



**Student and Family Handbook**  
**2021-2022**

**DSST: Byers**

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## Letter from the School Director

**8-9-21**

Dear Students and Families,

Welcome to the 2021-22 School Year! We are anticipating a year of in-person learning and we appreciate in advance your patience and understanding as we continue to navigate the COVID19 pandemic! This year our team is focused on getting Back to Basics as we return back to in-person learning and apply our learnings from our remote and hybrid years to make our school even better than it was pre-pandemic. Please know that there are always open lines of communication to understand feedback, field questions, and receive praise as we grow together in 21-22! We can't wait to see you!

Sincerely,

A handwritten signature in black ink, appearing to read 'Elin Curry', with a stylized, cursive script.

Elin Curry

DSST: Byers School Director

**DSST Public Schools will serve 6,200 students on 9 campuses and 15 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 and Aurora'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 district partners to create the leading urban public school system in the country.

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.

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 was founded on 6 Core Values, which create a common language to develop a strong community and are embedded in everything we do. **These values include:**

**Respect:** We appreciate each person and their story through our words, actions, and attitudes. We value their unique perspective and treat others with dignity.

**Responsibility:** We acknowledge that our actions and choices impact ourselves and our community. We take ownership for what we do and how we choose to do it.

**Integrity:** We act and speak with honesty, fairness, and thoughtfulness. We consistently align our words and actions.

**Courage:** We possess the confidence and resolve to take risks, push ourselves, and persevere in the face of pressure, adversity or unfamiliar circumstances.

**Curiosity:** We are eager to learn, question, and explore. We have a thirst for knowledge, a love of investigation, and a desire to learn about ourselves, our community, and our world.

**Doing Your Best:** We put our best effort into everything we do. We know that individual and collective effort for our community to thrive.



***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 and staff member embraces being a part of our community, sharing in the responsibilities and sacrifices such a commitment brings

Build a unified team 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 everyone gives 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



# I. Campus Policies

## 1. Closed Campus

DSST's campuses are closed, except for our Senior Academy. When on campus, during 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. As missing class and instructional time can have a detrimental effect on a student's performance, we ask that parents only sign students out for urgent reasons, and try to schedule appointments before and after school as much as possible, so that the student misses as little instructional time as possible.

## 2. Attendance

**Daily Attendance:** We believe every student's daily presence is irreplaceable to our communities. Daily attendance is an essential component to a student's educational and lifelong success. Engagement and connectedness in the classroom and larger school community are critical to the learning process, individual and collective growth.

In the event of a necessary absence, a parent/guardian must call the attendance line and report the absence by 8:00 a.m. Include the 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 that do not meet the above criteria.

**Other Attendance Policies:** When a student is absent from school or from assigned classes, the school will notify a 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 attendance:**

1. All absences will be investigated by school personnel on a daily basis;
2. A summary of absences will be reported on progress reports and report cards that are sent to parents/guardians;
3. A notification after missing five (5) days for any reason in a trimester will be sent to the parent/guardian;
4. 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.

**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 exceptions 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 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 school team 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 supporting the student and family overcoming any obstacles that are contributing to the student's absences. Per state law, schools are required to refer a truant student and family to the APS or DPS District for Truancy filing, potentially resulting in court action with the City and County of Denver court system.

**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 **SCHOOL KEEPS OR REMOVES**. If a student is late to class, and it is unexcused, the student will be assigned to a Refocus Session.

**Habitual Tardiness:** 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.

#### 4. Dress Code/Uniform

**Middle School Uniform:** We have made changes in the DSST: Byers dress code for the 21-22 school year to allow for more choices. By allowing students to choose from various options in the Byers Spirit Wear store as well as from “Spirit Wear” that they accumulate from Byers clubs, groups and Sport participation, we are excited for students to show their school pride and express aspects of their identity on a daily basis. See **Appendix B for 2021-22 Dress Code Details**

**High School Dress Code:** We believe that in high school, having a known dress code policy allows for students to further their own independent choices and appreciate their growing complex view of community and individuality, and at the same time, provide safe and supportive known requirements. School Administration have the discretion to set their specific uniform and/or dress code policies at their respective schools. Uniform and dress codes are in effect from the start of the school day until all requirements of the day are completed. The uniform and/or dress code will be enforced at all times students are on campus. **See Appendix B for 2021-2022 Dress Code details.**

DSST Faculty and staff reserve the sole right to interpret and enforce the student uniform and dress code. Students who violate the uniform or dress code will have designated consequences set forth by each school. Note: A phone call home to request appropriate clothing to be brought to school is determined by the School 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.

Parents/Guardians and visitors are asked to refrain from using their cell phones inside of the building. We ask that parents arrange classroom visits with the teacher or an admin staff member in advance.

#### 6. Student Phone Usage

School Administration have the discretion to set their specific student phone usage policies at their respective schools.

**Middle School:**

- Cell phones and all mobile devices shall be turned off or in silent mode when entering the school building.
- Cell phones and all mobile devices shall be kept in the student’s locker, backpack or pocket..
- Cell phones and other mobile devices are not to be used in classrooms, the library, common areas, hallways, or restrooms.
- Cell phones and other mobile devices are not to be used during transition times or between classes.

- If a student needs to make an emergency call during the day, they may ask their teacher to use a building phone located in the classroom, the main office, the counseling office, or the dean's office.
- Parents/guardians can call the main office at 303 524 6350 to relay urgent and important messages to students. They can also contact the front office by emailing [byers@scienceandtech.org](mailto:byers@scienceandtech.org).
- When students are repeatedly in violation of the phone policy we will do our best to work with students and families to support the student to change their phone habits up to and including plans where student phones are turned into the office of a school administrator for the duration of the school day.

**High School:** Students are permitted to use their phones during transitions, at lunch and with teacher discretion during class periods.

- When students are repeatedly in violation of the phone policy we will do our best to work with students and families to support the student to change their phone habits up to and including plans where student phones are turned into the office of a school administrator for the duration of the school day.

## 7. Deliveries to Students

**Middle School:** Students are not permitted to receive orders of food either to the front desk or to any area on campus.

**High School:** Prep Academy Students may receive orders of food delivered during their lunch period if they meet their delivery at the street and within the perimeter of on-campus lunch. Food may not be delivered to inside the school building. Senior Academy students have the same privileges as Prep Academy but may also leave campus when given permission via the Senior Academy off-campus lunch program.

# II. Academic Policies

## 1. Academic Honor Code

DSST believes that a commitment to the Core Values is integral to ensuring that we are all learning and growing in the classroom and beyond. Because of this commitment, we take academic integrity very seriously. The Academic Honor Code is a student commitment to the core values of Integrity and Responsibility – a commitment to honesty and to taking ownership of our actions in the classroom. 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 an 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 the 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 Integrity and Responsibility 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 the 21st century. We believe consistently living a commitment to our Core Value of *Doing Your Best* is critical to academic success – the strength of our community is built on the shared effort of each community member and it is only through a commitment to every person giving their best effort, every day, on all academic work, that each student can be successful.

**Homework:** DSST assigns homework to students on a nightly basis. We believe that homework assignments are meaningful and serve the important purpose of reinforcing previous learning from the classroom to further mastery of conceptions and skills. We also believe 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, in college, and beyond.

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.**

**Targeted Academic Interventions (such as College Prep):** College Prep (CP) or other forms of targeted interventions are assigned to all students who do not complete homework assignments or need additional academic support. Assigned students are required to stay after school or other identified times during the academic day to complete their assignments or other academic related work. CP is a **mandatory** commitment. Schools 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, or any other academic related need as determined by the school. 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 Faculty or 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. Each year, students are assigned to an Advisor with a group of 15-18 other students. The Advisor is committed to knowing each advisee, to providing guidance and support and to creating a strong sense of community. The Advisory Program provides a critical structure 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, strengthen and live the DSST Core Values in and out of the school community
2. Provide adult and peer support both personal and academic skills
3. Establish camaraderie and accountability in a smaller group within the larger DSST community
4. Recognize and celebrate individual and community accomplishments and growth

### 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	Honors Classes	AP 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 weigh 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 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:

	6th Grade	7th Grade	8th Grade
<b>Practice and Participation</b>	50%	45%	40%
<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%

**\*\*Note:** Schools may deviate from the aforementioned policy, and will communicate relevant changes.

**High School Grading - Category Weighting:**

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

	9th Grade	10th Grade	11th Grade	12th Grade
<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**

Elective classes are typically graded on the same scale as core academic classes but scoring categories and weighting may vary by course..

#### **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 for each of the six Core Values.

- 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. At the end of the year, final grades in each course will be recorded on the students transcript; only the final grade in year-long courses (or the trimester grade in stand alone trimester courses) will appear on the transcript.

**Middle School:** We encourage all families to use Infinite Campus' Parent Portal to check grades, assignments and attendance any time and day of the week. Grades are updated each week by Monday 5:00 pm. Every week students will receive a printed progress report that includes grade %, missing assignments, core value points, interventions assigned and attendance. If parents have questions about their child's academic progress they should contact their child's Advisor.

**High School:** We encourage all families to use Infinite Campus' Parent Portal to check grades, assignments and attendance any time and day of the week. Grades are updated each week by Monday 5:00 pm. Students will have frequent conferences with their advisor about their overall well-being and grades. Parents should expect a monthly communication from Advisors (or from their student, facilitated by their Advisor with their Advisor cc'd) about their grades. If parents have questions about their child's academic progress they should contact their child's Advisor.

## **6. Honors and Awards**

**Traditions and Rituals:** Our communities are grounded in traditions and rituals. Without traditions and rituals that mark accomplishment or symbolic recognition communities and individuals very often miss out on renewal of hope, spirit, and pride. In our community, we believe traditions and rituals are an important part of the experience and expression of humanity. As communities that believe in the power of the human condition and adheres to the importance of our Core Values, we have to ensure collective learning is fostered through traditions and rituals that reinvigorate cultural cohesion as connection is made to a higher purpose and ties to our past that brings new life to our present. Each convening of the community brings people together, connecting us all to our shared Core Values, collective and individual identities, and reinforcing our core purposes.

**Middle School:** Every Trimester we honor we provide the following awards:

**Amazing Attendance:** Students with 1.5 or less absences in the Trimester

**Core Value Award:** Students who earn all 4s and 5s in the 6 Core Values (as scored by their teachers)

**Honor Roll:** Students who earn all As and Bs in all their classes

**High Honor Roll:** Students who earn all As in all their classes

**High School:**

**Amazing Attendance:** Students with 1.5 or less absences in the Trimester

Core Value Award

**Honors (3.5-3.74)**

**High Honors (3.75-3.99)**

**High Honors with Distinction (4.0+)**

## 7. Middle School Promotion Requirements

To be promoted 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: Integrated Literacy
- 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 the 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 may 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. The school 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.

**Acceleration:** Acceleration of a student's coursework or grade-level will be made on a case-by-case basis by the school director in collaboration with the student's parents or guardians. This decision will be based on the student's academic performance, social-emotional readiness, input of the school's staff and a suitability of courses to serve them.

## 8. High School Promotion Requirements

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

- **Pass all classes with grades of 70% or higher.**
- 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)
- All students must have successfully completed all 3 athletic credits to graduate.
- All 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 may 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**. Staff will review a variety of measures in addition to course grades to determine if the 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 likely be retained in his/her current grade in the following school year**. 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. The school 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.

**Acceleration:** Acceleration of a student's coursework or grade-level will be made on a case-by-case basis by the school director in collaboration with the student's parents or guardians. This decision will be based on the student's academic performance, social-emotional readiness, input of the school's staff and a suitability of courses to serve them.

## 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
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Humanities	<b>4 years including:</b> <ul style="list-style-type: none"> <li>• Humanities/Ethnic Studies (9<sup>th</sup> grade)</li> <li>• Composition (9<sup>th</sup> grade)</li> <li>• World Literature (10<sup>th</sup> grade)</li> <li>• American Literature <u>or</u> AP English Language &amp; Comp (11<sup>th</sup> grade)</li> <li>• AP English Language &amp; Comp <u>or</u> AP English Literature (12<sup>th</sup> grade)</li> <li>• World History (10<sup>th</sup> grade)</li> <li>• U.S. History (11<sup>th</sup> grade)</li> <li>• Civics (12<sup>th</sup> grade)</li> </ul>
Mathematics	<b>4 Years including:</b> <ul style="list-style-type: none"> <li>• Integrated Algebra/Geometry I (9<sup>th</sup> grade)</li> <li>• Integrated Algebra/Geometry II (9<sup>th</sup> grade OR 10<sup>th</sup> grade)</li> <li>• Algebra II/Algebra 2 Honors (10<sup>th</sup> grade OR 11<sup>th</sup> grade)</li> <li>• Pre-Calculus/Pre-Calculus Honors (11<sup>th</sup> grade OR 12<sup>th</sup> grade)</li> <li>• AP Calculus (12<sup>th</sup> grade) <ul style="list-style-type: none"> <li>○ AB (Course 1)</li> <li>○ BC (Course 2)</li> </ul> </li> </ul>
Natural Sciences	<b>5 Years including:</b> <ul style="list-style-type: none"> <li>• Physics (9<sup>th</sup> grade)</li> <li>• Chemistry (10<sup>th</sup> grade)</li> <li>• Biology (11<sup>th</sup> grade)</li> <li>• STEM Elective which can be completed at any point in 9<sup>th</sup> grade – 12<sup>th</sup> grade (e.g. Creative Engineering)</li> <li>• Advanced STEM course (12<sup>th</sup> grade)</li> </ul>
Foreign Language (Spanish)	<b>3 Years</b> (of a single language - Spanish)
Physical Education	<b>3 Trimesters</b> or an acceptable equivalent approved by the school.
Internship	<b>1 Trimester</b> (11 <sup>th</sup> grade)
Senior Project	<b>2 Trimesters</b> (12 <sup>th</sup> grade)

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

Courses	Years
English	4

<b>Social Sciences</b>	4
<b>Math</b>	4
<b>Science</b>	5
<b>Language</b>	3
<b>Physical Education</b>	1
<b>Electives</b>	3
<b>Total</b>	<b>24</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.

<b>Criteria</b>	<b>Core Academic Program</b>
Coursework	Successful completion of all required courses as listed above
GPA	Overall C or higher
Standardized Tests	Completion of CMAS and 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
Competency Requirements	Demonstrate competency through in-class measures or performance on selected national assessments**

\*\*Competency requirements will be communicated in more detail by your school administration.

## **III. 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 our shared 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 frame a set of specific expectations. 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.

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. Student Behavioral Expectations

**Communication:** Students are expected to communicate respectfully with teachers and peers in their actions and words. Examples of unacceptable behavior may include, but are not limited to: using profane language and/or gestures, ignoring or refusing to complete a staff request, disrupting class or any other student's learning, threatening, slandering, bullying, discriminating, engaging in any behavior deemed to be harassment due to gender, race, ethnicity, etc., engaging in any behavior deemed to be a Title IX offence (i.e. sexual harassment, inappropriate sexual contact), being dishonest, stealing and/or fighting.

**Expectation of Ownership:** Students are expected to take ownership of their behavior, actions, personal commitments and commitments to the community. When students make poor choices, we will support them and hold them accountable so that they are able to take full responsibility for their behavior and commit to do better in the future.

**Reporting Breaches of School Policy:** For the safety and wellbeing of the school community, all students are expected to report breaches of school policy as soon as they are aware of the problem. 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.

## 2. Rules

**We are a welcoming community:** At DSST: Byers, we strongly believe that a sense of belonging is a fundamental need of all members of our community. As such, we constantly strive to ensure that the words and actions of all members of our community are inclusive of ALL.

**Respect for Learning:** Students are expected to contribute to the overall learning climate by acting with our six core values at the center and ensure all learning spaces are free from disruptions and distractions. Students are expected to respond to all redirections appropriately and with urgency. Students are expected to be in the assigned learning locations throughout the day; when given permission to leave the classroom for the use of facilities or other tasks as assigned, students are asked to use integrity and responsibility and be in only assigned spaces for reasonable periods of time.

**Appropriate Language:** Students are expected to use appropriate language at all times, refraining from using cuss words and other potentially offensive, suggestive or harassing language.

**Respect of Space:** Students are expected to clean up after themselves and take care of all facilities inside and outside of the building.

**Respect towards Others:** As stated above in “We are a welcoming community,” students are expected to treat other members of the community with respect through words and actions. In addition to using respectful and inclusive language, students should keep hands and feet to oneself; horseplay including running, chasing, hitting, and other forms of “playful” physical activity are not permitted on school grounds before, during or after the school day.

### 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 the 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 the school, 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 per district policy.

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 behavior plan will be developed for the student. Parents/guardians will be notified in writing.

**Second Out of School Suspension in a school year:** Student's behavior plan will be reviewed and modified and the student 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, as defined by school policy, by a student identified as a student with a disability, will be supported in accordance with the student's Individual Education Plan (IEP) and the Individuals with Disabilities Education Act (IDEA).

#### **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.

- Bullying
- Harassment
- Destruction of school property
- Theft
- Fighting
- Disobedient/defiant or repeated interference
- Drug or alcohol possession, use, or distribution
- Being under the influence of drugs or alcohol
- Arson
- Hazing
- Witness intimidation/retaliation
- Habitual disruption
- Possession of a dangerous weapon

## 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

**Discipline embedded in learning, restoration, and re-engagement:** We believe that discipline is a lifelong process and must be collaborative, holistic, and shared by all members of the community. Every human is striving to be the best version of themselves and we are relentless in assisting them in the development of essential skills and behaviors. Therefore, all disciplinary actions are used to assist students in learning, restoration, and re-engagement.

When student actions warrant a response that is considered a “Type Two” or higher behavior on the DPS Discipline framework, we follow all DPS Board policies. Each grade level has a specific “Dean of Students” who facilitates the discipline process.

- 6th grade: [Katie.Ethridge@sciencandtech.org](mailto:Katie.Ethridge@sciencandtech.org)
- 7th grade: [Scott.Franzblau@scienceandtech.org](mailto:Scott.Franzblau@scienceandtech.org)
- 8th grade: [Dan.Monaghan@scienceandtech.org](mailto:Dan.Monaghan@scienceandtech.org)
- 9th-10th grade: [Natalie.Jung@scienceandtech.org](mailto:Natalie.Jung@scienceandtech.org)

- 11th-12th grade: [Akeem.Kelley@scienceandtech.org](mailto:Akeem.Kelley@scienceandtech.org)

## 8. Consequence

The main purpose of disciplinary consequences is to assist as necessary in the learning, restoration, and/or re-engagement process of disciplinary actions. Additionally, they also assist in ensuring that students and the community is safe and that all are able to maintain complete focus on learning and growth. Inappropriate student behavior impacts individuals 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 encouraged and expected to ensure prompt resolution of concerns and behaviors that do not align with our core values and our policies. Disciplinary measures, depending upon the nature of the action and necessary student learning, may include the following interventions:

- Restorative Conversations
- Natural consequences (loss of certain privileges)
- In School Intervention
- In School Suspension
- Out of School Suspension
- Other determined actions determined for learning, restoration, or re-engagement needs

## 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, respect and responsibility. School property includes, but is not limited to, the building and grounds, equipment, books and laptops. Intentional actions to damage or harm school property may 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 school 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. 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 School 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 or parents/guardians will be contacted to pick up. 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. Student Resource Fees**

Parents/Guardians of students who do not qualify for free or reduced lunch are asked to pay a student resource fee to support services provided by the school (e.g. student activities, technology). Parents/Guardians of students who do qualify for free or reduced lunch are encouraged to support DSST’s academic program by contributing to a student resource fee. The student resource fee plays a significant role in providing a high quality educational experience by supplementing public funds, but is voluntary. Fees pertaining to optional aspects of the program, such as athletics, extra-curricular activities and clubs, may be required for students wishing to participate. 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, public assistance, or any legally protected classification. DSST will not tolerate any discrimination, and any such conduct is prohibited. DSST also prohibits any form of discipline or retaliation for reporting incidents. DSST Public Schools is committed to a policy that no otherwise qualified person shall be excluded from participation in, be denied benefits of, or otherwise be subjected to unlawful discrimination in its admissions, or under any School program or activity, on the basis of ethnicity, race, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age or disability.

## 2. Student Records and FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. DSST has access to and maintains an information file on each student via the DPS electronic records system, Infinite Campus. Parents/Guardians may review their student's file upon request. School officials may access student records for educational purposes only and pertinent student information may be shared in cases of medical emergency to protect student safety. All individually identifiable educational information is protected from disclosure 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. Families may opt out of sharing any information with any party outside of the school at the beginning of each year, or at any other time by contacting the school's front office team. DSST recommends that families who wish to opt out do so during the Registration/Annual Family Update period.

## 3. Mandated Reporting of Suspected Abuse and Neglect

All school personnel are mandated reporters of suspected child abuse and/or neglect, and are expected to complete the requisite Mandated Reporter training annually. Mandated reporters are required to report suspected child abuse or neglect immediately when they have reasonable cause to believe that a child – a student under 18 years old – has been harmed, or is in danger of being harmed, physically, sexually, emotionally, or through neglect. All school personnel will follow required protocols for reporting suspected abuse or neglect.

Consistent with these commitments, and in accordance with Title IX of the Education Amendments of 1972 ("Title IX"), the School aims to provide a safe learning and working environment for students, employees and community members, and prohibits discrimination on the basis of sex, including sexual harassment, in its admission, educational programs and activities, and employment.

DSST Public Schools Title IX Procedures are located here [\(DSST Public Schools, Human Capital, Policy & Procedures, Key Policy Documents\)](#).

The DSST Network of Schools has designated a central Network Title IX Coordinator to oversee the Network's compliance with Title IX. That person is:

Aubrey Lynch DSST Network of Public Schools 3401 Quebec Street, Suite 2000 Denver, CO 80207 (303) 524-6324

For additional information about discrimination or to file a complaint, you may contact the Office for Civil Rights of the U.S. Department of Education at: Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310 Denver, Colorado 80204-3582 Telephone: 303-844-5695 Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov) Online: [www.ed.gov/ocr](http://www.ed.gov/ocr)

## 4. Media Release

DSST maintains a website, keeps a social media presence, and periodically publishes promotional materials. We do this to effectively share the wonderful stories of our students, staff, and school communities, and capturing authentic moments makes this exponentially more impactful. On occasion, DSST may receive media requests to highlight the schools and students. DSST may also wish



to display or publish student artwork, photos taken by the student, or other original work on the school's website, a website affiliated or sponsored by the school (such as a classroom website), and in school publications.

DSST will apply each family's opt-in/opt-out decision from the "Parent Permission for Media, District Marketing, Web and Internal Use of Photos and Video" form completed during registration and annual family update processes to the sharing of a student's image or original work. Families may update this selection at any time by contacting their school's Front Office team.

## 5. 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.

## 6. 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 School Director.

## 7. Enrollment

DSST: Byers is a public charter school open to all students for enrollment via the Denver Public Schools SchoolChoice process. All DSST schools manage their enrollment through the SchoolChoice process as independent entities. Acceptance into DSST: Byers does not allow the student to transfer to another DSST Public School location. Transfers between DSST schools will be approved for rare, extenuating circumstances and must be coordinated between the Directors of both schools with final approval by the DSST Home Office.

A student who is officially enrolled at DSST: Byers for School year 21-22 will be automatically re-enrolled for the following year and does not need to participate in the SchoolChoice process unless the student would like to attend a different school. If a current DSST student participates in the School year 22-23 DPS School Choice process and is assigned to a new school, enrollment at DSST: Byers will cease at the end of the current year. If the student then changes their mind and wishes to then stay at DSST: Byers, the student will need to re-apply to DSST: Byers for admission during Round 2 of the School Choice process and will be placed on a waitlist.

## 8. Transportation

Families are responsible for getting their student to and from home and school. Any daily to/from school transportation that may be provided due to special services is managed by the Denver Public Schools Transportation system. Parents must give written permission for any person, including a DSST staff member, to transport their student to and from school. Parents should contact DPS Transportation for any questions about specific routes and services that they may be eligible for through the district at 720-423-4600.

## 9. 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.

## **10. 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 includes 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.

All students participating in athletics are required to provide a physical exam at the beginning of the year or before the start of the athletic season.

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

Through volunteer efforts, the STP, composed of 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. 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' and Aurora Public Schools' weather school closing decisions. If DPS or APS 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 or APS 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. Please always check your DSST school's social media and website for updates on weather closures.

### **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. The school shall conduct periodic emergency response drills during the school year.

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** **Middle School**

**Mondays, Tuesdays, Thursday, and Fridays: 8:00 am - 4:00 pm**

**Second Dismissal: 5:00 pm**

**Wednesdays: 8:00 am - 1:30 pm**

### **High School**

**Mondays, Tuesdays, Thursday, and Fridays: 8:00 a.m. - 3:20 p.m.**

**Wednesdays: 8:00a.m. - 1:30 p.m.**

### **APPENDIX B    Student Dress Code for the 2021-22 School Year**

## **DSST: Byers Middle School Dress Code**

### **Why does DSST: Byers Middle School have a Dress Code?**

DSST: Byers has a dress code to create an environment of safety and belonging while honoring student individuality. We have updated the 21-22 Dress code to allow for more choice in tops so that students can choose to express parts of their identity that intersect with our community (type of shirt, Byers clubs, Advisories, etc..). Additionally, students have a greatly expanded choice of bottoms.

### **Daily Dress Code Basics**

### **Tops**

Must be DSST: Byers branded (*Anything from our School Spirit Web-store or from a school sanctioned activity*): **Keep an eye out for communication regarding an ordering window in the near future via email, text, flyer!!**

- Polos
- Sweatshirts
- Jackets
- School Spirit T-shirts (includes school spirit, Advisory spirit, clubs/sports)!

Tops must be worn in a way that conceals undergarments, private areas, stomach and lower back. When wearing any material with a hood, the hood must not be worn on a person's head while indoors.

### **Bottoms**

Pants, dresses or skirts of any type are permitted. Not permitted: shorts. Bottoms should be made of an opaque material and conceal undergarments and private areas. No pajamas.

### **Shoes**

Shoes must be close-toed and allow active participation in school programming and safe evacuation from the building in case of an emergency. If you cannot walk at a brisk pace in your footwear, don't wear it to school! No slippers.

### **Other**

- Earrings and piercings are allowed.
- Tattoos may be visible as long as they do not display biased or harmful images or words or promote violence, alcohol, gangs, tobacco, or drugs.
- Scarves are permitted.
- Hats and hoods that cover or obscure the ears (hats with bill/brim facing forward, hoods that obscure face) are not allowed, except outdoors and by religious custom. If head coverings are being used to conceal headphones we will develop individual support plans.
- Text on clothing or accessories that is biased or harmful, promotes violence, alcohol, gangs, tobacco, drugs, or that is derogatory in any way is not permitted at any time.
- Accessories that could be considered dangerous or could be used as a weapon are not permitted at any time

### **Dress Code Details:**

#### **Special Dress Days:**

"Special Dress Code Days" may occur for spirit weeks (Themed Dress Days), Pay Up to Dress Down Days, Dress down days, and during presentations that require more specific attire.

- Shorts are permitted on "Dress Down Days"
- All of the "other" above apply
- Clothing must be worn in a way that conceals undergarments, private areas, stomach and lower back.

#### **PE & Fitness/Wellness Electives**

All expectations are also the same in PE & Fitness/Wellness Electives as they are on normal school days.

Students must wear clothes in which they can fully participate in all physical activities. I.E. Dresses may not be a good idea on PE days.

Footwear: Students must wear socks and athletic shoes or sneakers.

***All final decisions about appropriate Dress are at the discretion of the DSST: Byers Middle School Dean of Students, Associate School Director, and/or School Director. We will communicate any ongoing clarifications transparently and openly with students and families.***

## **DSST: Byers HS Dress Code 21-22**

### **Why do we have a dress code at Byers?**

**Physical Safety:** We are committed to student safety and have crafted a Policy on Dress that reflects requirements necessary to keep students physically safe. For example, many of our students engage in science and engineering labs daily. Closed-toed shoes help protect against accidents and injuries that may result from chemical spills or heavy machinery. Shoes with an enclosed heel or strap are also best in case of an emergency evacuation.

**Welcoming Community:** At Byers, we strive to be a welcoming community where all people are known and valued. We know that the personal values of families and students may extend to their chosen dress. All students should be comfortable with what they can wear and how they express themselves in school. However, students should be sensitive to the fact that they are joining a diverse community and therefore work to ensure their dress does not alienate or harm others.

**Building Habits of Success:** Beginning each day with intention is something we believe sets all people up for success, regardless of their next steps after Byers. Dressing for school (vs. rolling out of bed and showing up dressed in PJs) is like a “Do Now” for your day: it creates an intentional point of transition that also shifts mindset, perspective, and supports readiness for engagement in the classroom.

**Flexible:** We want our dress code to reflect the world today, not 1, 5 or 100 years ago. We are always open to shifting our perspective given intentional feedback that expresses a clear need for change.

### **Dress-Code Basics**

\*Developed in 2021 in partnership with Seniors Kadidia Mariko, Kimberly Rascon, and Wafa Sulliman as part of their Senior Project.

## **TOPS**

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With the exception of pajamas, any top is permitted as long as it:

- does not depict drugs or alcohol
- does not include any derogatory content such as hate speech or profanity
- does not create a hostile or intimidating environment

### **What TO Wear:**

- **Collared Tops** All shirts that have a collar are considered in the dress code.
- **Spirit/College Wear** All DSST Byers HS spirit wear or college spirit wear are in dress code.
- **T-Shirts** All are allowed as long as they are opaque and meet the safety criteria detailed above.
- **Outerwear** Track jackets, half zips, jean jackets, and hoodies are considered in the dress code. Hoods may not be worn up while in school.
- **Other** Shirts promoting sports, teams, bands, or anything similar are allowed as long as they meet the safety criteria outlined above (do not depict drugs or alcohol, do not include any derogatory content such as hate speech or profanity, and do not create a hostile or intimidating environment).

### **What NOT to Wear:**

- Anything with images or language that depicts:
  - drugs, alcohol, or any other illegal items or activities
  - hate speech, profanity, or pornography
- Anything that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups

## **BOTTOMS**

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With the exception of pajamas, all bottoms are permitted as long as they:

- are made of an opaque materials (not see-through) and do not reveal genitals or underwear

### What TO Wear:

**Pants (including skirts, dresses) must always cover undergarments (cannot be see-through or sagging).**

- **Jeans, sweatpants, leggings**
- **Shorts**
- **Dresses and skirts** Skirts and dresses may be worn if they are conducive to all school activities (sitting or kneeling on the floor, active electives, etc.).

### What NOT to Wear:

- No sagging bottoms: bottoms must always be worn at or above waist level and never “sagging” below the waist. Undergarments should not be revealed.
- Shorts that are considered “booty shorts”; if your butt cheeks are visible, your shorts are too short.

## SHOES

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Shoes must be:

- closed-toed and have an enclosed heel or heel strap
- allow active participation in school programming and safe evacuation from the building in case of an emergency
- Slippers and slides are not permitted

### What TO Wear:

- **Hard-soled, closed-toed shoes with an enclosed heel or heel strap** Any color/design are permitted. Shoes need to be sturdy and safe for lab participation and should have a hard sole.
- **Shoes of appropriate height and support** Shoes should be conducive to all school activities (active electives, labs, emergency situation, etc.).

### What NOT to Wear:

- No open-toed shoes such as slippers or slides.

## OTHER

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- Text or images on clothing or accessories that depicts drugs or alcohol, includes derogatory content such as hate speech or profanity, or creates a hostile or intimidating environment in any way are not permitted at any time.
- Earrings and piercings are allowed.
- Tattoos may be visible as long as they:
  - do not depict drugs or alcohol
  - do not include any derogatory content such as hate speech or profanity
  - do not create a hostile or intimidating environment
- Scarves, hats and other headwear, such as do-rags, are permitted so long as they do not cover or obscure the wearer’s face, except by religious custom.
  - Students may wear baseball caps only with the bill facing backwards; students may not wear their hoods up.
- Accessories that could be considered dangerous or could be used as a weapon are not permitted at any time.

## SPECIAL DRESS DAYS

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“Special Dress-Code Additions” may occur for spirit weeks, themed dress-down days, and during presentations that require more professional attire.



## PE & Fitness/Wellness Electives

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All expectations (e.g. length and transparency of tops) are the same in PE & fitness/wellness electives as they are throughout the rest of the school day.

- Footwear: Students must wear socks and athletic shoes or sneakers.
- Gameday attire: Athletes are always permitted to wear gameday attire on game days.

## DISCLAIMER

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All final decisions about appropriate dress are at the discretion of the DSST: Byers High School Dean of Students, Associate School Director, and/or School Director. Individual staff members have discretion to set expectations beyond those outlined above in their individual classrooms and will share as part of their syllabi at the beginning of each year. We will communicate any ongoing clarifications transparently and openly with students and families.

## APPENDIX C Make-up Work Policy

Students should turn in late work as soon as possible after the missed assignment or assessment.

The policy for late work acceptance is as follows:

- Formative assessments (quizzes) and graded classwork are accepted until end of unit, or for at least two weeks (whichever is longer)
- Summative assessments are accepted until the end of trimester. We encourage students to prioritize making up summatives, as they are weighted more heavily than other assignments.
- Teachers may assign tutoring or a make-up session after school to students who are missing assignments or assessments. We ask families to do their best to make accommodation for these important afterschool forms of support.

## 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:

- Not using DSST technology appropriately at home or off campus 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** backup 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 username 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 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 will find all approved software for download in the software center and **should not download or install anything found outside of that.** Students may not **download or install programs or inappropriate media or info.** 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. If students use DSST systems to communicate concern of harm to others or themselves, that communication is subject to monitoring and may be reported to and responded to by Denver Public Schools' Safety and Security team, or in some cases to local law enforcement.
12. 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.
13. 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.
14. Students will not use technology for illegal or commercial enterprise.
15. 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.
16. 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.

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 Department 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.

LAPTOP DISCIPLINE RUBRIC: severity and consequences of offenses		
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
1	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
2	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 after two verbal warnings around use of laptop outside the classroom.	Laptop confiscated; Referral to the dean for possible suspension (1-2 days) and Clone, Internet restrictions
	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 un-cleanable virus/adware/spyware	Laptop confiscated; Referral to the dean for possible suspension (2-3 days) & Clone
3	Repeat of L2 offense, 3rd repeat of L1 offense	Laptop confiscated; Referral to the dean for suspension, Parent Conference, Redo AUP, and Clone
	hacking computer password or computers (local admin password) + no damage	Laptop confiscated; Referral to the dean for suspension, Parent Conference, Redo AUP, and Clone
	intentional load unauthorized files to server	Laptop confiscated; Referral to the dean for suspension, Parent Conference, Redo AUP, and Clone
	Possession of porn (sexual or extreme violence) content on computer	Laptop confiscated; Referral to the dean for suspension, Parent Conference, 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
4	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.
5	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 Family and Student Core Value Pledge

DSST was founded on six Core Values, which create common agreements to develop a strong, healthy community. Every individual has their own unique set of personal values and living a values-driven life is an ongoing journey for staff, students and families at DSST and beyond. We commit to create a welcoming, values-driven environment for anyone that enters our school in order to create a vibrant and inclusive DSST Community. Healthy communities support individuals to become the best version of themselves in order to contribute to the human story. We create shared commitments, aligned to the following Core Values to create strong DSST communities which help us achieve our mission. Staff and students agree to live out the following Core Values for the purpose of creating a stronger community and sense of belonging:

### Student Pledge:

**Responsibility:** We acknowledge that our actions and choices impact ourselves and our community. We take ownership for what we do and how we choose to do it.

- 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 by 8:00 A.M. to begin school.
- Come prepared to learn every day.

**Curiosity:** We are eager to learn, question, and explore. We have a thirst for knowledge, a love of investigation, and a desire to learn about ourselves, our community, and our world.

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

**Integrity:** We act and speak with honesty, fairness, and thoughtfulness. We consistently align our words and actions.

- Be truthful, fair, and trustworthy in my words and actions.
- Express myself respectfully.
- Do what is right, even when no one 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:** We put our best effort into everything we do. We know that individual and collective effort are required for our community to thrive.

- 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:** We possess the confidence and resolve to take risks, push ourselves, and persevere in the face of pressure, adversity or unfamiliar circumstances.

- 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:** We appreciate each person and their story through our words, actions, and attitudes. We value their unique perspective and treat others with dignity.

- 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.

## Parent/Guardian Pledge

**Responsibility:** We acknowledge that our actions and choices impact ourselves and our community. We take ownership for what we do and how we choose to do it.

- 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 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:** We are eager to learn, question, and explore. We have a thirst for knowledge, a love of investigation, and a desire to learn about ourselves, our community, and our world.

- 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:** We act and speak with honesty, fairness, and thoughtfulness. We consistently align our words and actions.

- 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:** We put our best effort into everything we do. We know that individual and collective effort are required for our community to thrive.

- 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:** We possess the confidence and resolve to take risks, push ourselves, and persevere in the face of pressure, adversity or unfamiliar circumstances.

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

**Respect:** We appreciate each person and their story through our words, actions, and attitudes. We value their unique perspective and treat others with dignity.

- 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 F Parent and School Shared Expectations

At DSST, we believe in the importance of all members of the school community, families, staff and students, working together in order to achieve our mission of preparing our students for success in college and the 21<sup>st</sup> century. The following agreement outlines the responsibilities that the school and families have to support our students' success.

## **PARENT & GUARDIAN COMMITMENT**

Our parents are committed to supporting their students' growth and achievement at DSST, including supporting the systems and structures designed to promote their success. DSST parents are members of the DSST community and parents are responsible to:

- Make sure their child arrives at DSST every day on time and remains at school until the first dismissal at the end of the day. If their child is assigned the second dismissal, parents will make arrangements for a pick up at second dismissal.
- Ensure that their child attends school every day, unless sick or unable to attend because of a family emergency. Parents will notify the school before 8:00 AM if their child is going to miss school.
- Make sure their child follows the DSST dress code.
- Hold their child accountable when he or she falls short of an expectation. This includes making sure that their child follows through with College Prep, Mandatory Tutoring, and other consequences that may be assigned.
- Check their child's homework, as requested.
- Sign their child's planner nightly, as requested by their Advisor or a support plan (varies by grade).
- Sign their child's weekly Progress Report, as requested by their Advisor or a support plan (varies by grade).
- Encourage their child to do his/her best daily.
- Encourage their child to follow up on any issues or concerns with his/her advisor.
- Express themselves 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.
- Give honest feedback in an appropriate and respectful way to make the school community stronger.
- Treat people appropriately with common courtesy; have empathy for others and treat them with dignity.
- Use respect in the way that we communicate with staff - ensuring that we are assuming best intent in communications and using language and tone in written and verbal communication that conveys value for people.
- Understand that their child must follow DSST's expectations and Core Values to protect the safety, interests, and rights of all individuals at DSST.

## **DSST COMMITMENT**

DSST is committed to supporting student growth and achievement at DSST, including consistently upholding the systems and structures designed to promote their success. As DSST staff and members of the DSST community, we agree to:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows.
- Hold parent-teacher conferences each trimester, during which this compact will be discussed with parents as it relates to their individual child’s achievement.
- Provide parents with regular reports on their child’s progress.
- Provide parents reasonable access to staff. Staff will be available for consultation with parents during parent-teacher conferences and by meetings arranged by contacting the student’s dean or advisor.
- Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, through participation in the SAC (School Accountability Committee) and STP (Science and Tech Parent Group).
- Ensure that attendance for all students is taken accurately and do everything within our power to ensure that all students attend school every day.
- Make sure that all students follow the DSST dress code.
- Hold all students accountable when they fall short of an expectation. This includes making sure that students follow through with College Prep, Mandatory Tutoring, Refocus Sessions, and other consequences that may be assigned.
- Model professional and courteous language and conduct in school for students and the DSST community.
- Communicate directly and honestly and interact with others in productive and positive ways that build trust.
- Encourage all students to do their best daily.
- Support all issues and concerns that students bring to their advisors.
- Give students direction and feedback in an appropriate and respectful way to make the school community stronger.
- Treat staff and students appropriately with common courtesy; have empathy for others and treat them with dignity.
- Follow DSST’s expectations and Core Values to protect the safety, interests, and rights of all individuals at DSST.

School Director Signature \_\_\_\_\_ 

## **APPENDIX G    Student and Family Handbook Contract Signature Page 2021-22**

### **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 2019-2020”. 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 (even if occurring off school property), or while being transported by school-approved vehicles. The school reserves the right to adapt and change policies during the year to serve the greater good of the school.

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

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

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

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

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

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