



# Community Handbook

William Kohut, Principal  
Richard Shaw, Assistant Principal  
Miranda Odom, Assistant Principal

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

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 and academically. We are committed to increasing learning, enhancing social experience and working personally with the community to reach our stake holders 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, search, 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 guaranteed a successful DSA experience.

The administration, faculty, and staff extend a sincere WELCOME to each family for the 2011-2012 school year. 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 Hotline	720-424-1721

## **Administration**

William Kohut, Principal	720-424-1700
Richard Shaw, Assistant Principal	720-424-1705
Miranda Odom, Assistant Principal	720-424-1706
Jorge Loera, Dean of Students	720-424-1717

## **Counselors**

Brianne Bredenber	High School	Last Names A-L	720-424-1707
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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## **Treasurer**

Jaymie Montoya	720-424-1711
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## **WHO TO CONTACT WHEN.....**

**DSA can be an overwhelming place. With 80+ 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  
Jorge Loera- Dean of Students

### **ADMISSIONS/SCHOOL VISITATION DAYS**

Miranda Odom- Assistant Principal

### **ALUMNI RELATIONS**

Amy Mc Grath

### **ARTS RELATED MATTERS**

Deborah Rosenbaum, Chair, DSA Arts Department

### **AUDITIONS/CHANGING MAJORS**

Miranda Odom- Assistant Principal

### **CHANGE OF ADDRESS/INFORMATION**

Dorothy Hurst- Registrar

### **CONFLICTS WITH OTHER STUDENTS**

Assigned Counselors  
Jorge Loera- Dean of Students

### **COUNSELING AND MENTAL HEALTH**

DSA Counseling Staff  
Joe Weber- Social Worker  
Dr. Dan Doyle- Psychologist

### **FUNDRAISING REQUESTS**

Richard Shaw- Assistant Principal  
DSA Friends Foundation (720)424-1700

### **GIFTED AND TALENTED QUESTIONS**

Mary Ellen Sweeney- Gifted and Talent Itinerant

### **GOVERNANCE/SCHOOL VISION**

William Kohut- Principal

### **MEDICAL CONCERNS**

Amy Robinson- School Nurse

### **PARENT PORTAL**

Linda Vliet- Counseling Secretary

### **SAFETY CONCERNS**

Jorge Loera- Dean of Students  
Richard Shaw- Assistant Principal

### **STUDENT TRANSCRIPTS/RECORDS**

Dorothy Hurst- Registrar

### **STUDENT SHADOWING EXPERIENCES**

Jorge Loera- Dean of Students

## 2012-2013 BELL SCHEDULE

### *Stripe Day - Wednesday*

#### 6<sup>th</sup> and 7<sup>th</sup>

Pd 1 arts	7:35 – 8:18	(43)
Pd 2 arts	8:23 – 9:06	(43)
Pd 3 academic	9:11 – 10:18	(67)
Pd 4 academic	10:23 – 11:30	(67)
<i>Lunch</i>	<i>11:30 – 12:15</i>	<i>(45)</i>
Pd 5 academic	12:15 – 1:22	(67)
Pd 6 academic	1:27 – 2:35	(68)

#### 8<sup>th</sup> – 12<sup>th</sup> grade

Pd 1 academic	7:35 – 8:18	(43)
Pd 2 academic	8:23 – 9:06	(43)
Pd 3 academic/arts	9:11 – 9:54	(43)
Pd 4 academic/arts	9:59 – 10:42	(43)
Pd 5 academic	10:47 – 11:30	(43)
Pd 6 academic	11:35 – 12:18	(43)
<i>Lunch</i>	<i>12:18 – 1:04</i>	<i>(45)</i>
Pd 7 academic/arts	1:04 – 1:47	(43)
Pd 8 academic/arts	1:52 – 2:35	(43)

### *Black Days – Monday/Thursday*

#### 6<sup>th</sup> and 7<sup>th</sup>

Pd 1 arts	7:35 – 8:18	(43)
Pd 2 arts	8:23 – 9:05	(43)
Pd 3 academic	9:10 – 10:18	(68)
Pd 4 academic	10:23 – 11:30	(67)
<i>Lunch</i>	<i>11:30 – 12:15</i>	<i>(45)</i>
Pd 5 academic	12:15 – 1:22	(67)
Pd 6 academic	1:27 – 2:35	(68)

#### 8<sup>th</sup> – 12<sup>th</sup> grade

Pd 1	7:35 – 9:05	(90)
Pd 3	9:10 – 10:40	(90)
Pd 5	10:45 – 12:15	(90)
<i>Lunch</i>	<i>12:15 – 1:00</i>	<i>(45)</i>
Pd 7	1:05 – 2:35	(90)

### *White Days – Tuesday/Friday*

#### 6<sup>th</sup> and 7<sup>th</sup>

Pd 1 arts	7:35 – 8:18	(43)
Pd 2 arts	8:23 – 9:05	(43)
Pd 3 academic	9:10 – 10:18	(68)
Pd 4 academic	10:23 – 11:30	(67)
<i>Lunch</i>	<i>11:30 – 12:15</i>	<i>(45)</i>
Pd 5 academic	12:15 – 1:22	(67)
Pd 6 academic	1:27 – 2:35	(68)

#### 8<sup>th</sup> – 12<sup>th</sup> grade

Pd 2	7:35 – 9:05	(90)
Pd 4	9:10 – 10:40	(90)
Pd 6	10:45 – 12:15	(90)
<i>Lunch</i>	<i>12:15 – 1:00</i>	<i>(45)</i>
Pd 8	1:05 – 2:35	(90)

## 2012-2013 DSA Calendar

### First Day of School

August 27, 2012	All 6 <sup>th</sup> graders
August 28, 2012	All students

### Vacation Days and Professional Non-student Contact Days

September 3	Labor Day	holiday for students and staff
September 21	Assessment Day	no school for students
October 25	Teacher Flex Day	no school for students and staff
October 26	Vacation Day	no school for students and staff
November 12	Veterans' Day	holiday for students and staff
November 21-23	Thanksgiving Holiday	holiday for students and staff
December 21	Assessment Day	no school for students
December 24-January 4	Winter Break	holiday for students and staff
January 7	Teacher Plan Day	no school for students
January 8	First of Second Semester Classes	
January 21	Martin Luther King Day	holiday for students and staff
January 22	Teacher Plan Day	no school for students
February 18	Presidents' Day	holiday for students and staff
February 19	Teacher Flex Day	no school for students and staff
March 4-7	TCAP testing	
March 25 – March 29	Spring Break	holiday for students and staff
May 10	<b>District K-8 Assessment Day</b>	<b><u>All DSA Student Attend Classes</u></b>
May 21	Last day for seniors	
May 24	Assessment Day	no school for students
May 31	Last day for grades 8-11	
June 3	Last day for grades 6 and 7	

### Grading Periods

1 <sup>st</sup> quarter	August 27 – October 24
2 <sup>nd</sup> quarter	October 29 – December 20 (end of first semester)
3 <sup>rd</sup> quarter	January 8 - March 15
4 <sup>th</sup> quarter	March 15 - June 4 (end of second semester)

## 2013 DENVER PUBLIC SCHOOLS GRADUATION REQUIREMENTS

<b>Department</b>	<b>Credits</b>
<b>ENGLISH</b> Introduction to Literature and Comp. 1 and 2 American Literature 1 and 2 Upper division writing class of your choice during junior/senior year	<b>40 Credits</b>
<b>MATHEMATICS</b> Algebra 1 and 2 or Integrated equivalent Geometry 1 and 2 or Integrated equivalent Algebra 2 or Integrated equivalent Upper division class higher than Algebra 2	<b>40 Credits</b>
<b>SCIENCE</b> Twenty credits of the following lab based sciences: earth science, biology, chemistry, or physics 10 credits of additional sciences	<b>30 Credits</b>
<b>SOCIAL STUDIES</b> Civics (1 semester) American History (2 semesters) 15 credits of additional Social Studies elective classes	<b>30 Credits</b>
<b>ELECTIVES</b> Twenty semester hour of academic electives Seventy semester hours of elective credit (fulfilled by the Arts Major at DSA)	<b>100 Credits</b>
<b>TOTAL</b>	<b>240 Credits</b>

## **DSA 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.

### ***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 TBA.
2. Between October 30, 2012-November 19, 2012 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 November 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 be scheduled during vacation periods. When this is not possible, the Dean of Students, Jorge Loera, 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.

### ***Independent Study for Credit***

Independent study is only approved in rare cases. Independent study can be used for irresolvable conflicts or for courses not offered on the DSA schedule. Independent study courses must be approved by the principal. **DPS board policy doesn't allow for honors or AP credit to be awarded by independent study. Arts major courses are also not available for independent study at DSA.**

### ***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.

### ***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.

### ***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.

### ***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.

### ***What if I want to drop 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 after this deadline. 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.

### ***How can I drop a class without penalty?***

Students may drop a class without penalty to their transcript by October 5, 2012 for first semester and February 15, 2013 for second semester. **However, this class cannot be replaced with another class selection.**

### ***Honors vs NonHonors***

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 20, 2012 deadline for first semester*  
*Friday, February 1, 2013 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.

### ***How many classes do I need?***

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

### ***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 a GT itinerant. Afterschool gifted and talented sessions and 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 outside enrichment opportunities.

### ***Arts Endorsed Diploma***

*All Arts Endorsed requirements/paperwork/communication must be completed by April 30, 2013 to Miss 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  
*Confirmation of a completed senior project must be given by the arts teacher to Miss Odom by Monday, April 30, 2012. 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 30, 2012. 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 one 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
- 6) 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.

## ***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 tardies or absences will meet with the Dean of Students 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.

## ***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.

## ***Arrival and Departure of Students***

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.

## ***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.

### ***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 (7:35 am – 2:35 pm). Transportation will either be provided by district approved carriers, parents, or sponsor supervised public transportation. Students are supervised by adults (teacher sponsors or parent chaperone's) 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 principal 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 in conjunction with DSA programs. Students may not run personal fundraisers on school campus.

### ***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.

### ***Infinite Campus Saturday Auto Messenger***

Each Saturday 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 main office. 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. This includes Aspirin, Advil, Tylenol, etc.

### ***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 180 student parking spaces are available at DSA. Student parking is permitted in the east lot only (Montview and Quebec lot). Student parking is not permitted on the 22<sup>nd</sup> 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 evenings 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. Staff members are also available every afternoon during office hours from 2:45 – 3:20 pm on Tuesdays, Wednesdays, and Thursdays. 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.

### ***Parent Community Meetings***

Hosted by our PTSO our “Community Meetings” allow for dialogue between the administration of the school and the parent community. These gatherings are scheduled in the Concert Hall beginning at 7:00 pm and are held in the fall and spring of each school year.

### ***Scholarships***

All students will have access to information about scholarships, grants and other assistance. The most comprehensive location to find scholarship search engines is on our DSA website under the Counseling Center.

### ***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.

### ***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>.

## **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](http://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 Joe Craft Studio 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.

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.

For the purpose of defining excused absences, Denver School of the Arts will recognize the following reasons for absence, when verified, as being excused absences:

Illness

Medical or legal appointments

Religious holiday or ceremony

Death in the family or family emergency

College/University Visits

College/University audition and/or portfolio review

School based activity absence

Professional Obligation

### When a student must be absent, the following action must be taken

A parent or guardian must call the School Attendance Phone Line each and every day the student is absent. Absences must be excused within 24 hours of the absence. This is the only notification, which will be accepted. To report excused absences, call the Attendance Office at 720-424-1846. This number is available 24 hours each day. Parents are asked to leave the student name, date, grade, parent name, day time phone number for parent, periods to be excused, and reason for absence. An office secretary will record the absence in the computer system. 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 the Attendance Office if the absence(s) has been excused with a phone call.

### Make-up work when absent

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. Students who are attending a school activity may make arrangements with teachers to turn in work before their absences. However, this shall 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. 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.

### Partial day absences

If a student needs to leave school early 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 you must call 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 the Dean of Students Office when the nurse is not available. If a student arrives late to school following the first class of the day the parent must call the Attendance Office within 24 hours to excuse the absence. Students should report directly to class.

#### Parental notification

A computerized "autodialer" from the Infinite Campus system will place calls to the home of parents when a student has an absence. We cannot guarantee that a parent will be the person who answers the telephone when this call is made. To get specific date and period absences, access the Parent/Student Portal at <http://dpsk12.org/>.

#### 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 Dean of Students office. The Dean of Students, in consultation with 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.

#### Professional Obligations in the Arts

Professional obligations in the arts must have prior approval from the Dean of Students 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 Dean of Students 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 Dean of Students (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

#### ***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. The Dean of Students 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, or the Dean of Students. 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/](http://www.dpsk12.org/parent_handbook/).

### ***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 staff and students:

- For safety and health reasons, everyone is required to wear footwear, shirts and appropriate clothing while on school grounds in accordance with district policy JICA.
- 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 head wear 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. A second infraction will result in disciplinary consequences. Disruptive clothing includes but is not limited to:
  - Sexually provocative clothing
  - Clothing exhibiting obscene wording or graphics or promoting illegal activities
  - Gang identifying clothing

### ***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 responsible 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 students 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 devices 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. Students are encouraged to leave these devices at home on designated testing days. Any electronic devices that are visible during designated testing periods will be confiscated and held by school officials and released at the end of designated testing windows.

### ***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 with the Dean of Students office 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***

Posters and announcements must be approved by the Dean of Students office 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, 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 the Dean of Students 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. Student may have access to complete missed work under the conditions outlined in the DPS parent handbook,**

[http://www.dpsk12.org/parent\\_handbook/](http://www.dpsk12.org/parent_handbook/)

### ***Tardiness***

Students are expected to be in class on time. A student who arrives at school after 7:35 am or to any class after the start time will be counted tardy. A tardy is unexcused unless it is due to a medical appointment or a weather event. A phone call to the attendance office is required to excuse a tardy for a medical appointment. When Denver Public Schools declares that transportation will run on a storm schedule, morning tardies will be excused. Students who are habitually tardy will conference with the Dean of Students and can be placed on an intervention plan to change this behavior.

### ***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 that live outside of the 3.5 mile walk distance radius. Any other students needing a RTD pass can purchase them from the Dean of Students.

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***

Carrying, using and/or wearing of any dangerous or deadly weapon is expressly prohibited by DPS Policy. 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.*