



Community Handbook 2016-2017

William Kohut, Principal
Jorge Loera, Assistant Principal
Aspen Miles, Assistant Principal
Miranda Odom, Assistant Principal

7111 Montview Blvd.
Denver, Colorado 80220
720-424-1700
Webpage – <http://dsa.dpsk12.org>

Denver School of the Arts

Welcome from the administration, faculty and staff:

The Denver School of the Arts has a highly trained faculty and staff available to work with you to take advantage of the multiple opportunities that are available at DSA. The administration, faculty, and staff will continue to focus on helping students grow artistically, academically, with a focus on the Whole Child as aligned to the DPS Board of Education 20/20 Plan. We are committed to increasing learning, enhancing social experience and working personally with the community to reach our stakeholders highest potential. Through teamwork, we are confident that we can attain these goals. We invite you to be our partners in this journey.

The DSA administration and staff challenge you to approach each learning opportunity with enthusiasm! We encourage students to stretch themselves and reach beyond their potential. We want students to take responsible risks and to question, create, collaborate, research, and struggle productively to grow and learn. Students are expected to meet this challenge by being ready to learn daily and demonstrate behaviors that create an atmosphere conducive to maximize learning. Becoming familiar with the information provided in this community handbook will be an excellent start to guarantee a successful DSA experience.

The administration, faculty, and staff extend a sincere WELCOME to the 2016-2017 school year to each family. If you have any questions or need assistance in any way, please do not hesitate to contact us. We are honored to serve you!

DSA Touchstone

“Art is the beat of the soul and soulfully responsible for the beat of our heart.”

Patrick Beery

“At D.S.A. we can dance in our art, yet walk in the world.”

Mark Hughes

“... How to think, not what to think.”

Eleanor Roosevelt

DSA Motto

Bringing creativity to education and education to life.

DSA Mission Statement

...a place where lifelong artistic talents are developed in a multicultural, academically nurturing learning environment.

DSA Community Goals

- *Students maintain the highest standard of academic achievement.*
- *Students grow through exposure to a multitude of arts experiences.*
- *Students make connections between the arts and academics.*
- *Students value cultural diversity.*
- *Parents and community are active and authentic partners.*
- *Students thrive in a nurturing environment that encourages creativity and the elevation of the human spirit through the integrated study of the arts and academic disciplines.*

Aesthetic Standards

- *Perceive differences between subjective and objective opinion.*
- *Relate the impact of art on history and history on art.*
- *Cultivate the concept of truth and beauty through art.*
- *Contrast and compare art's role in a diversity of societies and cultures.*
- *Analyze and explain controversial art and censorship.*
- *Explain the legitimacy of a personal emotional response to art.*

Important Contact Numbers

Main office	720-424-1700	Attendance	720-424-1846
Fax	720-424-1845	Box Office	720-424-1713

Administration

William Kohut, Principal	720-424-1700
Jorge Loera, Assistant Principal	720-424-1717
Aspen Miles, Assistant Principal	720-424-1704
Miranda Odom, Assistant Principal	720-424-1706

Counselors

Brianne Bredenberg	High School	Last Names A-F	720-424-1707
Gina Subuhdi	High School	Last Names G-L	720-424-1729
Gary Lubell	Middle School	Grades 6, 7, & 8	720-424-1716
Kristen Jaramillo	High School	Last Names M-Z	720-424-1729

Nurse

Amy Robinson	720-424-1712
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Financial Office

Jaymie Montoya	720-424-1711
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Main Office

Daniel Meza	720-424-1700
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Registrar/Records/Attendance Office

Jackie Rios	720-424-1710
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Counseling Office

Linda Vliet	720-424-1709
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WHO TO CONTACT WHEN.....

DSA can be an overwhelming place. With 60+ staff members this list is meant to help students and families decide to whom you should go for help and important information.

ACADEMIC CONCERNS

Individual Academic Teachers
DSA counselors assigned to your student
Administrator assigned as a teachers direct supervisor

ADMISSIONS/SCHOOL VISITATION DAYS

Miranda Odom- Assistant Principal

ALUMNI RELATIONS

Susan Knill, Development Director, DSA Friends Foundation

ARTS RELATED MATTERS

Tracy Holt- Arts Administrative Assistant
Moss Kaplan, Chair, DSA Arts Department

AUDITIONS/CHANGING MAJORS

Miranda Odom- Assistant Principal

CHANGE OF ADDRESS/INFORMATION

Jackie Rios- Registrar

CLUBS AND ACTIVITIES

Aspen Miles- Assistant Principal

CONFLICTS WITH OTHER STUDENTS

Assigned Counselors
Jorge Loera- Assistant Principal

COUNSELING AND MENTAL HEALTH

DSA Counseling Staff
Julie DeGuire- Social Emotional Counselor
Ally Shaw- Psychologist (Mondays, Wednesdays and Fridays)

DSA FRIENDS FOUNDATION

Susan Knill, Development Director, DSA Friends Foundation

FUNDRAISING REQUESTS

Aspen Miles- Assistant Principal
Susan Knill- Development Director, DSA Friends Foundation

GIFTED AND TALENTED QUESTION

Kimberly Menetrier- Gifted and Talent Coordinator

GOVERNANCE/SCHOOL VISION

William Kohut- Principal

MEDICAL CONCERNS

Amy Robinson- School Nurse

PARENT PORTAL

Linda Vliet- Post Secondary Readiness Manager

STUDENT PREVIEW DAYS

Miranda Odom- Assistant Principal

SAFETY CONCERNS

Jorge Loera- Assistant Principal
Miranda Odom- Assistant Principal

STUDENT TRANSCRIPTS/RECORDS

Jackie Rios- Registrar

2016-2017 BELL SCHEDULE

Stripe Day - Wednesday

6th and 7th

Tutoring	7:30 – 7:55	(25)
Pd 1 arts	8:00 – 9:30	(90)
Pd 2 academic	9:35 – 10:41	(66)
Pd 3 academic	10:46 – 11:52	(66)
<i>Lunch</i>	<i>11:52 – 12:37</i>	<i>(45)</i>
Pd 4 academic	12:37 – 1:43	(66)
Pd 5 academic	1:48 – 2:55	(67)

8th – 12th grade

Tutoring	7:30 – 7:55	(25)
Pd 1	8:00 – 8:43	(43)
Pd 2	8:47 – 9:30	(43)
Pd 3	9:34 – 10:17	(43)
Pd 4	10:21 – 11:04	(43)
Pd 5	11:08 – 11:51	(43)
Pd 6	11:55 – 12:38	(43)
<i>Lunch</i>	<i>12:38 – 1:25</i>	<i>(47)</i>
Pd 7	1:25 – 2:08	(43)
Pd 8	2:12 – 2:55	(43)

Black Days – Monday/Thursday

6th and 7th

Pd 1 arts	7:40 – 9:15	(95)
Pd 2 academic	9:20 – 10:30	(70)
Pd 3 academic	10:35 – 11:45	(70)
<i>Lunch</i>	<i>11:45 – 12:30</i>	<i>(45)</i>
Pd 4 academic	12:30 – 1:40	(70)
Pd 5 academic	1:45 – 2:55	(70)

8th – 12th grade

Pd 1	7:40 – 9:15	(95)
Pd 3	9:20 – 10:55	(95)
Pd 5	11:00 – 12:35	(95)
<i>Lunch</i>	<i>12:35 – 1:20</i>	<i>(45)</i>
Pd 7	1:20 – 2:55	(95)

White Days – Tuesday/Friday

6th and 7th

Pd 1 arts	7:40 – 9:15	(95)
Pd 2 academic	9:20 – 10:30	(70)
Pd 3 academic	10:35 – 11:45	(70)
<i>Lunch</i>	<i>11:45 – 12:30</i>	<i>(45)</i>
Pd 4 academic	12:30 – 1:40	(70)
Pd 5 academic	1:45 – 2:55	(70)

8th – 12th grade

Pd 2	7:40 – 9:15	(95)
Pd 4	9:20 – 10:55	(95)
Pd 6	11:00 – 12:35	(95)
<i>Lunch</i>	<i>12:35 – 1:20</i>	<i>(45)</i>
Pd 8	1:20 – 2:55	(95)

Stripe Day – Showcase Wednesday Schedule
(This schedule will be used approximately 6 times throughout the school year)

6th and 7th

Tutoring	7:30 – 7:55	(25)
Pd 1 arts	8:00 – 9:24	(84)
Pd 2 academic	9:28 – 10:28	(60)
Pd 3 academic	10:32 – 11:32	(60)
<i>Lunch</i>	<i>11:32 – 12:17</i>	<i>(45)</i>
Pd 4 academic	12:17 – 1:17	(60)
Pd 5 academic	1:21 – 2:55	(89)
<i>Showcase</i>	<i>1:41 – 2:12</i>	<i>(30)</i>

8th – 12th grade

Tutoring	7:30 – 7:55	(25)
Pd 1	8:00 – 8:40	(40)
Pd 2	8:44 – 9:24	(40)
Pd 3	9:28 – 10:08	(40)
Pd 4	10:12 – 10:52	(40)
Pd 5	10:56 – 11:36	(40)
Pd 6	11:40 – 12:20	(40)
<i>Lunch</i>	<i>12:20 – 1:05</i>	<i>(45)</i>
Pd 7	1:05 – 1:45	(40)
<i>Showcase</i>	<i>1:41 – 2:12</i>	<i>(30)</i>
Pd 8	2:15 – 2:55	(40)

2016-2017 DSA Calendar

First Day of School

August 22, 2016	All 6 th graders and new students
August 23, 2016	All students

Vacation Days and Professional Non-student Contact Days

September 5	Labor Day	holiday for students and staff
October 27	Parent/Teacher Conference Day	no school for students
October 28	Staff Flex Day	no school for students and staff
November 4	Staff Professional Day	no school for students
November 21-25	Fall Break	holiday for students and staff
December 21	Assessment Day	no school for students
December 22-January 4	Winter Break	holiday for students and staff
January 6	Teacher Work Day	no school for students
January 6	Assessment Day	no school for students
January 9	First of Second Semester Classes	
January 16	Martin Luther King Day	holiday for students and staff
February 3	Staff Flex Day	no school for students and staff
February 20	Presidents' Day	holiday for students and staff
March 27-March 31	Spring Break	holiday for students and staff
April 3	Teacher Work Day	no school for students
May 19	Last day for seniors	
May 29	Memorial Day Holiday	holiday for students and staff
May 31	Last day for grades 6-11	
June 1	Assessment Day	no school for students
June 2	Teachers Last Day	no school for students

Grading Periods

1 st quarter	August 25 – October 21
2 nd quarter	October 24 – December 21 (end of first semester)
3 rd quarter	January 9 - March 10
4 th quarter	March 13 - June 2 (end of second semester)

DSA COMMUNICATIONS

Faculty/Staff Response Time

As our families come from all areas of Denver we understand the importance of maintaining effective communication. Our commitment to our families is that all communications will receive a response within 48 hours. All faculty and staff email information can be found on our web site. If a staff member is out of the building for an extended period of time they will place an out office responder on their email.

Monthly PTSO Newsletter

A monthly newsletter is sent to all DSA families through email two times per month. This newsletter contains important information, announcements, and news of celebrations, important dates to remember, and information on the arts majors.

Infinite Campus Notifications/DSA Web Site Postings/DSA App Updates

Important announcements and communications are sent out regularly through the Infinite Campus Messenger. These announcements are also posted to our DSA App for instant notification to those who have downloaded the DSA App to their I-phone or Smartphone. The DSA App can be downloaded from the Apple Store or Google Play. Important communications are also posted on the DSA web site under “News Updates”.

Community Meetings

The DSA PTSO holds a DSA Community Meeting two times per year. These meetings give community members an opportunity to share their concerns with the DSA Principal and hear about important changes impacting the DSA community. These meetings will be held at 7:00 pm in the DSA Concert Hall. Dates are listed on the DSA Master Calendar.

DENVER PUBLIC SCHOOLS GRADUATION REQUIREMENTS

Department	Credits
ENGLISH English 1 and English 2 (10 credits each) 20 additional credits- one year needs to be from an upper division writing class of your choice during junior or senior year	40 Credits
MATHEMATICS Algebra 1 (10 credits) Geometry (10 credits) 20 additional credits of math at a higher level than Algebra.	40 Credits
SCIENCE Twenty credits of the following sciences: earth science, biology, chemistry, or physics 10 credits of additional sciences	30 Credits
SOCIAL STUDIES Civics (1 semester) United States History (2 semesters) 15 credits of additional Social Studies elective classes	30 Credits
ELECTIVES 100 hours of elective credit (Arts Majors count toward 80 credit hours of this requirement)	100 Credits
TOTAL	240 Credits

DSA SPECIFIC COURSE REQUIREMENT INFORMATION

Advanced Placement Courses

Multiple advanced placement courses are offered to DSA students. Some of the courses are offered annually and others are offered when enough students sign up for them during the choice of studies window. In order to receive weighted credit for an AP class, students must be enrolled in the course for two semesters and must complete the national AP exam in May. The AP test schedule is available on the DSA website under the Counseling Center tab. Students are expected to purchase their AP textbooks and pay for the cost of AP exams. Students who receive a score of 3, 4, or 5 score on the test may be awarded college credit by a college or university. Summer assignments are also posted on the DSA web site in late May. Most AP courses carry a summer assignment requirement. AP courses require the purchase of a text book.

Arts Endorsed Diploma

All Arts Endorsed requirements/paperwork/communication must be completed by April 28, 2017 to Ms Odom. After this deadline, no changes will be made.

To receive an arts endorsed diploma, the following requirements must be met:

- 1) Complete a senior project
The arts teacher must give confirmation of a completed senior project to Ms Odom by April 30, 2017. It is the student's responsibility to make sure this communication is done in writing by the due date. All projects must be OK'd by arts teacher.
- 2) Attend DSA for three years in high school
- 3) Maintain an A in the major during the first semester of senior year

In addition, students must complete at least three of the following:

- 1) Complete a 90-hour educational experience
 - a. *these 90 hours must be done off campus*
 - b. *these 90 hours may not be part of the classroom curriculum and may not be part of the student's major grade*
 - c. *this is a non-paid training opportunity for a DSA student to study their craft*
 - d. *documentation by the supervisor must be given to Miss Odom by April 28, 2017. It is the student's responsibility to make sure this communication/confirmation is done in writing by the due date*
- 2) Be a member of National Honor Society for two years in high school
 - a. *This would be for a student's junior and senior year*
- 3) Complete three years of a foreign language
 - a. *studying abroad for one year will count as one of these years of study*
 - b. *all years must be done in high school*
- 4) Complete one year in an arts area outside your major
 - a. *Study must be done at DSA*
 - b. *This is two semesters – doesn't have to be in the same major. For example, a guitar major may take one semester of art and one semester of creative writing*
 - c. *for instrumental music, this area of study must be out of instrumental music. For example, a band major may take of year of study in creative writing or a dance major may take a year of study in visual arts*
- 5) Have a cumulative GPA of 3.5 or higher for the first seven semesters of high school

Complete 4 AP classes or CU Succeed classes throughout high school. Students must take the AP test in May for AP classes to count in this total.

Changing Majors

The Denver School of the Arts staff recognizes that during a student's tenure at DSA students may desire to change majors. Therefore the following process will be followed in order to facilitate such changes:

1. The student must meet, in person, with his/her current arts teacher to explain their desire to transfer out of the major and their intent to audition for another DSA major. All of these meetings must happen by November 18, 2016.
2. Between October 10, 2016 -November 18, 2016 at noon, the student must apply on-line for the major in which they are seeking an audition.
3. The student and parents must attend the pre-audition meeting in December for the major in which they are seeking admission.
4. The student must complete the audition process for the new major arts area.
5. Juniors may not audition to change majors for their senior year.

College Visits and Auditions

Trips to visit colleges, universities and conservatories are encouraged. However, in order to maintain instruction, we request that as much as possible these visits are scheduled during vacation periods. When this is not possible, the Jorge Loera, Assistant Principal must be notified in advance of the absence and the arts major teacher should also be notified at least three weeks prior to the absence. College auditions require an official notice from the institution stating the date and time of audition and that this is the only option for your audition. College visits and auditions cannot exceed five consecutive school days or ten full school days per school year.

These auditions cannot conflict with DSA arts major performances.

CU Succeed Classes

"CU Succeed" allows a student to take college classes at DSA for high school and college credit. Students can earn five high school and three college credits through this program. Students must have at least 5 DSA classes (255 minutes) to be eligible for a CU Succeed class.

Early Graduation

Students who complete all requirements with a 3.0 grade point average are eligible to apply for early graduation through their assigned counselor. DSA does not permit students to graduate at the conclusion of the first semester of their senior year. Because we are an audition based school students must commit to attending the entire year, of their senior year.

Gifted and Talented

All identified DSA gifted and talented middle school students are serviced through a variety of enrichment activities and are supported with their learning goals (ALP) by the DSA GT Coordinator. Gifted and talented oriented activities will be provided after school. No specific gifted and talented programs are provided to high school students in DPS. High school GT students are challenged through accelerated courses and both course specific enrichment opportunities and outside enrichment opportunities.

Honors Designated vs. Non Honors Designated Courses

Many academic classes at DSA are offered with honors and non-honors options. The following are the guidelines from the district handbook for academic honors and AP credit:

Instructional-Delivery Criteria that Provides Necessary Course Rigor

- Coursework must include at least one major research paper/project per semester.
- Coursework must include intensive reading and writing in the content area.
- Instruction must include the use of higher-order thinking skills during questioning and discussion periods.
- A significant amount of rigorous homework, beyond that of a regular class, must be required.
- Instructional materials selected for use must reflect the challenging nature of the course.

- Level of instruction must reach greater depths of understanding, including self-directed learning, and establish higher expectations of the student.

In order for a course at DSA to qualify for academic honors credit it must meet the above criteria. The requirements for academic honors credit needs to be clearly explained to the students and be available to parents at the start of each semester.

All DSA high school students have the first four weeks of each semester to decide between the non-honors or honors section of an academic class:

Friday, September 16, 2016 deadline for first semester
Friday, February 2, 2017 deadline for second semester

After these dates, students may not switch into the academic honors or non-honors section and are expected to complete the class work expected for that level. For courses taught by multiple teachers, the standards for academic honors versus non-honors credit need to be similar in the quantity and nature of the work. Any student may take a course for academic honors credit for the first semester, but only those students who received a D or higher during first semester may take it for honors during the second semester.

Minimum Course Load Requirements

All DSA high school students must have 6 classes in the fall to meet Colorado Department of Education's minute requirements for the October 1st attendance/funding count. During the second 2nd semester, juniors and seniors may have less as long as they are on track for graduation.

On-Line Courses

DPS offers a wide-range of on-line courses which are available for DPS / DSA credit. See your counselor with questions. Counselor may also provide you with additional on-line course options through the BYU on-line program. These courses are your only avenue at DSA for credit recovery.

Post-Secondary Options/Concurrent Enrollment

Post-Secondary Options allow students to take up to 2 college classes while completing high school courses. High school juniors and seniors are allowed to enroll in this option. Students will be reimbursed tuition costs upon successful completion of the course by qualifying through the state COFF funds. Students will not be reimbursed for books, supplies or other items required by the instructor. Only two courses can be taken per semester. Students must check with their counselor for deadlines for enrolling in these classes that are typically the semester before the classes are taken.

Senior Information

Information about graduation, ordering of cap/gown/announcements, tickets, graduation rehearsals, a senior timeline, etc. can all be found online. Look under the "parent" or "student" tab of the DSA website. Then look for the "seniors" tab.

Withdrawal From A Class

Current DSA students choose their courses during the spring of each year and will have four weeks during the month of May to adjust their schedules, after this date **NO SCHEDULE CHANGES** will be permitted. Changes to student schedules will only be made in August for students new to DSA and for students who are missing a required class for graduation or who failed a pre-requisite course in the spring. Students who fail an AP class during the first semester will be required to drop this class for second semester, unless the instructor feels that the student is capable of improving their grade for second semester.

Withdrawal From A Class Without Penalty?

Students may drop a class without penalty to their transcript by September 30, 2016 for first semester and February 17, 2017 for second semester. **However, this class cannot be replaced with another class selection.**

GENERAL INFORMATION

Academic Dishonesty

Plagiarism, cheating, collusion, and other acts of intellectual and scholastic dishonesty are violations of both the district policy and school policy and will not be tolerated. Parents will be notified and academic sanctions related to the infraction may be imposed.

Appointment Requests

Students or parents who want to make an appointment to see an administrator, director, counselor or support staff should contact the receptionist in the main office. Often times these individuals are not available, as they are in meetings on-site or out of the building, and in classrooms. It is always best to set an appointment before arriving at the school.

Athletic Opportunities and Extra Curricular Activities

DSA students have the following options for playing sports during the school year:

- 1) DSA students (DPS and out of district) can participate in athletics at their home high school
- 2) DSA students (DPS and out of district) may participate in athletics at George Washington High School (655 South Monaco St., Denver). If GW does not offer the athletic program they are interested in, they may then go to the next closest school, which offers that sport.

Arrival and Departure of Students

Students may arrive at school before 7:40 am. However, there is no supervision provided prior to 7:15 am. The entry door by the flat poles into the commons area is open at 6:45 am every morning for building entry. All other doors open at 7:00 am. Our doors are controlled electronically by the DPS Department of Safety and Security. The end of the academic day at DSA is 2:55 pm. Middle school students who ride DPS transportation are encouraged to be at the bus pick-up area on Montview Blvd within five minutes of the dismissal time. DSA is a heavily used building in the afternoons. Arts rehearsals, tutoring time/office hours with staff, after-school classes and clubs, and community meetings all take place after school. We ask that all Middle School parents please make arrangements to have your child picked up 15 minutes after the conclusion of their after-school activity or the end of the school day. Students who are waiting for pick-up are asked to wait in the commons area or the rotunda/patio area of the building for pick-up from the main parking lot. Students are not to linger after school on the day of performance unless the major is providing a supervised activity prior to their arts call time.

Due to congestion in the parking lot, entering the parking for student drop-off in the morning, and for afternoon pick-up, will be from the 21st Street entrance. Exiting the parking lot will occur at the Montview Boulevard exit creating a one-way traffic pattern around DSA during peak hours. Students are not to be dropped off in other locations. Additionally, a student should never be dropped off from the opposite side of the street, from the school building.

Campus Cleanliness

The building is our shared environment. Our school's reputation in the neighborhood, with visitors and with potential donors is largely determined by our campus appearance. All students are expected to help keep the campus clean. While eating, students must stay within the designated lunch areas and deposit all trash in the proper containers. Student responsibilities for campus cleanliness:

- Pick-up all trash and recyclables and place in the proper receptacle.
- Move tables and chairs to the necessary set-up for the next group.
- Clean all work surfaces prior to dismissal.
- Place all student chairs on top of tables at the end of the instructional day; all rolling chairs should be pushed in under their work surface.

Change of Address, Email or Telephone

It is very important that parents report any change of address, email contact, or telephone number to the Registrar's Office. It is imperative that we have up-to-date contact information in case of illness or emergency. To change this information you may call the main office and ask for the Registrar, come to the DSA Counseling Office and see the registrar in person (room 109), or email Jackie Rios at JACQUELINE_RIOS@dpsk12.org.

Contracts

Arts Contract

All students and parents sign a DSA contract when they register for school in the fall. Students and parents are bound by this contract. Since DSA is a magnet school, violations of this contract may result in loss of your spot at the school. Students must maintain a 3.0 (B) average in their arts major.

Academic Contract

All students and parents sign a DSA contract when they register for school in the fall. Students and parents are bound by this contract. Since DSA is a magnet school, violations of this contract may result in loss of your spot at the school. Students must maintain a 2.25 GPA while enrolled at DSA.

Arts/Academic Watch Contract

At the end of first semester, all students' grades are evaluated. Those students who do not meet the academic standard of 2.25 or the arts standard of a B in their major will be placed on "watch". A meeting with teachers, student and parents will take place in January to discuss steps to be taken in order, to be taken off watch by May of that year. Students who do not show significant improvement or meet the minimum requirements by the end of the school year may be faced with the loss of your spot at the school.

Behavior Contract

When a student has been suspended from school they must sign a contract upon being reinstated in school. The contract deals specifically with the area(s) of concern that caused the student's suspension and the development of a plan for improving student behavior.

Attendance Contract

Students who have excessive tardiness or absences will meet with an Assistant Principal to create a plan that will help with overall attendance. Follow-ups may be with DSA administration and require meetings with parents, social worker and student.

Counseling Services

The school counselors are available to work with students and their families regarding class schedules, academic plans, and general concerns. Students and parents should make appointments to meet with the counselors. The counselors hold a number of after school and evening sessions that address academic planning, college admission processes, college searches, etc. that are great opportunities for parents and students to get valuable information.

Elevator Usage

Students are not allowed to use the elevator during school hours unless an elevator pass had been issued for a verifiable medical condition or you are with a staff member. To obtain an elevator pass, bring medical documentation to the Nurse's Office, located in the main office at DSA. When approved your will be provided with elevator access.

Excursions

Students and parents sign a general excursion permission form when they register. This form covers excursions within the metropolitan area defined as regular excursions that are a part of the school program. A student may be denied permission to go on an excursion if the performance in other classes is not satisfactory.

Teachers will notify parents in advance when an excursion is planned. Students are expected to follow all school and DPS rules and regulations while on the excursion.

Overnight excursions must be approved through both principal and the assistant principal and require completed district extended excursion forms including a notarized medical release before a student may participate in trips of this nature.

Students may not transport themselves or other students on an excursion that takes place during school hours (7:40 am – 2:55 pm). District-approved carriers, parents, will either provide transportation or sponsor supervised public transportation. Adult (teacher sponsors or parent chaperone's) will supervise students at all times when students are on excursions. When excursions require student pick-up by parents students must be picked up within 15 minutes of the conclusion of the event.

Fee Waivers

Students must request a fee waiver from the Financial Office for students who qualify for free/reduced lunch status. Students requesting fee waivers for AP courses must complete the "Request for Fee Waiver Application" distributed in January, in AP classes.

Fundraising

Unfortunately, fundraising is a practical reality in schools today. We rely on fundraising to provide the monies needed to fund the supplemental activities at the Denver School of the Arts. However, in order not to solicit the same donors, fundraising is controlled through the administrative offices. Fundraising efforts are exclusively for DSA approved activities and not for personal entrepreneurial gain. DSA facilities are only available for fundraising events that are not in conjunction with DSA programs. Students may not run personal fundraisers on school campus. Here are some general guidelines/bullet points to guide this topic:

- All fundraising events run at DSA must be associated with an approved DSA club or organization.
- All fundraising events must have a faculty sponsor
- Personal fundraising events (recitals, community or charity fundraising, special interest groups, etc.) are not permitted.
- All funds collected through DSA fundraising events must be deposited into an established DSA account with the DSA Financial Office.
- All disbursement of fundraising funds must be tracked and paid out by the DSA Financial Office.
- Any fund being distributed back into the club or organization are to be distributed evenly to all participating members and not to select individuals
- A clear start and end date for the fundraiser must be established
- Fundraising events involving food can only be held after school hours due to Federal Food Service laws

- Non-food fundraising events such as flower-grams, jewelry, ticket pre-sales, etc. are to take place only during lunch and afterschool.

Homework

Teachers publish their own homework expectations. Students should be encouraged to schedule time at home to complete their work. It is reasonable to expect homework every night. Teachers will communicate homework assignments through a variety of methods for each class. DSA schedules academic “*No Homework Days*” and “*No Performance/Rehearsal Days*” to allow students an opportunity to catch-up on work.

Infinite Campus Monday Auto Messenger

Each Monday morning IC will automatically notify parents of missing assignments and failed assignments. These will continue to roll each week until the work is made up. Please contact the individual teacher about these missing/failed assignments.

Internet Use

DSA computers are available for student use. However, students are expected to use the computers for school use only. If a student uses the computer to visit unauthorized sites, that student will lose the privilege of using school computers.

Lost and Found

Lost and found items are held in a bin located next to the Black Box Theater. Unclaimed items will be given to a charity twice each semester. Lost valuable items will be given to the main office secretary.

Media Release

Parents will be asked to sign a media release, or opt out, annually during registration.

Medical and Dental Appointments

Medical and dental appointments need to be scheduled, as much as possible, before or after school hours.

Medical Release

Parents must sign a release form granting permission for the nurse to dispense any medication to students during school hours.

Medical Needs

It is imperative that parents inform the school nurse of any medical condition(s) that could affect their student's school day. The nurse will dispense all medications. If a student experiences a life threatening injury or illness, 911 will be called first, then the parents will be called. If the situation is not life threatening the parent will be called to determine the course of action.

Parking

Approximately 120 student parking spaces for Junior and Senior level students are available at DSA. Student parking is permitted in the east lot only (Montview and Quebec lot). Student parking is not permitted on the 22nd Street lot. Parking permits may be purchased at registration with proof of insurance, vehicle registration and a valid driver's license. Anyone who parks without a permit will be subject to a ticket. Students can park only in designated areas, and they may not park in front of a DSA neighbor's house. Students and visitors are expected to be considerate to our neighbors. Visitor spaces are provided to our guests. (DPS Policy JLIE)

Parent Portal

Parents and students can have immediate access to student records through the Infinite Campus Parent Portal. In order to gain access the parent must sign an agreement form. Forms are available on the DSA website or you can pick one up from Linda Vliet in the Counseling Center at DSA. Once the form is submitted, the parent /

student will be given an ID # to use to create an account. Attendance history, current class grades, health records, student schedules, and standardized test scores are all available through this portal. Parents are welcome to use DSA computers to access this service.

Parent Teacher Conferences

School-wide parent teacher conferences will be scheduled for two days in October. These conferences are scheduled on-line for specific teacher appointments. Registration information for this system will be emailed to all DSA families approximately two weeks prior to conferences. You may also schedule conferences with teachers and counselors at any time to discuss progress. To schedule a conference, call the school's main office or visit the website for teacher contact information. To contact a teacher directly, please contact them via email.

Scholarships

All students will have access to information about scholarships, grants and other assistance through the DSA Counseling Office. The most comprehensive location to find scholarship search engines is on our DSA website under the Counseling Center. All scholarship and grant awards are to be reported to Linda Vliet in the Counseling Office by May 12, 2017.

Student Success Center

In response to the feedback we have had from our community, new this year, we are excited to present the Student Success Center (SSC), located in the library at DSA. The SSC provides a central location for students to have access to a wide range of academic, social emotional and bridging services within the school day. The goal of the center is to support and maintain academic and arts engagement at DSA through Whole Child Support. As more information, please reach out to Nicole Kitchen, SSC Team Lead.

Student Withdrawal Process

Mid-year school withdrawals are coordinated with the school Registrar in the DSA Counseling Office. A parent/guardian must inform the Registrar of their child's withdrawal at least one day in advance. Please email information to JACQUELINE_RIOS@dpsk12.org or phone (720) 424-1610. Once notified, the student may then pick up the required withdrawal form from the Registrar for the parent/guardian to complete, sign, and return to the Registrar on the day prior to withdrawal.

On the student's final day of attendance, the student must complete the following steps:

- Clean out his/her locker, if applicable.
- Return any school issued materials

Please be advised, lost or missing textbooks, and any outstanding fines or fees must be paid for before withdrawal documents will be provided.

Once the above steps have been completed, withdrawal documentation, including the student's unofficial report card/transcript and immunization record, will be provided so that the student may register at his/her new school. The student's cumulative file will be forwarded to the student's new school upon request from the school.

The Parent/guardian is reminded to check with the nurse for student medications, if applicable.

End of Year/Summer Withdrawals are coordinated through the Assistant Principal that oversees student enrollment. Students who choose to leave DSA at the end of the school year must have their parent notify Ms. Miranda Odom, DSA Assistant Principal by email at miranda_odom@dpsk12.org. Included in the email should be the new school of attendance. The student's withdrawal documentation and cumulative file is

made available to the student's new school upon the authorized request of the new school after all fees are paid. There is no formal withdrawal process with the school's registrar when a student leaves at the end of the school year or during the summer other than notifying the appropriate Assistant Principal.

Withdrawal from admission can also happen by not completing fall registration, scheduled in August of each school year. Families will have until the Thursday prior to the first official day of school to complete the registration process or their slot may be filled from students on the wait list.

Telephone Messages

Only EMERGENCY messages will be delivered to a student by calling the main office at 720-424-1700. An emergency is a situation that requires the student to leave school during the school day. All other messages will not be delivered. The use of the main office telephone is restricted. One phone will be provided in the office for phone calls. Please limit calls to 2 minutes. During the hours of 7:35 am – 3:30 pm students cannot be paged.

Ticket Purchases for DSA Performances

Families are encouraged to purchase tickets through our on-line ticketing service. You may find a list of all performances that are currently on sale by going to the DSA web site and clicking on the "Performance" tab. Each performance will have a description, location, dates and times. Following this information will be a link to click on to order tickets on-line. It is important to note that most DSA performances sell out prior to the performance and tickets will not necessarily be available at the box office prior to a performance.

Transcripts

Official Transcripts may be requested through the Counseling Office Manager, in the DSA Counseling Office.

Unofficial Transcripts are available through each student's Infinite Campus Account and can be accessed by either Parent or Student Portal.

Visitors

Visitors during the school day will be limited to individuals who have official school business. Parents are welcome to visit the school and the classrooms of their children at any time by checking in at the main office. If a DSA parent wishes to visit a classroom other than one in which their child is assigned they will need to pre-arrange this visit with the principal. All visitors, including parents, must sign in at the main office and are reminded to abide by all DSA school rules and policies. Parents are also reminded that classroom visitations are not the time for parent-teacher conferences; appointments should be made with teachers for this purpose. Students are not allowed to have friends from other schools visit at any time.

Weather Related Delays/Cancellations/Closures

On severe storm days, the Superintendent will decide as soon as possible whether to close all schools. Announcements will be made on radio and television stations or visit <http://dpsk12.org>.

Work Permits

Applications are available in the Counseling Office for students between 14 and 18 years of age. Work permits must be renewed at the start of each new school year or at the time the student obtains a new job.

POLICIES AND PROCEDURES

DPS Policy Information

For detailed descriptions of DPS policies regarding attendance, conduct, discipline, health-safety, and interscholastic activities please download the DPS Parent Handbook at:

www.dpsk12.org/parent_handbook

DSA Procedures

DSA aligns with all district policies. Specific detailed emphasis is described below:

Artistic Etiquette

Student work is displayed and celebrated continually at DSA. Students should respect other students' work by leaving displayed work intact. During performances, students should treat the performers with respectful attention and polite response. Talking during performances is rude; coming into or leaving a performance should only happen before it begins or in between acts/songs/etc. Patrons should enter or leave during a performance.

The Schomp Theatre, the Dance Studio, the Black Box Theater and the Concert Hall are special venues where the furnishings and floors are to be treated with great respect. (No food or beverage except water, no feet on furniture etc.)

Attendance

Regular attendance is the responsibility of students and parents. We encourage students to be in school every day and to keep absences to a minimum. Good attendance will open the possibility for many positive and rewarding experiences. Denver Public Schools and Denver School of the Arts defines good attendance as 95% attendance in a school year. This percentage is equal to 5 absences per semester.

Colorado Revised Statutes, 22-33-102, provides that school districts will establish policies for attendance. The Denver Public Schools board policy JE directs that schools develop specific guidelines and policies around student attendance.

DSA Attendance Policy

Denver School of the Arts allows **5 excused absences per class** for whatever reason the family chooses **without any documentation**. *All absences, thereafter, require appropriate documentation in order to be considered excused.* Documentation may include:

- Medical or Ill → note from respective doctor (school excuse) for which the absence occurred
- Legal appointments → notice of appointment or required appearance
- Pre-arranged absences → Form on DSA website to be completed and pre-approved
- Pre-approved professional obligations → Form on DSA website to be completed and pre-approved
- College Visits/Auditions/Portfolio Reviews → Form on DSA website to be completed and pre-approved

A parent or guardian must call the **School Attendance Phone Line, 720 424 1846**, for each and every day the student is absent. This number is available 24/7. **Absences must be excused within 24 hours of the absence.** This is the only notification, which will be accepted.

Parents are asked to leave the parent or guardian name, relationship to the student, student name (spelling the last name), date, grade, day time phone number for parent or guardian, periods to be excused and reason for absence. This will serve as notification to the teachers of the student's absence. When the student returns to

school, he/she will not need to check in with Registrar/Attendance Office if the absences(s) has/have been excused with a phone call.

Partial Day Absences

If a student needs to arrive late or leave school early due to an appointment or other outside obligation, **a parent/guardian must come to the main office and check out the student and present a valid ID in person prior to the student leaving the building.**

If the student is over 16 and driving to an appointment, a call must be made to the school attendance line 24 hours prior to the partial absence and **the student must check in, or out, through the main office.** *If this is not done, students will be marked as having an unexcused absence.* Partial absences for illness will be handled through the School Nurse or an Assistant Principal when the nurse is not available. The student will still need to be checked out through the front office by a parent/guardian.

Lateness due to undocumented reasons is considered a tardy and not a partial absence.

Tardies

There are no excused tardies. If a student arrives late to their first class period due to traffic, oversleeping, etc., the student should proceed directly to class. At the end of class, it is the student's responsibility to speak with the respective teacher to ensure that any marking of absent is changed to a tardy. A student that enters class after 30 minutes is considered absent from that class.

Homework requests for extended absences

Students who will be on an extended absence, more than three days, from school due to illness or other approved reasons may request make-up work from the Counseling office. The administration will establish a due date for all makeup work aligned to the attendance policy. Teachers are available after school on Tuesdays, Wednesdays and Thursdays, or by arrangement to assist with make-up work.

Make-up work for Excused and School-Related Absences

It is the student's responsibility to check with each teacher regarding missed work when absent. For each excused absence or school activity absence, students will be permitted two days (48 hours) to complete and submit course work unless other arrangements are made with the teacher. Teachers may decide to give equivalent work, not necessarily identical assignments, given to those students who were present in class. District approved religious holidays are exempt from makeup work. It is up to each teacher's discretion whether or not an unexcused student is allowed to make up any missed work.

Students who are attending a school activity may make arrangements with teachers to turn in work before their absences. However, this must not be required of students. Students will be permitted two days (48 hours) to complete and submit course work unless other arrangements are made with the teacher.

Professional Obligations in the Arts

Professional obligations in the arts must have prior approval from Jorge Loera, Assistant Principal, and the major teacher. Prior to being absent, you must obtain a pre-arranged absence contract from the Main Office and have your teachers fill out the form with all assignments and due dates noted. You must photocopy the completed form and give one copy to the Assistant Principal, Mr. Loera for office records. Absences for professional obligations cannot exceed five (5) consecutive school days or ten (10) full school days per school year. Absences that exceed these guidelines can be appealed to the Dean of Students.

College Visits/Auditions

Trips to visit colleges should be scheduled during DSA's vacation periods, where possible including Fall Break and Thanksgiving break. An excellent time for juniors to visit colleges and for seniors to schedule audition is

during the state-testing week in March. No DSA performances are scheduled during this week. When this is not possible, prior arrangements and approval from the Assistant Principal, Mr. Loera (at least three weeks) need to be secured. College auditions require an official notice from the institution stating date and time of audition and that is the only option for your audition. College visits and auditions cannot exceed five (5) consecutive school days or ten (10) full school days per school year.

Student Behavior

Willingness to listen to others' thoughts and feelings fosters an acceptance of divergent points of view, which leads to an appreciation of various forms of artistic expression. Differences in age, ethnicity, gender, physical ability or sexual preference provide richness to DSA. This richness is necessary for art to reflect the reality of our diverse culture. It is the responsibility of every member of the DSA community to approach each other as equal individuals and to respect each other's beliefs. Disruptive behavior is not tolerated. Assistant Principal, Mr. Loera, will arrange mediation or counseling if behavior problems occur with a student(s). Students will be suspended if involved in a fight, agitating a fight, engaged in bullying or other intimidating behavior(s) under the following circumstances:

According to District Policy JICDE, bullying is defined "as any written or verbal expression, or physical act or gesture, or pattern thereof, that intend to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events."

If students feel bullied they should report to an adult by starting with a teacher, counselor, Social Worker, or a member of the School Administration. A clear system of support and interventions has been developed and implemented at DSA to help students through this difficult experience.

Discipline

In order to provide a safe and orderly learning environment DSA follows all procedures regarding students discipline as outlined by the district in Policy JK and JK-R. Complete copies of District Policies are available at http://www.dpsk12.org/parent_handbook/.

Denver Public Schools Discipline Ladder

Building Leader Managed Levels

Type Four Offenses

Level F

1. Repeat Level D steps 1 through 3
2. Refer to and utilize the Intervention Guide for the intervention for the specific offense.
3. Engage the student in a restorative approach (as appropriate)
4. Construct and implement a Behavior Plan (general education students) or Functional Behavior Assessment/Behavior Intervention Plan (students with a disability)
5. Building Leader may give 0 to 3 days In-School Suspension (ISS) and/or 0 to 3 days Out-of-School Suspension (OSS) when safety concerns exist and planning time is needed to reintegrate student into learning setting
6. Building Leader may request approval of an extension to an Out-of-School Suspension and a review request for a possible expulsion hearing if the incident warrants the request

Type Three Offenses

Level E

1. Repeat Level D steps 1 through 3
2. Refer to and utilize the Intervention Guide for the intervention for the specific offense.
3. Engage the student in a restorative approach (as appropriate)

4. Construct and implement a Behavior Plan (general education students) or Functional Behavior Assessment/Behavior Intervention Plan (students with a disability)
5. Building Leader may give 0 to 3 days In-School Suspension and/or 0 to 1 day Out-of-School Suspension when safety concerns exist and planning time is needed to reintegrate student into learning setting (If an OSS is given, only 0 to 1 day ISS can be given)

Type Two Offenses

Level D

1. Documentation of interaction and intervention is provided to Building Leader by classroom teacher and/or support staff
2. Student tells his or her side of the story
3. Building Leader conferences with parent/guardian
4. Refer to and utilize the Intervention Guide for the intervention for the specific offense
5. Engage the student in a restorative approach (as appropriate)
6. Construct and implement a Behavior Plan (general education students) or Functional Behavior Assessment/Behavior Intervention Plan (students with a disability)
7. Building Leader may give In-School-Suspension of 0 to 3 days when safety concerns exist and planning time is needed to reintegrate student into learning setting

Classroom Teacher Managed Levels

Type One Offenses

Level C – Teacher, Support Staff, Student, Parent/Guardian

1. Teacher or designed staff member decides whether to request the support of the school psychologist, school social worker, school nurse, counselor, or any other member of the support staff
2. Teacher notifies the parent/guardian and invites them to a conference
3. Student tells his/her side of the story
4. Teacher conferences with other staff members as appropriate
5. Engage the student in a restorative approach (as appropriate)
6. Modify or construct and implement interventions as appropriate
7. Document all interactions and monitor all interventions

Level B – Teacher, Student, Parent/Guardian

1. Student tells his/her side of the story
2. Teacher notifies the parent/guardian
3. Engage the student in a restorative approach (as appropriate)
4. Modify or construct and implement interventions as appropriate
5. Document all interactions and monitor all interventions

Level A – Teacher, Student

1. Student tells his/her side of the story
2. Teacher counsels with student
3. Engage the student in a restorative approach (as appropriate)
4. Construct and implement interventions as appropriate
5. Document all interactions and monitor all interventions

Denver Public Schools Discipline Matrix			
Discipline Ladder		Recommendation	
Offense	Reference	For Expulsion	School Referral
Type Six			
Firearm	N/A	Mandatory Expulsion Hearing & Expulsion ⁵	Mandatory Referral to Law Enforcement ⁵
Type Five			
Robbery	N/A	Mandatory Review ⁵	Mandatory Referral to Law Enforcement ⁵
First or second degree assault, and sexual assault	N/A	Mandatory Review ⁵	Mandatory Referral to Law Enforcement ⁵
Sale or distribution of, or intent to sell, unauthorized drugs or controlled substance	N/A	Mandatory Review ⁵	Mandatory Referral to Law Enforcement ⁵
Dangerous Weapon: Pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air	N/A	Mandatory Review ⁵	Mandatory Referral to Law Enforcement ⁵
Dangerous Weapon: Fixed blade knife with a blade that exceeds three (3.0) inches in length	N/A	Mandatory Review ⁵	Mandatory Referral to Law Enforcement ⁵
Dangerous Weapon: Spring-loaded knife or a pocket knife with a blade that exceeds three and one-half (3.5) inches in length	N/A	Mandatory Review ⁵	Mandatory Referral to Law Enforcement ⁵
Dangerous Weapon: Any object, device, instrument, material, or substance, whether animate or inanimate that is used or intended to be used to inflict death or serious bodily injury	N/A	Mandatory Review ⁵	Mandatory Referral to Law Enforcement ⁵
Type Four⁷			
Arson	Level F	Optional Review	Mandatory Referral to Law Enforcement & Fire Department ⁵
Fighting: Level II (including incidents with significant injuries, but which do not rise to the level of the Type Five offense “1st or 2nd	Level F	Optional Review	Mandatory Referral to Safety and Security ⁴

degree assault”)			
Destruction or theft of school property (over \$5000)	Level F	Optional Review	Optional Referral to Law Enforcement ⁴
Theft from an individual (over \$5000)	Level F	Optional Review	N/A ¹⁰
Possession of an explosive (non-fireworks/firecrackers) that seriously endangers the welfare or safety of others	Level F	Optional Review	Mandatory Referral to Law Enforcement ⁵
Willfully causing damage to the property of a school employee	Level F	Optional Review	Mandatory Referral to Law Enforcement ⁵
Assault, harassment, or false allegation of abuse against a school employee	Level F	Optional Review	Mandatory Referral to Law Enforcement ⁵
Hazing activities	Level F	Optional Review	Optional Referral to Law Enforcement ⁴
Child Abuse	Level F	Optional Review	Mandatory Referral to Law Enforcement ⁵ and/or Denver Dept. of Human Services ¹¹
Unlawful sexual behavior, unlawful sexual contact, and indecent exposure	Level F	Optional Review	Mandatory Referral to Law Enforcement ⁵ and/or Denver Dept. of Human Services ¹¹
Witness Intimidation or Retaliation	Level F	Optional Review	Mandatory Referral to Law Enforcement ⁵
Other student behavior presenting an active or ongoing danger to the welfare or safety of school occupants	Level F	Optional Review	Mandatory Referral to Law Enforcement ⁵
Habitual disruption ³	Level F	Optional Review	N/A ¹⁰
Recurring Type Three offenses ⁶	Level F	Optional Review	Optional Referral to Law Enforcement ⁴
Type Three⁸			
Bullying: Level II - see Policy JICDE	Level E	No	N/A ¹⁰
Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level II - see Policy JBBA	Level E	No	N/A ¹⁰
Sexual harassment: Level II - see Policy JBB	Level E	No	Mandatory Referral to Title IX Officer
Fighting: Level I (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses, etc.)	Level E	No	N/A ¹⁰
Being under the influence of drugs or alcohol - see Policies JICH, JICH-R	Level E	No	N/A ¹⁰

Possession of alcohol or unauthorized (but legal) drugs	Level E	No	N/A10
Possession of illegal drugs	Level E	No	Mandatory Referral to Law Enforcement
Destruction or theft of school property, including graffiti (\$500 - \$5000)	Level E	No	Optional Referral to Law Enforcement ⁴
Theft from an individual (\$500 - \$5000)	Level E	No	N/A10
Other school-based misconduct that substantially disrupts the school environment	Level E	No	N/A10
Recurring Type Two offenses	Level E	No	N/A10
Type Two			
False activation of a fire alarm	Level D	No	Mandatory Referral to Fire Department
Possession of fireworks/firecrackers	Level D	No	N/A10
Bullying: Level I - see Policy JICDE	Level D	No	N/A10
Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level I - see Policy JBBA	Level D	No	N/A10
Sexual harassment: Level I - see Policy JBB	Level D	No	Mandatory Referral to Title IX Officer
Consensual but inappropriate physical contact	Level D	No	N/A10
Destruction or theft of school property, including graffiti (under \$500)	Level D	No	N/A10
Severe defiance of authority/disobedience	Level D	No	N/A10
Trespassing	Level D	No	N/A9
Theft from an individual (under \$500)	Level D	No	N/A10
Other school-based misconduct that disrupts the school environment	Level D	No	N/A10
Recurring Type One offenses (after going through Levels A through C)	Level D	No	N/A10
Type One			
Classroom disruption	Levels A-C	No	N/A10
Excessive tardiness	Levels A-C	No	N/A10
Picking on, bothering, or distracting other students	Levels A-C	No	N/A10
Use of profanity or vulgarity	Levels A-C	No	N/A10
Dress code violation -	Levels A-C	No	N/A10

see Policy JICA			
Disrupting school activity	Levels A-C	No	N/A10
Minor defiance of authority/disobedience	Levels A-C	No	N/A10
Verbal insults or put-downs	Levels A-C	No	N/A10
Use of cell phones, Gameboys, and similar electronic devices at unauthorized times	Levels A-C	No	N/A10
Minor damage or defacement of school property	Levels A-C	No	N/A10
Tobacco offenses - see Policy JICG	Levels A-C	No	N/A10
Unauthorized use of school equipment	Levels A-C	No	N/A10
Gambling	Levels A-C	No	N/A10
Minor physical aggression with another student (e.g., pushing, shoving)	Levels A-C	No	N/A10
Scholastic dishonesty	Levels A-C	No	N/A10
Other minor school-based misconduct	Levels A-C	No	N/A10
1 Note that this sheet is merely a summary of Section Three of Policy JK-R. Please refer to the full policy for more detail.			
2 Gang-related activity at school is covered under the offenses listed in Type One through Type Five.			
3 "Habitual disruption" is not an independent offense, but rather refers to a classification under state law in which persistent misconduct at any level can result in the student being declared "habitually disruptive," for which the student will be recommended for expulsion. See Section 4-2 of Policy JK-R for more information.			
4 For these offenses, incidents are to be resolved without the involvement of law enforcement whenever possible. See Section 7-3 of Policy JK-R for more information.			
5 This consequence is required under state law. Possession of a firearm shall result in a mandatory expulsion unless the Superintendent/designee provides an exception in writing.			
6 Recurring Type One offenses can eventually proceed to Type Two and Type Three, but shall never result in referral to law enforcement.			
7 For Type Four offenses, if there has been a recommendation for expulsion, or a request for an extension of the suspension period made to the Superintendent or designee through Section 6-6 of this Policy, the principal has the option of extending the maximum three-day out-of-school suspension available under Section 3-1 by up to two days, for a total of five days, if deemed necessary for the safety of the school. See Section 6-4.			
8 For Type Three offenses, if the student's presence in school presents a danger or severe disruption to the school and its occupants or additional time is needed to further investigate the incident, the principal has the option of extending the maximum one-day out-of-school suspension available under Section 3-1 by up to two days, for a total of three days. See Section 6-4.			
9 If, after being asked to leave the school campus, the student refuses, then law enforcement may be notified.			
10 Note that this column refers to the actions available to the school in response to a disciplinary incident, and does not address or limit the options available to individuals who may be victims of criminal activity. See Section 3-1 for more information.			
11 See Policy JLF, JLF-R, and DPS Child Abuse and Neglect Protocol Bulletin. Offenders under 10 years of age are referred to Denver Department of Human Services. Offenders 10 years of age or older are referred to law enforcement.			

Dress Code

In art, as in the rest of life, appearances count and first impressions do matter. Students are reminded that a part of professional training is learning to present oneself well. The following rules apply to the daily dress of students as outlined by DPS Board Policy JK and JKR:

Unacceptable items

The following items are deemed disruptive and are not acceptable on school grounds, in school district vehicles, or at school functions or activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses, hats or headscarves worn inside a building
3. Inappropriately sheer, tight, loose, or low-cut clothing that bares or exposes the stomach, back, breasts, buttocks, or genitalia. (For example, the following items are prohibited under this section: garments made of fishnet, mesh, or similar material, and midriffs, halter tops, backless clothing, tube tops. Muscle tops, revealing tank tops or sundresses, etc.)
4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any words, symbols, or pictures that:
 - Refer to drugs, tobacco, alcohol or weapons
 - Are of a sexual nature
 - Are obscene, profane, vulgar, lewd or legally libelous
 - By virtue of color, arrangement, trademark or other attribute denote membership in gangs, associations or clubs which advocated drug use, violence or disruptive behavior
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Pose a threat or potential threat to the safety or welfare of any person
 - Otherwise disrupt the school's mission in delivering educational services
5. Inappropriate footwear, including rubber sole thongs (flip-flops) or bedroom slippers
6. Athletic wear, such as jogging suits (except that appropriate athletic clothing may be worn while participating in physical education classes or other athletic activities)
7. Underwear as outerwear
8. Inappropriate grooming or hygiene
9. Any other attire or grooming that is prohibited in the student dress code applicable to the particular school.

Policy JK and JK-R (Student Discipline) shall control discipline of a student in violation of this policy.

Exception

Exceptions to this policy may be made by principals or their designees to address a specific student's medical, religious, or other similar needs.

DSA Exceptions:

- Students wearing clothing that “makes a statement” are expected to respect the rights and beliefs of our diverse school community.
- Students may be asked to remove headwear if it interferes with the learning environment.
- Clothing that is disruptive to the educational climate is not appropriate and students will be asked to change or cover the garment.

Drugs and Alcohol

Students, staff, and visitors are forbidden to possess, sell or use the following on school property: alcohol, narcotics or other harmful substances and habit forming and/or prescription drugs. Suspension and independent court action will be taken against a student involved in the distribution, possession or sale of alcohol or narcotics. Police will be called as appropriate to the situation. Upon return to school from suspension, the student will sign a substance abuse contract and will participate in a substance abuse treatment program. (Policy JICH-R)

The school nurse must dispense prescription drugs to students

Electronic Items

DSA and the DPS are **not** liable for lost or damaged electronic equipment. Students bring these devices to school as a personal choice. Due to the nature of increased technology and the current capabilities of devices being used in multiple ways, there are a few rules that must be followed:

1. Any use of an electronic device in the classroom is at the discretion of the teacher. This includes personal music devices, hand held computers, recording devices or any other instruments of electronic technology. Cell phones are never to be seen or heard in the classroom unless the instructor allows students to use the phones for educational purposes.
2. Technology that is used for instructional support of a student that is a component of that student's IEP/504 will be notified by the Special Education/Administrative team for allowance of those devices in the classroom.
3. Students who do not comply with a teacher's request regarding any electronic device item shall follow the discipline ladder for detrimental behavior, which includes, contact with parent, referral and or suspension. The device may be confiscated by the teacher and could result in having a parent to come to the school for parent conference before the device is returned.
4. During periods of district, state and national testing electronic devices are NOT allowed in the testing environment. Electronic devices are subject to search by a school official and devices may be confiscated and sent to the testing authority for further examination.

Food & Beverages

Food or drink are not allowed in any area except the commons area and designed eating areas. Food provided through food services is not to leave the commons area. All food consumption is to take place on the first floor of the building in designated areas. Students are expected to clean up their eating area when finished. Students littering will be asked to clean up. Only water is permitted in classrooms and performance spaces.

Littering and Graffiti

DSA is your community and is a reflection of you. We expect that you take care of the school and keep it neat and clean. Please do not litter and be sure to clean up any mess you make. Graffiti is punishable with serious disciplinary action. Law enforcement may be involved.

Off Campus Privileges

In accordance with District Policy JHCA, sixth through eighth grade students must stay on campus during the school day. Consequences will be enforced for leaving campus up to or including suspension. Ninth through twelfth grade students are allowed to leave campus provided they behave as responsible individuals and treat neighbors and merchants with courtesy and respect. Failure to do so could result in loss of privileges.

Posters and Flyers

An Assistant Principal must approve all poster and flyers for non-DSA performance related events including senior recital posters. Posters will then be placed in the building by DSA staff and office representatives only. Only items that are advertising DSA sponsored events will be displayed in the school. Posters can then be

placed on the information boards located around the campus. Nothing is to be placed on walls, windows, doors, pillars, vending machines, or any other unapproved area. Postings on any undesignated area will be removed.

Smoking and Tobacco

State law prohibits students, staff and visitors to use any tobacco in any form in the SCHOOL BUILDING, ON THE SCHOOL GROUNDS, and AT SCHOOL ACTIVITIES OR IN SCHOOL VEHICLES. It is unlawful for students under 18 years of age to possess or to smoke any kind of tobacco product. DSA will not tolerate the use of tobacco on school property, in the community surrounding the school or on DSA sanctioned activities or events. Violation of the no-smoking policy will result in disciplinary action. (Policy JICG)

Suspension

Suspension is a disciplinary action used to stop unacceptable behavior in the school environment and is used when school policies and rules are violated. Suspensions point out to the student the seriousness of the misconduct and inform the parent or guardian to ensure parental cooperation in dealing with the problem. Suspension is a temporary action to protect the staff and students, school property and the orderly function of the school. A suspended student and parent/guardian will be required to attend a reentry conference with Assistant Principal, Mr. Loera to establish further expectations for appropriate behavior. **If a student is suspended, he/she may not participate in school activities for the length of their suspension. Students may have access to complete missed work under the conditions outlined in the DPS parent handbook,**

http://www.dpsk12.org/parent_handbook/

Theft and Valuables

Theft and/or larceny in the school building and breaking and entering will result in suspension, restitution and citation by police.

Students are cautioned not to bring valuables or large amounts of money to school. DSA is not responsible for students' personal property brought to school. All personal property must be secured in lockers at all times.

Transportation

RTD passes are provided for in-district high school students who reside in the city and county of Denver and live outside of the 3.5-mile walk distance radius. Any other students needing a RTD pass can purchase them from the appropriate Assistant Principal.

Yellow buses are provided for in-district middle school students. Contact transportation directly for route information. Any nonresident or high school students needing to ride the yellow bus can obtain an exception form from the district. Nonresident students are responsible for providing their own transportation as outlined in District Policy JFAB.

Weapons

DPS Policy expressly prohibits carrying, using and/or wearing of any dangerous or deadly weapon. The possession or use of any weapon requires school officials to initiate proceedings to suspend or expel the student involved.

Parents, be aware that some objects not normally thought of as weapons (plastic water guns, small utility knives, etc.) may be construed as such.

At DSA fake weapons or knives are frequently used as props in school productions or for student classroom presentations. It is required that a student bring their "prop" to the office first thing in the morning to check in for administrative (principal, AP or student advisor) approval for use. *Failure to do so will result in the same disciplinary action for bringing a weapon to school.*