



**2023-2024**  
**Spartan Student**  
**Handbook**

Dear Students and Parents,

Welcome to Sparta! We are excited for the 2023-2024 school year and can't wait to see what it brings. As you review the contents of the student handbook you will find that its contents include: new bell schedules, counseling information, graduation requirements, behavioral expectations, and other Doherty High School policies.

Here in Sparta, we encourage every student to immerse themselves in our Spartan culture. As a school, we offer a variety of activities, athletics, and clubs. If there is interest surrounding something that is not offered we are always open to something new.

If you have any questions or concerns, don't hesitate to contact an administrator. We are looking forward to a great year!

Go Spartans,

Doherty Administrative Team

<b>We Before Me</b> <b>Focused – Disciplined - Responsible</b>		
	<b>Student Commitments</b>	<b>Staff Commitments</b>
<b>As a SPARTAN I will...</b>	<b>Be where I am supposed to be, on time, and prepared.</b>	Communicate to students what a “tardy” and an “absent” look like (staff agreed that if a student is on the classroom side of the door they are “on time”) Security and Administration will be present in the halls during passing and get kids to class Speak with students when tardies are a pattern Take accurate attendance at the beginning of the period Teachers communicate with families about tardies and absences Teachers refer students who have excessive tardies to Deans
	<b>Use electronics only when approved.</b>	Have a clear policy and enforce it Communicate the purpose of the policy Create a Social Contract for the class Take phone breaks if appropriate Reach out to parents if problem persists
	<b>Maintain academic integrity.</b>	Be explicit when defining academic integrity in class Work with Deans, Admin., Counselors to address breaches of academic integrity
	<b>Lean into GRIT (Growth, resilience, initiative, and tenacity)</b>	Develop caring relationships with students. Express empathy Have high expectations and integrate supports so students can achieve them Model behaviors
	<b>Leave SPARTA in better shape than I found it.</b>	Direct students to clean their spaces in the classroom and common areas Model and promote We Before Me

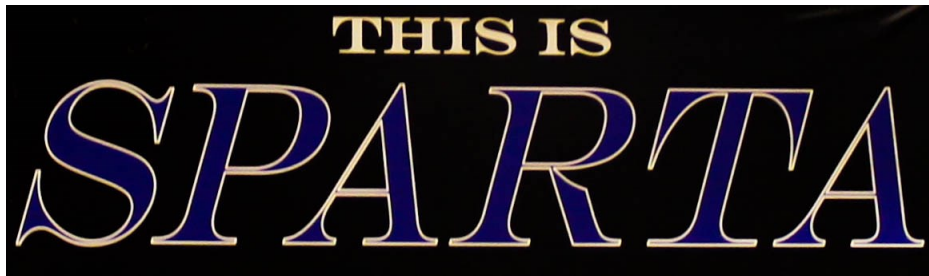
**Above All – Be Kind and Respectful**

#### NONDISCRIMINATION STATEMENT

School District 11 is committed to a policy of nondiscrimination in relation to race, creed, color, sex (gender), ancestry, sexual orientation, religion, national origin, age and/or disability. Discrimination and/or harassment based on the aforementioned areas will not be tolerated and must be brought to the immediate attention of the school principal or D11 nondiscrimination compliance coordinator: Alvin Brown, JD, Office of Equal Opportunity Programs and Ombudservices, 1115 N. El Paso Street, Colorado Springs, CO 80903, Phone: 520-2271, FAX: 520-2442, email: [alvin.brownjr@d11.org](mailto:alvin.brownjr@d11.org)

#### DECLARACIÓN DE NO DISCRIMINACIÓN

El Distrito Escolar 11 de Colorado Springs está comprometido a una política de no discriminación en cuanto a raza, credo, color, sexo, ascendencia, orientación sexual, religión, origen nacional, edad, y/o impedimento. La discriminación y/o el acoso que sucedan a base de factores arriba mencionados no se tolerarán y deben ser denunciados de inmediato al director de la escuela o al coordinador de cumplimiento con la no discriminación en D11: Alvin Brown, JD, Office of Equal Opportunity Programs and Ombudservices, 1115 N. El Paso Street, Colorado Springs, CO 80903. Teléfono: 520-2271, FAX: 520-2442, Correo electrónico: [alvin.brownjr@d11.org](mailto:alvin.brownjr@d11.org).



**THOMAS B. DOHERTY HIGH SCHOOL**

**4515 Barnes Rd.**

**Colorado Springs, Colorado 80917**

**(719) 328-6400, [www.d11.org/doherty](http://www.d11.org/doherty)**

**STUDENT HANDBOOK**

The policies and procedures contained in this handbook delineate your due process rights in reference to student behavior at Doherty High School. In receiving this handbook, you acknowledge Doherty's administrative authority to enforce school rules accordingly. This information has been carefully prepared so that it will help you adjust to our school and become an integral part of it.

Your teachers are eager to help you prepare for a successful adult life, so commit to learning. Along with your studies, get involved in extra-curricular activities. These activities are designed to help you enjoy school life. Remember your success is directly related to your efforts.

**ADMINISTRATIVE PERSONNEL**

Lana Flenniken	Principal		328-6402
Hillary Hienton	Asst. Principal		328-6552
Lauren Murphy	Asst. Principal		328-6403
Trevor Needham	Asst. Principal		328-6404
Jon Shub	Athletic Director/Business Mgr.		328-6443
Nicole Hart	Dean of Students	9/11 Grds.	328-6451
Diane Schinkel	Dean of Students	10/12 Grds.	328-6419
Micheal Torrey	Attendance Dean	9/11 Grds.	328-6431
TBD	Attendance Dean	10/12 Grds.	

**SUPPORT PERSONNEL**

Kerstin Gokey	Main Office	328-6410
Lyndsay Zandarski	Attendance Secretary	328-6413
Simmy Palmer	Attendance Secretary	328-6414
Michelle Nyquist	Discipline Office	328-6476
Amy Rottenborn	Admin. Assistant to the Principal	328-6411
Julie Reid	Admin. Assistant/HR	328-6541
Tracey Gillespie	Accounting Assistant	328-6465

 <b>Doherty High School</b> <b>2023-24 Bell Schedule</b> 			
<b>ALTERNATING MONDAYS</b>		<b>Tues/Thurs</b>	<b>Wed/Fri</b>
<b>PLC Late Start</b>			
1 <sup>st</sup> Per 9:25 – 10:25	5 <sup>th</sup> Per 9:25 – 10:25	1 <sup>st</sup> Per 7:40 – 9:18	5 <sup>th</sup> Per 7:40 – 9:18
2 <sup>nd</sup> Per 10:30 – 11:30	6 <sup>th</sup> Per 10:30 – 11:30	2 <sup>nd</sup> Per 9:23 – 11:04	6 <sup>th</sup> Per 9:23 – 11:04
CCR 11:35 – 12:20	CCR 11:35 – 12:20	Lunch 11:09 – 11:49	Lunch 11:09 – 11:49
Lunch 12:25 – 1:05	Lunch 12:25 – 1:05	3 <sup>rd</sup> Per 11:49 – 1:27	7 <sup>th</sup> Per 11:49 – 1:27
3 <sup>rd</sup> Per 1:05 – 2:05	7 <sup>th</sup> Per 1:05 – 2:05	4 <sup>th</sup> Per 1:32 – 3:10	8 <sup>th</sup> Per 1:32 – 3:10
4 <sup>th</sup> Per 2:10-3:10	8 <sup>th</sup> Per 2:10 – 3:10		

 <b>Doherty High School</b> <b>Special Schedules</b> 	
<b>ASSEMBLY SCHEDULE</b>	<b>2-HOUR DELAY DUE TO INCLEMENT WEATHER (This schedule supersedes all others.)</b>
1 <sup>st</sup> /5 <sup>th</sup> Per 7:40 – 9:05	1 <sup>st</sup> /5 <sup>th</sup> Per 9:40 – 10:50
2 <sup>nd</sup> /6 <sup>th</sup> Per 9:10 – 10:35	2 <sup>nd</sup> /6 <sup>th</sup> Per 10:55 – 12:05
Assembly 10:40 – 11:30	Lunch 12:10 – 12:45
Lunch 11:35 – 12:15	3 <sup>rd</sup> /7 <sup>th</sup> Per 12:45 – 1:55
3 <sup>rd</sup> /7 <sup>th</sup> Per 12:15 – 1:40	4 <sup>th</sup> /8 <sup>th</sup> Per 2:00 – 3:10
4 <sup>th</sup> /8 <sup>th</sup> 1:45 – 3:10	

**Monday Green Days 1st Semester: 8/21, 9/11, 9/25, 10/9, 10/30, 11/13, 12/4**  
**Monday Blue Days 1st Semester: 8/28, 9/18, 10/2, 10/23, 11/6, 11/27, 12/11**

**Monday Green Days 2nd Semester: 1/8, 1/29, 2/12, 3/4, 3/18, 4/8, 4/22, 5/6.**  
**Monday Blue Days 2nd Semester: 1/22, 2/5, 2/26, 3/11, 4/1, 4/15, 4/29, 5/13.**

**Mondays that are not Blue or Green: 9/4, 10/16 (Bldg. PD Day), 11/20, 12/18 (Finals), 12/25, 1/1, 1/15, 2/19, 3/25, 5/20 (Finals)**

**Two Hour late start supersedes all other schedules**

### Monday 1 hr. 45 min.

**Late Starts** occur weekly for collaborative staff work. If a weather delay, cancellation or holiday falls on this day, the late start **will not** be rescheduled. Exceptions will occur for Semester exams, CMAS and SAT testing.

**Two Hour Late Starts** occur when District 11 and officials determine that inclement weather, or some other emergency, requires this delay. ( See "Inclement Weather Procedure, p. 25.)  
**\*Supersedes all other schedules.**

### SCHEDULE ADJUSTMENTS/LATE STARTS FOR TESTING

Other late starts and scheduling adjustments to accommodate mandatory testing, i.e. STAR, SAT, semester finals will be announced in the Spartan News (Doherty High Newsletter) or on the Doherty Website: [www.d11.org/doherty](http://www.d11.org/doherty) when determined. Please check this newsletter online for updated information.

**For the safety of our students, Doherty High School is open from 6:30 a.m. to 3:30 p.m. Students are not to arrive prior to 6:30 a.m. and should leave by 3:30 p.m. unless working directly with a staff member or coach.**

## COUNSELING AND GUIDANCE INFORMATION COUNSELOR STAFF

### Alpha Counselors (Last Name)

Sandra Gilbert	A-B	328-6418
Lana Schymos	C-D	328-6492
Scott Crosby	E-G	328-6420
Kim Stone	H-K	328-6407
Stacy Strobel	L-M	328-6409
Destiny Rosenberg	N-Si	328-6416
Lindsey Wedor	Sk-Z	328-6580
Andrew Huggins	College and Career	328-6408
Jody Crawford	Registrar	328-6406
Maribeth Weems	Data Processor	328-6473
Wanda Fuentes	Secretary/Receptionist	328-6412

### STAFF SPECIALISTS

Lawrence Archuleta	SRO	328-6448
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**SEEING A COUNSELOR.** Students will be assigned a counselor who will work with the student during his/her four years of high school; students will see that counselor for all routine matters. The counseling center is open from 7:15 a.m. to 3:30 p.m. Appointments with counselors can be made in person by the student or by calling 328-6412.

**SCHEDULE CHANGES:** Students who selected classes in the spring are expected to have their schedule finalized prior to the fall check-in dates. Once classes begin, schedule change requests must be made within the first week of school.

### CLASS DROPS/ADDS

Any student initiated request to drop a class during the first 7 school days must be approved by a counselor and parent. After the 10th day, the Drop/Add process, beginning with Counselor approval, must be followed. A drop after the 10th day may result in an "F" or "H" grade on the student transcript. Drop/Add Forms are in the Counseling Center.

**NOTE:** Students are to attend all scheduled classes until changes are finalized. Classes missed because of anticipated schedule changes will be considered truantries.

## STUDENT GRADE REPORTS

All are available on Parent Connect  
Progress Reports are also given to students

### Grade Reports

Mid Quarter Progress Reports	Mid Quarter Progress Reports
First Quarter Grade Reports	Third Quarter Grade Reports
Mid Quarter Progress Reports	Mid Quarter Progress Reports
First Semester Grade Reports	Second Semester Grade Report

#### Grades

A = Superior  
B = Above Average  
C = Average  
D = Below Average  
F = Failure, No Credit  
G = Credit without Grade  
H = Withdrawal before Credit Earned  
I = *Incomplete (Parents need to contact the teacher for information)*

#### Citizenship

5 = Exemplary  
4 = Above Average  
3 = Average  
2 = Below Average  
1 = Poor

An “Incomplete” **I** is utilized to inform the parent and student that the teacher has allowed the student’s work to be turned in at an agreed upon later date. Incompletes will become F’s if the student’s work is not turned in by the agreed upon date. (Illness/ medical issues/accidents may be taken into consideration if the agreed upon date for work to be handed in is in question.) Incompletes become F’s (no credit in the course for the semester) if not taken care of in a timely manner.

### PARENT ACCESS TO PowerSchool

Parents can access their student’s attendance records and grades by using the PowerSchool app or the Internet. To create an account and access PowerSchool go to <https://www.d11.org/PowerSchool> and follow the step-by-step instructions to get started. Doherty encourages parents to use this resource to monitor their student’s progress in school.

### P.E. WAIVERS

Waivers due to long-term excused illness may be granted on the written request of a licensed medical doctor. The Principal must approve these requests. Students with a P.E. waiver are exempt from the P.E. graduation requirements, but must earn equivalent credit in an elective area. In the event a student is unable to participate in P.E. for short periods of time, arrangements should be made with the P.E. teacher. Students must continue to report to class. The P.E. teacher is responsible for keeping the record of attendance.

## GRADUATION REQUIREMENTS

Subject	Subject Credits	
English	8	
Social Studies	6	
Mathematics	6	
Science	6	
Physical Education	3	
Health	1	
Humanities	2	
Computer Education	1	
Economics	1	
Post Secondary Work Force (PWR)		1
<b>Required Subjects</b>	<b>35</b>	
<b>Electives</b>	<b><u>11</u></b>	
<b>Total</b>	<b>46</b>	

### STUDENT RECORDS

The confidentiality of student records and privacy rights of students and parents shall be maintained in compliance with the Family Educational Rights, FERPA and Privacy Act (Buckley Amendment). BOE (JO)

### HONOR ROLLS

Doherty publishes 3 honors lists at the end of each semester.

High Honors – Students with GPA of 4.0 or higher.

Honors – Students with GPA of 3.75 to 3.99

Honorable Mention – Students with GPA of 3.5 to 3.74

### ACADEMIC LETTERS

Academic letters are awarded each fall to students who have completed two consecutive semesters at Doherty with a 3.75 or better GPA.

### NATIONAL HONOR SOCIETY

Sophomores, juniors, and seniors who have been at Doherty a minimum of one semester and have a minimum 3.75 cumulative GPA are eligible for selection into NHS. Selection, by a five-member faculty council, is based on a student’s demonstrated character, leadership, and service (both to DHS and the community). Students are responsible for obtaining proper forms and turning in documentation in all three areas prior to announced deadline in order to be considered. Forms must be turned in to the NHS Sponsor. Eligible students will be contacted during first semester, given more information, and asked to fill out a resume if interested in membership. Once inducted into NHS, all membership requirements must be upheld.

## WITHDRAWAL FROM SCHOOL

Students who must withdraw from school are asked to follow these procedures:

1. Inform the registrar (328-6406). If you are transferring to another school, the registrar will provide you with withdrawal paperwork.
2. The registrar will provide you with a Check-out Form, which must be signed by the Media Center and the Business Office.

## FINAL EXAMS

Doherty High School does not give early releases or early finals. If a student is absent during finals, they will be given a grade with the missing final calculated in their semester grade or they may make up the final within two weeks of the last day of that semester.

## ATHLETICS

For all athletic information please visit the website: [www.Dohertyathletics.org](http://www.Dohertyathletics.org)

## ACTIVITY TICKETS

Activity tickets can be purchased separately in the Business Office for \$15.00. Activity tickets are valid for home/regular season athletic events only that are held at Doherty High School or a D-11 facility. (Activity tickets **cannot** be used for district, regional or state playoffs).

## ASSEMBLIES/BEHAVIOR

Students are to enter assemblies in an orderly manner, maintain appropriate behavior and remain until the assembly is concluded. Both students and teachers are expected to attend. Sign up assemblies are those that teachers have the option to sign up for. If students are required to attend a sign up assembly, they will receive information from their teacher. **No backpacks allowed in the gym during assemblies!** Students will leave backpacks in the classroom or in their lockers.

## Student Cabinet

President	Ade Smith
Vice President	Dempsey Schrader
Assemblies	Tay Biglow
Morale	Ryan Maccagnan
Publicity	Jaikrah Bowman
Records	Kira Wright
Social	Wryan Sutton
Relations	Brooke Wood

## CLUBS & ACTIVITIES

### ACE CTSO

### Aerospace Club

### Anime Club

### Auto Club

### Chess Club

### Creative Writing Club

### Colorado Youth Congress Club

### DECA

### Diversity Council

### Environmental Club

### FBLA

### FCA

### FCCLA

### Forensics

### French Club

### German Club

### GSTA

### HOPE Club

### International Thespian Club

### Link Crew

### Mathletes

### Mock Trial

### National Honor Society

### Origami Club

### Photo Club

### SC ^2

### Sign Language Club

### Science Olympiad

### TSA

### Weg Heads Club

### VEX Robotics

### Yearbook

### Young Life Campaigners



## DANCE PROCEDURES

- DHS students must present a current DHS student identification for admission.
- School dress code applies to all dances unless otherwise stated.
- No hats or headgear allowed at Doherty dances including Prom.
- Students and guests attending a Doherty-sponsored dance agree to appropriate dancing (no grinding, etc.). Consequences will include, but not be limited to: parent contact, disciplinary referral and being asked to leave the dance with no refund.
- Students who leave will not be allowed to reenter
- School rules are enforced.
- Each DHS student is allowed one guest at the following dances: Homecoming, DECA's Winter Formal and Prom. The guest MUST BE registered with an assistant principal by 3:00 p.m., the day before the dance. Administration may deny the request under certain circumstances. No middle school students are allowed as guests at DHS dances
- Guests must be 20 years of age or younger. All guests must have an I.D. and arrive with the DHS student who registered the guest.
- No one will be admitted to dances after 10:00 p.m.

### **Dance Court Nominee Requirements:**

- Carry a cumulative GPA of 2.5 or higher
- Must currently be a full time student at time of nomination
- No behavior referrals in their senior year Not failing more than one class at time of nomination
- Has to have been a Doherty Student for two years or more
- Doherty administration reserves the right to establish other procedures for individual dances.

## **D-11 STUDENT CONDUCT, ATTENDANCE AND DISCIPLINE CODE**

The purpose of the Student Code of Conduct, Attendance and Discipline Code is to provide the framework and standards for all students throughout the District. This Code is meant as a resource and guide for students, parent/guardians and staff, and provides procedures and clarity for all discipline related issues throughout the District.

This Code sets guidelines:

- To foster sound educational practice and productive learning and equip every student in the District for success today and in the future
- To develop in every student in the District a positive attitude

- To ensure that every student in the District shows respect for authority, follows district rules and policies, and follows state and federal laws regarding conduct, discipline, and attendance in school.
- To serve as a guide for District employees and community members regarding reasonable and appropriate interventions and consequences for unacceptable behavior and attendance

## STUDENT RESPONSIBILITIES

Colorado Springs School District 11 has developed the Student Conduct, Attendance and Discipline Code to help students, parent/guardians and school personnel understand the guidelines for maintaining a safe learning and working environment. It is intended to provide guidance for all students in grades K-12 in all of the District's traditional, charter, and alternative education settings.

Each Student Who Attends a District 11 School is Expected to Obey District Rules ;

- While on school grounds or in school buildings
- While on district grounds or in district buildings
- While in school district vehicles
- During school sponsored activities, field trips and sporting events

The Colorado Revised Statutes and District policies make it clear that behavior which takes place off of school grounds may properly be the subject of suspension or expulsion where the behavior is detrimental to the safety and welfare of other students or school personnel. Not all off-campus behavior will have adverse effects at school, but behavior which does will subject a student to potential discipline, including suspension and expulsion. Furthermore, students who are disciplined for infractions according to the provisions of this Code may also be subject to additional consequences by law enforcement for acts that violate local, state and federal law.



## STUDENT RIGHTS

Colorado Springs School District 11 students have rights:

- To a safe and positive learning environment free of crime, violence, intimidation, bullying, harassment and other forms of discrimination
- To be informed of the policies and procedures for student discipline, attendance and truancy
- To free expression of thoughts, in speech and writing, that does not violate the rights of others
- To learn about the grading standards used throughout all curriculums and classes
- To privacy of their personal property, unless reasonable suspicion exists to examine such property
- To have a confidential student record
- To due process related to discipline and attendance decisions at all levels

## GENERAL RULES OF CONDUCT

- Students shall act in a manner that maximizes the substantial benefits of public education.
- Students shall accept responsibility for their own behavior.
- Students shall develop and use problem-solving skills to resolve conflicts.
- Students shall follow established District, school and classroom rules.
- Students shall maintain academic integrity.
- Students shall refrain from interfering with learning and teaching.
- Students shall maintain appropriate dress and hygiene.
- Students shall respect others.
- Students shall respect the rights and property of others.
- Students shall refrain from harming themselves or others.
- Students shall refrain from acting in such a manner as to expose others to risk or danger of harm or injury.
- Students shall not use threats or intimidation against others.
- Students shall not engage in unlawful or immoral activities
- Students shall refrain from carrying, bringing, using or possessing any weapon or weapon facsimile in or on District property.
- Students will refrain from using drugs, alcohol or nicotine while at school event or on school grounds.

## Student ID Policy

All students must have their ID on their person everyday. In order to enter the school you will need to present your ID to Security at the entrance of the school.

## Leaving Campus

Outside of lunch hours Doherty High school will be a closed campus. 10-12th graders may leave campus for lunch but 9th graders are prohibited from leaving for lunch. During free period students may only leave and enter the building during passing periods.

## STUDENT DRESS CODE

Colorado Springs School District 11 is committed to a learning environment that is safe, conducive to high student achievement and free from unnecessary disruption. The District's dress code helps to establish a minimum standard of dress for all schools. Individual school principals may develop their own dress code policies that meet the guidelines set forth by board policy. Exemptions to this dress code for special occasions or for personal consideration are up to the discretion of the school administration.

## The Following Clothing is Appropriate for School:

- Clothing that is worn as designed and covers private parts of the body, to include midriffs and backs
- Clothing that fits properly and does not expose undergarments
- Clothing that is the appropriate length; hemlines no shorter than mid thigh for shorts and skirts
- Clothing that is free of excessive holes, rips, and tears that expose private areas of the body or undergarments
- Footwear that protects a student's feet are required; slippers and bare feet are not allowed
- Clothing that is part of an extra-curricular activity that has been approved by the building principal.
- Clothing that has been approved by the building principal for specific school events
- Clothing, paraphernalia and jewelry that contain appropriate messages, free of references to sexually suggestive activity, drugs and alcohol, gangs, or are obscene and profane, hateful or disruptive to the learning environment.

## STUDENT ABSENCES AND COMPULSORY ATTENDANCE

Colorado statutes and district policies continue to stress the importance of parent/guardian involvement and responsibility in ensuring their student's development. Furthermore, it is the responsibility of parents and guardians to make sure that the children under their care are provided the opportunity for education and training. The Colorado Compulsory Attendance Law was created to make sure that students from the age of six to seventeen attend school. School District 11 believes that mandatory attendance is an essential component of student achievement and works hard to make sure that attendance is accurately recorded, monitored and reviewed for every student. The guidelines set forth in this attendance policy apply to all traditional, charter, alternative and online schools within District 11. For further information, please see Policies JHB, JEA, JH, JH-R, JHD and JLIB.

Colorado's Compulsory Attendance Law states:

- Secondary school students must attend school for 1056 hours in a school year
- Elementary school students must attend school for 986 hours in a school year

Absences are Excused for Any Student Who:

- Is temporarily ill
- Has an absence approved by an administrator
- Is enrolled in an independent or parochial school
- Has a mental, physical or emotional disability
- Has been removed from school for a disciplinary action
- Possesses a current work permit
- Is in the custody of law enforcement
- Is pursuing a work study program
- Is being home schooled in an approved home school program

Absences WILL NOT be Excused for the Following Types of Reasons:

- "My student's grandparents are coming to town and we want to take a family trip to the top of Pikes Peak."
- "My student overslept because she had to work late last night."
- "My student had to watch his younger brothers and sisters."
- "My student needed to finish his English project, so please excuse him from morning classes while he studies in the library."
- Absences equivalent to 4 days in a month or 10 days in a year
- A doctor's note will be required after absences equal 4 days in a month or 10 days in a year.

## TRUANCY

When a student misses any part of a school day, and that absence is not excused within the appropriate time allowed by policy, a student becomes truant. Students who are "skipping" school regularly, or who are absent from school for reasons that do not meet the statutory criteria above are considered truant from school. Habitually truant students are those students who miss more than four days of school in a month, or ten days of school in one year. This truancy greatly impacts a student's achievement. Students and parent/guardians who violate this policy can be subject to disciplinary action at the school and through the judicial process.

Student Responsibilities:

- Attend school daily with no absences or tardiness
- Follow school policies for check in and check out
- Respect the attendance policy of all teachers
- Remain on campus during the school day (10th-12th grade students have off campus lunch where approved by the building principal, except 9th grade students are to remain on campus)
- Maintain an active schedule at school

Parent/Guardian Responsibilities:

- Notify school of current contact information
- Contact the school for attendance related issues
- Know the attendance policies at their school
- Provide proper documentation if requested
- Stress the importance of daily school attendance
- Arrange appointments for after school hours

## STUDENT MAKE UP WORK RELATED TO ABSENCES

Students may make up work for absences from school. It is the student's responsibility to obtain all make up work assignments when they return to school. Students are granted one day of additional makeup time for each day of absence. A school principal may extend the period of makeup work for special circumstances. Any work not handed in within the one day make up window is subject to a reduction in grade per the policies of the school or any member of a school's teaching staff. Furthermore, teachers are permitted to require absent students alternate assignments to maintain the integrity of original assignments. These assignments may not be used as a behavioral consequence for a student absence from class, and they should be of equal challenge, score and weight in the overall academic assessment.

- Unexcused absence or suspension (without penalty) – Students are expected to make up work following an unexcused absence or suspension. The same time line and guidelines are used for makeup work as the excused absence.
- Field Trips – Making up work due to field trips is the responsibility of the student. Students should consult and prearrange with their classroom teachers to determine when the work is due.
- Tests – Tests and other make up work which require teacher monitoring will be arranged by the teacher to meet both teacher and student schedules.

## DHS ATTENDANCE REPORTING PROCEDURES/ RESPONSIBILITIES

The District 11 automated system calls home when a student has missed one or more classes and there has not been a call to excuse the student. Parents and students can avoid attendance problems by following these procedures:

1. **Any legitimate absence** (according to state law and board policy) excused by parent or guardian **within 48 hours** by note or phone call is **"excused"**.
2. **Students must check out** with the Attendance office **prior to leaving campus** for appointments or going home sick. **Failure to do so will result in an unexcused absence.** The status of absences due to emergencies or extenuating circumstances will be determined by an administrator.
3. **When students return to school** from appointments they are to **check in with the Attendance Office** before returning to class.
4. Students are **TARDY** if they are not in class when the period begins. **If attendance has been taken prior to a student's entrance in class;** it is the **student's responsibility** to resolve this with the teacher or Attendance Office in order to avoid being marked "unexcused."

## DHS CONSEQUENCES FOR NON-ATTENDANCE

Penalties for trancies include one or more of the following:

- Parent contact
- After school detention
- In school detention/out of school suspension
- Attendance contract
- Court referral truancy for students under 17 years of age

## GOOD ATTENDANCE/PRIVILEGE SYSTEM

Good attendance is essential for student learning. Ninth graders are restricted to campus their first semester and may earn these privileges second semester by meeting the following criteria.

- **Freshmen are not to leave campus** during the school day without permission from an administrator. Freshmen are scheduled for 7 periods of instruction.
- Students in grades 10-12 who have a free period and want to leave campus will check out at the west door and will be allowed to leave if they are in good standing with behavior, attendance, and grades

## DISCIPLINE / INTERVENTION PROCEDURES

Consequences to be enforced, depending on the nature of the infraction, include but are not limited to:

- **After School Detention:** To be served after school for 40 minutes.
- **In School Detention:** The student is to remain in room 336 for the school day. Students are responsible for obtaining homework from teachers.
- **Off Campus Suspension:** School administrators may suspend students off campus for up to 5 days.
- **Police Involvement: Student may be referred to the DHS School Officer** depending on the severity of the infraction. Any student accused of wrongdoing will be afforded the following due process procedure in a meeting with an administrator:
  - An oral statement of the charges against the student
  - An opportunity for the student to explain his/her conducts.

## BULLY FREE SCHOOLS

In accordance with Colorado Statute 22-33-109.1, and school board policy JICDE, *Bullying Prevention and Education*, Colorado Springs School District 11 is committed to protecting students and staff from discrimination, bullying and harassing behaviors. Bullying, hazing, intimidation and harassment of any kind will not be tolerated in District 11 schools regardless of how they are communicated. Programs throughout District 11 help educate students, staff and parent/guardians on: identifying bullying behaviors in schools; providing strategies for addressing bullying behaviors; and, implementing administrative procedures for the reporting and disciplining associated with bullying behavior. Any student who commits an act of intimidation, harassment or bullying is subject to disciplinary action. **Student should report bullying behaviors immediately to a school staff member, the school principal or principal's designee, or call Safe2Tell at 1-877-542-SAFE.**

In addition, Doherty High School does not tolerate this type of behavior and will take appropriate steps to deal with offenders. Examples include but are not limited to harassment related to:

- Religion
- Gender or appearance
- Socioeconomic status
- Racial/Ethnic Background

Parents and students should report problems immediately to a counselor, administrator or other appropriate staff before the problem escalates.

- Students who are feeling threatened should report their concerns to an administrator staff member, or campus security. Parents are asked to report a potential problem to an administrator or campus security. Harassment may be in the form of electronic devices (i.e. text messaging, voice mail, Facebook, etc.).

**Because sexual harassment is sometimes difficult for students and parents to understand, the following information is DHS/District Policy:**

It shall be a violation of policy for any employee or student of the district to harass another employee or student through conduct or communications of a sexual nature. Sexual harassment may include but is **not** limited to:

- Sex-oriented verbal "kidding," abuse or harassment
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching, such as patting, pinching or constant brushing against someone else's body
- Suggesting or demanding sexual involvement, accompanied by threats concerning one's grades, employment or personal concerns.

Any student who believes she or he has been harassed as defined in this policy is expected to report such information promptly in a truthful manner in accordance with the procedure of JBB-R. All students are required to cooperate fully and truthfully in any district investigation of sexual or racial harassment.

## ALTERCATIONS, DISRUPTIONS and FIGHTING

Students who create or engage in an altercation, disruption or fight on or off campus during or after school hours or during School District sponsored events will be subject to progressive discipline. (Depending on severity these actions may also be subject to police action.) To include but not limited to, in accordance with school board policy JICDA-R: behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel. Engaging in verbal abuse, i.e. name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school. Violation of criminal law which has an effect on the school or on the general safety or welfare of students or staff. Students should report problems immediately to an appropriate staff member for possible mediation before the problem escalates. It is the student's responsibility to seek alternatives or assistance from staff.

## DISCIPLINARY CLASS DROPS

Administrators are responsible for disciplinary class drops. Students who receive a disciplinary class drop will receive a failing grade for the course which will appear on their permanent record, and be calculated into their GPA. The incidents/behavior listed below could result in a disciplinary class drop.

- Insubordination
- Repeated disruptive classroom behavior
- Chronic Truancy

## DISCIPLINARY REMOVALS FROM CLASSROOMS BY TEACHERS

Board policy gives teachers the authority to remove students for disruptive conduct. "Disruptive behavior" is defined as behavior by a student in a teacher's classroom that significantly disrupts the classroom, and that substantially interferes with the ability of the teacher to teach the class or the ability of other students to learn and requires an online referral to the Discipline Office.

## WEAPONS ON SCHOOL GROUNDS

Colorado Springs School District 11 prohibits weapons of any kind on school property, at school events, or off school property where the carrying, bringing, using or possession of a weapon creates a threat to other students or school district personnel. Any student who brings a weapon onto school property is subject to disciplinary action, including possible suspension and expulsion from school. School administrators will contact civil authorities in cases where there is an illegal or dangerous weapon on school grounds, or if there is use of a standard weapon in a threatening manner. The civil authorities have the right to make an arrest for any weapons infraction on school grounds that violates Colorado state statutes. Knives, brass knuckles, chemical sprays, sling shots and firearms are among the weapons that are prohibited on School District 11 property. For additional information, please refer to Board Policy JICI, *Weapons in School*, revised, 2012.

School Principals are to use judgement in allowing weapons on school grounds for extracurricular activities or for class sponsored programs. Students who receive approval for such programs are not subject to disciplinary action by the school or district.

**Safe Harbor Provision:** Suspension shall not be mandatory under this section if, when the student discovers that he or she has carried, brought, or is in possession of a standard weapon or weapon facsimile, the student notifies a teacher, administrator, or other authorized person in the school District as soon as possible and delivers the standard weapon or weapon facsimile to any such person. Such action shall be considered when determining appropriate disciplinary action, if any.

## SEARCHES

When reasonable suspicion exists that an individual student or a number of students are involved in a specific illegal, illicit, or disruptive behavior, the principal or designee has the authority to conduct a search of student lockers, vehicles, personal possession (e.g. handbag, backpack) or person. District 11 policies provides for random searches of lockers, facilities and vehicles including the use of canines.

## ALCOHOL AND CONTROLLED SUBSTANCES IN SCHOOL

When reasonable suspicion exists that an individual student or a number of students are involved in a specific illegal, illicit, or disruptive behavior, the principal or designee has the authority to conduct a search of student lockers, vehicles, personal possession (e.g. handbag, backpack) or person. District 11 policies provides for random searches of lockers, facilities and vehicles including the use of canines.

## TOBACCO FREE SCHOOLS

In order to promote a healthy school environment and the general health, welfare and wellbeing of students, use or possession of tobacco or other nicotine delivery devices by students while in or on school property or at school sponsored activities is prohibited. Any student in possession of tobacco, or other nicotine delivery devices, or simulated tobacco products by students while in school or on school property or at school sponsored activities is subject to progressive discipline. School property shall mean all property owned, leased, rented or otherwise used by a school. To include interior portions of the building, school grounds and all vehicles used by a school. Use shall mean lighting, chewing, inhaling, smoking or otherwise ingesting any tobacco product. Please refer to Board Policy, ADC/JICG, *Tobacco Free Schools*, revised, 2012 for additional information.

## ACADEMIC HONESTY AND PLAGIARISM

Academic honesty and integrity in school work is an essential component to student achievement. Copying another student's work, plagiarizing the work of another author, or cheating on academic tasks and assessments is prohibited. Students who commit acts of dishonesty in the academic area are subject to disciplinary action and academic penalty. Furthermore, the use of District 11's electronic media to commit academic dishonesty is a violation of District 11's Acceptable Use Agreement and may lead to the loss of computer privileges, as well as further disciplinary action. For further information, please see policies JK and JICDA.

## PARTICIPATION IN EXTRACURRICULAR AND SCHOOL SPONSORED ACTIVITIES

School District 11 believes that school sponsored events and extracurricular activities are a privilege and that students who participate in these must follow all applicable laws, District 11 Board policies and school based behavior guidelines. District policy continues to make the denial or forfeiture of extracurricular activities and participation in school sponsored events a possible consequence for inappropriate behavior. Any student who commits a discipline infraction may lose the right to participate in school sponsored events or extracurricular activities for up to one year. Furthermore, any student who is suspended or expelled from school will forfeit their right to participate in extracurricular or school sponsored events throughout the suspension or expulsion period. For additional information, please refer to policy JK/JK-R, *Student Discipline*.

## PERSONAL ELECTRONICS IN SCHOOL

Cell phones and personal electronics are an important part of the 21st Century. It is important that every student understands the acceptable use of these electronic devices at their school, during school academic time and during school sponsored events. Students who demonstrate inappropriate uses of electronic devices are subject to disciplinary action as well as confiscation of any device that is deemed disruptive to the learning environment. Furthermore, students may not employ the photographic, video, or audio recording or reproduction capacity of any electronic device for the purpose of photographing, video capture, recording or reproduction of any student or staff person without the written consent of the student or staff person, or under the supervision of a teacher or administrator. This applies at all times while on school property or at school sponsored events.

Personal Electronics - Bag it and Tag it Policy for Doherty High School:

- 1st offense-Verbal warning and teacher may confiscate phone until the end of the period
- 2nd offense-Parents have to come and get device from the discipline office or make arrangements to get it back.
- 3rd offense is insubordination and will be handled on that level. If a student gets his/her device confiscated the first time but he/she had it taken away yesterday then, yes, that does constitute the second offense or third offense as the case may be and subsequent consequences will kick in.

***Doherty High School is not responsible and will not investigate any electronic device that is lost or stolen on school property or at any activity.***

## DOHERTY HIGH SCHOOL SPECIFIC BEHAVIORAL EXPECTATIONS

These expectations are specific to Doherty but reflect District Policies and Guidelines as well. The expectation of all students is that they treat each other, the staff, and school property with respect. Violation of these expectations may result in detention, Saturday School, in house detention or suspension.

### GENERAL BEHAVIOR

- **Skateboards** and **scooters** are prohibited from being ridden on school property due to liability issues. Skateboards and scooters may be carried to the student's locker where they will remain stored during school hours. If not, the skateboard or scooter may be confiscated.
- Students are not to play hacky-sack in the building (i.e.: hallways, cafeteria, etc.).
- Throwing snowballs **is not** permitted on campus.
- Water balloons, water pistols, etc. **are not** permitted on campus at any time.
- Students **are not** allowed laser pointers in school. Laser pointers will be confiscated and kept until a parent comes in to pick them up.
- Students **are not** to lie, stand, or otherwise lounge on the Spartan statue base.
- Noise: Students **are expected** to keep their voices at a conversational level
- Panhandling will not be tolerated

### STUDENT I.D. CARDS

- All students **must have** their DHS Identification Card on their person to enter the building. The I.D. card will be required for media center checkouts, textbook checkouts, internet access, dances, most extracurricular activities, and prepaid meals in the cafeteria. There will be a charge of \$5.00 to replace it if it is misplaced or lost. Upon withdrawing from DHS, you will be required to return it to the registrar.

### ATHLETIC EVENTS

The District 11 Code of Conduct applies at all athletic events.

- At athletic events and activities, negative behavior **will not** be tolerated. This includes derogatory comments or cheers directed towards officials and, or opponents, improper language, and/or rude behavior.

### HALLWAYS AND ACADEMIC ZONES

The hallways are pathways and not destinations.

- Students are not allowed in the hallways or locker bays during class time, unless they have a hall pass and their School I.D. on their person.

- Any student out of class must have a pass from the teacher.
- Students may study in the media center or cafeteria.
- Refusal to comply with a reasonable request made by a staff member will be considered insubordination and dealt with accordingly.
- No eating or open drink containers in Academic Zones, including classrooms. Only water may be consumed in classrooms.
- No horseplay.
- No public displays of affection.
- Students are expected to pick up after themselves and keep the hallways clear

### LEARNING COMMONS

- The Learning Commons is a place for study and not to be used as a place to "hang out"
- If you are socializing and not using library resources you will be asked to leave.
- Respect the needs of others for quiet by keeping conversation to a minimum.
- Respond positively and quickly to any request made by the Learning Commons personnel.
- No food or drink in the Learning Commons.

### BEHAVIOR OFF-CAMPUS

- Students are not to congregate or loiter on public or private property during the school day (7:00 a.m. –4:00 p.m.). Police involvement may result from such infractions.
- Students are expected to be positive representatives of Doherty High School
- Before and after school when they are in the neighborhood during the school day.
- Students not using crosswalks or impeding traffic on roads adjacent to the school will be subject to disciplinary action and or subjected to police involvement.

### FIELD TRIPS

Students wanting to attend a school-sponsored field trip will be expected to have appropriate parent and teacher approval. Excessive absences and/or failing grades in one or more classes may disqualify a student from attending a school-sponsored field trip.

### Public Concerns or Complaints

School District 11 and Doherty High School welcome constructive criticism when it is motivated by a sincere desire to improve the quality of the educational program and to equip our school and its community to perform their task more effectively regarding our mission, educational programs, staff and facilities. We believe that concerns, questions, complaints or grievances are most effectively resolved as close to their origin as possible. Therefore, **the proper channeling of complaints involving instruction, learning materials and discipline should begin with the Teacher, followed by the designated Assistant Principal (over the department), the Principal, the Superintendent (or designee) and finally the Board of Education.**



## Public Concerns and Complaints

District policy KBE, states that the teacher's principal (designated assistant or building principal) will evaluate the complaint. If the complaint requires that a teacher become involved, the person making the complaint will be requested to confer with the teacher. The board places trust in its employees and desires to support their actions in such a manner that employees are free from unnecessary, spiteful or negative criticism and complaints. Regarding Instructional materials District Policy KBC, states requests for reconsideration of instructional materials will be directed to the building principal. Relevant procedures and formats are outlined in the policy. Procedures for complaints about School District Facilities are outlined in District Policy KECR-1.

## GENERAL INFORMATION

### ACADEMIC ENHANCEMENT

Academic Enhancement (A.E.) is at 3:15 p.m., except Wednesday, is designed to provide both staff and students an additional opportunity for one-on-one help. This 15 minute period is considered part of the academic day. When requested by a staff member, students are expected to report to that staff member for help during A.E. Staff members will be available for 15 minutes after school Monday, Tuesday, Thursday and Friday to provide assistance to students. (Wednesdays are designated for club meetings.) Students involved in after school activities are responsible for making arrangements with the sponsor/coach if they need to see a teacher during Academic Enhancement. Teachers in some departments/programs will require students to attend A.E. if their grades are falling. Parents will be notified of this to ensure that transportation is available.

### ACCIDENTS AND EMERGENCIES

Students and staff should report any accident to the Attendance Office immediately. A form must be filled out for all accidents occurring on school property. Every attempt will be made to contact parent or listed emergency contact. In an emergency, an ambulance may be called. **School District #11 or the student insurance plan DOES NOT** pay ambulance charges.

### CAFETERIA USE

Breakfast is served before school and during first period at a cost of \$1.45. Lunch is \$2.75. Students may prepay and have the cost of the meal deducted from their account using the barcode on their I.D. (Checks are to be made out to School District #11). Online meal purchases are also available. Students may bring lunches and all but 9<sup>th</sup> graders may leave the campus to eat lunch. Acceptable behavior is expected; excessive noise is to be avoided, and each student is responsible for putting trash in the containers.

### FREE AND REDUCED LUNCHES

Free and reduced lunch policies can be found at the following website.

<https://www.d11.org/Page/2052>

## CHANGE OF ADDRESS OR TELEPHONE

**Parents/Guardians are asked to inform the Registrar, (328-6406),** when you change your address or home/work telephone number. This is essential to contact parents in an emergency.

### INFIRMARY

Located in the Attendance Office, the infirmary is available for students who are temporarily ill or awaiting transportation home. **All students feeling ill are to report to the Attendance Office before leaving the campus.** Parents are contacted before students leave.

### LEARNING COMMONS

The LEARNING COMMONS will be open from 7:00 a.m. to 4:00 p.m., unless posted otherwise. A copy machine is available for student use for 10 cents per copy. Computers are available for course-related work. Students may be charged for long print outs, even if they are for school projects. Students must have their I.D. card and Internet clearance in order to use the computers in the building. Students are responsible for paying for lost, stolen, or damaged books. Fines are assessed for overdue books.

### MEDICATION

Every effort should be made to administer medication outside of school hours. If it is necessary to provide medication at school, arrangements must be made with administration and a form must be completed with parent and doctor signatures. Medications are kept in a locked cabinet, and will be administered by an administrator, nurse or secretary who has had district training. The school accepts no responsibility for reactions when medication is dispensed in accordance with the licensed prescriber's directions.

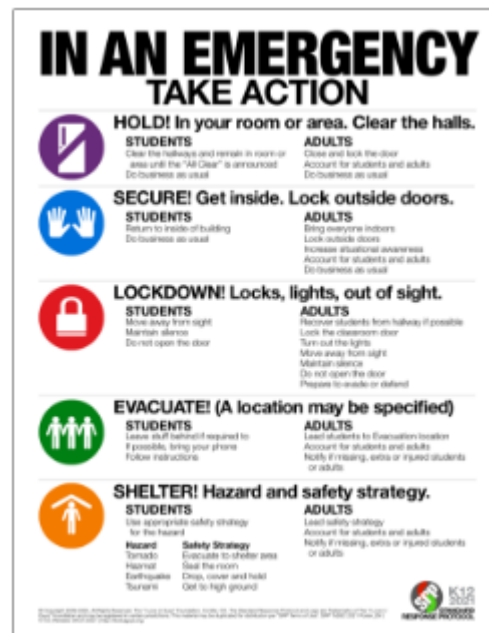
### TELEPHONES

Office telephones are business phones and are not to be used by students except with staff approval. One telephone is available for student use outside the attendance office. Rules for using this telephone are posted beside this telephone.





### EMERGENCY PROCEDURE AND DRILLS

Emergency procedure drills are drills will typically be announced in advance. Teachers will inform students of appropriate procedures and protocols and will follow these protocols.

Drills include:



**IN AN EMERGENCY  
TAKE ACTION**

	<b>HOLD! In your room or area. Clear the halls.</b>	<b>STUDENTS</b> Clear the hallway and remain in room or area until the "All Clear" is announced. Do not leave as usual.	<b>ADULTS</b> Clear and lock the door. Account for students and adults. Do not leave as usual.
	<b>SECURE! Get inside. Lock outside doors.</b>	<b>STUDENTS</b> Return to inside of building. Do not leave as usual.	<b>ADULTS</b> Bring everyone indoors. Lock outside doors. Increase situational awareness. Account for students and adults. Do not leave as usual.
	<b>LOCKDOWN! Locks, lights, out of sight.</b>	<b>STUDENTS</b> Move away from sight. Maintain silence. Do not open the door.	<b>ADULTS</b> Remove students from hallway if possible. Lock the classroom door. Turn out the lights. Move away from sight. Maintain silence. Do not open the door. Prepare to evacuate or defend.
	<b>EVACUATE! (A location may be specified)</b>	<b>STUDENTS</b> Leave staff behind if required to. If possible, bring your phone. Follow instructions.	<b>ADULTS</b> Lead students to Evacuation location. Account for students and adults. Notify if missing, extra or injured students or adults.
	<b>SHELTER! Hazard and safety strategy.</b>	<b>STUDENTS</b> Use appropriate safety strategy for the hazard. <b>Hazard</b> Tornado: Crouch in shelter area. Hazard: Seal the room. Earthquake: Drop, cover and hold. Tsunami: Get to high ground.	<b>ADULTS</b> Lead safety strategy. Account for students and adults. Notify if missing, extra or injured students or adults.

Emergency procedures are subject to change without notice. All students and staff should be familiar with the current procedures. For more information, visit the district website.



## SEVERE WEATHER

In the event of severe weather, such as a tornado, students will be directed to move away from dangerous areas (second floor and any glass) to areas of safety. One severe weather drill will be conducted during the Spring and Fall.

## EVACUATIONS

If the need to evacuate the building for reasons other than fire arises, students and staff will follow fire drill procedures but will be directed by administration and staff to move quickly to the area southwest of the lower west parking lot. If it is necessary to seek shelter off campus, students and staff will move to the Lighthouse Baptist Church, 4280 Hopeful Drive.

**Note: Emergency procedures are posted on or near the door in each classroom.**

## INCLEMENT WEATHER PROCEDURE

District 11 will:

- Make the decision to close no later than 5:30 a.m.
- Notify the local media (radio/TV)
- Determine and announce the cancellation of after-school and evening meetings, activities and community classes.

In the event of a **delayed start** (2 hours), District 11 will:

- Make inclement weather decisions based on student safety.
- Make the decision to open or delay opening by 5:30 a.m. and announce it via radio and TV. This information is also available on the D-11 website or by calling 520-2300.
- On rare occasions the district decides to close schools after they are in session. This decision will be made no later than 11:00 a.m. and is announced on various radio and TV stations and on the District 11 website ([www.d11.org](http://www.d11.org)). Parents make sure your child knows what to do and where to go if dismissed early.
- Parents, make a personal decision about whether to attend late afternoon or evening activities

## STUDENT PARKING AND MOTOR VEHICLE REGULATIONS

- Parking in school lots is by permit only to students who are properly licensed and insured. Per School Board policy, the cost of a permit is \$50 for the school year. The **West** lots will be the primary area for student parking. Students must not park in designated visitor and handicapped spaces. **You will be ticketed if you do.**
- **Temporary permits** are available in the security office for students **who have a permit but are driving a second car temporarily or have another legitimate need.**

- Tickets will be issued for violations. **Three tickets will result in the vehicle being booted or towed at the owner's expense.**
- Speeding, reckless operation, or making excessive noise on school property or adjacent streets may result in a police citation, and/or loss of parking privileges. Speed limit is 10 miles per hour.
- **Loitering in parking lots (sitting in and around cars) during school hours, including lunch, is not permitted. Students will receive disciplinary consequences for not following this school rule.**
- Staff will park in the East Lot.

## TRESPASSING

- All non-students and any student who is suspended from school must have administrative permission to be on the DHS campus.
- Trespassing complaints may be filed with the CSPD on persons not authorized to be on the campus.
- Doherty High School students should not be on campus after 3:30 p.m. unless they are here to use the library or for an approved extracurricular activity **with a staff member**. All school rules apply and loitering is not allowed. Students may wait in the foyer if they are waiting for a ride.
- Failure to follow these guidelines may result in trespassing complaints.

## VISITORS

For security purposes, **all visitors to the campus** (parents, community members, district personnel, etc.) must present a picture/valid Identification upon entrance.

This ID will be scanned into our Visitor's Management System. This system will scan your ID and give you a visitor's pass with your likeness on it. **School aged visitors will not be allowed on campus unless there is an educational reason or for official business.**

**Verification and prior approval of such a visit must be made by an administration.**