

DSA Parent/Guardians and Students,

The Administration and Staff eagerly await your return to school tomorrow. Below you find important information that will assist you with your first day back to school.

### **Important Reminders for a Safe and Productive School Year**

#### ***Student Drop Off and Pick-up***

Parent/guardians are reminded that, due to congestion in the parking lot, entering the parking lot for student drop-off in the morning, and for afternoon pick-up, will be from the 21<sup>st</sup> Street entrance. Exiting the parking lot will occur at the Montview Boulevard exit, with a right turn ONLY (no left turns) on to Montview Boulevard. Students are not to be dropped off across from the school on Olive Street which requires them to cross traffic. In the afternoon parents can wait in front of the school, on the south side of 21<sup>st</sup> Avenue or the east side of Olive Street.

#### ***Student Entry into the Building***

This year the DPS Department of Safety and Security has determined that all students will have one access point into the building during regular school hours (6:45 am – 3:00 pm). **All DSA students will only enter the building through the main doors off the main parking lot.** Students are no longer permitted to enter the building from the commons area doors, the Montview Blvd. doors, or the west doors off Olive St. Yellow bus drop-off still occurs on Montview Street. Bus students will need to walk around the building to the main entrance. All students dropped off on Olive Street will need to walk around the building and enter through the main entrance of the building. The DSA Facility opens at 6:45 am each morning and students may wait in the Commons area.

#### ***Student Schedules***

We suggest you print a final schedule today and bring it with you tomorrow.

#### ***Student Id Cards***

All DSA students will be issued an ID card during school pictures. Beginning on September 1<sup>st</sup>, all students must have their student ID in their possession at all times. This is an important protocol for student safety in our building.

#### ***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, Dorothy Hurst. You may also come to the main office to see her in person or you email Dorothy Hurst at [dorothy\\_hurst@dpsk12.org](mailto:dorothy_hurst@dpsk12.org).

### Online Payment System- MySchoolBucks

This past school year, DSA was in the first phase of schools moving to a new payment system called MySchoolBucks. This new online system allows all DSA families to pay fees online. Invoices for all fees for the 2018-2019 school year were emailed directly to parents. All invoices from registration must be paid or have a payment plan set-up by October 1, 2018. If you have questions about specific fees or payments, these should be directed to DSA Financial Manager Jaymie Montoya at 720-424-1711 or you may email her at Jaymie\_montoya@dpsk12.org.

### Paper

Each year we ask that each family provide 2 reams of paper. These 2200 reams of paper go directly to the teachers to supplement what we provide them from the school budget. We ask that every student bring 2 reams of paper to one of the following days:

- a) The first day of school – August 20th or 21<sup>st</sup>
- b) Back to School Night on August 23

### School Pictures

This year school pictures will be taken on Friday, August 31st. The makeup day will be September 25th. To order pictures online, go to the DSA homepage. Scroll to the bottom. You will see a "Lifetouch banner" with our school code and picture date.

### Locker Assignments

Locker assignments will be made to all student during the opening week of school, during student lunch periods. High School students will go to the concert hall during their lunch period (*Tuesday – Friday*), and middle school students in the commons during lunch, 7<sup>th</sup>/8<sup>th</sup> grade on Wednesday, 7<sup>th</sup>/8<sup>th</sup> grade on Thursday, and 6<sup>th</sup> grade on Friday.

### Backbacks/Bags

Student backpacks and bags must be able fit inside a shared locker space. Parent/Guardians we encourage you to monitor what your student packs in their backpacks and bags. Students tend to bring far more than is needed to school and these backpacks, and bags will not fit in lockers. ***Because of safety concerns all backpacks and bags must be stored in student lockers. They are not to be left in the hallways.***

### Back to School Night

There will be a new format for this year's Back-To-School Night. On Thursday evening, August 23<sup>rd</sup> DSA will host Academic Back to School Night. The evening will kick-off with a short teaser of the All-School Musical- *Shrek at 5:30 pm (seating is limited to the first 480 arrivals)*. A stripe day bell schedule will be begin at 6:00 pm. Parents will visit their students English, Math, Science, Social Studies, and World Language Teachers only. No

elective teachers will be available and CU Succeeds and CCD Professors will not be in attendance. Special sessions will be scheduled to meet with our new Community/Family Liaison and Dean of Students/Culture, information on the DSA Student Success Center will be shared with interested parent/guardians, and Parent Representatives and the Chair of the DSA Friends Foundation will host an information meeting about the *Fill the Gap* campaign. A detailed schedule for this evening will be emailed to all families on Wednesday, August 22<sup>nd</sup>.

All Arts Majors will be reviewing expectations and information at their welcome back events in August and September.

### ***Ticket Purchases for DSA Performances***

Families are encouraged to purchase tickets through our online ticketing service. You may find a list of all performances that are currently on sale by going to the DSA website and clicking on the "Performance" tab. Each performance will have a description, location, dates and times. Following the performance information there is a link to click on to order tickets online. 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.

## **DSA COMMUNICATIONS**

### ***Faculty/Staff Response Time***

DSA 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 two school days. DSA faculty and staff are not required to respond to emails on weekends and holidays. 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-of-office responder on their email.

### ***PTSO Newsletters***

PTSO newsletters are sent to all DSA families through Constant Contact two times per month. These newsletters contain important information, announcements, and news of celebrations, important dates to remember, and information on arts majors. Make sure that you register with PTSO to receive these important communications.

### ***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 website under “News Updates”.

Have a safe and wonderful 2018-2019 school year.

The Administration and Staff of DSA