



**Student and Family Handbook**  
**2017-2018**

**DSST: INSERT SCHOOL NAME**

# Table of Contents

**Letter from the School Director • Page | 1**

**DSST Public Schools' Mission • Page | 2**

**DSST Public Schools' Vision • Page | 3**

**DSST Public Schools' Core Values • Page | 4**

**DSST Public Schools' Guiding Principles • Page | 5**

## **I. Campus Policies • Page | 6**

- Closed Campus
- Attendance
- Arrival and Dismissal
- Dress Code
- Parents/Guardians and Visitors
- Student Phone Usage
- Deliveries to Students

## **II. Academic Policies • Page | 10**

- Academic Honor Code
- Academic Effort
- Advisory Program
- Grades
- Report Cards and Progress Reports
- Honors and Awards
- Middle School Promotion Requirements
- High School Promotion Requirements
- Graduation Promotion Requirements

## **III. Core Values and Discipline • Page | 19**

- Core Student Behavior Expectations
- Rules
- Policies
- Habitually Disruptive Student
- Actions that May Warrant Interventions or Suspensions
- Actions that will Lead to an Expulsion Hearing
- The Discipline Process
- Consequences
- Expulsion

#### **IV. Facilities and Resources Policies • Page | 25**

- School Property
- Textbooks
- Laptop Computers
- Responsibility for Personal Property
- Lost and Found
- School Supplies
- School Fees

#### **V. General School Policies • Page | 26**

- Non Discrimination Statement
- Student Records
- Media Release
- Distribution of Published Materials or Documents
- Commerce
- Informal Parent/Guardian Grievance Policy
- Formal Parent/Guardian Grievance Policy

#### **VI. Athletics and Extracurricular Activities • Page | 28**

- Participation
- Science and Tech Parent Group (STP)

#### **VII. Weather and Emergency Procedures • Page | 29**

- Accident or Medical Emergency
- School Closings
- Fire Alarms and Building Emergencies

#### **Appendices for Current Academic School Year • Page | 30**

- A. Schedule Sample: ALL GRADES
- B. Student Dress Code for the 2017-2018 School Year
- C. Make-up Work and Late Work Procedures and Policies
- D. Student Technology Use Summary
- E. Student Core Value Pledge
- F. Parent Guardian Core Value Pledge
- G. Student and Family Handbook Contract Signing Page 2017-2018

# Letter from the School Director

**Date**

Dear Students and Families,

Sincerely,

*Signature*

**Director Name**

**DSST School Name** Director

**DSST Public Schools** transforms urban public education by eliminating educational inequity and preparing all students for success in college and the 21<sup>st</sup> century.



**DSST Public Schools will serve 10,500 students in grades 6-12 on 11 campuses and 22 schools. Through our Vision 2025 Growth Plan, we aim to:**

- Graduate students who understand their identity, develop self-awareness, display empathy for others, respect different opinions and demonstrate a critical consciousness of the world around them.
- Provide equitable access to truly integrated world-class schools whose student population reflects Denver's rich diversity.
- Create an innovative school network where students acquire a rigorous academic foundation while instilling a culture of belonging centered on our core values.
- Work collaboratively with Denver Public Schools to create the leading urban public school system in the country.
- Double the number of college-ready graduates attending four-year colleges from Denver Public Schools by 2025.
- Be an innovative charter school network that creates the national model and center for STEM education in the country
- Create a school model that redefines the approach to successful secondary education.

Our core values are central to our organization. These values are embedded in everything that we do and how we do it. **These values include:**

**Respect:** Appreciating the value of a person or an object through your words, actions and attitude - treating people appropriately with common courtesy.

**Responsibility:** Able to be trusted and or depended upon to complete tasks, follow directions and own up to your actions.

**Integrity:** Being truthful, fair and trustworthy in your words and actions - doing as you say and saying as you do.

**Courage:** Possessing confidence and resolve to take risks and make right decisions in the face of pressure and adverse or unfamiliar circumstances.

**Curiosity:** Eager to learn, explore and question things to gain a deeper understanding.

**Doing Your Best:** Putting your best effort into everything you do.

***Integrated***

- Create a community centered on our six core values which are lived and shared, not just talked about. And where equal importance is placed on character development and academic learning.
- Build a common understanding where each student embraces being a part of our community, sharing in the responsibilities and sacrifices such a commitment brings
- Build a unified student body that embraces the challenges of gender, economic and racial diversity, and which fulfills our commitment to have a student body of at least 40 percent students from economically disadvantaged families and 45 percent women. Engaging with a diversity of backgrounds, experiences and viewpoints will prepare our students for a diverse society and workplace.
- Effectively use technology as a tool to enhance learning and integrate it across disciplines, preparing students for STEM careers and beyond
- Understand that a strong liberal arts education, including athletic, artistic, and service endeavors, is a vital piece of our academic blueprint.
- Actively encourage parents to partner with DSST and to play significant roles in the daily lives and work of their children.

***Personalized***

- Create a community where each student is known and supported to achieve his/her potential.
- Provide an advisory where each student has personalized adult guidance and understands his/her unique place in the larger school community.
- Instill in students the desire and the knowledge of how to pursue independent learning.
- Teach with the aim of producing outstanding individual student learning results, not to adhere to a particular pedagogical philosophy that dictates how we teach.

***Rigorous***

- Create a campus environment in which students give their best effort daily, provides the foundation for all students to succeed, and supports their efforts to do so.
- Create a world-class academic culture where core academic goals apply to all students.
- Provide academic programs centered on the belief that students need a strong foundation in each academic discipline to engage in rigorous project-based work.
- Achieve mastery in a set of core performance standards (writing, reading, math, science, critical thinking) that produces college- and career-ready graduates.
- Build thinkers who have the skills to solve real-world problems through the ability to understand, analyze, apply, and synthesize ideas and knowledge.
- Assess student learning in ways that challenge students to demonstrate mastery in a variety of forms, methods and settings.



# I. Campus Policies

## 1. Closed Campus

DSST is a closed campus. When on campus, during DSST’s academic hours, students must always be in class and under the supervision of an adult. Students who leave campus without authorization will receive a discipline consequence. Upon first dismissal, students who are excused may leave campus if they do not have other obligations (clubs, athletics, academic or discipline obligations).

Students who must leave campus early are required to present a written note, signed by a parent/guardian, to the front office or must be picked up by an authorized individual (with valid identification) who will sign the student out at the front desk.

## 2. Attendance

**Daily Attendance:** The high expectations DSST holds for each student makes daily attendance imperative. Participation in class and in community is critical to learning and growth. **More than 15 absences within a school year will result in academic and/or disciplinary consequences that may include repeating an academic year.** After an absence students are responsible for getting make-up assignments and turning them in on the due date discussed with each teacher.

Specific Behavior	Action Step

In the event of a necessary absence, a parent/guardian must call the attendance line (see front cover) and report the absence by 8:00 a.m. Include student’s name, date of absence, reason for absence and parent/guardian contact number. This notification does not automatically excuse the absence (see Excused/Unexcused Absence Policy below).

Doctor visits or other circumstances require a note from a parent/guardian detailing the time to be excused, reason for leaving, approximate time of return and parent/guardian phone number. The student will be excused from class and may leave class when the parent/guardian arrives at the main office. Upon return, the student must provide a doctor’s note verifying the appointment.

**Standardized Testing and Final Exam Attendance:** To assess the effectiveness of DSST’s rigorous, integrated and personalized academic curriculum, students are required to be present and take various scheduled standardized tests and final exams. Attendance and promptness is expected in all classes and is essential for assessing student progress. The opportunity to adequately assess learning is lost due to absences.

**Excused Absences** (written statements from appropriate entities may be required):

- ✓ Illness: fever, contagious disease, illness rendering student to bed rest (Doctor’s note required after the second day of absence)
- ✓ Injury resulting in temporary physical disability (Doctor’s note required)
- ✓ Mental Disability (Doctor’s note required)

- ✓ Emotional Disability (Doctor's note required)
- ✓ Family Emergency
- ✓ Legal Circumstance (notification from appropriate Judicial Office required)
  - Student is in the custody of Law Enforcement
  - Student has mandatory appearances with the Courts
  - Student is in the custody of Human Services

The Dean of Students and /or the School Director must approve absence in advance for any reason other than those stated above.

**Unexcused Absences** are defined as those deemed unacceptable by the Dean of Students regardless of prior approval or knowledge of parent/guardian.

- ✓ Absences resulting from suspensions and recommendations for expulsion
- ✓ Absences not properly reported by the parent/guardian

**Other Attendance Policies:** When a student is absent/truant from school or from assigned classes, DSST will notify parent/guardian as quickly as possible. If a student's academic progress is compromised because of absence, reasonable effort will be made to notify the parent/guardian in advance so remedial action can be taken. Students with excused or unexcused absences are responsible for work missed and are expected to make it up for their own benefit.

#### **Procedures for monitoring and compliance of compulsory attendance**

1. All absences will be investigated by school personnel on a daily basis;
2. A written notification after missing five (5) days in a trimester will be sent to the parent/guardian;
3. After nine (9) absences in a year, a mandatory attendance conference will be held with the student, a parent/guardian and the Dean. At this time the student will be placed on an attendance contract. Note: After the mandatory attendance conference, no further notes will be accepted unless for medical or legal excuses.
4. Any absence after the mandatory attendance conference will result in referral to the school social worker who will file with the court system.

**Special Attendance Circumstances:** Students who will be absent due to religious holidays must obtain administrative pre- approval. Absences due to college visits should be scheduled when school is not in session or will be included in the allowed absences each 12 weeks. Administrative exception may be granted for a planned program or a pre-arranged appointment with a specific college administrator if verified in writing and approved in advance by the Director of College Placement. Students who are absent for an "educationally valuable experience" other than a field trip may receive an excused absence if the following criteria are met:

- a. The absence must be pre-approved at least one week in advance.

- b. There must be written educational objectives for the trip. The teachers will initial the pre-approved request form indicating knowledge of the anticipated absences and the student's receipt of the supplemental assignments.
- c. The pre-arranged absence request will be reviewed by the Dean.
- d. All educational experience absences must be excused within ten calendar days of the student's return to school following the trip.

**Truancy:** Per Denver Public Schools' Policy JE/JE-R, a habitually truant student is defined as a pupil who has four unexcused absences or trancies in any month or ten unexcused absences or trancies during any school year and is between the ages of seven and sixteen, if enrolled in the first grade or above. For the purpose of defining a habitually truant student, absences due to suspension or expulsion will be considered excused.

Once a student is determined to be habitually truant, the Head of School or Dean of Students will notify the student's parents/guardian in writing of the student's unexcused absences and of the fact that the student is habitually truant. At that time, the school will develop a plan with the goal of assisting the child to remain in school. School personnel will make reasonable efforts to meet with the parent/guardian to review and evaluate the reasons for the child's truancy. Further unexcused absences will result in the student's withdrawal from DSST.

**Tardiness:** Being prompt to all school commitments is an important student expectation. Students are required to be at school on time. Should a student arrive late during the morning meeting, he or she is required to apologize to the community for being late. If a student is late to class, and it is unexcused, the student will be assigned to a Refocus Session.

A parent/guardian will be notified in cases of habitual tardiness. The parent/guardian will be expected to implement a plan to correct the problem. Should there be an emergency that prevents a student from being on time, the parent/guardian should call the office or send a signed note which will excuse the tardiness.

### 3. Arrival and Dismissal

**Arrival:** Students should arrive no more than 15 minutes prior to the start of school unless prior arrangements have been made with a staff member. The building will not be open to students prior to the start of school unless arrangements have been made with a teacher. Students will not be permitted on the academic side of the building before school starts unless the student has a set appointment.

**Dismissal:** There are two dismissal times for each academic day. A student's activities, behavioral status, and tutoring/college prep commitments will determine dismissal time. The building will close to all students at 5:00 PM daily, unless prior arrangements are made. Dismissal explanations are as follows:

*First Dismissal:* Students who have completed all of their homework at a satisfactory level of quality and who have not been asked to stay after school by a staff member will be dismissed at first dismissal to go home, or attend after school sports or clubs. Students attending clubs and sports will be dismissed according to club/sport schedule. Students involved in sports may be dismissed from the practice or game location.


*Second Dismissal:* Students who are required to stay as a result of disciplinary action or have not completed their previous night’s homework to a level of acceptable quality will be released at second dismissal. The school will use the “Preferred Contact Number for Second Dismissal” to notify parents that day if their child must stay for second dismissal. In the event of an emergency, students will be allowed to make alternative arrangements to attend Tutoring/College Prep or Refocus. **PRIOR TRANSPORTATION ARRANGEMENTS OR ALTERNATIVE ACTIVITIES DO NOT CONSTITUTE AN EMERGENCY SITUATION.**

Parents/Guardians should check their child’s homework nightly, know their child’s sports and tutoring schedule (when applicable) and be prepared to make alternate transportation arrangements when he/she is required to stay until second dismissal.

## 4. Dress Code

The purpose of the DSST dress code is to create a professional, safe and respectful community where students can place their sole focus on learning. The dress code is in effect from the start of the school day until all requirements of the day are completed. The Dress Code will be enforced at all times students are on campus. **See Appendix B for 2017-2018 Dress Code details.**

DSST faculty and staff reserve the sole right to interpret and enforce the student dress code. Students who violate the dress code will be assigned a Refocus (middle school) or required to change into a complete DSST school-sanctioned uniform (high school). Note: A phone call home to request appropriate clothing to be brought to school or the sending the student home for failure to comply is solely determined by the Administration.

## 5. Parents/Guardians and Visitors

All parents/guardians and visitors must sign-in and sign-out at the front desk & show photo identification when they enter or leave the building. Parents/Guardians are expected to abide by the school’s visitor rules and core values in all interactions with faculty, staff, administration, other parents and students.

Parents/Guardians will be asked to leave campus if the school’s core values are not practiced. Parent/Guardians and visitors are asked to refrain from using their cell phones inside of the building.

## 6. Student Phone Usage

In order to limit disruption to the classroom, students will not be called to the telephone except in cases of extreme emergency. With permission from a staff member, students may use the office telephone to make necessary phone calls. Students are prohibited from using cell phones anytime during the school day. If any DSST staff member hears or sees a student’s cell phone, it will be confiscated and given to the Dean to be picked up by a parent/guardian. Students are permitted to use cell phones ONLY before and after school, outside of the building.

## 7. Deliveries to Students

If a student leaves items at home, those items may be delivered to school and left at the Front Desk for the student to pick up.

# II. Academic Policies

## 1. Academic Honor Code

Academic integrity is at the center of DSST's commitment to its six Core Values: Respect, Responsibility, Integrity, Courage, Curiosity and Doing Your Best. Learning is based on mutual trust and *respect* between teacher and student. Students must take *responsibility* for learning by demonstrating *integrity* in their work. DSST expects students to have the *courage* to ask for assistance, the *curiosity* to research their ideas and, above all, to *do their best* in all of their work.

Academic Honor Code violations include plagiarism, cheating and copying. Additionally, any of the following acts, without full acknowledgement of the original source, are also violations of the Academic Honor Code:

- Direct duplication by copying another's work, whether from a book, article, web site, another student's assignment, etc.
- Allowing another student to copy your assignment
- Inclusion of images, text or other forms of media, in whole or in part, from the internet or other electronic resource without proper citation
- Duplication in any manner of another student's work during a quiz, test, or exam
- Possessing *any* unauthorized documents or resources during class time, including crib sheets, calculators or the internet
- Paraphrasing another's work closely, with minor changes, but with the essential meaning, form, and/or progression of ideas
- Piecing together sections of other works into a new whole
- Submitting one's own work that has previously been submitted for assessment purposes in another subject or at another school
- Producing assignments with other people (another student, a tutor) that should be your own independent work
- Using often-quoted phrases without citation
- Pressuring others to violate the Academic Honor Code
- Presenting group work as your independent work, or presenting an individual's work as that of a group
- Falsifying or fabricating information, data, or sources

### Consequences of Academic Honor Code Violations:

#### 1<sup>st</sup> Academic Honor Code Violation:

- Receive a failing grade on the assignment
- Serve one (1) intervention day

- Complete extensive intervention assignments (reflection essays, interviews, research, etc.)
- Make a public apology to peers upon return to the school community

## **2<sup>nd</sup> Academic Honor Code Violation:**

- Receive a failing grade on the assignment
- Serve up to two (2) intervention days
- Complete extensive intervention assignments (reflection essays, interviews, research, etc.)
- Make a public apology to peers upon return to the school community

Each student will attend an Academic Honor Code mini-course. The course will cover principles of academic integrity, review the Academic Honor Code and allow students to ask questions to ensure that they understand and can abide by DSST's Academic Honor Code. Students are required to sign the Academic Honor Code pledge (see below) and commit to upholding it throughout the year. Families will also be asked to sign a statement of support.

**Academic Honor Code Pledge:** *I accept the responsibilities for maintaining honorable behavior in all academic work, in maintaining and promoting personal academic integrity, and to only submit individual work that is completely my own or properly cited.*

## **2. Academic Effort**

DSST fosters a rigorous academic environment that prepares students to excel in college and beyond. Consistently living the Core Value of *Doing Your Best* is critical to academic success at DSST. The school expects students to give their best effort daily on all academic work.

### **Homework:**

DSST assigns homework to students on a nightly basis. Homework assignments are meaningful and serve the important purpose of extending learning that goes on in the classroom. Homework has academic benefits as well as developmental benefits. It helps build responsibility, time-management skills and independent problem-solving skills. Development of such skills is essential to a student's success at DSST and in college.

Each night, students are expected to complete all homework in a thorough manner, paying attention to detail and quality. **Completion of homework assignments is mandatory.**

### **College Prep:**

College Prep (CP) is assigned to all students who do not complete homework assignments. These students are required to stay after school on that academic day to complete their assignments. CP is a **mandatory** commitment. Teachers have the sole discretion in determining whether or not a student's homework is deemed complete and/or acceptable. Students may also be assigned CP for unorganized work and materials.

Parents/Guardians will be notified prior to first dismissal if their student must stay for CP.

CP takes precedence over other after school commitments including DSST athletics and clubs. **Prior transportation arrangement DOES NOT constitute an emergency situation, nor do other obligations deemed "non-emergencies" by DSST Faculty/Staff.**

Failure to report to CP will result in mandatory attendance at CP/RF or an intervention on the next academic day as well as a consequence deemed appropriate by the Dean (morning or afternoon detention, community restorations, silent lunch, Saturday school, suspension, etc.)

### Homework - Parent/Guardian Role:

Parents/Guardians must be aware and supportive of their child's homework requirements and effort. They are expected to actively check and review homework, sign their child's planner each night and to let the advisor know if their child is struggling with homework. Parents/Guardians may assist students with their homework, but should *never* do it for them.


## 3. Advisory Program

DSST's Advisory Program is an essential part of creating a powerful learning community centered on core values and fulfilling the principle of personalization. Students are assigned to an advisor with a group of 12 - 15 other students of the same gender. The advisor is committed to knowing each advisee and to providing counsel, guidance and support. The Advisory Program provides an important human context for academic planning, goal-setting, school-to-home communications, team building and reflection. **Advisors serve as the primary contact for parents/guardians and facilitate communication between teachers and other resource personnel.** Parents/Guardians with general concerns should first contact the advisor, who will resolve the situation or facilitate further conversations.

The primary goals of the DSST Advisory Program are as follows:

1. Teach, instill and live the DSST Core Values in and out of the school community
2. Provide adult and peer support culturally and academically
3. Establish camaraderie and accountability in a smaller group within the larger DSST community
4. Recognize and celebrate individual and community accomplishments

## 4. Grades

Students will receive letter grades for each completed class. The letter grades represent a performance descriptor (outstanding, very good, etc.) and are assigned to the quality of a student's completed work. For purposes of determining a weighted grade point average, see the table below.

ALL GRADE LEVELS			HIGH SCHOOL ONLY		
Grade	Performance Descriptor	Points	Non-AP Classes Non-X Classes	Honors Classes	AP Classes X Classes
A+	Outstanding	99-100	4.25	4.75	5.25
A	Excellent	90-98	4.00	4.5	5.0
B+	Very Good	88-89	3.25	3.75	4.25
B	Good	80-87	3.00	3.5	4.0
C+	Average	78-79	2.25	2.75	3.25
C	Satisfactory	70-77	2.00	2.5	3.0

**Grades below a “C”:**

“D” grades **are not** given at DSST. Any work that is deemed unsatisfactory does not receive a passing grade. Students who earn below a “C” in a course will be given one of two grades:

**I: Incomplete**

**F: Failing Grade**

**Incomplete:**

A student will earn an Incomplete (“I”) under the following circumstance:

- An extended excused emergency leave during which a student missed a portion of the work that needs to be made up.
- Students who earn an Incomplete (“I”) will be given the opportunity to complete specified work over a defined period of time to earn a C in the class. If the work is not completed satisfactorily at the end of this prescribed time, the student will receive a failing grade.

**Failing Grade:**

Students who receive a Failing Grade (“F”) have demonstrated inadequate performance and will not be given a chance to redo poor quality or incomplete work.

**Composite Grading**

DSST will weight trimester grades in the following way in order to create a composite final grade at the end of the school year.

**6<sup>th</sup> and 9<sup>th</sup> Grade:**

20% Trimester 1

35% Trimester 2

45% Trimester 3

**7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> Grades:**

33% Trimester 1

33% Trimester 2

33% Trimester 3

**GPA Weighting (High School Only):**

Final grades will be weighted in accordance with the table above. Certain courses (ex: Honors Physics) are designated as “earned honors” courses. In order to receive the honors weighting in these classes, students must pass the final exam with a 70 or higher in addition to passing the class overall. Honors, AP and X classes are designated as such in the title of the course. At this point, Freshman Physics is the only class that is designated as Earned Honors. Students and parents will be updated if any additional classes become available for Earned Honors.

**Middle School Grading: Category Weighting**

All Middle School classes use the following breakdown to determine grades at the end of each trimester:

	<b>6<sup>th</sup></b>	<b>7<sup>th</sup></b>	<b>8<sup>th</sup></b>
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<b>Homework</b>	10%	10%	10%
<b>Classwork and Participation</b>	40%	35%	30%
<b>Formative Assessments</b>	20%	20%	20%
<b>Summative Assessments</b>	25%	30%	30%
<b>Interim Assessments and Performance Assessments (IA/PA)</b>	5%	5%	10%

### High School Grading: Category Weighting

All High School classes use the following breakdown to determine grades at the end of each trimester:

	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Practice and Preparation (P&amp;P), Classwork, HW</b>	30%	30%	20%	20%
<b>Formative Assessments</b>	20%	20%	20%	20%
<b>Summative Assessments</b>	30%	30%	35%	35%
<b>Final Exam and Performance Assessments</b>	20%	20%	25%	25%

### Missing Work, Make-Up Work and Late Work:

After absences, students are responsible for making up missed homework, quizzes and tests. Students will have the opportunity to complete missing work during appropriately assigned times that are scheduled throughout the school year. **See Appendix C for current Make-Up Work and Late Work Procedures and Policy.**

### Effort Grades:

Students are given effort grades at the end of each trimester. These grades *do not* reflect ability, solely effort (in-class participation, homework effort and overall willingness to learn). Effort grades are given on the following scale:

- 5: Excellent**
- 4: Good**
- 3: Satisfactory**
- 2: Needs Improvement**
- 1: Unsatisfactory**

### Elective and Seminar Grades: Schools Update

Elective classes are typically graded on the same scale as core academic classes but can vary based on campus.

### Core Value Grades:

Each trimester, students are assessed on how well they live DSST's Core Values. Core Value assessment is initiated by the student's advisor and confirmed by the grade-level teaching team. Core Value scores are based on daily actions inside and outside of the classroom. Core Value grades are given on the following scale.

- 5: Excellent**
- 4: Good**
- 3: Satisfactory**
- 2: Needs Improvement**
- 1: Unsatisfactory**

## 5. Report Cards and Progress Reports

The school year is divided into 3 trimesters. Students receive report cards at the end of each trimester. At the conclusion of the first trimester and the second trimester, parents/guardians and students must attend a conference with the Advisor to receive report cards.

Progress reports will be issued periodically during each trimester. These progress reports must be read and signed by a parent/guardian and returned to the student's advisor.

## 6. Honors and Awards: Schools Update

At the end of each trimester, academic and core values honors are awarded to students at the sole discretion of the faculty and staff. The following academic honors and awards may be awarded to students:

**High Honors:** Awarded to students who receive an "A" in each class and a grade of "3" or higher in all Core Values

**Honors:** Awarded to students who receive an "A" or a "B" in each class and a grade of "3" or higher in all Core Values

**Effort Award:** Given to students with the best overall academic effort during the trimester

**Improvement Award:** Given to students who have improved the most over the previous trimester

**Trimester Core Value Honors:** Awarded to students who earn a grade of "4" or "5" in all their Core Values

**Year -End Core Value Award:** These awards are given to students who have best lived and represented the core values over the past year, based on the student vote.

**Attendance Award:** Given to students with perfect attendance at the end of the first and second trimester. At the end of the third trimester, students receive a cumulative award for attendance. The cut-off date for the award will be communicated to families.

**Faculty Community Leadership Award:** Given to the one student who best lives the DSST Core Values on a daily basis and who exhibits values through extraordinary community leadership

## 7. Middle School Promotion Requirements

To go on to the next grade, all students must:

1. **Pass all Core Classes with Grades of 70% or higher.** The composite final grade will be used to make this determination.

Core Classes include:

- English: Reading and Writing
- Math
- Science
- Social Studies

If a student fails to meet the above criteria, they will be eligible for retention. DSST's middle school retention policy is as follows:

- A student who fails one or two core classes will be eligible for summer school based on additional assessment data. If eligible, summer school will provide opportunity to earn a passing grade in that course over the summer. This includes passing the end of summer school course assessment. If a student does not attend summer school or pass the class in the summer, he/she will be required to stay back in his/her current grade.
- A student who fails three or more core classes **is likely to be retained in his/her current grade in the following school year.** DSST staff will review a variety of measures in addition to course grades to make the final determination.
- Any student in Special Education that falls under these categories, will have additional review measures taken to determine promotion, retention, or summer school eligibility.

DSST holds the sole right to choose one of the following courses of action for any student that does not meet promotion requirements.

- Require the student to repeat the current grade.
- Require the student to complete work over the summer of which the scope and expectations are defined by DSST.

Parent(s)/guardian(s) will receive written and verbal notification from the school during every trimester regarding their student's status as it relates to promotion requirements. DSST will send additional notification during the third trimester should the school be seriously considering retaining a student in their current grade. The school will communicate expectations to the student and parent(s)/guardian(s) about what must be done to avoid being retained. A final decision will be made following the conclusion of the school year.

## 8. High School Promotion Requirements

To be promoted to the next grade, all students must:

- **Pass all Core Classes with grades of 70% or higher.** Core classes include all English, Non-Honors Math, Science and History classes.
- Demonstrate a consistent commitment to living the core values of our school community.
- Demonstrate a satisfactory academic commitment to participate in classes, complete homework and projects and take one's education seriously.
- Complete an Academic Internship successfully (11<sup>th</sup> grade year)
- Complete Senior Project (12<sup>th</sup> grade)
- Earn 2 of the 4 athletic credits required for Graduation by the end of 10<sup>th</sup> grade. If 2 credits have not been earned by the last day of school of the 10<sup>th</sup> grade year, approved summer athletic credit must be earned between 10<sup>th</sup> and 11<sup>th</sup> grade for a student to move from the PA to SA.
- All students must have successfully completed all 4 athletic credits to graduate.
- All DSST students are required to participate in a college campus based summer program during the summer between their junior and senior years. This experience is intended to provide a college level experience that is preparatory for the college application and college decision process in senior year. Each junior's summer program must be approved by the Summer Program Coordinator.

Should a student not pass his/her core classes, the following policies apply:

- A student who fails one core class will be eligible for summer school and will have the opportunity to earn a passing grade in that course over the summer. A student must attend summer school and earn a 70 or higher in the course to pass it. If a student does not attend summer school or pass the class in summer, he/she will be required to stay back in his/her current grade.
- A student who fails two core classes **may be retained in his/her current grade in the following school year**. DSST staff will review a variety of measures in addition to course grades to determine if student will be retained or if they will be eligible for summer school.
  - Students that are determined to be eligible for summer school must attend and earn a 70 or higher in their courses to pass them. If a student does not attend summer school or pass their classes in summer, he/she will be required to stay back in his/her current grade.
- A student who fails three or more core classes **will be retained in his/her current grade in the following school year**. DSST staff will review a variety of measures in addition to course grades to make the final determination.
- Any student in Special Education that falls under these categories, will have additional review measures taken to determine promotion, retention, or summer school eligibility.

DSST holds the sole right to choose one of the following courses of action for any student that does not meet promotion requirements.

- Require the student to repeat the current grade.
- Require the student to complete work over the summer of which the scope and expectations are defined by DSST.
- Re-take a course in the next grade.

Parent(s)/guardian(s) will receive written and verbal notification from the school during every trimester regarding their student's status as it relates to promotion requirements. DSST will send additional notification during the third trimester should the school be seriously considering retaining a student in their current grade. The school will communicate expectations to the student and parent(s)/guardian(s) about what must be done to avoid being retained. A final decision will be made following the conclusion of the school year.

## 9. Graduation Requirements

### Course Requirements:

**Required Coursework:** The coursework at DSST is designed to give students the opportunity to meet the college entrance requirements for competitive schools as well as to pursue more advanced topics and independent study.

### Coursework for DSST Students:

	Core Academic Program
Humanities	<b>4 years including:</b> (4 years of English; 3 years of social sciences) Humanities/Geography (9 <sup>th</sup> grade) Composition (9 <sup>th</sup> Grade) World Literature (10 <sup>th</sup> grade) American Literature (11 <sup>th</sup> grade) College Prep English (12 <sup>th</sup> grade) World History (10 <sup>th</sup> grade)

	U.S. History / U.S. History X (11 <sup>th</sup> grade) Civics (12 <sup>th</sup> grade)
Mathematics	<b>4 Years including:</b> Pre-Algebra Seminar (9 <sup>th</sup> Grade) Integrated Algebra/Geometry I Integrated Algebra/Geometry II Algebra II / Algebra 2 Honors Pre – Calculus / Pre-Calculus Honors AP Calculus <ul style="list-style-type: none"> <li>• AB (Course 1)</li> <li>• BC (Course 2)</li> </ul>
Natural Sciences	<b>4 Years including:</b> Physics (9 <sup>th</sup> grade) Chemistry (10 <sup>th</sup> grade) Biology (11 <sup>th</sup> grade) Earth Science (11 <sup>th</sup> Grade)(2 Semesters) Anatomy and Physiology (11 <sup>th</sup> grade) Biology X(11 <sup>th</sup> Grade) Biochemistry (12 <sup>th</sup> grade) Environmental Biology (12 <sup>th</sup> Grade) Advanced Physics (12 <sup>th</sup> grade) AP Physics (12 <sup>th</sup> grade) Engineering (12 <sup>th</sup> grade) Bio Technology (12 <sup>th</sup> Grade) Advanced Electives (11 <sup>th</sup> grade & 12 <sup>th</sup> grade) AP Chemistry
Foreign Language (Spanish)	<b>3 Years</b> (of a single language)
Physical Education	<b>4 Trimesters</b> or an acceptable equivalent approved by the school.
Internship	<b>1 Trimester</b>
Senior Project	<b>2 Trimesters</b>

The table below lists the number of years in each subject students must take to meet DSST expectations:

Courses	DSST	Phase II Pre-Collegiate
English	4	4
Social Sciences	3	3
Math	4	4
Science	5	3
Language	3	2
Physical Education	1.33	0
Electives	4	2
<b>Total</b>	<b>25.33</b>	<b>18</b>

**Graduation Requirements:**

In addition to physical education requirement (4 trimesters), a student must meet all of the requirements outlined below to earn a diploma from DSST Public Schools. Only students who earn a diploma are permitted to participate in graduation activities.

Criteria	Core Academic Program
Coursework	Successful completion of all required courses as listed above
GPA	Overall C or higher
Standardized Tests	Completion of PARCC and ACT/SAT
Applications Packet	Complete a college plan outlining steps to go to college and the necessary college applications
Internship	Complete 1 internship
Senior Project	Complete 1 Senior Project

### III. Core Values and Discipline

The DSST community is founded on the six core values of Respect, Responsibility, Integrity, Courage, Curiosity and Doing Your Best. The Core Values foster self-improvement, individual growth and character development and help define DSST's rules and behavioral expectations. For personal benefit and that of the entire school community, students are expected to consistently live the core values and support their peers in doing so. School authorities have the right and responsibility to manage student conduct and to ensure an orderly and safe learning environment. Conduct that disrupts learning, threatens school operations, interferes with the rights and privileges of community members, endangers health and safety or damages property will not be tolerated.

DSST's core values help frame a set of specific expectations. However, unpredictable situations and circumstances will arise and will be handled with common sense and in a manner consistent with the guidelines and policies established herein. Behavioral consequences will always be determined with mutual respect for all involved parties, focused on the safety and development of our students. DSST will make every effort to ensure that behavior consequences are explicit, timely, consistent, age-appropriate, involve parents, respect individual differences, maximize student learning and ultimately address the needs of the student, as well as the overall school community.

DSST's Core Values and behavioral expectations apply during school, on school grounds, at school sanctioned activities or events, in school vehicles and at school functions that occur off campus. Any violation of school rules during these times will result in disciplinary measures and/or notification of law enforcement authorities.

#### 1. Core Student Behavioral Expectations

**Respect:**

Students are expected to communicate respect for teachers and peers through appropriate actions, words, voice tone and body language. Unacceptable behavior may include, but is not limited to: bullying, offensive language, offensive gestures, talking back, disrespecting a staff member, ignoring or refusing to complete a staff request, disrupting class or another student's learning, threatening, slandering, sexual harassment, stealing and fighting.

**Responsibility:**

Students are expected to take responsibility for their behavior, actions, personal commitments and commitments to the community. Students are responsible for following school rules and for being on time to school, classes and other school activities. When students demonstrate inappropriate actions or make poor choices, they must take full responsibility for their behavior.

**Integrity:**

Students are expected to be honest in their interactions at school with peers and teachers. Lying or giving false information to faculty or staff members is unacceptable. Students must commit to the academic honor code and show integrity by admitting to their wrong-doings.

**Courage:**

Students are expected to show courage in their daily actions and decisions, including the courage to step forward and report breaches of integrity (their own or others). The well-being of the school community depends on the courage to stand up for what is right, and staff members will respect student privacy when concerns are reported. In some cases, students who do not participate in breaches of school policy, but *are aware of* such situations and do not report them may be assigned consequences due to their **inaction**. Students who witness questionable activity should talk to their advisor or an administrator right away.

Students who fail to live the core values and who exhibit unacceptable behaviors will be subject to the discipline process and appropriate consequences outlined in this handbook.

**2. Rules**

**Food and gum:**

Food is allowed in the cafeteria and the outdoor courtyard. Food is not permitted in other school areas unless approved by a staff member. Chewing gum is not permitted at school or on the campus.

**Personal electronics and computer games:**

Cell phones and all similar devices must be turned off during school hours and stored in backpacks or lockers. Headphones may be used only under supervision of a staff member. Playing computer games, video games or using an electronic reader on campus is unacceptable unless approved by and under supervision of a staff member. If a device is not turned off and stored away, it will be confiscated by a staff member and a parent/guardian must reclaim it from an administrator. A subsequent confiscation may result in the item no longer being allowed on campus, even after school. The school is not responsible for lost or stolen items (even if confiscated). **The ONLY time students are permitted to use cell phones is before or after school outside of the building.**

**Wheels on Campus Policy:**


**Lunchroom:**

Behavior in accordance with the core values is expected in the lunch room. Additionally, students MUST:

- Clean the table, bench, and floor in their eating area
- Sit **ONLY** on *chairs* in the lunch room
- Refrain from throwing food or any other items
- Use quiet voices and proper table manners

**Public Display of Affection (PDA):**

Public displays of affection are not permitted while at school, on school grounds, or at school-sponsored activities. Inappropriate touching with hands or other parts of the body is NOT permitted including, but not limited to, hugging or sitting on laps. A brief hug with a friend is permitted. Appropriate consequences are determined based on the situation at hand.

### 3. Policies

**Drugs, Alcohol and Tobacco:**

Possession, distribution, use or sale of alcohol, tobacco or illicit drugs is prohibited on school grounds, at any school-sanctioned activity, in school vehicles, or at any time or in any place where such conduct interferes with or obstructs the educational program/operations of the school, or the health and safety of the community. Distribution includes situations where a student brings drugs or controlled substances to share. Selling includes bartering or exchanging controlled substances for another item or a gift.

As required by law, or at the discretion of the school, violation of this policy will lead to suspension, a report to authorities, and a possible recommendation for expulsion.

Upon receiving a suspension due to first violation of this policy, a student may be asked to enroll in rehabilitation or counseling. DSST will provide resources to connect students to low-cost or free counseling services. As a condition for re-admittance to DSST, the family may be required to report back to the school with assessment, diagnosis and a treatment plan.

**Weapons:**

Knives, explosives or weapons of any type are not permitted in school, on campus, in school vehicles or at any off-campus, school-related activities or events. Possession of any such weapons or items that appear to be weapons will result in Denver Police involvement and possible expulsion.

Guns are not permitted anywhere on campus or at any off-campus, school-related activities or events. In accordance with Denver Public Schools policy, possession of a gun will be considered a Type 6 offense, automatic expulsion for one full calendar year.

**Gang Activity:**

The purpose of this policy is to protect the health, safety, and welfare of those in the school community and to prevent the initiation or continuation of gang membership and gang activity at DSST.

Pursuant to state law, the term “gang” refers to all groups of three or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

Prohibition of gang-related actions will be determined at the discretion of the staff. Consequences will be determined according to the circumstances of the infraction. DSST conducts on-going communication with Denver law enforcement agencies regarding this policy.

**Student Searches and Seizures:**

School property is under the control of the school. If reasonable suspicion exists (illegal, disruptive, general nuisance to the educational process), searches on school property (including, but not limited to, lockers and vehicles parked on school property) may be conducted at the discretion of the administration. Upon reasonable suspicion of illegal or unauthorized materials, school authorities may search a student’s person and/or personal property, desk area or backpack. School officials may detain students upon reasonable suspicion that they possess drugs, narcotics, weapons, explosives or other dangerous contraband that



constitute clear and imminent danger to the safety and welfare of community/property. School authorities are permitted to seize any items that are found to be detrimental to the school community/property for evidence. Furthermore, school officials will notify parents/guardians and law enforcement agencies of such possession.

**Physical Restraint:**

Corporal punishment is defined as intentional infliction of physical pain as a method of changing behavior.

**Under no circumstances will corporal punishment be administered at DSST.** In accordance with Denver Public Schools policy JKA, physical restraint and intervention by trained staff is allowed in situations where:

- Reasonable physical restraint and/or time-out as a means to protect the student being restrained or others from a serious, probable, imminent threat of bodily harm;
- In cases of emergency when other less restrictive alternatives have failed or the staff member determines that such alternatives would be inappropriate or ineffective under the circumstances;
- An emergency is a serious, probable, imminent threat of bodily harm to self or others where there is the present ability to effect such harm.

Any such acts are not in conflict with the legal definition of child abuse and will not be construed to constitute corporal punishment within the meaning and intention of this policy.

## 4. Habitually Disruptive Student

In situations where students may be considered disruptive, DSST schools will follow policy outlined by Denver Public Schools, Student Conduct and Discipline Procedures, Policy JK-R.

**First Out of School Suspension in a school year:**

A remedial discipline plan will be developed for the student. Parents/guardians will be notified in writing.

**Second Out of School Suspension in a school year:**

Remedial discipline plan will be reviewed and modified and student will be placed on disciplinary probation. In such cases, students and parents/guardians will be notified in writing.

**Third Out of School Suspension in a school year:**

Student may be declared habitually disruptive which could result in a recommendation for expulsion made to Denver Public Schools. Before making any recommendation, parents/guardians will be notified in writing.

**Students with Disabilities:**

Disruptive behavior by a student identified as a student with disabilities, as defined by school policy, will be managed in accordance with the student's individual education plan (IEP). Students with disabilities will be subject to recommendation for expulsion as a habitually disruptive student only if determination has been made by the student's special education staffing team that the disruptive behavior is *not* a manifestation of the student's disability.

## 5. Actions that May Warrant Interventions or Suspensions

The following list is not exhaustive and is subject to modification/additions by either DSST Public Schools or Denver Public Schools, in accordance with Student Conduct and Discipline Procedures, Policy JK-R.

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### 6. Actions that will lead to an Expulsion Hearing

Expulsion hearing criteria are outlined in the Board of Education Policy by the Denver Public Schools Conduct Code, and by laws and regulations for the State of Colorado and the City and County of Denver.

Recommendation for expulsion hearings are **mandatory** for:

- Robbery
- First or second degree assault, and sexual assault
- Sale or distribution of, or intent to sell or distribute, unauthorized drugs or controlled substances
- Carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or District (including any firearm or firearm facsimile that could reasonably be mistaken for an actual firearm, spring action or compressed air devices such as BB guns, fixed-blade knives with blades longer than 3", pocket knives with blades longer than 3.5", spring-loaded knives, and any other objects used or intended to be used to inflict death or serious bodily injury)

Expulsion is mandatory under state law for:

- Possession of a firearm

Additionally, DSST may recommend an expulsion hearing for offenses listed in Denver Public Schools Discipline Matrix, Policy JK-R, attachment B, which include, but are not limited to:

- *Repeated Suspensions:* Being suspended out of school three times over the course of a school year.
- *Gang-Related Activity:* Evidence of gang-related activity.

- *Serious Violation:* A more serious violation of school rules and expectations which the School Director and Dean deem the circumstances of that violation warrant a more significant consequence than suspension.
- *Drug and Tobacco Use:* Violation of the drug and tobacco policy.

### 7. The Discipline Process

Teachers work most closely with students and therefore carry the bulk of discipline responsibility. Should a teacher have a discipline incident with a student, the teacher will work to correct the problem with the student by issuing a warning, by scheduling a mandatory conference at the earliest possible moment or by other disciplinary action. All DSST students have the right to school environments that are safe and free from distractions.

A Disciplinary Referral will be issued, when a teacher deems an incident more serious. A Disciplinary Referral may be issued for the following: disobedient behavior, fighting, bad language, poor attitude, rebellion, disregard for school rules or property or similar incidents. Students will not be sent to the office for inappropriate behavior without a written “Disciplinary Referral”.

The report will state the facts of the incident and action taken. The classroom teacher, front office, and advisor will receive a copy of the report. The parent/guardian will receive a phone call from the school as soon as possible and may receive a copy of the report, if deemed necessary by the Dean or Head of School. Consequences will depend upon the incident. Repeated discipline referrals will lead to suspension/s (see section 4, pg.22).

### 8. Consequences

The purpose of disciplinary consequences is to ensure that students and the community maintain complete focus on learning and growth. Inappropriate student behavior impact individual and exacts a cost on the larger school community. Students must understand that they are accountable to their peers and to the values and expectations of the community as a whole. Family involvement is expected to ensure prompt resolution of problems and inappropriate behavior.

Disciplinary measures, depending upon the nature of the action, may include the following interventions:

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## 9. Expulsion

DSST works closely with Denver Public Schools on situations where an expulsion hearing may be warranted. After a proper investigation and hearing, in accordance with Denver Public Schools policy JK-R, Student Conduct and Discipline Procedures, a student may be recommended for expulsion from DSST. Parents/Guardians will be notified before a student is formally recommended for an expulsion hearing.

# IV. Facility and Resource Policies

## 1. School Property

Students must treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment, books and laptops. Intentional actions to damage or harm school property will lead to a suspension and may lead to an expulsion hearing. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and/or completing community restoration.

## 2. Textbooks

When required, school textbooks will be provided. Students must maintain the quality of each book, using a book cover if necessary. At the end of the year, the exact numbered copy issued must be returned to receive credit for the book. Damaged or lost book fees will be assessed accordingly.

## 3. Laptop Computers

Upon parent/guardian and student signature of the Student and Family Handbook Contract, the student will be issued a laptop for the year. Use of the laptop is a privilege - not a right - and can be revoked at any time. Laptop use and all school technology resources are governed by DSST's acceptable use policy (**see Appendix D**). DSST reserves the right to enforce the Acceptable Use Policy and to limit or revoke a student's privileges at any time. Parents/Guardians may not use the student's e-mail account to send e-mails to any student or group of students without the permission of the Director.

When laptops are distributed at the beginning of the year, or replaced at any time during the year, parents/guardians will be asked to review the condition of the computer and report any noticeable problems via the Laptop Checkout form. Parents/Guardians will be asked to sign this form acknowledging acceptance of the laptop.

Students are responsible for the proper care and use of laptops. In the event of damage, parents/guardians will be responsible for payment to repair or replace the equipment based on the cost to process the replacement. DSST will publish the cost for each replacement prior to the beginning of the school year. Rates will be published and distributed to families at the beginning of each school year. Any time a damage fee is assessed, parents will have two weeks to inspect the laptop to verify the condition.

## **4. Responsibility for Personal Property**

All property brought to school is brought “at your own risk.” DSST will not assume responsibility for any personal property. Distracting or inappropriate objects will be confiscated and returned at the end of the day. Repeat violations will require a parent/guardian conference. If it is necessary to bring a large sum of money to school for any reason it should be taken to the safe in the front office.

## **5. Lost and Found**

Periodically throughout the school year, items not claimed from the lost and found will be donated to charitable organizations.

## **6. School Supplies**

Students are responsible for obtaining appropriate school supplies for personal use. DSST will publish a school supply list prior to the beginning of each school year.

## **7. School Fees:**

Parents/Guardians are responsible for paying school-assessed fees for some services provided by the school. According to DPS policy, families are not required to pay fees pertaining to aspects of the core academic program. Fees pertaining to optional aspects of the program, such as athletics and clubs, are required. A fee schedule will be provided at the beginning of each school year.

# **V. General School Policies**

## **1. Non-Discrimination Statement**

It is the policy of DSST to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, sex, sexual-preference, age, national origin, disability, marital status or public assistance. DSST will not tolerate any discrimination, and any such conduct is prohibited. DSST also prohibits any form of discipline or retaliation for reporting incidents.

## **2. Student Records**

DSST maintains an information file on each student. Parents/Guardians may review their student’s file upon request. School officials may obtain access records for educational purposes only. All individually identifiable educational information is confidential except for “Directory” information. Directory information includes student name, date of birth, place of birth, participation in officially recognized sports and activities, height and weight (for athletic teams), dates of attendance, degrees and other honors awarded.

## **3. Media Release**

DSST maintains a website, a social media presence and periodically publishes promotional materials on occasion; DSST may also receive media requests to highlight the schools and students. In all cases, DSST will honor the Student Photo/ Information Release form completed by families during the admission process.

## **4. Distribution of Published Materials or Documents**

**School Materials:**

With prior approval by the Director, Advisor or teacher, publications prepared by students may be posted or distributed to the greater community. Such items may include school posters, brochures, murals, etc. The school newspaper, the yearbook and all school publications available to students are supervised by staff members and may be edited or taken down at the sole discretion of the school.

**Non-School Materials:**

Unless a student (or parent/guardian) obtains specific prior approval from the Director, written materials, handbills, photographs, pictures, petitions, films, tapes, posters or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus.

## 5. Commerce

Students (or parents/guardians) may not sell any articles on school property without the permission of the Director. Money or materials for personal purposes or for an outside organization may not be collected without prior permission from the Director.

## 6. Informal Parent/Guardian Grievance Process

DSST's informal grievance process provides an opportunity to express and resolve grievances. The informal process provides neutral facilitation and mediation, with the goal of informal resolution, restitution and relationship repair within the context of DSST's core values.

To encourage prompt resolution of grievances, community members are asked to address disputes directly with the other individual(s) involved and to allow reasonable time to reach a solution. If conflict resolution is not achieved, the grievance should be brought to the Director or the Dean for further mediation. Community members and school staff are expected to act in good faith to best resolve any conflict.

## 7. Formal Parent/Guardian Grievance Process

This policy is in place to address any grievance that is not resolved via the informal process or is significant enough, in the mind of the grievant, to require a formal investigative and resolution process that is documented in writing.

To initiate process, submit a signed and dated letter of grievance to the School Director, detailing:

- the allegations of dispute, breach of policy, or discrimination
- the contract, policy, or procedure that has been violated
- a summary of attempts to resolve the conflict through the informal process.

The School Director will acknowledge receipt of the written grievance within 5 work days and will provide a copy of the written grievance to the DSST Public Schools Home Office, to the individual(s) named in the grievance and to their direct supervisors.

Within 30 work days, DSST Public Schools will appoint a resolution team that include members of the school staff and the DSST Public Schools Home Office team. Any person who is directly named in the grievance or who is deemed to have a clear conflict of interest may not be a member of the resolution team. The team will conduct an internal investigation by conducting interviews with all relevant parties, reviewing pertinent documents and reviewing policies.

Within 45 work days of the formal grievance submission, the resolution team will issue a written resolution that may include plans for facilitated conflict resolution meetings, recommendations for change in policy or procedure, or suggested next steps.

If a grievant is not satisfied with the manner in which the resolution team handles the grievance, the matter should be brought to the attention of DSST Public Schools’ Board of Directors by contacting the Board Chair or Vice Chair, who will formally respond to the grievant.

It is important to the integrity of our school that grievances be handled in an informed, direct, fair and equitable manner. The administration, DSST Public Schools, and the Board of Directors share responsibility for ensuring the integrity of the vision and its implementation through the system of due process as described in this policy. The final forum for conflict resolution, after a grievant has followed the steps outlined above, will be the Board of Directors who will deliver a written communication to the grievant.

If an individual or group initiates a complaint at a public meeting of the Board of Directors or to individuals on the Board, the Board is not be required to respond to the substance of the complaint, but will instead thank the individual or group for their time and direct them to the grievance process outlined above.

## **VI. Athletics and Extracurricular Activities**

### **1. Participation**

DSST encourages students to get involved with fitness, athletics and extracurricular activities. These activities are a valuable part of a strong liberal arts education. However, participation in competitive athletics and games is a privilege, and not a right. Students will be deemed eligible to participate as long as they are in good academic standing, are passing all of their classes and have consistently abided by the school’s core values. Eligibility shall be determined by the school. A student may be removed from a team or club activity at any point if not in good academic or behavioral standing.

All school policies and rules apply to athletic and club activities, practices, games and transportation. At all times, students are expected to demonstrate the highest levels of sportsmanship and exemplify the school’s core values.

### **2. Science and Tech Parent Group (STP)**

Through volunteer efforts, the STP, composed of DSST Parents/Guardians, supports the school’s staff, students, and families; provides opportunities for parents/guardians to ask questions, express concerns and seek answers about school-related issues; and elects a non-voting parent/guardian representative to the DSST Board of Directors. All parents/guardians are welcome at each STP meeting, held monthly at the school. There are no fees, qualifications or requirements associated with membership. All parents/guardians are considered voting members at each meeting they attend. Officers of STP are elected yearly with no previous qualifications required.

## **VII. Weather and Emergency Procedures**

### **1. Accident or Medical Emergency**

If a medical emergency occurs at school, first aid will be administered and the parent/guardian will be contacted immediately. If a parent or guardian cannot be reached, an emergency contact or the family physician will be contacted. If necessary, the school will call Emergency Medical Services (911).

## 2. School Closings

DSST adheres by Denver Public Schools' weather school closing decisions. If DPS closes or has a delayed opening, DSST will do the same. The school-closing announcement will be posted at [www.dsstpublicschools.org](http://www.dsstpublicschools.org). If DPS is NOT closed or on a delayed schedule, DSST will be open. Should DSST need to close school early for other emergency reasons, every attempt will be made to inform parents/guardians in order to arrange for transportation.

## 3. Fire Alarms and Building Emergencies

Should an emergency require evacuation of the school, fire alarms will sound. Students will proceed to designated areas with their teachers. Individuals will remain in their area until a member of the administrative staff gives the "all-clear" signal. All fire alarms are treated as real and require immediate evacuation of the building.

Evacuation procedures are as follows. Students who fail to follow this procedure will be issued an appropriate consequence.

- 1) Silently follow staff directions and proceed out the nearest exit
- 2) Do not bring backpacks or any other belongings
- 3) Meet in the designated area with your teacher

Faculty and staff undergo emergency management training and yearly review. An emergency manual is available in each classroom for quick reference purposes.



## APPENDICES FOR THE CURRENT ACADEMIC SCHOOL YEAR

- APPENDIX A • School Hours (school specific)
- APPENDIX B • Student Dress Code for the 2017-2018 School Year (school specific)
- APPENDIX C • Make-up Work Policy (school specific)
- APPENDIX D • Student Technology Use Summary

The technology given to students at DSST is a privilege, and along with that privilege, comes responsibility on the part of all students.

What students should know

- The DSST core values of responsibility, integrity and respect apply to any use of DSST's computers at home or off-campus. Breaking of these values will lead to disciplinary action or fines.
- DSST has the ability and the right to view anything on your computer at any time.
- In classrooms, technology can only be used as directed by a teacher or staff member.
- If you damage your computer, you and your family are responsible for paying for the damage.
- DSST has the right to take back the laptop of any student if they do not use it and care for it appropriately

Do's – Student Responsibilities

- **DO** back up all of your data. You are responsible for having every file on your computer backed up. There is NO excuse for loss of work or documents due to computer or network failure.
- **DO** report any damage to your computer to the helpdesk right away.
- **DO** transport your laptop to and from class and school in a padded carrying case at all times.
- **DO** back up all files on a jump drive. If a laptop is confiscated, students are still responsible to have any digital work.
- **DO** only visit websites whose content is educational and ethical. Visiting any site that is not intended for academic purposes may result in your laptop being taken away.

Don't's

- **DON'T** download ANY software to your laptop...ever.
- **DON'T** leave your laptop in your car, unlocked locker, or an unattended classroom.
- **DON'T** have a cell phone or other handheld electronic device out of your backpack without explicit instruction from a teacher or staff member.
- **DON'T** give any of your passwords to ANYONE.

*Although the items listed below are the most important things for students to know, it is important for students and their families to read this entire document before signing it.*

## DSST Public Schools Technology Acceptable Use Policy

Denver School of Science and Technology provides students and staff with a variety of technology resources for the purpose of supporting our educational mission. This acceptable use policy is intended to explain the responsibilities and limitations of technology use at DSST. **Additional rules may be added as necessary.**

It is important that all users of DSST technology remember that access to these resources is a privilege, not a right. Access to DSST technology resources is only given to students who act in a considerate and responsible manner. Users of technology are expected to exhibit appropriate behavior and care in the use of computers and school computer networks just as they are in a classroom or a school library. Still, as technology is integrated into the fabric of virtually all instruction at DSST, and appropriate use is critical to ensure learning happens for all, **violation of these policies will be treated as a disciplinary issue.**

### Policies

1. Inappropriate usage of technology will lead to serious disciplinary consequences. We expect students to apply the same core values of responsibility, integrity and respect that govern their conduct in their life at DSST to also govern their use of DSST's computers at home and off-campus.
2. DSST staff reserves the right to define inappropriateness in this context and to check any student's laptop at any time.
3. General school rules and expression of core values apply to all use of technology.
4. Reference to laptops also includes tablets or other kinds of Technology provided or authorized by DSST.
5. All work created on or by or stored on any DSST equipment belongs to DSST and may be reviewed and/or retained for any purpose in line with its educational mission.
6. Computer and network storage areas may be accessed by network administrators as needed for school purposes. All files (including email and internet) viewed and stored on DSST servers or computers will be considered public, and may be viewed by a DSST staff member at any time. Within reason as determined by the deans and director, freedom of speech and access to information will be honored.
7. At school and/or during school hours, students will use computers and other technology resources for **school related purposes only**, unless they receive specific permission to do otherwise. In classrooms, students will use technology **only as directed by the teacher**.
8. **In the event of damage to the computer or its peripheral parts, either payment for replacement/repair of the damage or the cost of the deductible will be charged.** If financial hardship is an issue, contact the student's dean or the business manager.
9. **DSST reserves the right to withhold technology resources from the student responsible for unpaid damages until appropriate arrangements have been made.**
10. Additional consequences may be levied in the event of multiple damage incidents by a given student.

### Student Appropriate Use

It is the student's responsibility to ensure the following:

1. **IMPORTANT: It is the student's responsibility to see that all work is backed up. There is NO excuse for loss of work or documents due to computer or network failure or loss due to disciplinary action.** Students shall always maintain at least two copies saved; one on the local hard drive, and one on at least one of the following: flash drives or on the server (the H drive). Applications should be set so that work is saved at least every 5 or 10 minutes. Generally, in the event of disciplinary actions (like computer re-cloning) due to computer misuse, **NO opportunity for backing up work will be given.**
2. No cell or multimedia devices are allowed out of your backpack during class unless directed by the teacher.

3. Materials printed at school are to be academic in nature. Documents not pertaining to school are not to be printed from the DSST laptop and teacher permission is required to print.
4. Students will respect the intellectual property of others by using appropriate citation, refraining from all forms of plagiarism, and abiding by federal copyright laws.
5. All students must log on with their own user name and password. **Passwords must be kept confidential.** Users are responsible for all actions that occur with their user account and computers. Users should change their password from time to time and guard it carefully. **It is ALWAYS appropriate to ask someone to step away while one enters a password, and courteous to do so without being asked.**
6. Students must not attempt to access or tamper with files, folders, programs, drives or any equipment on the network that do not belong to them.
7. Students will conserve the use of technology resources such as bandwidth, printing supplies, etc. Personal files, music, video, or other personal multimedia files unrelated to school may NOT be saved on the desktop or in My Documents (which is Windows default location, and gets synchronized with your H drive) or in the H drive. This also includes the background of your laptop – you must use one of the Windows 7 backgrounds, and you may not use any other image for your laptop background. In the event your network (home) folder becomes filled with personal files, your whole folder may be emptied with no recourse for lost work. If you do not understand how personal files get in your home folder, ASK a teacher.
8. Students may not **download or install programs or inappropriate media or info.** NO PROGRAM OR PROGRAM ENHANCEMENTS ARE TO BE DOWNLOADED or installed from any source. If a program, or any portion of it, is on your hard drive without permission, it constitutes computer misuse.
9. **The Internet is available to students for academic pursuits.** Students may not use it in an inappropriate manner, or give out personal information about yourself or classmates over the Internet without specific staff permission. Students may not use their laptop for any streaming content unless it is specifically for an academic class
10. The school will provide all students with access to the Internet and an e-mail account. These are privileges and may be rescinded if used in an inappropriate manner. Any student who uses inappropriate language or uses the Internet or his/her e-mail to harass, attack or defame another person or send inappropriate pictures in any communications faces disciplinary action. Email is an educational tool provided for the express purpose of furthering DSST's educational mission. As such, DSST reserves the right to inspect any DSST email messages, to rescind or modify privileges in any way or at any time in the enforcement of this policy.
11. Students will follow DSST technology use protocols. For instance, Instant Messaging (or having IM programs on the student computer – see Downloading above), emailing during class, and playing music out loud during school hours are not acceptable.
12. Students may not subscribe to Listserv services on a DSST account, in which mail is automatically sent to a student account, without expressed written permission from the IT department.
13. Students will not use technology for illegal or commercial enterprise.
14. Students will take all precautions with their laptops to avoid damage or theft (see Laptop Care & Maintenance Document below), and report any damage, theft or malfunction immediately. This includes but is not limited to the use of a laptop bag or backpack with a built-in laptop sleeve.
15. So as not to unnecessarily burden DSST support staff, students will learn and exercise skills to undertake basic troubleshooting, including taking advantage of (in the following order)
  - a. Online computer and web help sources,
  - b. fellow students
  - c. teachers

Students will take precautions against viruses and other threats and will report all issues or infections immediately to prevent damage.

## DSST Public Schools Laptop Care and Maintenance

### Physical Security (keeping your laptop physically safe):

1. DO NOT leave laptop in your car, an unlocked locker, or a classroom.
2. Your locker must have a lock on it, as you will need to return your laptop to your locker for lunch and for PE/Health.
3. DO NOT eat or drink near your laptop. You may not use the laptop in the lunchroom during lunch. You may not have a water bottle at your desk if you are using your laptop.
4. Be cautious about leaving the laptop unattended anywhere that there is a chance it could easily be knocked onto the floor, sat on, stepped on or otherwise damaged. Know that dropping, jostling, or bumping might cause damage to the hard drive.
5. Always hold the laptop by the bottom (keyboard half), **NEVER** the screen. Use two hands when carrying.
6. Never twist the screen on its hinges (could crack the screen).
7. DONOT scratch or push on the screen.
8. Never close the lid on a pencil, pen, papers or other items left on the keyboard.
9. DO NOT slam the lid down.
10. DO NOT place the laptop near any electrical appliance that could generate a magnetic field, it can damage data.
11. **Always transport the laptop in a padded carrying case**, and never stack items on the lid of the laptop. **You must transport the laptop in your padded carrying case to and from class.** This means that when you are traveling from class to class, that you are not carrying the laptop in your hands.
12. Use a luggage tag or other unique item to attach to your laptop case to help identify your computer.
13. Be careful when removing the power cord. Yanking it out of laptop from afar will cause damage. DO NOT wrap the cord tightly around itself or tie it in knots. Instead, for storage, loosely wrap it in a circular or figure eight pattern. Secure it with a Velcro strap, twist tie or other means intended to secure cords.
15. Remember as the thermometer lowers that cold is not your computer's friend. So do not leave it in the car. Do not store your laptop anywhere that is very cold or very warm.

### Internal Security (keeping dangerous data from harming your laptop):

1. Do not download ANYTHING from the Internet without specific permission from the IT Department! Kazaa, Bonzi, Gator, WeatherBug, HotBar, WhenUSave, CommetCursor, WebHancer all appear to have legitimate useful functions. However, most of this software is, contains, or is a common conduit of viruses, spyware or adware, all of which will damage your Windows installation, waste resources, generate pop-up ads, download more garbage and report your personal information back to the company that provides that software.
2. Downloaded software and screensavers often cause conflicts that can cause your laptop to go very slowly and crash. Remember that the laptop is a tool for learning and keeping it free of extras will keep it working efficiently and properly.

### When to seek help:

1. Shut off the notebook immediately and bring it to the IT Dept for servicing if you have the following problems:
  - When the power cord or plug is damaged or frayed.
  - If liquid has been spilled on the computer.
  - If it has been dropped or the case has been damaged.
  - Any physical damage is noticed.
  - The system has crashed/locked.
2. Bring your computer to the tech lab for any repairs, upgrades, or any problems.

## Cleaning your laptop:

### Display/Screen

- Soap can leave a residue on the computer, ONLY use a slightly damp to wipe the screen and case.
- When cleaning the screen, spray onto a soft lint free cloth and never spray the screen directly.

### Keyboards and Case

- To clean the keyboard, you can use a vacuum (suction or blower; small units are available at Office Depot or other computer/office supply stores) with a tiny extension nozzle to free dust and debris from the keys. Wipe down the surfaces/keys with a slightly damp cloth. Do not allow moisture to seep into any part of the keyboard.
- If significant cleaning is needed, use rubbing alcohol or a mild household cleaner (avoiding contact with the screen), applied to a lint free cloth. If water gets between the keys, do not use the laptop until the water has had time to evaporate.
- To clean the exterior casing of your laptop, wipe using a slightly damp cloth, allowing no moisture to get inside any openings or drives. Do not use compressed air on the CD-Rom, it can damage the lens.

<b>LAPTOP DISCIPLINE RUBRIC: severity and consequences of offenses</b>		
Purpose of tracking offenses is to teach responsible computer usage, protect schools' property and to protect schools' infrastructure. This will also aid in prevention and parent administration/advisory meetings.		
Severity	Type	Consequence
<b>1</b>	Misuse of internet, emailing, gaming or standard DSST applications in class: this behavior should be included in house notes on behaviors so advisor can address behavior; teachers use standard discipline process before addressing as "excessive" issue.	RF: Contact Advisor first, and if issue persists, contact House leaders; if all agree this is a consistent, excessive behavior across classes, email can be limited for a defined period of time, and the Dean should be contacted for possible suspension
	Excessive, habitual emailing in class	RF: Contact Advisor first, and if issue persists, contact House leaders; if all agree this is a consistent, excessive behavior across classes, email can be limited for a defined period of time, and the Dean should be contacted for possible suspension
	Left equipment unattended (either the laptop is unattended or the backpack with the laptop inside is unattended) or carrying laptop from class to class without it being in a padded case or laptop bag.	RF: student is still responsible for all assigned work turned in by the due dates
	Laptop needs to be cleaned virus/adware/spyware	RF and Clone; student is still responsible for all assigned work turned in by the due dates
	loaded unauthorized files or website, (except porn & hate content - see below L3)	RF and Clone; student is still responsible for all assigned work turned in by the due dates
	H: drive abuse – using personal H drive to house non-school or academic related files.	Referral to Dean for possible suspension
<b>2</b>	Internet filter bypass	Laptop confiscated; Referral to the dean for possible suspension (1-2 days) and Clone, Internet restrictions
	Defiance toward Teacher after two verbal warnings regarding laptop use during classroom instruction; or	Laptop confiscated; Referral to the dean for possible suspension (1-2 days) and Clone, Internet restrictions

	after two verbal warnings around use of laptop outside the classroom.	
	H: drive abuse second offense	Laptop confiscated; Referral to the dean for possible suspension (1-2 days) and loss of H drive availability
	Repeat of Level 1 offense (# of RF)	Laptop confiscated; Referral to the dean for possible suspension (2-3 days) & Clone
	detected and uncleanable virus/adware/spyware	Laptop confiscated; Referral to the dean for possible suspension (2-3 days) & Clone
<b>3</b>	Repeat of L2 offense, 3rd repeat of L1 offense	Laptop confiscated; Referral to the dean for suspension, Parent Conf, Redo AUP, and Clone
	hacking computer password or computers (local admin password) + no damage	Laptop confiscated; Referral to the dean for suspension, Parent Conf, Redo AUP, and Clone
	intentional load unauthorized files to server	Laptop confiscated; Referral to the dean for suspension, Parent Conf, Redo AUP, and Clone
	Possession of porn (sexual or extreme violence) content on computer	Laptop confiscated; Referral to the dean for suspension, Parent Conf, Redo AUP, and Clone
	deliberate or negligent damage (e.g. spilling liquids on laptop, drop or throwing laptops)	Laptop confiscated; Referral to the dean for suspension, deductible, cost to replace (no insurance)
	Violent or sexually explicit gaming (e.g. First Shooter Gaming)	Laptop confiscated; Referral to the dean for suspension and Clone
<b>4</b>	Repeat of L3 offense, 3rd repeat of L2 offense, 4th+ repeat of L1 offense	Referral to the dean for suspension etc.
	hacking computer password or computers (local admin password) + damage	Referral to the dean for suspension, possible legal charges, etc.
	significant intentional load unauthorized files to server	Referral to the dean for suspension, possible legal charges, etc.
	student/staff abuse or bullying by means of technology	Referral to the dean for suspension, possible legal charges, etc.
	Possession of hate content on computer	Referral to the dean for suspension, possible legal charges, etc.
	Theft	Referral to the dean for suspension, possible legal charges, etc.
<b>5</b>	Repeated or severe student/staff abuse or bullying by means of technology	Referral to the dean for suspension, criminal prosecution, possible expulsion
	Hacking with intent to cause damage	Referral to the dean for suspension, criminal prosecution, possible expulsion

## • APPENDIX E • Student Core Value Pledge

DSST is a high performing, values driven school. Our six core values of Respect, Responsibility, Integrity, Courage, Curiosity and Doing Your Best are the foundation of our school culture and success. We highly value the commitment between students, parents/guardians, and our DSST staff to work together to uphold these core values in everything we do. It is through this mutual commitment that we are able to create a learning environment that promotes a high quality, rigorous education and ensures that all of our students receive the support they need to succeed. Our mission is to prepare our students, beginning from their first day at DSST, for future acceptance into a four year college or university.

**Responsibility** I will:

- Ask for help or clarity when accepting a task.
- Be trusted and depended upon to complete tasks and follow directions.
- Be accountable for my actions when I fall short of an expectation.
- Follow the DSST dress code.
- Be prompt, arriving on time to begin school.
- Come prepared to learn every day.

**Curiosity** I will:

- Be eager to learn and explore.
- Ask questions.
- Learn from new ideas and experiences.

**Integrity** I will:

- Be truthful, fair, and trustworthy in my words and actions.
- Express myself respectfully.
- Do what is right, even when nobody is watching.
- Interact with others in productive and positive ways that build trust.
- Follow the academic honor code, submitting only individual work that is entirely my own.

**Doing Your Best** I will:

- Put my best effort into everything I do.
- Always work, think, and behave according to DSST Core Values.
- Do whatever it takes for my fellow students and me to learn.

**Courage** I will:

- Take risks and make good decisions in the face of pressure.
- Be willing to take steps to make the community stronger, even though it may require me to step out of my comfort zone.
- Honestly reflect and act on any feedback.

**Respect** I will:

- Have empathy for others and treat them with dignity.
- Be an attentive listener and an engaged student.
- Show respect through my words, actions, and attitude to treat people respectfully.

## • APPENDIX F • Parent/Guardian Core Value Pledge

### **Responsibility** I will:

- Support DSST's demanding academic program, high standards of conduct, and mission.
- Make sure my child arrives at DSST every day on time and remains at school until the first dismissal at the end of the day. If my child is assigned the second dismissal, I will make arrangements for a pick up at second dismissal.
- Ensure that my child attends school every day, unless sick or unable to attend because of a family emergency. I will notify the school before 8:00 AM if my child is going to miss school.
- Make sure my child follows the DSST dress code.
- Attend the required parent meetings four times a year and I will contact DSST if I have any questions throughout the year.
- Hold my child accountable when he or she falls short of an expectation. This includes making sure that my child follows through with College Prep, Mandatory Tutoring, Refocus Sessions, and other consequences that may be assigned.

### **Curiosity** I will:

- Be eager to learn and ask questions to gain a deeper understanding about my child's education and learning.
- Seek to learn from new ideas and experiences, so I can better support my child at school.

### **Integrity** I will:

- Express myself appropriately by using professional and courteous language in school.
- Communicate directly and honestly and interact with others in productive and positive ways that build trust.

### **Doing Your Best** I will:

- Check my child's homework.
- Sign his/her planner nightly.
- Sign my child's weekly paycheck.
- Encourage my child to do his or her best daily.
- Encourage my child to follow up on any issues or concerns with his or her advisor.

### **Courage** I will:

- Give honest feedback in an appropriate and respectful way to make the school community stronger.

### **Respect** I will:

- Treat people appropriately with common courtesy; have empathy for others and treat them with dignity.
- Understand that my child must follow DSST's expectations and Core Values to protect the safety, interests, and rights of all individuals at DSST.



• APPENDIX G • Student and Family Handbook Contract Signature Page 2017-2018

**Student and Family Acknowledgement of Understanding and Compliance**

We are familiar with and will abide by all the contents, responsibilities and policies contained in The “Student and Family Handbook 2017-2018”. We understand that these policies govern student and family conduct in the school and will be enforced at school or on school grounds, at school sanctioned activities or events, or while being transported by school approved vehicles, or occurring off school property. The school reserves the right to adapt and change policies during the year that serve the greater good of the school.

Name of Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_