below a C-. Criteria used in figuring the High Honor Roll includes: 1) 3.67 GPA, 2) no grade below a C-.

ON A ROLL

At the end of each quarter during a school year, an ON A ROLL list will be published for students who have raised their GPA by .33 from the preceding quarter.

ACADEMIC LETTERS

Academic Letters will be issued during the fall of each year. To qualify for an Academic Letter, a student must achieve a 3.50 GPA for 2 semesters in one school year.

ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Student academic eligibility as it relates to the right to participate in extra-curricular activities will be determined on a **quarterly** basis. In other words, students' grades will be reviewed every **9** weeks to determine student eligibility. All course grades will be considered including PE.

A copy of the Iowa Department of Education guidelines relating to the “Scholarship Rule” is attached at the back of this Student Handbook as Appendix B.

Denver Community High School's policy will be applied to all extra curricular activities and competitive events sanctioned by the IHSMA.

Ineligible students will be permitted to attend all regular practices during the period of ineligibility, however, they are not permitted to perform publicly or compete in any way interscholastically.

SEMESTER GRADES AND EXAMS

Semester grades will be figured on an individual basis by the teacher. During each semester, students will be presented with a written explanation (course syllabus) relating to grading procedures by each individual teacher. Teachers are encouraged to give a comprehensive assessment that reflects the learning that occurred during that semester. Teachers may opt for their final assessment to occur outside of the final week. It is highly suggested that all large projects be started/completed prior to the start of finals week.

CORRESPONDENCE COURSES

Correspondence courses **DO NOT** fall within the guidelines of the Post-Secondary Enrollment Act. Students who fail a course and **cannot** fit it into their schedule, while maintaining progress for regular graduation, may retake it via correspondence at their own cost. Information is available from the guidance office on enrollment and costs of correspondence courses. In addition, a maximum of 6 credits outside of Denver High School may be used in fulfilling graduation requirements. (B.P. 605.6)

FEES

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents/guardians who believe they may qualify for temporary financial hardship should contact the superintendent during registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

STUDENT CAREER PORTFOLIOS

Completion of Student Career portfolios will be required for graduation. The guidance counselor will evaluate completed senior portfolios annually. The portfolio will be judged in its entirety on a pass/fail basis. All artifacts must be in the appropriate section of the portfolio. They will be judged on completeness and appropriateness of the artifact for the goals they represent. No grade or grade points will be assigned. The following contents will be required of the portfolios:

1. Community Service: (See chart below for requirements.)

Class of 2018	Increase to a minimum of 12 total hours 1 of the 12 hours must include school related service
Class of 2019 and beyond	Minimum of 15 total hours 2 hours must include school related service

School related service may include any of the following:

- Concession stand work
- Assisting with school related events (set-up, supervising students, leading activities, etc...)
- Assisting with hosting team sponsored tournaments

2. College/military/job shadows (Students must complete at least 2 of these activities.)
3. Senior Guideway
4. Resume
5. Financial Literacy
6. CPR

Final senior portfolio assessments must be completed by April 15th annually. If a portfolio is not complete, specific deficiencies will be noted in writing to the student.

STUDENT GRIEVANCE PROCEDURE

Grievances against any school employee should follow the chain of command:

STEP ONE- visit with the involved employee within 5 days of the occurrence causing the grievance. If the matter is not resolved satisfactorily, proceed to step two.

STEP TWO- visit with the principal within 5 days of step one. If the matter is not resolved satisfactorily, proceed to step

three.

STEP THREE- visit with the superintendent within 5 days after visiting with the principal about the grievance. If the matter is not resolved satisfactorily, a request may be made to be placed on the agenda of a regularly scheduled school board meeting. (B.P. 502.4)

ATTENDANCE

Regular school attendance is an essential ingredient in obtaining the maximum benefits of a high school education and in developing habits of punctuality, self-discipline, and responsibility. Students with good attendance records at school generally achieve higher grades, enjoy school more, and participate in more activities than students with a poor attendance record. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. Employers are very reluctant to hire a person who has established a poor attendance record at school because this attendance pattern often is similar to attendance patterns on the job. Teachers cannot teach students who are absent. Regular attendance is necessary for quality scholarship achievement. Absence, whether excused or unexcused, will definitely hold back a student's progress. Completing the make-up work for time missed only partially makes up the classes missed.

1. When an absence occurs, the parent/guardian must call the high school office by 9:00 a.m. The office staff may attempt to make a phone contact with the parent/guardian at home or work. If a parent call has not been received by 3:30 pm the day of the absence, it will result in an unexcused absence and will be considered truant. As a result of the truancy, no credit will be given for the periods missed. These procedures are to be followed by all students, regardless of age.
2. Anytime a student leaves school or arrives after school has begun, he/she is to report to the high school office, obtain permission to leave or a pass to class from office staff, and sign in or out.
3. Students will be allowed no more than **two days** after being absent to make-up work missed. An individual staff member may make an exception to this rule if necessary (extended absence).
4. Any absence caused by a school-sponsored activity will be counted as a day of attendance.
5. Seniors will have 2 days and juniors 1 day of absence per year for college or armed forces visitation. College or armed forces visitation days may be used only for their intended purpose. Any abuse of the intent of these days will result in disciplinary action, including but not limited to card detention, the day counting as an absence, or the absence being considered truancy.
6. Students must be in school all day in order to participate or practice in any activities or programs. If an absence is not pre-arranged and excused by the school, a student will not be able to practice or participate that day.
7. Medical (dr. appts., physical therapy, chiropractic, and other medical related appts.) or legal appointments **MUST** be documented with a note from the office (medical or legal) scheduling the appointment in order to be excused; without this documentation, any absence will be recorded as unexcused and the student will not be allowed to participate in extra-curricular activities.
8. Regardless of the excuse, excessive absences during any semester are grounds for intervention by school personnel.
9. The above guidelines will be applied at the discretion of the building principals. (B.P. 501.9, 501.10, and 501.11)

HOMEWORK

Any assigned homework is due on the specified due date given by the individual instructor in order to receive full credit.

Any student who does not hand-in the homework on the due date must complete and submit the work within the 1 week time line as defined in the No Zero Policy in order to be considered for any/partial credit. Late homework completion opportunities conclude at the end of each quarter.

BEHAVIORAL EXPECTATIONS/CONSEQUENCES

COMMON SENSE BEHAVIORS

Most students can rely on their own common sense to make decisions on appropriate behavior. All people must demonstrate mutual respect. **The following list of behaviors is wrong and will not be tolerated while at school, on school grounds, or at a school-sponsored activity.**

1. Smoking or chewing tobacco
2. Being under the influence, using, or in possession of any illegal substance, drug paraphernalia, or lookalikes.
3. Fighting, bullying or any form of verbal or physical assault
4. Insubordination or disrespect to school employees, volunteers, or visitors
5. Vandalism to the school facilities or equipment or to any individual's personal property
6. Theft

7. Truancy/Skipping classes
8. Possession of any form of weapon during school, on school property, or at a school-sponsored event.
9. Students will not be allowed to use skateboards, scooters or other wheel-based transportation to get around the school unless for a medical condition.

Incidents involving these areas will result in the student being disciplined as described in the following section of this handbook, and/or making restitution when appropriate. (B.P. 503.1, 503.2, 503.4, 503.5)

DISCIPLINE PROCEDURES

The board believes that inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees and visitors on school premises. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include but are not limited to removal from their classroom, detention, suspension, probation and expulsion. (B.P. 503)

TEACHER ASSIGNED DETENTIONS

Staff members may assign a detention for up to an hour for any classroom discipline deemed inappropriate relating to student behavior and language. Students should arrange to serve any teacher assigned detention with the assigning teacher. Failure to serve a teacher assigned detention will result in an office referral.

OFFICE DETENTIONS

All office detentions will be served from 3:15 until 4:15 p.m. on Mondays and Fridays in the high school media center, or Wednesdays from 2:00-3:30 p.m. or from 7:30-8:00 a.m. on Tuesdays and Thursdays in the high school media center.

Students have 1 week after receiving a detention to serve the detention without any additional consequences. **Once this week passes, a student will not be allowed to participate in any school activities until the detention time is made up.**

If a student fails to serve the assigned detention time within the first week, the detention time will double in length. **A parent contact will also be made by Mr. Krueger to discuss options for getting the assigned time served.**

Rules for detention are:

1. Have work with you and be in a desk at 3:15 or 7:30. Students reporting late or without work material will NOT be allowed to serve.
2. There will be no leaving your seat for any reason until detention is over; have all bathroom and locker needs taken care of before you report.
3. No sleeping, talking, eating, drinking, or disruptions of any kind will be tolerated.
4. No personal electronics except for calculators used for homework.

EXCESSIVE DETENTIONS

Students who receive excessive disciplinary detentions are in need of more stringent consequences in order to develop better self-discipline. Excessive disciplinary detentions in a quarter will result in the establishment of a behavioral contract that spells out in detail consequences for further disruption of school. These consequences can include, but are not limited to, suspensions from school, extra-curricular ineligibility, removal from a classroom, or recommendation to the school board for expulsion. The following meeting schedule will be implemented when a student reaches the various tiers as specified in a given quarter. The principal has the discretion to recommend a Board of Education presentation at any time when a student continues to accumulate numerous detentions throughout the year.

4 detentions in a quarter	Student/ At-Risk Coordinator (Parent Contact)
7 detentions in a quarter	Student/Parent/At-Risk Coordinator Meeting (Behavioral Contract)
10 detentions in a quarter	Student/Parent/Principal/At-Risk Coordinator Meeting

SUSPENSIONS (in school/out of school)

In certain circumstances, a student may be suspended from school. The suspension may range from one-half day up to ten school days. The at-risk coordinator/principal are responsible for administering suspensions. While a student is suspended from school they are NOT to attend any activities sponsored by Denver Community School.

In circumstances where in-school suspension is warranted, a student will be assigned a study area in the at-risk coordinator's office. Students will be allowed two bathroom breaks during the day, one in the morning and one in the afternoon, NOT to coincide with a change of classes. Lunch will be taken between normal lunch periods and will be completed within the office. NO ELECTRONIC DEVICE usage will be allowed while a student is serving an in-school suspension. The complete in-school suspension must be served without disturbance or it will be repeated. (B.P. 503.1)

EXPULSIONS

For extremely serious offenses, a student may be recommended to the Denver Community School Board for expulsion. A student may be "suspended pending hearing" which allows the administration to suspend the student from school until such time as a special meeting of the Board to act upon the recommendations. While a student is expelled from school, he/she is NOT to attend any activities sponsored by Denver Community School. (B.P. 503.2)

REMOVAL FROM CLASS, STUDY HALL, OR HOMEROOM

If a student is removed from class, study hall, or homeroom, he/she is to report to the high school office immediately. The student will not be allowed back into class, study hall or homeroom until such time as he/she has met individually with the involved faculty member(s) and satisfactorily resolved the problem. The student may also be subject to further disciplinary actions, as described in this handbook.

TARDIES

Tardies will be kept cumulatively for all periods by quarter. Students will be allowed 3 tardies without consequence, on the 4th and all subsequent tardies one-half hour of detention will be assigned. For each tardy after 10 in a quarter, 1 hour of detention will be assigned. **Tardies will be counted as an absence after 10 minutes of missed class time.**

TRUANCY

Truancy is any intentional unauthorized or illegal absence from school. It is absences caused by students of their own free will, and usually does not refer to legitimate "excused" absences. A student who is considered truant will receive no credit for missed work and assignments that were due. Missing a single class period, unexcused, will be considered truant. Consequences for truancy for single classes will be one hour of detention. Consequences for more than one class:

First Offense - One half-day (4 periods) of in-school suspension, parent notified.

Second Offense - One full day (8 periods) of in-school suspension, and parent notified.

Third Offense - A behavioral contract will be drawn up and further disciplinary consequences, possibly including recommendation for expulsion, will be administered. (B.P. 501.10, 501.11)

HARASSMENT

Policy prohibiting harassment and bullying of or by students, staff, and volunteers (RD1.4) which is based on actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief,

socioeconomic status, or familial status and which creates an objectively hostile school environment (HBP1). 281—IAC 12.3(13), Title IX Section 106.31, Iowa Code 280.28(3) and 729A.1. Harassment of any form will not be tolerated. If an incident of harassment occurs, it should be reported immediately to the building principal. The building principal will investigate and if the charge is substantiated, disciplinary action will result. Disciplinary action may include, but is not limited to, detentions, suspensions, recommendation to the Denver Community School Board for expulsion, and/or referral to law officials. In addition, any complaints/charges of employee/student sexual and/or child abuse should be directed to the Denver Community School Level I Investigator, Paul Gebel and Chris Krueger. (B.P. 502.10, 403.5)

VANDALISM

Vandalism is any destruction or unauthorized alteration of personal or school property. This can include changing or altering electronic files, computer software or writing on textbooks or personal items. Consequences for vandalism will include restitution where appropriate, and can include, though not be limited to detentions, suspensions and/or referral to police. (B.P. 802.6)

TOBACCO

Any student found to be in possession of or using any tobacco product, e-cigarette, or vaping device while on school grounds, at the curb just off school grounds, or under the supervision of the school, will be handled in the following manner:
1st offense - 4 hours of in-school suspension and receive a Good Conduct violation.
Subsequent offenses - 8 hours of in-school suspension and receive a Good Conduct violation.

All incidents will be reported to the local police and parents will be notified. (B.P. 502.7, 503.5, 906.4)

ALCOHOL, DRUGS, AND DRUG PARAPHERNALIA

Any student found in possession of or under the influence of any form of illegal drug, alcohol, or drug paraphernalia, (or look-alikes) while on school grounds or under supervision of the school, will be; referred to Police, subjected to consequences of the good conduct policy, and given the following school discipline:

1st offense - 3 day out of school suspension and complete 8 hours of community service. (service time may be completed concurrently for this and eligibility policy)

2nd offense - 10 day out of school suspension, and recommendation to the Board of Education for expulsion. The superintendent shall have the authority to recommend this expulsion be modified on a case by case basis. (B.P. 403.6, 403.7, 502.7)

Delivery or sale of a controlled substance will result in consequences of the 2nd offense.

BULLYING

Our Definition of bullying: *“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.”*

Three Key Components of Bullying Behavior

1. Involves any aggressive behavior
2. Typically involves a pattern of behavior repeated over time
3. Imbalance of power or strength

Repeated physical, verbal or psychological attacks or intimidation against anyone is bullying. Bullying may be directed specifically at the victim or may indirectly attack someone. Direct bullying includes assault, teasing, tripping, intimidation, destruction of property, theft, name calling, hazing, cyber-bullying, etc. Indirect bullying includes rumor spreading, unwanted comments, social isolation and exclusion.

If a student feels as if he/she is the victim of bullying, a form will be available in the guidance and high school office for the student to fill out. This form will help provide detailed information to allow school personnel to fully investigate the situation.

A student who bullies others will be subject to discipline policy as described elsewhere in this handbook. Consequences may include, but are not limited to detention, loss of eligibility for activities, suspension or expulsion.

The above definition and policy is the primary foundation of our school board policy (Code No. 104). The above components will be communicated with students, families, and within our community. Please reference School Board Policy Code No. 104 for a more detailed definition and policy.

WALKOUTS/PROTESTS

From time to time social issues impact student lives and they are motivated to participate in student walkouts. DCS supports the right to free speech and the right to assemble; however, like any form of civil disobedience, walkouts or other protests come with consequences. DCS does not initiate or endorse any student led walkouts. Students who choose to participate in a walkout will be marked unexcused and consequences will be applied to the existing attendance and discipline policy as deemed appropriate.

GENERAL INFORMATION ITEMS

OPERATING GUIDELINES

1. Students are **ALWAYS** to sign out from the high school office upon receiving permission to leave during the regular school day. **Failure to do so will result in a detention.**
2. Students are to be in their designated area at all times. This means being in class, not in the hallways.
3. **Students are allowed to purchase approved drinks and/or snacks from the vending machines only during passing time. Pop is not allowed to be consumed during the normal school day. Approved snack foods purchased from the vending machines are not to be consumed in the classrooms during class time.**
4. Student driven vehicles should be parked in the school parking lot in an orderly manner. Students are not to be in or on vehicles once they have been parked. If a student needs access to a vehicle during the school day, **he/she must receive permission from office staff before exiting the building.** (B.P. 502.11)
5. Any public displays of affection beyond the holding of hands will not be allowed on school property. Any greater physical contact in the presence of others is potentially embarrassing; difficult to judge for appropriateness; and always a problem for supervision. **Repeat violators of this rule may be assigned a detention to provide them time to review established policies relating to this area.**
6. Students are allowed to carry backpacks to class. Heavy coats or any other bulky items are not allowed in classrooms.
Failure to conform to any of the above stated rules could result in the student being assigned a detention.

ACTIVITIES AND PROGRAMS

There are many optional activities and programs available for participation by students. These programs are wonderful opportunities to enhance education and are a privilege, not a right. In order to participate in school sponsored activities and programs students must abide by the good conduct policy as stated elsewhere in this handbook. These activities include all sports teams, drama, speech, variety show, and cheerleading. **Students must be in school the entire day in order to participate or practice in any activities or programs. The only exception will be for prearranged, excused appointments.** All additional activities and organizations must be approved by the principal. (B.P. 501.3, 504.6)

ACTIVITY OR FIELD TRIPS

Students on activity or field trips must go and return in the designated school vehicle, chaperoned by the appropriate school employee. The only exception to this is a student may ride with **his/her parents/guardians**, at the written request of the parents/guardians. All field trips must be approved by the principal. Permission For Treatment forms must accompany all trips. (B.P. 606.5, 904.1)

ATTIRE AND GROOMING

The school is your workplace. This means dress appropriately and modestly, wear clothing that is neat, clean, not offensive to other people and not a danger to health and safety. Students will be asked to change clothes and may be restricted from attending school or activities. If you have no other clothes to change into, extra T-shirts will be available in the office. You will NOT be allowed to go home and change clothes. (B.P. 502.1)

Shirts and shoes will be required at all times.

Dress that will be deemed inappropriate will include, but not be limited to:

1. Clothing that displays or promotes the following:
 - a. Any references to tobacco, alcohol, drugs or other illegal substances.
 - b. Anything that could be considered to be sexually or violently suggestive or obscene in any way.
 - c. Demeaning and harassing statements specifically about/towards any individual, or group.

- d. Students will not be allowed to wear Hooters, Johnson, or any other clothing that is deemed inappropriate for an educational setting.
2. Excessively soiled, torn or ragged clothing.
3. Excessively revealing clothing that does not appropriately cover the body. Excessively revealing clothing includes, but not limited to:
 - a. Tops that expose cleavage, or tops that expose any skin around the mid-section area. (Students should be able to raise their arms without exposing skin).
 - b. Strapless, single strap, spaghetti strap, and cut t-shirts.
 - c. Saggy, low pants/shorts that expose undergarments.
 - d. Shorts or skirts that are excessively short (school personnel have the right to determine if appropriate).
 - e. Any top/pants-jeans (containing holes)/shorts that exposes undergarments at any time.
- * **Any student in violation of the revealing clothing rule will be asked to change, cover, or may be assigned a detention for repeat violations.**
4. Headgear of any kind. This includes hats, caps, bandanas or scarves covering the head.
5. Written, drawn, tattoo decorations or piercings on the body that are distracting or inappropriate.

WEAPONS

The Denver Community School Board will not tolerate the possession or use of weapons on school grounds, while on school-owned vehicles, or at school related activities. Students who violate this policy will be subject to expulsion or other disciplinary actions, their parents will be notified, the weapons or dangerous items will be confiscated and the incident will be reported to police if appropriate.

Weapons are defined as any object which could cause injury to another person, and which has no school related use, or is used in such a way as to threaten or cause injury. This would include but not be limited to firearms of any kind, or their look alike; knives of all types, or look alike; fireworks, explosives, smoke bombs or other dangerous chemicals; chains, clubs or other potentially dangerous items not deemed necessary for school. **This policy does include hunting guns, rifles or knives that may be stored in vehicles on school grounds or at the curb just off school grounds.** Permission **MAY** be granted by the Principal for bringing a potentially dangerous object for educational purposes. Such permitted objects must be stored in the principal's office at all times.

Consequences for bringing or knowingly possessing firearms or other dangerous weapons or their look alike on school grounds, while on school-owned vehicles, or at school related activities shall be expulsion for not less than one year. The superintendent shall have the authority to recommend this expulsion be modified on a case by case basis. (B.P. 502.6, 503.2)

TEXTBOOKS

All students of Denver High School will be furnished textbooks on a rental basis. These books are signed out to the student until completion of the particular subject/class. The books are the property of the school and should be handled with care. All textbooks issued to students are required to be covered by the student within three (3) days of being issued. Failure to abide by this rule will result in a detention being assigned by the given teacher for the class. If a book is lost, stolen, or damaged, it is the responsibility of the student and he/she will be charged according to the book's current value. (B.P. 503.3)

PASSES

Any time students are in the halls, except during passing time, they are to have a pass designating where they are going. Students should possess a pass before reporting to study hall in order to leave at the appropriate times. No student is to report to any area other than his/her designated class or study hall prior to attendance being taken. After attendance is taken, the student may present a signed pass from a teacher allowing the student to report to another area.

STUDY HALLS

Students not enrolled in a course will be assigned to study hall. The study hall supervisor is responsible for posting rules of the study hall. Any violation of study hall rules will result in the student losing privileges or other disciplinary action. Students also are forbidden from checking out from study halls to go home, or to go to another teacher's room without a signed pass presented from that teacher **PRIOR** to study hall beginning.

BUS RULES

The following section applies to all bus trips, including daily routes, field trips, activity buses, and pep buses.

(B.P. 711.2, 711.3) Riding in a bus is a privilege, not a right. Any student who rides a school bus is expected to abide by the stated rules. The primary responsibility for bus discipline rests with the driver and/or chaperone. The following rules will be enforced on route and activity buses:

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

The consequences for violating the bus rules are as follows:

STEP ONE: Warning

A bus driver/chaperone will give the student a verbal warning concerning his/her conduct and then contact the child's parent/guardian relating to the verbal warning.

STEP TWO: 1st offense

Following a second discipline incident, the student will be required to conference with the principal, bus driver/chaperone, and parent/guardian. It is the bus driver/chaperone's responsibility to file the written form, *School Bus Incident Report to Parent*, before the conference is scheduled. If the violation is on an activity bus, the student will be suspended from riding future activity buses.

STEP THREE: 2nd offense

A third misconduct incident on the bus will result in a three-day suspension from riding the bus. If misconduct is on an activity bus, the student will be suspended from all future activity buses.

STEP FOUR: 3rd offense

A fourth incident on the bus will result in expulsion from riding the bus for the remainder of the school year.

Principals may deviate from the above discipline schedule, depending on the seriousness of the referral, age appropriateness, time between referrals, and other extenuating circumstances.

LUNCH GUIDELINES

All students will report to the cafeteria during the lunch period and remain there for the duration of the shift. Students in the lunchroom are expected to follow the rules set forth by the supervisors. Specifically, there is to be no throwing of food. Violations of lunchroom rules will result in disciplinary action. Students are responsible for keeping money in their lunch accounts. Students will receive a 5-day grace period if they have a negative balance in their account. Following the grace period, they will receive a sandwich and milk. Students may not charge on another's account. Students that do not have their lunch card will go through the lunch line after all students carrying their lunch card. No food or drink is to be taken from the cafeteria. Exceptions to the "no open-campus" rule may be granted by the principal on a case-by-case situation.

BREAKFAST GUIDELINES

Breakfast will be served from 7:45 a.m. - 8:05 a.m. Rules of behavior for lunch also apply to breakfast. No late passes will be given to students from breakfast to their first period classes. Absolutely no food or drink is to be taken from or brought into the cafeteria during this time (unless authorized).

LOCKERS

A locker will be provided for every student at Denver High School. Padlocks are available for each student locker if the student requests one in the office. If a padlock is lost, a replacement padlock must be purchased from the high school office for \$5.00. The school is not responsible for lost or stolen articles. Students should utilize only the locker assigned to them. Periodic locker inspections may be made by the administration if deemed necessary. Please see **Search and Seizure** section of this handbook. There should be no writing on the lockers, and any decorations should be in good taste, not offensive and removable. **Fines will be assessed for any damage to the locker.** No tobacco, drug, or alcohol products should be advertised in or on any locker. (B. P. 502.5, 502.8)

FUNDRAISING

Student organizations may raise funds for school-sponsored events with **prior** permission from organization sponsors and the principal. No purchasing of materials, reservations, publicity, etc., is to begin before permission is granted by the sponsors and the principal. Sponsors have a fundraising form which must be filled out, presented to, and approved by the principal **prior** to any fundraising activity. (B.P. 504.5)

VISITORS

Parents or guardians are encouraged to visit the school at any time. Any student visitors must be in grades 9-12 and be approved to visit by the principal **one day prior to the visit** and check in with the high school office to receive a visitor's pass. **Such visitors will only be permitted at the written request of either the visiting or host student's parent.** Further, **no student visitors are allowed the first two weeks, or last two weeks of each semester.** No student visitor may be in the building more than once each school year. No student may have more than one student visitor during a school year. Student visitors will not be allowed to disrupt the school day nor deviate from the original schedule established in the office. Any violation of the above guidelines will be cause for the visiting student to be sent home. (B.P. 903.3)

FREEDOM OF EXPRESSION

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. Modes of expression include, but are not limited to, written publications, oral communication, or video materials. The administration has the right to determine the time, place, and manner in which the expression is to be allowed so as not to disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary action as described in this handbook. (B.P. 502.3, 503.1, 503.2, 503.4, 503.5, 504.3)

COMPUTER USAGE

Access to computer technology is a privilege that few students could do without. Student computers are available through the library and in selected classrooms. Computers on teachers' desks are NOT for student use. **System folders, extensions, control panels, and other operating system software must be strictly protected to preserve the capabilities of the machines.** Any student found altering software or system set ups will be assessed consequences for vandalism. Respect the equipment so that all students may benefit from its capabilities. Students found to be chronic abusers of the computers may be banned from their use for up to an entire semester. School officials may search any student files stored on ANY school device (file server, hard drive, CD ROM, etc.) for inappropriate content, unauthorized materials, copyright infringements, or other items not deemed necessary for school. Routine searches of such devices will be conducted by media center personnel for the purpose of maintaining network integrity and efficiency, and any violations of this policy will be reported to administration.

INTERNET - APPROPRIATE USE Policy

Because technology is a vital part of the school district curriculum and the Internet will be made available to students. Appropriate and equitable use of the Internet will allow students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses are issued to students.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value.

Students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

INTERNET - APPROPRIATE USE REGULATION

Responsibility for Internet Appropriate Use.

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees. For the purpose of this policy, Internet is defined as: a vast computer network linking smaller computer networks worldwide (usually preceded by *the*). The Internet includes commercial, educational, governmental, and other networks, all of which use the same set of communications protocols.
- B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

Internet Access.

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will be able to access the Internet. Individual student accounts and electronic mail addresses are issued to students by the district's technology coordinator.
 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines that require efficient, ethical and legal utilization of network resources.
 4. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
 5. District scanning software will automatically perform a virus check on downloaded files to avoid spreading computer viruses.
 6. The school district makes no guarantees as to the accuracy of information received on the Internet.
- III. Permission to Use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.

Student Use of Internet.

- A. Equal Opportunity - The Internet is available to all students within the school district.
- B. On-line Etiquette.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
 2. Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
 3. Student access for electronic mail will be through his/her own personal school account. Students should adhere to the following guidelines:
 - a. School personnel may be able to read or access the mail so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.
- C. Restricted Material – Students and staff will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- D. Unauthorized Costs - If a student and staff gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Student Violations -- Consequences and Notifications

Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the following consequences:

1. **First Violation - A verbal and written "Warning" email notice will be issued to the student. The student may lose Internet access for a period of specified time. Depending on the severity of the violation, parent notification may take place.**
2. **Second Violation - A verbal and written "Second Violation" email notice will be issued to the student. A copy of the email notice will also be sent to the student's parent and to the building principal. The student may lose all Internet privileges for a period of specified time greater than assigned during the first violation.**
3. **Third Violation - A verbal and written "Third Violation" email notice will be issued to the student. A copy of the email notice will also be sent to the student's parent and to the building principal. The student may at this point forfeit all Internet privileges for the balance of the school year.**

TELEPHONES

Students may use the office telephones for school business only. Students are not allowed to use any teacher's phones for personal calls. Students must have the office sign their passes prior to returning to study hall from the office phone.

Handheld Technology Devices Use ("Cell Phone" Use)

1. For the purposes of this handbook, "Handheld Technology Devices" are defined to include portable two-way telecommunication devices including, but not limited to, cellular telephones with or without cameras, laptops, notebooks, MP3 players, beepers, walkie talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras, as well as any new technology developed for similar purposes.
2. Denver High School extends to students the privilege to possess, display and use Handheld Technology Devices during passing time between classes, during meal times if not prohibited by the lunchroom supervisors, and before or after school, provided such Handheld Technology Devices are not displayed, activated or used during class time, unless the classroom teacher allows the use of Handheld Technology Devices for educational purposes- Classroom teachers are not authorized to give permission for students to use Handheld Technology Devices to communicate during class time

with students outside of the teacher's class. Except as permitted by the classroom teacher, all such devices must be put turned off or put on silent and in a locker, backpack, pocket, or similar enclosure during class time. Exceptions will be made for students with specific needs that require such devices as per their Individualized Education Program "IEP"; and during a medical or security emergency, if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising school official is in communication with emergency responders.

3. Handheld Technology Devices are to be turned off (powered off) or set on silent during class time. Students may have Handheld Technology Devices turned on vibrate during authorized times of use.

Consequences

If a student is using a handheld technology device or if the device makes a noise during prohibited times, the student will be issued a 30 minute detention for the first offense. One hour of detention will be issued for the second and repeat offenses.

ADMINISTRATION OF MEDICATION

1. Medication will be administered only by the school nurse, or a school employee who has successfully completed a medication administration course.
2. Students who have demonstrated competency in administering their own medication may self-administer their medication with written parental consent. This refers to medications such as inhalers used for asthma.
3. No prescription or non-prescription medication will be administered without written authorization from the parent and/or guardian.
4. All prescription medication must be in the original labeled container as dispensed by the pharmacist. Please estimate the necessary amount needed at school or have the pharmacist put the medication in two containers.
5. Non-prescription medication must be administered from the office, and must be in the original manufacturer's container.
6. An authorization sheet is available in each school office.
7. Use good judgment when making requests. Use medication only in time of definite need.
8. At the end of the school year, or of the dispensing time, any remaining medication will be returned to the student's parents/guardians or destroyed. This will be noted on the student's medication record. (B.P. 507.2)

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student's parents/guardians will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the student's parents/guardians or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. All injuries will be reported to the principal, and within 48 hours an "Accident Report Form" will be filed in the superintendent's office. (B.P. 507.4)

COMMUNICABLE DISEASES

The term "communicable disease" means an infectious or contagious disease spread from person to person, animal to person, or as defined by the State Department of Health. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a reportable communicable disease, the State Department of Health will be notified. (B.P. 507.3, 604.2)

SEARCH AND SEIZURE

We will from time to time search **all desks, lockers, electronic files** and any other school-owned areas without any suspicion whatsoever. In cooperation with Bremer County Law Enforcement, random canine searches may take place at various times throughout the school year. School authorities may, without a search warrant, search **a student, or the students' possessions**, including student lockers, desks, work areas, electronic files, or automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, apparatus used

for illegal drugs or other controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, or stolen property. Possession of such items will be grounds for disciplinary action, and may be grounds for reporting to local law enforcement authorities. Students and parents shall be informed of this policy at the time of registration. (B.P. 502.8)

INTERROGATION BY OUTSIDE AGENCY

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the principal's office. Such a request will be granted only when, in the discretion of the principal, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the principal shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present. An exception to this is if the child abuse investigator specifically requests parents not be notified or included in the interrogation. No student shall be taken from school without the consent of the principal and without proper warrant. (B.P. 502.9)

ELIGIBILITY GUIDELINES

All students at Denver High School choosing to participate in extracurricular activities are to follow all eligibility guidelines for these activities as approved by the Denver Community School Board. A copy of the guidelines is attached at the back of this student handbook Appendix A. In addition, all rules set up by coaches/sponsors of each activity shall automatically become part of administrative policy. (B.P. 503.4)

DUE PROCESS

Every student at Denver High School is guaranteed due process. When a discipline problem arises, the following procedures will be followed:

1. The student is informed/notified of the infraction.
2. The student has the opportunity to present his/her side of the story.
3. The teacher/supervisor/principal determines the level of discipline to be imposed, if any.
4. The student accepts the discipline, or requests a hearing with the next level of the student grievance procedure. This procedure will be:
 - a. teacher/supervisor involved
 - b. principal
 - c. superintendent
 - d. board of education

Further appeals may be made to the Iowa Department of Education or the Iowa court system. No student will be denied his/her personal or constitutional rights.

If you have a grievance against the principal, go directly to step two. (B.P. 504.6)

Discrimination:

Policy to ensure that students are free from discriminatory practices in the educational program (MC/GF policy) (MCGF1) 281—*IAC 12.5(8)* Multicultural (MC) approaches to the educational program are defined as those with foster knowledge of, and rest and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, sex, disability, religion, creed, and socioeconomic background. The contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities.

Section 504/ADA Policy Statement

It is the policy of Denver Community School Board of Education to provide a free and appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who have disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). For further information contact Brad Laues, the coordinator of Section 504/ADA activities.

Denver Secondary School
Good Conduct Policy
for Extra-Curricular Participation

Extra-curricular activities are a major part of the secondary school experience. Things learned in these activities are applicable to many aspects of life. Denver has a commitment to excellence in our activity program. However, it should be noted that these extra-curricular activities are voluntary. Hence, they are a privilege, not a right. Consequently, participants in activities are bound to follow certain rules. The student is responsible for following rules/regulations of the individual director/coach.

GENERAL GUIDELINES

1. The determination of eligibility shall rest with the principal or his/her designee.
2. Eligibility guidelines are applied to all of the extra-curricular activities sponsored by the Denver Community School District. Discretionary ineligibility may still apply to any activities sponsored by the district, including but not limited to, homecoming activities, prom, and/or the graduation ceremony.
3. The eligibility guidelines are to be followed 24 hours a day, 365 days a year.
4. A student cannot join an activity after the first official sign-up date or practice for the purpose of working off ineligibility.
5. Students who begin an activity or are sanctioned during an activity must complete the activity in good standing.
6. If a student is not participating in any extra-curricular activity at the time of the infraction, the student will be ineligible for the next activity in which the student participates.
7. If the violation occurs near the end of one extra-curricular activity, and the assigned penalty cannot be fulfilled during that activity, the additional assigned penalty will be carried over to the next extra-curricular activity that the student participates in while attending high school.
8. All community service time will be evaluated and approved by the principal.
9. All community service time is to be completed under the supervision of an adult not in the student's immediate family, during out-of-school hours.

VIOLATIONS

I. Mandatory Ineligibility

1. Violations of local, state, or federal law except minor traffic, hunting, or fishing offenses, regardless of formal charges or convictions.
2. Use, possession, or sale of illegal drugs, alcohol, or tobacco, or drug paraphernalia.
3. Presence at a setting where illegal consumption/use of drugs or alcohol by minors, or other illegal activity is occurring. A student in attendance where illegal consumption of alcohol/drugs occurs, becomes aware of such illegal consumption on arrival, and immediately leaves the site will retain eligibility.
4. Vandalize, destroy, damage, or steal school property or the property of others.
5. Fight, assault physically, abuse, or repeatedly threaten injury to another person while in school, at school sponsored events, or on school vehicles.
6. Excessive unsportsmanlike conduct, profanity, verbal abuse, or threats toward persons, including players, coaches, fans, game officials, or site administrators.
7. Participation in a non-school sponsored event during a same sport season without the permission of the the Athletic Director, Principal, and coach as spelled out in board policy 504.6.
8. Violation of the district harassment/bullying policies. BP502.2

II. Discretionary Ineligibility

The school reserves the right to declare a student ineligible for participation in co-curricular and extra-curricular activities as a result of frequent violations of school rules.

COMMUNITY SERVICE

The following community service hours will be assigned for students who violate the Good Conduct Policy. These required hours must be served before the student will be allowed to participate in any extra-curricular activities.

1. Consequence for 1st Violation: 10 hours of community service.
2. Consequence for 2nd Violation: 20 hours of community service.
3. Consequence for 3rd Violation: 30 hours of community service.

If juvenile court services also assigns community service hours, the student will be able to use the hours to fulfill both requirements.

DUE PROCESS

The Due Process guaranteed when a student is facing a loss of eligibility is as follows:

- Step 1: The student is informed of the suspected infraction of the Good Conduct Rule and the basis for the accusation.
- Step 2: The student will be given an opportunity to state his or her version of events.
- Step 3: The principal determines whether a violation has occurred.
- Step 4: If the principal believes a violation of the Good Conduct Rule has occurred, the student is notified, either orally or in writing, that the penalty will be imposed, effective immediately.
- Step 5: The principal will notify the student's parent or guardian of the decision and penalty.

PROCESS TO APPEAL

If a student or parent wishes to appeal the principal's decision regarding a violation of the Good Conduct Rule, he or she may do so by notifying the superintendent in writing within three (3) days. An appeals board consisting of the superintendent, one coach or activities director, and 2 volunteers from the policy review committee, will be convened within 5 school days to hear the appeal.

The penalty will remain in force during the appeal process unless and until the principal's decision is overturned.

If the student, parent or guardian is still not satisfied, the superintendent's decision can be appealed to the school board by notifying the board secretary in writing of a request for review by the board. The board's decision is final.

This policy drafted by a committee was approved by the Board of Education June 21, 2004.

CONSEQUENCES OF VIOLATIONS

When a student has been determined to be in violation of the Good Conduct Policy, he/she will be faced with the following penalties:

Sport	Consequences for 1 st Violation	Consequences for 2 nd Violation	Consequences for 3 rd Violation	Consequences for 4 th Violation
Football, X-Country FB Cheerleading	3 calendar dates	6 calendar dates	365 days from date school officials are informed	Prohibited from participating for remainder of high school career
Volleyball Track Golf Soccer Bowling	4 calendar dates	8 calendar dates	365 days from date school officials are informed	Prohibited from participating for remainder of high school career
Wrestling WR Cheerleading	5 calendar dates	10 calendar dates	365 days from date school officials are informed	Prohibited from participating for remainder of high school career
Basketball BB Cheerleading	6 calendar dates	12 calendar dates	365 days from date school officials are informed	Prohibited from participating for remainder of high school career
Baseball Softball	8 calendar dates	16 calendar dates	365 days from date school officials are informed	Prohibited from participating for remainder of high school career
Speech Drama Variety show	1 calendar date	2 calendar dates	365 days from date school officials are informed	Prohibited from participating for remainder of high school career

*the amount of assigned consequence time will be reviewed yearly and may be subject to change

Note: Any student who is participating in multiple extra-curricular activities at the same time will serve the consequence time for violating the good conduct policy that is greatest in duration. For example, a student participating in football and drama at the same time, and commits a 1st time good conduct violation, that individual will be required to miss the next 3 calendar dates that any extra-curricular activities take place.

Summary of Scholarship Rule, 281—IAC 36.15(2)

The following requirements were effective 7-1-08:

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing all at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

Denver Secondary School

Classroom Schedules

REGULAR Schedule

Period 1 8:12 - 8:55
Period 2 8:58 - 9:41
Period 3 9:44 - 10:27
Period 4 10:30 - 11:13
Period 5
HS Lunch 11:16 - 11:41
HS Class 11:44 - 12:25
MS Class 11:16-11:45, 12:13-12:25
MS Lunch 11:45 - 12:10
(Elem. Lunch) 12:15 - 12:40
Period 6 12:28 - 1:11
Period 7 1:14 - 1:57
Period 8 2:00 - 2:43
SLC 2:46 - 3:10

2:00 (Wednesday) Dismissal

Period 1 8:12 - 8:51
Period 2 8:54 - 9:33
Period 3 9:36 - 10:15
Period 4 10:18 - 10:57
Period 5 **Middle School**
Class: 11:00 - 11:30, 11:58 - 12:05
Lunch: 11:30-11:55
High School
Lunch: 11:00-11:25
Class: 11:28-12:05
Period 6 12:08 - 12:43
Period 7 12:46 - 1:21
Period 8 1:24 - 2:00

1:10 Dismissal Schedule

Period 1 8:12 - 8:46
Period 2 8:49 - 9:23
Period 3 9:26 - 10:00
Period 4 10:03 - 10:37
Period 6 10:40 - 11:13
Period 5
HS Lunch 11:16 - 11:41
HS Class 11:44 - 12:10
MS Class 11:16 - 11:44
MS Lunch 11:45 - 12:10
Period 7 12:13 - 12:40
Period 8 12:43 - 1:10

2-Hour Late Start Schedule

Period 1 10:12 - 10:41
Period 2 10:44 - 11:13
Period 5
HS Lunch 11:16 - 11:41
HS Class 11:44 - 12:20
MS Class 11:16-11:45, 12:13-12:20
MS Lunch 11:45 - 12:10
Period 3 12:23 - 12:54
Period 4 12:57 - 1:28
Period 6 1:31 - 2:02
Period 7 2:05 - 2:36
Period 8 2:39 - 3:10

12:30 Dismissal

Period 1 8:12 - 8:35
Period 2 8:38 - 9:01
Period 3 9:04 - 9:27
Period 4 9:30 - 9:53
Period 6 9:56 - 10:19
Period 7 10:22 - 10:45
Period 8 10:48 - 11:11
Period 5
HS Lunch 11:14 - 11:39
HS Class 11:42 - 12:17
MS Class 11:16-11:39, 12:07-12:17
MS Lunch 11:39 - 12:04
SLC 12:17 - 12:30
(Elem. Lunch) 12:05 - 12:30