

DENVER PUBLIC SCHOOLS

DENVER SOUTH HIGH SCHOOL



**Student Handbook
2015-2016**

A SOUTH REBEL IS...

*Respectful, compassionate, open-minded, trustworthy, passionate,
responsible, hard-working, intellectually curious, confident*

Proud to be a Rebel!

TIPS TO BE A SUCCESSFUL REBEL

1. Attend class 95% – 100% of the time
2. Have all your required materials
3. Use your planner to write down your homework
4. Complete all assignments on time. If you are absent, get the make-up work and do it promptly.
5. Check your grades in the student portal. Encourage your parents to check the portal too.
 6. Aim for C's or better. Attend tutoring if your grade is a D or F.
 7. Communicate with teachers and advocate for yourself when you need help
 8. Get involved with clubs and sports
 9. Follow the behavior expectations in the handbook
 10. Use your manners

SUCCESSFUL REBELS...

earn millions of dollars in scholarships!
attend colleges all across the country!
go on trips to see new places and new things!
are recognized!
become involved, powerful people in the community!

Table of Contents

<i>THE HISTORY OF DENVER SOUTH HIGH SCHOOL</i>	4
IMPORTANT CONTACTS	5
BELL SCHEDULE	Error! Bookmark not defined.
COLLEGE BOUND REBEL STRATEGIES	6
WRITING GUIDELINES	7
REBEL RECOGNITION AT SOUTH.....	9
ACADEMICS: GRADUATION REQUIREMENTS	10
ACADEMICS: COURSEWORK	11
ACADEMIC COUNSELING	14
COLLEGE PLANNING.....	15
EXTRACURRICULAR ACTIVITIES	15
GENERAL SCHOOL POLICIES	18
CONDUCT & DISCIPLINE CODE	22
DISCIPLINE POLICIES	26

THE HISTORY OF DENVER SOUTH HIGH SCHOOL

South High School held its first classes in 1893 in the two rooms of the old Grant building, which is now the rebuilt Grant Middle School on Washington Street at Mexico Avenue. By 1924, enrollment neared 800, and more space was desperately needed. Funds for a new school were raised, and a corner-stone for the new building — today's South High — was laid on October 31, 1924 (it's to the left of the main entrance). During the school's dedication ceremony, items were placed in the cornerstone: a Bible, an American flag, a copy of the Constitution, a book of South High, signatures of the first students and teachers, and Denver's city charter. After the corner-stone was sealed, corn, wine, and oil were scattered over the stone, representing nourishment, refreshment, and joy.

The architectural firm of Fisher & Fisher designed South High, following that decade's trend toward Romanesque buildings. Intended to last a century, the building cost \$1,252,000. Architect Arthur A. Fisher, who favored the use of painting and sculpture in Denver's public buildings, influenced the use of statues and terracotta figures as adornment for South High.

Many of the building's interior and exterior designs were copied from well-known Italian structures; South's versions were created by artist Robert Garrison. On the rooftop, over the main west entrance, is a three-and-a-half foot-tall gargoyle, the symbolic protector of South, inspired by one on Italy's Spoleto Cathedral. Saint Ambrogio in Milan, Italy, served as the model for the five arched loggia beneath the gargoyle. Topping the striped poles on either side of the front entrance are figures of faculty members holding creatures representing final exams.

The creatures are about to devour the students whose heads are resting on piles of books. The two friezes above the main west door are entitled Faculty Row and Animal Spirits. The first, on the exterior of the building, shows the principal in the center of a line of the entire faculty. On his right is the assistant principal, and the now nonexistent dean of girls is on his left. The second frieze, directly above the doors, depicts creatures that symbolize unscholarly behavior such as rubber-band shooting and gum chewing.

The ornate door frame at the northwest entrance to the school bears a frieze that shows students going to school — some eagerly and others by force. The school's North Court is guarded by four winged lions, or griffins, which have since been overgrown by vines. South's notable clock tower is thought to be a replica of Italy's Santa Maria Cosmedin, although there are some differences. Our clock displays the zodiac around the dial, beginning with Aries at one o'clock and running counterclockwise. Of the school's many examples of Romanesque art, signs of the most prominent may be found in the auditorium and library. The auditorium's proscenium arch is surrounded by a frieze called Protection of the Tree of Knowledge. It shows teachers guarding the tree from serpents of ignorance so that the children may eat the tree's fruit. The cornices on both sides of the auditorium have three types of figures on them: angels representing the good students; Grecian lamps, symbolizing the studious; and fantastic creatures, representing fools. In the library, birds represent the various types of students: owls stand for wisdom, roosters for punctuality, penguins for good behavior, and parrots for rote learning or mindless recitation.

In 1992, South High School was designated as a National Historic Landmark.

IMPORTANT CONTACTS

South High School
1700 East Louisiana Avenue
Denver CO 80210
<http://south.dpsk12.org/>

Main Office	720-423-6000
Activities Director, Jason Brookes	720-423-6195
Attendance, Tony Lindsay	720-423-6081
Nurse, Eileen Chacon	720-423-6102
Psychologist, Tony Acuna	720-423-6158
Records, Grace Ayala	720-423-6068
Resource Officer, Ryan Barnes	720-423-6165
Registrar, Connie Ortiz	720-423-6065
Social Worker, Stephanie Onan	720-423-6083
Treasurer, Deb Torres.....	720-423-6064

Administrative Staff

Principal: Dr. Kristin Waters	720-423-6041
Assistant Principals:	
Kelly Carr	720-423-6084
Robert Dilworth.....	720-423-6046
Cheri Hilton	720-423-6161
Adam Kelsey.....	720-423-6166

Business Manager: Lori Chesley..... 720-423-6030

Dean: Pablo Joucovsky. 720-423-6143

Restorative Justice Coordinator: Malik Fletcher 720-423-6043

Counselors

9 th grade, Jodie Skodol	720-423-6086
10 th grade, Sarah Kowalski.....	720-423-6085
11 th grade, Bryant Strause.....	720-423-6087
12 th grade, Jake Jacoby	720-423-6036

Community/Family Liaison: Karen Duell 720-423-6271

Alumni and School Museum 720-423-6067

Email for staff and faculty members at South High school: Firstname_Lastname@dpsk12.org

Student Messages

In case of an emergency, messages may be left for students at 720-423-6000. Please do not call student cell phones. There will be absolutely no paging of a student during school hours.

School Communication with Families

- Grades are updated weekly in Infinite Campus. Please check student grades frequently.
- Grades are mailed home at the end of each 9 week grading period.
- Weekly announcements are emailed to families and posted on our Web site at <http://denversouth.org>.
- Automated recorded phone messages alert parents of student absences
- Parent-Teacher conferences are scheduled each semester. Please attend!
- School closures are announced on radio stations and local TV stations. Closures will also be listed on the DPS web-site www.dpsk12.org.

Bell Schedule

Class Period	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	7:45-8:35	7:45-8:35	Period 1 7:45-9:15	Tutoring 7:45-8:15	7:45-8:35
Period 2	8:40-9:30	8:40-9:30			8:40-9:30
Period 3	9:35-10:25	9:35-10:25	Period 3 9:22-10:52	Period 2 8:20-10:00	9:35-10:25
Period 4	10:30-11:20	10:30-11:20			10:30-11:20
Lunch	11:20-12:05	11:20-12:05	Lunch 10:57-11:42	Period 4 10:07-11:37	11:20-12:05
Period 5	12:10-1:00	12:10-1:00			12:10-1:00
Period 6	1:05-1:55	1:05-1:55	Period 5 11:47-1:17	Lunch 11:42- 12:27	1:05-1:55
Period 7	2:00-2:50	2:00-2:50			2:00-2:50
Tutoring	2:50-3:30	2:50-3:30	Period 7 1:24-2:54	Period 6 12:32- 2:02	2:50-3:30
			Tutoring 2:54-3:30	PD 2:20-3:30	

COLLEGE-READY REBEL STRATEGIES

Ask Questions: There are different kinds of questions that help clarify information and help you think more deeply about what you are learning.

- **Level One** – These have correct answers often right in the text. Key question words include *define, describe, name, identify, list*
- **Level Two** – These questions require you to infer answers from the text and/or find information in several places. Key words include *analyze, synthesize, compare, sequence*
- **Level Three** – These require you to use your knowledge and experience. Key words include *evaluate, apply, imagine, predict, design, debate, justify*

Put Headings on your papers

1. Write your heading in the upper right-hand corner.

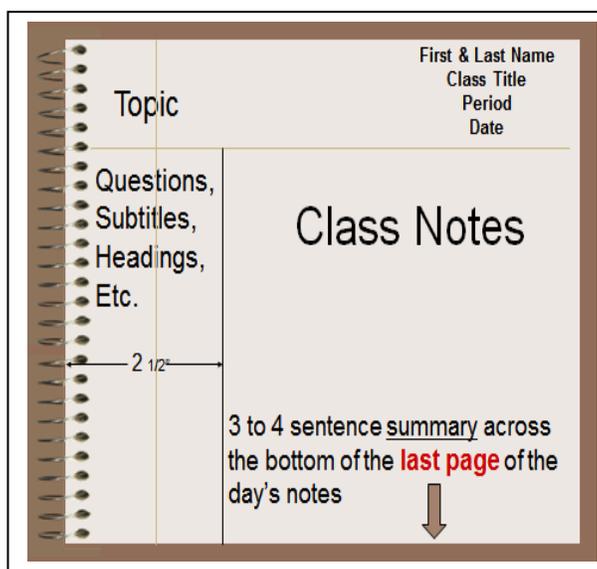
Student Name: Jose Rebel
 Course/Period: US History P1
 Date: September 14, 2012

2. **Title:** Write an appropriate title on the first line of your paper. For example:
 Imagery in Byron's —Man and Nature
 Properties of Gases: Lab Report

Reconstruction Review Questions, p. 345

SLANT: Sit up, Lean forward, Ask questions, Nod yes that you understand, Talk with your teachers

Take Notes: Writing notes help us remember and process new information. There are different ways to take notes. Here is how to set up your paper for Cornell notes:



WRITING GUIDELINES

Word Processing

Use easy-to-read fonts such as Times New Roman, Arial, Geneva, Palatino, Courier, and Helvetica. Script-style fonts are not acceptable. Size 12 font should be used for the body of your work; titles and subtitles may be larger. Margins should be 1" on all sides.

Citations

See MLA (Modern Language Association) or APA (American Psychological Association) Stylebooks for current use of citations. When you use another writer's insight or information, you must give that writer credit. Even if the information you present is in your own words, if it is not common knowledge, you must credit your sources.

Plagiarism

Plagiarism is stealing another writer's work or ideas and claiming them as your own. Students who plagiarize another person's work are subject to failing the assignment, the project, and the course as well as disciplinary consequences (see Discipline Policies, page 25).

Paragraph Development – Use outlines and graphic organizers to help you focus and develop paragraphs.

Graphic Organizer for the 11 Sentence Paragraph

1 Topic Sentence					
2 Concrete Detail		5 Concrete Detail		8 Concrete Detail	
3 Commentary	4 Commentary	6 Commentary	7 Commentary	9 Commentary	10 Commentary
11 Conclusion					

ESSAY WRITING

Use the Writing Process

Collect and focus your thoughts (pre-write), generate an initial version of your writing (draft), improve the draft (revise), and prepare the paper for submission (edit/proofread). Understand the nature of the writing assignment, whether its purpose is informative, persuasive, narrative, descriptive, or expository.

Proofreading checklist (Adapted from Authentic Assessment, Grant Wiggins)

Carefully proofread your work and, if possible, ask a proficient writer to check it for you. Check errors marked on papers returned to you to avoid making the same mistakes repeatedly.

- My paper has a definite purpose.
- My **thesis statement** is clear and arguable. It lets the reader know what to expect. The rest of the paper supports the thesis.
- The title indicates my point or slant and creates interest.
- My opening sentences catch the reader's attention.
- Each paragraph contains a specific idea that I developed with examples and explanations.
- The paragraph divisions are appropriate.
- I checked each sentence to...
 - make sure it was complete
 - fix sentence fragments and run-on sentences.
 - make sure the meaning was clear.
 - Vary the length and structure of the sentences for interest and clarification.
- I organized sentences and paragraphs so ideas built one on the other.
- The transitions are smooth.
- The details and word choices paint the right picture, give the right feel, and make my point.
- The ending is effective in wrapping things up and answers the question "so what?"
- I read the paper aloud or had others read it to catch awkward, confusing language.
- I capitalized the first word of every sentence and all proper nouns.
- I used *spell check* to look for spelling errors **and** I checked myself for words spell check may not have caught. I checked possessives and contractions for correct usage of the apostrophe.

- I checked each sentence for correct grammar, especially usage of commas, colons, semicolons, quotation marks, and end punctuation.

Internet Writing Guides

<http://owl.english.purdue.edu/owl> - Help with citations and all parts of the writing process

www.powa.org – On- line writing assistant, support for thesis development, grammar, metaphors, etc.

http://education.wsu.edu/students/writing_resource.pdf - Washington State University's guide to grammar

www.dictionary.com - Is an online dictionary

<http://www.bartleby.com/reference/> - On-line reference materials: thesaurus, dictionaries of quotations, similies.

REBEL RECOGNITION AT SOUTH

The South High School emphasizes the importance of academic achievement. In order to honor students who excel in academics, the administration and staff recognize students who meet the criteria to be placed on the honor roll, who hold the top positions within their class, and who excel in particular courses and areas of study.

Academic Awards Given Each Semester

Students are recognized in January for first semester and September for second semester

Principal's Honor Roll – recognizes students who earn all A grades in their classes.

Gold Honor Roll – recognizes students who earn A and B grades and whose semester grade point average is 4.0 or higher.

Silver Honor Roll - recognizes students with no D or F grades and whose semester grade point average is 3.5 or higher.

Perfect Attendance is recognized at the semester and at the end of the school year.

Honor Athletes – 3.5 GPA or better during the active season.

Senior Awards Celebration

Teachers recognize students who excel in the different content areas each spring.

Academic Awards Recognized at Graduation

The "weighted" grade point average will be used to determine each school's valedictorian and salutatorian.

The average of all eight semesters must be used to determine each school's valedictorian/salutatorian (no exceptions). Adjustments to grade point averages because of the Advanced Placement (AP) Testing Policy must be completed before determining the final grade point average.

- Students who choose to graduate early, before completing eight semesters, must be ranked in the class with which they entered. They do not become a part of the graduating class that completed eight semesters.

Students must be enrolled in their school of attendance for a minimum of three years and achieve the highest grade point average in their graduating class in order to qualify and be the class valedictorian.

Valedictorian of the senior class is awarded to the senior student who has the highest cumulative GPA over at least six semesters of continuous enrollment at South High School. The average of all eight semesters is used to determine the valedictorian and salutatorian.

Salutatorian of the senior class is awarded to the student who has earned the second highest cumulative GPA over at least six semesters of continuous enrollment at South High School. *Students who choose to graduate, before completing eight semesters, must be ranked in the class with which they entered. They do not become a part of the graduating class that completed eight semesters.

Honor Cords

Honor Cords are awarded to those seniors who earn seven (7) semesters of A's in English, Math, Science, or Social Studies. Honor Cords are also awarded for National Honor Society, National Forensic League, Quill and Scroll, and English Language Acquisition.

Top Ten Percent

The Top Ten Percent of the senior class is recognized each year at graduation. *Class Rank* is calculated by the GPA in sequence from highest to lowest by weighted and unweighted grades. These students are awarded a medallion.

Participation in Graduation Ceremony

It is the responsibility of the student to continually monitor student progress, grades and graduation status. A student may only participate in the South High School graduation ceremony if he/she has completed South High School graduation requirements and earned the minimum of 240 credit hours including all required courses. Students must also meet the SHS attendance requirement of a minimum of 92% and positive behavior expectations. **Students are urged to stay in close contact with their counselor for current progress status information.**

ACADEMICS: GRADUATION REQUIREMENTS

Graduation requirements are a combination of state and district requirements. A total of 240 credit hours will be required for graduation. The minimum requirements are:

English	4 years	40 credit hours
Math	4 years	40 credit hours
Social Studies	3 years	30 credit hours
Science	3 years	30 credit hours
Physical Education or JROTC	1 year	10 credit hours
Elective Credits (10 Arts, 30 Academic, 50 Misc.)		90 credit hours

Core Curriculum

English requirements: Introduction to Literature and Composition and American Literature are required; Additionally, students are required to take two Upper Division English courses.

Mathematics: Algebra, Geometry or its integrated equivalent, and Advanced Algebra are required. Students are required to take one additional higher-level math course.

Social Studies: U.S. History, 5 credit hours in Civics and fifteen credit hours of other Social Studies.

Science: 20 of the required semester hours must come from Earth Science, Biology, Chemistry or Physics.

Course Load

Each semester, students in grades 9, 10 and 11 will take seven (7) courses. All 12th grade students who are on-track for an on-time graduation must be full-time students and take a minimum of six (6) courses. This includes students who have met graduation requirements. The counselor can advise students about options for the courses.

Student Assistant Prerequisites

1. Senior status
2. Minimum 3.0 GPA
3. Completed PEP plan
4. On track for graduation.

Student assists receive 2.5 credits.

Transfer Students

A transfer student from outside Denver Public Schools must meet the requirements to receive a diploma from Denver Public Schools. All graduation requirements must be met prior to graduation, including attendance in Denver Public Schools for at least two semesters, with a minimum of 50 semester hours (5 units) of credit.

ACADEMICS: COURSEWORK

Schedule Changes

NO changes will be made to a student's schedule after classes begin. Corrections will be made to accommodate graduation requirements and balance class sizes.

Withdrawal from Classes

Students are not allowed to withdraw from a class after the sixth week of a semester without receiving a "W/F" for the course per DPS Board Policy.

Grades

Grades are determined by individual teachers using a method that they have explained to the class. Teachers record two grades each week on IC to show your progress mastering the course goals. The following chart shows the meaning of the grades and the point value used to compute the Grade Point Average (GPA) at South High:

The student's grade point average (GPA) is calculated by multiplying the number of semester credit hours of each of the student's courses (usually 5 hours per course) by the point value for the grade earned in each course. Sums are added together then divided by the total point value by the total semester hours. The resulting sum is the GPA. For more information on calculating GPA, see the Counseling Office.

Unweighted (Regular) vs. Weighted Grades (Honors, X, AP classes)		
	Traditional	Weighted
A (93% - 100%)	4.0	5.2
A- (90% - 92%)	3.67	4.77
B+ (88% - 89%)	3.33	4.33
B (83% - 87%)	3.0	3.9
B- (80% - 82%)	2.67	3.47

C+ (78% - 79%)	2.33	3
C (73% - 77%)	2.0	2.6
C- (70%-72%)	1.67	2.17
D (60% - 69%)	1.0	1.3
W/F or F	0	0

Missing Work

Class assignments, homework, projects and assessments provide evidence of mastery of learning and must be completed within the assigned timeframe. Homework is defined as daily assignments that are not completed in class. Projects are extended assignments that take multiple days to complete.

Unexcused Absences or Failure to Submit an Assignment on Time:

It is the student's responsibility to meet promptly with the teacher to discuss a plan-of-action to resolve missing coursework. It will be left to the teacher's discretion whether late coursework will be accepted or if for he/she will grant any credit for a late coursework submitted. If turning in late coursework is permitted by the teacher, all missing coursework will be recorded in the teacher's grade book as a "zero" or "m" until the agreements of the action plan has been met. If the agreements of action-plan are not met, the coursework grade will permanently reflect the grade of zero in the grade book. No late work will be accepted three weeks beyond the original assigned due date.

Final exams

All students are required to take final exams and/or complete final projects. All teachers will give a final exam or final project in every class during the last few days of each semester. Note that a senior Spring final exam schedule will be set once graduation has been scheduled.

Final Exam Schedule 2014-2015

Fall Semester

December 14, 2015	Periods 1, 2, 3	7:45 AM – 1:30 PM
December 15, 2015	Periods 4, 5	7:45 AM – 11:30 AM
December 16, 2015	Periods 6, 7	7:45 AM – 11:30 AM

Spring Semester

May 27, 2016	Periods 1, 2, 3	7:45 AM – 1:30 PM
May 31, 2016	Periods 4, 5	7:45 AM – 11:30 AM
June 1, 2016	Periods 6, 7	7:45 AM – 11:30 AM

Final exam weight

All finals are graded and part of the semester grade. Finals will be weighted appropriately to indicate they are important learning and assessment tools. The weight will be communicated to students at the beginning of the semester.

Final exam make up

In order to take finals early the parent/guardian must provide written notice to the Principal no later than **November 13th** during the first semester, and **April 29th** during the second semester. The principal will schedule a meeting with the parent/guardian and student to discuss the reason for absence before granting permission to take final exams prior to scheduled exam days. Early vacation will not be a valid reason for being excused from final exams.

Students with an excused absence from finals must make up their finals when they return to school. (This includes students who are ill). Students must make up first-semester exams within two weeks of their return from an excused absence and make up second-semester exams before the next school year begins (by making an appointment with South's main office). Until the exam is made up, students receive a zero

for the exam, which is included when calculating the semester grade. South does not permit a grade of incomplete. After students complete missed finals, teachers will submit a Grade Change Form. Students with an unexcused absence from finals receive a zero on the exam. Students who do not take the final may fail the course, but that is not automatic or required.

Summer School

Students who have failed a course should plan to take summer school in order to stay on track for graduation. Students who master the goals of their summer school courses may receive no higher than a C as the amount of work is less than the amount of work required during the school semester. Students who partially master the goals of the course may receive a grade no higher than a D.

ELA students may take enrichment classes for additional opportunities to learn English and/or to prepare for courses needed for graduation. ELA students receive Pass or Fail grades and Academic Elective Credit for summer school courses.

Advanced Placement (AP) Program

Advanced Placement courses are designed to offer university-level challenges to high school students, and they require seriousness of purpose and diligence throughout the school year. Students taking multiple AP courses are encouraged to carefully evaluate the total workload they are choosing. Students taking three or more AP courses should expect a workload equal to that of freshmen at the most selective colleges.

All students who are enrolled in AP courses are required to take the AP exam for each AP course on the national test dates in May. **Students must complete the entire year course and take the AP test to receive AP course credit and the weighted grade.** Failure to complete the exam will result in an alteration of the transcript to reflect enrollment in a regular course of study. South High School will send a corrected copy of the transcript to all relevant universities/colleges. Each college and university has its own advanced placement policy which dictates how AP scores are handled in allowing credit toward graduation.

In order to ensure that students enroll in AP courses with an adequate understanding of the academic rigor of the courses, every student enrolling in AP course will be required to:

- Agree to complete any summer reading assignment(s) prior to the start of school in the fall
- **Take the AP exam to receive AP credit and the weighted grade in the course**

Because students are required to take the AP exam for each AP course in which they enroll, the financial commitment must be understood as well. Payment for AP exams is due in mid-November. In 2014, the cost per AP exam will be \$95.00 (subject to change). Fee waivers, which reduce the cost, are available through the AP Coordinator and Principal's Office.

Concurrent Enrollment, District Guidelines

Below are DPS guidelines for students who wish to participate in college classes during high school.

Eligibility

- Any student who is recommended by his/her professional school counselor and school principal may take up to two College classes a semester through Concurrent Enrollment. Being college ready is determined by the student's ability to place at appropriate Accuplacer levels or recommendation by counselor for courses.

Enrollment

- Students must enroll by filling out all appropriate paperwork 60 days prior to start of the semester. Students must have a Post-Secondary Plan (Personal Education Plan or PEP) approved by a school counselor and an administrator.
- Course work must relate to their Post-Secondary Plan (PEP).
- Students who fail to complete the course or fail the course must reimburse their school. A student who fails two college courses will not be allowed to take a third. Grades of D's may not transcript. In these cases the school administration and counselors will make the determination as to a student continuing to take concurrent enrollment course work.
- Students who have met all their graduation requirements at the end of their junior year may enroll full-time their senior year, similar to former Fast Track legislation. The above criteria must be met.
- Students may only enroll in Guarantee Transfer credit courses unless parent and student sign a form indicating "credits may not transfer."

Course Limit

- 9th graders are not eligible for college classes.*
 - 10th graders are limited to 6 college credit hours during the year.*
 - 11th and 12th graders are limited to 12 college credit hours per year.*
- *A waiver may be granted for students wishing to take college course work above the course limit.

ACADEMIC COUNSELING

Students are assigned a counselor who assists with their academic, personal and social development, including course selection and 4-year Personal Education Plans. Counselors help students with questions, difficulties in school or other challenges that interfere with academic success. The counselor has access to the student's grade records, referral records, and class schedule.

Personal Education Plan

All Denver Public Schools High School students will develop a Personal Education Plan (P.E.P.). This plan will set students' intended course of study as they begins their journey toward college and career. The student and an academic advisor (this may be a teacher, counselor, dean, administrator, or other professional school staff member will review and amend the P.E.P. each semester, prior to the development of a new class schedule.

Declared Area of Focus

The specific intent of this policy is to bring a renewed meaning and focus to the experience of students in both the 11th and 12th grade years of study. One avenue toward this end is to require students to identify an area of academic interest. Every student, during the first semester of his/her junior year, will declare an Area of Focus. The student will need to engage in at least 1.0 units of study beyond the graduation requirement of a particular content area (but not necessarily beyond the required 240 semester hours), and develop a portfolio of his/her learning that demonstrates both the depth of his/her academic understanding and communicates his/her intended application of understanding in life beyond high school graduation.

This effort strongly supports a drive toward increased rigor and an experience in the senior year that is highly relevant to the continuation of their learning and life experiences. The course requirements stated are definitive.

A high school principal may waive a given requirement if, in the principal's judgment, it is determined to be in the best educational interest of the student if required to provide each student with disabilities a free and appropriate education.

Enrollment, Transfer, and Withdrawal

New students register in August approximately two weeks before classes begin. A parent must be present in order for the student to register, if the student is under the age of 18. Students who enroll six weeks after the semester begins, may not earn credit. They are expected to attend classes and learn, but they may not receive grades or credit for the coursework. At any other time during the school year, students may enroll in, transfer to, or withdraw from South by seeing the Assistant Principal, Robert Dilworth.

Withdrawals from South

Students who wish to withdraw from South must give 24 hours' notice in person or by phone to the Registrar, Ms. Connie Ortiz. The Registrar will set a time for the student to return with parent/guardian to the Records Office. The official withdrawal form will be completed and signed by all staff members and final grades will be issued at that time. The students must empty all contents in their locker, return all books, pay all fines, and return school equipment. When all of these steps are completed, the student will be officially withdrawn from South High School and official transcripts will be released.

COLLEGE PLANNING

Post-Secondary Counseling

The counselors are available to help students and their parents explore post-secondary options. Students may use South's Counseling office (113) or the Future Center in Room (114) during the school day. The center contains brochures and videos from many post-secondary institutions, as well as career interest surveys and information on career opportunities.

GPA

Your high school grade point average and class rank serve as the best predictors of academic success in college. Grades earned in all four years will be used in determining your grade point average. Your rank in the class is determined from your cumulative grade point average. Your GPA is computed at the end of each semester using only semester grades.

Course Selection

The quality of courses you have taken is of great importance to college admissions officers. Most colleges and universities require the completion of 16-18 academic units in high school. For that reason, it is recommended that a student enroll in a minimum of four academic classes per year. Academic courses are those in English, Math, Science, Social Studies, and World Language.

ACT Admission Test

Scores received on admission tests such as the ACT or SAT are another factor in college admission. These tests are taken during your junior and/or senior year of high school.

Teacher Recommendations

Your personal recommendation, as submitted by teachers and counselors, will also be of importance in your admission to college.

EXTRACURRICULAR ACTIVITIES

South High School offers a wide variety of clubs and activities for all students. Students are encouraged to join school clubs and activities. Getting involved in activities such as student senate, clubs, volunteer and community organizations, fine arts, and athletics often translates to higher academic and personal success for students.

Activity Fees

Activity fees in the amount of \$25.00 are charged to all freshman, sophomore, junior and senior students at fall registration. These fees help cover the cost of class activities, class luncheons, dances, homecoming activities, student travel, and reduced admission to certain school related events.

Clubs and Activities

All school sponsored clubs and activities are under the direction of the Assistant Principal for Activities & Athletics. School sponsored clubs usually meet after school to organize their events. A few clubs require that members enroll in that club's class.

Every club must complete an Activity Proposal form and have a faculty sponsor to operate. The club members usually determine, within certain parameters, the rules for membership, the frequency of meetings, and the activities to take place. Students interested in forming a new club must find a sponsor, and complete an Activity Proposal form. The Activity Proposal form is turned into the Assistant Principal for Activities & Athletics. Upon approval, the new club / activity group may begin operation.

Each spring students who have participated on varsity athletic teams or have competed with clubs receive a South letter.

To see a complete list of clubs and activities please visit the website at www.denversouth.org

Athletics

All athletic competitions sanctioned by Denver South are governed by the rules set forth by the Colorado High School Activities Association and the DPS Athletic Board of Control. In addition to CHSAA regulations, Denver South may implement standards beyond what is required by the CHSAA. Student athletes must abide by the rules set forth by the Denver Prep League and listed on the DPS Athletic Consent Form.

Students must pay the athletic participation fee of \$60.00 per sport before being issued a uniform.

Academics are the priority at Denver South; therefore all athletes must meet weekly and cumulative academic eligibility requirements. Simply stated, athletes are required to maintain a minimum 2.0 weekly grade point average (GPA), be enrolled in at least five full-credit courses (25 credits) and not receive a weekly grade of an F in any course.

- Students who receive less than a 2.0 GPA from the previous semester will be allowed to participate, on a probationary status, but must obtain at least a 2.0 by the mandated recertification data.
 - Students who fail two classes the previous semester are ineligible for competition until the CHSAA mandated recertification date.
- Students' grades will be checked weekly. Athletes must pass all classes each week to participate (No F's).
 - Students withdrawing from a class with a failing grade will carry a "WF" for each weekly grade check for the entire semester.
 - Students who withdraw carry an "F" for the remainder of the semester. Any time a student becomes enrolled in less than 25 credits, the student will become academically ineligible.
- Athletes with unexcused game-day absences are ineligible to play.
- Athletes must have an up-to-date physical exam on file in the office. Physicals expire 365 days after the date of the physical.
- All student athletes must complete and return a consent form and emergency card.

- Students transferring schools without a bona fide family move are subject to restrictions set forth by CHSAA.
- All 9th graders are eligible at the start of their first high school year.
- Members of the Varsity Cheerleading Team (we will have a JV program next year – they are not eligible)
 - Active Participant during both the Fall and Winter Seasons
 - Active Participant/Competitor in State Cheer Competition

All requirements must be met before the student can participate in practice or competition.

In addition to athletics, the above eligibility requirements also apply for Band, Orchestra, Speech Competition, Vocal Music, Student Senate, and Cheerleading; all CHSAA governed activities.

Varsity Sports

These teams compete on varsity and junior varsity levels against other Denver Public High Schools, as well as non-league season games. Some teams carry three levels, based on the number of participants. Students interested in participating in any of the following sports should see the head coach or Assistant Principal for Activities & Athletics. Current contact information for coaches can be found on the website at www.denversouth.org under each individual sport’s page.

Fall	
Men	Women
Cross Country	Cross Country
Football	Gymnastics
Golf	Softball
Soccer	Volleyball
Tennis	
Winter	
Basketball	Basketball
Wrestling	Swimming
Spring	
Baseball	Golf
Lacrosse	Lacrosse
Swimming	Soccer
Track and Field	Track and Field
	Tennis

NCAA Clearing House

All athletes interested in participating in college athletics must register online at <https://web1.ncaa.org/eligibilitycenter/common/>

School Dances

The Student Senate and the class council sponsor various dances during the school year. Traditionally, formal dances include the Homecoming Dance, and the Junior/Senior Prom. Tickets usually go on sale two weeks prior to the date of the dance through the treasurer’s office.

In an attempt to ensure a positive, harmonious, and safe environment at all Denver South High School dances, the following policy has been established:

Dances require that one of the individuals of a couple be a current Denver South High School student. Only current Denver South High School students are allowed to purchase tickets to dances. Purchasing tickets to a school dance requires a current and valid student ID card.

Non-Denver South students may attend provided:

1. They are under 21 years of age.
2. They provide notice of good standing at their current school provided they are currently enrolled in school.
3. They receive Denver South High School administrator approval if they are not currently enrolled in school.
4. They provide a photocopy of their I.D.

Students and guests must provide current identification to enter a Denver South High School dance. Tickets may be sold at the door only at the homecoming dance and prom. If tickets are bought at the door, you may not bring a date/guest who is not a Denver South High student. No tickets will be sold at the door at non-formal dances. Any student caught at a school function under the influence of drugs or alcohol will be subject to disciplinary action, including, but not limited to, assignment to Saturday School, school service, suspension, and /or legal prosecution.

Student Elections

Elections are open to all students meeting the minimum qualifications for the position. Elections held during the school year include:

- Homecoming Royalty – at the Homecoming Dance
- Freshman Class Council – September application and election
- Prom Royalty – completed at prom
- Student Senate (for the following school year) – May

All student related activities that involve the use of the building or fundraising must be approved the Assistant Principal for Activities and Athletics. Any requests for events to be placed on the master calendar must be submitted via email at least two weeks in advance of the event to Antoinette_Laguerre@dpsk12.org.

GENERAL SCHOOL POLICIES

Assemblies

All students are expected to attend all school assemblies. Organizations are encouraged to submit ideas to the Activities Director about assemblies that may be of benefit to South students. During the playing of the National Anthem, students are expected to stand.

Attendance

Attendance

Regular attendance has a direct effect on student progress and achievement. The South High School attendance goal, as part of the School Improvement Plan, is to reach a 95% school-wide attendance rate.

A student will be marked absent if he is 20 minutes late class (both 50 and 90 minute classes).

Parent/Guardian Notification

The IC System will make an e mail/phone contact each evening to alert parents/guardians of student absences. Parents will be called if a student is assigned to Saturday School.

Excused Absences

Parent/guardian must call the school attendance secretary or on the attendance line (720-423-6081) when a student is absent. Notification must be provided when the student returns to school by a written note, doctor's note, or other documentation **within 48 hours of the absence**. The Principal has the final say in whether or not an absence is excused. If a student is absent for three days or more, a doctor's note must be provided.

It is the student's responsibility to contact each teacher and arrange for make-up work. Students missing classes for excused absences, suspension, or school business related absences are NOT excused from completing class work. Student must complete make-up work within one week, meet with teacher during tutoring hours to obtain missed assessments and it must be completed and turned in during tutoring within 3 weeks or by end of term if the end of term is less than 3 weeks away.

Student Consequences

Students with habitual attendance issues may be placed on an attendance contract, have legal intervention through State attendance laws, or may be referred to an alternative school. Students who fail courses and do not earn credits will be required to attend after-school credit recovery courses or summer school.

A habitually truant student over the age of 17 may be withdrawn from school by an administrator. The Assistant Principal of Discipline will notify the parent/guardian by phone and U.S. mail.

Care of School Property

The Denver community has provided us with a beautiful setting and facility with some outstanding equipment to enhance your educational opportunities. We ask that you share in community pride by taking care of your books, classroom equipment, furniture, and by keeping the grounds free of litter. Students will be held financially responsible for any damages to school property caused by reckless, careless, or negligent acts.

Electronic Device Use at School

Students are permitted to use electronic devices, such as cell phones, tablets, music players and personal gaming devices during lunch and before and after school. Students are only permitted to use electronic devices while class is in session, assemblies or other instructional time if specifically told to do so by the teacher. If a student is caught using one of these devices when not instructed to do so, it will be taken by the teacher and given to a dean or an administrator. On the first infraction, parent contact will be made. On the second, the device will be kept pending a parent conference with a member of the administration.

By bringing a cell phone or electronic device on campus, the student gives South administration or designee the right to search the device if they have a reasonable suspicion that such a search will provide information concerning school safety, evidence of a violation of board policy, school policy, gang affiliation, drug or alcohol use, or any violation of the law. **The school is not liable for personal items that are confiscated, lost, or stolen.**

Connecting to DPS Networks

Personal electronic devices may be connected to the network labeled "dpsguest" while on school grounds. At no time should any personal electronic device be connected to any other DPS networks. Electronic devices issued by the school, such as tablets, should not be connected to the "dpsguest" network.

School Issued Devices

Students who are issued devices for use in class, such as tablets, are expected to bring that device to school fully charged each day. These devices should be used as learning tools to complete school related tasks and should not be used as a replacement for personal electronic devices. Students should not tamper with or otherwise attempt to bypass device controls installed by the school.

Designated Areas Before School and During Lunch

While students may be anywhere on campus before school and during lunch, it is expected that they will behave in an appropriate manner and will be asked to leave hallways and move outside if they become disruptive or too loud.

From 7:00 AM —3:00 PM South students will not be allowed in Washington Park.

Dress Code

The purpose of the dress code is to help provide a safe and respectful atmosphere for education. It is our hope that this dress code will allow for individuality while providing a sense of safety, security, and respect for self and others in our school.

The following are examples of clothing that are prohibited:

- Clothing that is excessively revealing, i.e. short skirt, or shorts, backless tops, midriff tops, muscle shirts, tank tops, halter tops, exposed underwear, spaghetti straps. The two-finger rule applies to shoulder straps. A student's length of a skirt or short must extend farther than the length of your fingertips when arm is beside your side.
- Sagging pants: Underwear must not be seen.
- Coats – they must be stored in the student's locker.
- Marijuana shirts or other clothing that promotes alcohol, illegal drugs, weapons, or violence
- Shirts with profanity or obscenities
- Hats, scarves, or other head gear, unless for religious observance. Hoodies must be down.
- Pajamas and house slippers.
- Gang related attire

It is at the sole discretion of the South Administration to determine if a students' dress affects the sense of safety, security and respect for self and others. Students who violate these bullet points may be asked to wear a South t-shirt or be sent home to change. Continued infractions may result in suspension.

Emergencies

During FIRE ALARMS, everyone should immediately leave the building in an orderly manner and move at least 100 feet away from the school building. Students are not to stop at their lockers or the restroom. During other emergencies, students must follow directions from their teacher. Each room has a clearly marked sign giving specific instructions on where to go and what to do. If a POWER FAILURE occurs, students should remain where they are. Students who are in the hallways should go to the lunchroom.

Field Trips

- Students' grades will be checked weekly. Students must pass all classes each week to participate on an out-of-school field trip (No F's).
 - Teachers planning the field trip will verify student eligibility
 - Students who participate in an out-of town, extended field trip are subject to losing deposit fees if they are ineligible to attend
- No field trips will be scheduled during December, April, or May, or during State testing

Financial Obligations

All financial obligations must be taken care annually or the student will not be able to register the following year. Seniors will not be permitted to participate in graduation ceremonies unless all financial obligations are paid in full. Transcripts may be held if a student has unpaid financial obligations (student fees and fines).

Hall Passes

In order to leave a classroom, students must have a valid, dated pass on an official South High School pass form. No pass will be issued for a student go to the vending machines.

Internet Usage Policy

Each parent and student must sign an internet contract at registration. Students will lose computer privileges for violations of this contract.

Library and Computer Lab Use

Students are encouraged to use the school library and the computer lab after school Mondays through Thursdays. Both the library and computer lab will remain open until 4:00 p.m. for student use. The APEX/Computer Lab is open from 7:30 a.m. -3:45 p.m. Monday-Friday.

Lockers

Lockers are issued to each student. Students should not share their locker combinations with others. Locker problems should be discussed with the Dean. Lockers are the property of the school; the administration reserves the right to check lockers when necessary.

Lost & Found

The Lost & Found is in the PASS room, Room 109.

Parking Lot Rules for Cars & Bicycles

Students must park in the west parking lot only. All vehicles on school property are subject to search under Colorado State law and policies established by the DPS Board of Education and all drivers are expected to adhere to the State of Colorado driving laws.

There are bicycle racks for student use in the front of the building. Students should lock their bicycle before leaving it in the rack.

PDA – No Public Displays of Affection

Gestures of congratulations such as embraces and handshakes are examples of appropriate behavior. Gestures of an intimate nature between students such as sitting on the lap, kissing, and embracing are not acceptable at South.

RTD/School Bus Information

All students riding the RTD bus MUST have an RTD bus pass and a current South ID. All of the school rules for riding school buses apply to riding the RTD. All students riding an RTD bus are expected to follow the directions of the driver for the safety of all passengers. A student who fails to maintain appropriate conduct while on the bus may be suspended from riding the bus or may be subjected to other disciplinary action. Students riding the RTD can purchase a pass in room 110.

Tardies

Students are expected to be in class when the tardy bell rings. When a student is late to class, the teacher will remind the student of the South HS expectation to be on time. After three tardies to one class in a

nine-week grading period, the teacher will contact the student's home. If the student continues to violate the tardy policy, he will be referred to the Restorative Justice Coordinator.

Textbooks

Textbooks are issued to students by the librarian at the beginning of each semester. Books which are lost, damaged, or destroyed must be paid for before a replacement can be issued. The price of lost textbooks is the replacement cost. Students withdrawing from South are responsible for turning in their textbooks. Students turning in books belonging to another student are still responsible for the original textbooks issued to them. Students who do not continue a class second semester are expected to return books to the librarian.

Tutoring

Teachers provide tutoring two times per week on a set schedule at lunch or after school. Denver South HS also has a Tutoring Center Monday-Thursday immediately following the school day. The Center is supported with a teacher from each core content area and community volunteers.

All students who are earning a D or an F in any class are expected to attend tutoring to raise their academic performance. Students who are receiving higher grades are also encouraged to attend tutoring to make use of this extra academic assistance.

Valuables

Students are cautioned not to bring large amounts of money or valuables such as rings, bracelets, electronics etc. to school. The school is not liable for loss.

Visitors

Parents are always welcome!

For safety reasons, friends and siblings of students are not permitted to visit South High School. All visitors must check in with Security in the main hall and show proper I.D. in order to obtain a visitors pass.

CONDUCT & DISCIPLINE CODE

Anti-Harassment Policy

Harassment based on race or color, national origin, sexual orientation, disability, religion, or age, is specifically prohibited. Complaints of prohibited harassment will be promptly investigated. If the school district determines that such harassment occurred, it will be promptly investigated and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or appropriate action reasonably calculated to end the harassment.

Cheating Defined

Students should understand that, among other things, cheating includes communicating with another student during an exam, copying material during an exam, allowing another student to copy from their exam paper, using unauthorized notes or devices, submitting falsified information for grading purposes, obtaining and supplying a copy and/or information about an exam without the knowledge and consent of the teacher, submitting work written by another person (except as outlined below *), submitting work written by the student for another assignment without the instructor's knowledge or consent (self-plagiarism), copying another person's assignment(s), allowing another student to copy his or her assignment, or taking home exams without the knowledge and consent of the instructor.

* When a student submits an assignment, that assignment should be only his or her own work unless the teacher has specifically set up the assignment as a group project or other collaborative assignment. In such cases, the names of all students involved in the group process should be listed on the assignment. If

the teacher has not designated the assignment as a group project, submitting an assignment written by more than one person is **plagiarism**.

Cheating Consequences: The consequences for cheating shall be adhered to by students and staff.

First Infraction:

1. Teacher informs the parent.
2. Referral to the dean and counselor.
3. The student (s) will receive a zero (0) on the assignment.
4. The student completes assignment for no credit.
5. The student may receive in-school suspension.

Second infraction:

1. Conference with assistant principal, counselor, parent, student and teacher.
2. The student will receive no higher than a 50% grade in the 9-week grading period for the second cheating infraction.
3. The student may receive in-school suspension.

Third infraction:

1. The student will receive a failing semester grade for the third cheating incident.
2. Conference with assistant principal, counselor, teacher, student, and parent.
3. The student may receive in-school suspension.

Drugs & Alcohol

The use or possession of alcohol or any other harmful substances, or the illegal use of narcotics, and habit forming drugs is forbidden. Disciplinary and/or court action will be taken against any student involved in the use, possession, distribution, or sale of alcohol or narcotics. The school district requires a substance abuse contract when this situation arises. Contacting a community assistance agency may also be required. DPS Policy JK applies in these situations.

Fighting

Disputes between members of the school community should be settled through channels other than fighting. Students involved in fighting that endangers other students before, after, or during school hours on school property, at school activities, bus stops, or off campus areas will be suspended. Students involved in the act of agitating a fight will also be suspended. Posturing to fight can also result in suspension. Acts of assault, battery, and extortion will result in immediate suspension and the possibility of a police report being filed. If you have a problem with another student, see your counselor or student advisor to resolve it and SOLVE it!

Gambling

Gambling and possession of gambling materials (dice, cards when used for gambling) are not permitted at South High School activities, events, or on school transportation. Violation may lead to suspension and citation by police.

Gangs - DPS Definition/Zero Tolerance

Both the laws of Colorado and DPS School Board prohibit students from belonging to ANY gang. School Board policy defines “gang” as a group of individuals with a common interest, bond or activity characterized by criminal, delinquent or disruptive conduct. No activities associated with these organizations, including pledging, hazing, initiations, or any other acts disruptive to school operation, are permitted on school grounds or at school activities.

Participation in gang related activities shall require that proceeding for the suspension and expulsion of the student involved be considered pursuant to the provisions of School Board Policy JK. In addition, a report shall be forwarded to the appropriate law enforcement agency.

Students whose on or off grounds activity warrant a police citation will more than likely be suspended from school up to 10 days (expulsion hearing) based on seriousness of activity.

Habitually disruptive

A habitually disruptive student is one who has been suspended three times during the course of the school year for causing a disruption in the classroom, on school grounds, vehicles, or at school activities or events. Such behavior could lead to expulsion from the Denver Public Schools.

Insubordination/Disrespect for Staff

When any adult in the building, on school grounds, or at any school activity makes a reasonable request of a student, i.e. asking student to identify himself/herself, the student should comply. Failure to do so will be considered defiance, and subject the student to disciplinary action, including suspension.

Insubordination is the following:

1. Continued, willful disobedience or open, persistent defiance of a proper authority.
2. Willful destruction or defacing of school property.
3. Behavior that is a threat to the welfare, safety, or morals of other students or staff.

Loitering

Any person who is not a South High School student or a member of the staff and is found loitering on school grounds will be cited by the police and removed from the premises. Students involved in after school activities must report to the activity sponsor or coach within 15 minutes of the final school bell.

All students participating in school activities outside of the regular school day need to be out of the building and off of the campus immediately following an event. Students who violate this policy are subject to a referral to law enforcement and may be issued a ticket for trespassing.

South requests your cooperation in clearing the building as soon as possible at the end of each school day, dance, or after school activity. Your assistance will permit the custodial staff to clean the building more efficiently.

Profanity/Obscenity

As part of the responsibility to the school and the community, students are expected to exercise discretion in their use of language and actions. The sensitivities of other individuals present or nearby must be given due consideration. Students are expected to behave in a respectful manner toward all adults and fellow students in the school building, on district vehicles and at school activities. Abusive language or writing, belligerent behavior and the use of obscenities and vulgarities (including gestures) will be subject to disciplinary action and/or subject to ticketing by law enforcement.

Sexual Harassment

The District has a legitimate and compelling interest in prohibiting sexual harassment. Further, the District has an obligation to discipline those who engage in sexually harassing behavior. The District must strive to balance the interest of those making sexual harassment complaints and those accused of sexually harassing behavior.

South defines sexual harassment as actions that have a negative impact upon an individual's academic performance or create an intimidating educational environment. Sexual harassment can include comments about one's body; sexual remarks, jokes or innuendoes; personally intrusive conversations; obscene gestures; inappropriate and unwelcome touching; lifting up skirts or pulling at clothing; whistling or catcalling; pressing for dates or sexual activity; cornering or blocking the victim's passage; intentional brushing against someone's body; molestation; and rape. Sexual Harassment also takes the form of sexting, obscene graffiti, displays, or pornographic pictures or offensive sex-related objects such as condoms and sexual gossip about a victim.

Students, acting in a group or gang, who are determined to have engaged in sexual harassment of one or more students, will be subject to suspension and/or expulsion as defined by Board of Education Policy GBAA. Students who perceive that they have been sexually harassed can report their perceptions to a teacher, counselor, student advisor, or administrator.

Smoking or the Use of Tobacco

Students, staff, and visitors are not permitted to use tobacco in any form in the school building, on the school grounds, at school activities, in school vehicles, or within 1000 feet of the school campus. The school grounds include any playground, athletic field, recreation area, and parking areas. "Use" means the carrying of tobacco, whether lit or unlit, and includes the lighting, chewing, and smoking of any tobacco product. This policy is in compliance with state law (25-14-103.5).

SOUTH will treat the use of tobacco the same as the use of alcohol or drugs. Students found violating this policy will be subject to similar disciplinary action.

Theft

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

Toys

Toys, such as water guns and skateboards, that are disruptive to the educational environment or those items that are determined a potential safety hazard will be confiscated and not returned.

Weapons

Safety is the right of every student and Denver Public Schools is clear in its resolve to have a weapon free environment. The possession or use of ANY weapon shall require that proceedings for the suspension AND expulsion of the student(s) involved will immediately be initiated pursuant to the provisions of DPS Policy 1214F. This "weapon" definition is not limited to the obvious list of guns and knives, but also includes any item that can be construed as a weapon. DPS students have been expelled for possession of such items as Ninja stars, screw drivers, ball bats, mace, water and toy guns that resemble the real things, items used in a fight against another person, starter pistols, and more. Firecrackers, knives, chains, and similar items are considered weapons according to the Board of Education Policy. Students bringing these items to school will face school suspension/expulsion and police charges for possession.

The incident will result in the appropriate law enforcement authorities being notified and charges being filed. (This policy shall not be construed to prohibit the supervised activities of students involved in authorized training in the JROTC Program.)

Serious Infractions

Some of the more serious infractions could result in expulsion for up to one calendar year:

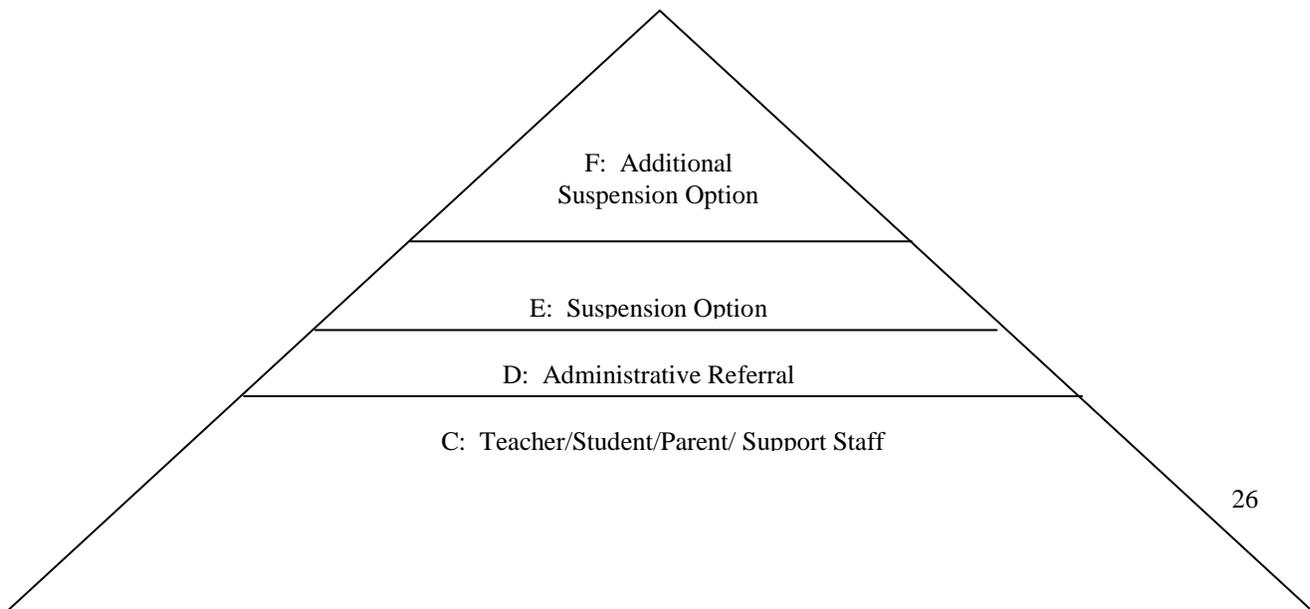
- Behavior, on or off school property, which is detrimental to the welfare or safety of pupils or school personnel
- Declaration as an habitually disruptive student

- Defiance of authority, use of profanity, obscenities
- Destruction or defacing of school property
- Ethnic intimidation; harassment - sexual or other
- Fighting or assault
- Gambling or possession of gambling items if used for gaming
- Gang activity
- Habitual truancy or tardiness
- Possession of a weapon or any object that looks like or is used as a weapon (includes mace, stun gun, laser pen, etc.)
- Possession of pager if used for drugs, gang, or disruptive activity
- Shoplifting at any neighborhood merchant
- Starting a fire (arson) or pulling a fire alarm
- Theft, larceny, burglary
- Use, possession, or sale of illegal or dangerous substances (drugs or alcohol)
- Use of tobacco products in the school building, on the campus, or at school sponsored activities
- Habitual violation of dress code, tardy policy

DISCIPLINE POLICIES

Schools exist for educational purposes. Teachers have the right and responsibility to teach and students have the right and responsibility to learn. The discipline system is designed to provide prompt and effective consequences for students who choose to interfere with the rights of either the teacher or other students. Students, teachers, administrators, and parents/guardians must cooperate to maintain this atmosphere.

Students are expected to follow the policies, procedures and rules of each classroom teacher. Teachers are expected to follow the DPS Student Discipline Policy J-K: http://www.dpsk12.org/pdf/Policy_JK-R_Student_Conduct_Discipline_Procedures_English.pdf



B: Teacher/Student/Parent

A: Teacher/Student

Discipline Ladder

Level A – Teacher/Student

- The student is provided an opportunity to tell his/her version of the incident.
- The teacher or designated staff counsels with the student.
- One or more interventions are initiated as appropriate.
- Any interventions will be documented.

Level B – Teacher/Student/Parent

- The student is provided an opportunity to tell his/her version of the incident.
- The teacher or designated staff notifies the student's parent/guardian.
- The teacher counsels with the student and, if possible, the parent/guardian.
- One or more interventions are initiated as appropriate.

Level C – Teacher/Support Staff/Student/Parent

- If intervention at Level B has not been successful, the teacher or designated staff can determine whether to involve a social worker, nurse, guidance counselor, psychologist, or any other member of the school's support staff.
- The student is provided an opportunity to tell his/her version of the incident.
- The parent/guardian is notified.
- The teacher and any member of the support staff who has been involved will conference with the student and, if possible, the parent/guardian to provide support for correcting the misbehavior. If possible, all of the student's teachers will be included in the conference.
- One or more interventions are initiated as appropriate.
- Any referrals or interventions will be documented.

Level D – Administrative Level Referral

- The student is referred to the appropriate administrator or designated staff person.
- Documentation of the steps taken to intervene and change the student's behavior is provided.
- The student is provided an opportunity to tell his/her version of the incident.
- The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary.
- One or more interventions are initiated as appropriate.
- If necessary, in-school suspension of up to three days may be utilized (see Section 6-2 of this policy for more details).
- School officials should consider developing a behavior intervention plan for the student (in some cases, such a plan might be mandatory; see Section 5-3 of this policy).
- Referrals and interventions will be documented.

Level E – Suspension Options

- The student is referred to the appropriate administrator or designated staff person.
- Documentation of the steps taken to intervene and change the student's behavior is provided.
- The student is provided an opportunity to tell his/her version of the incident.
- The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary.
- One or more interventions are initiated as appropriate.
- If previous interventions have not been successful, the principal or principal's designee may

- consider the use of an in-school suspension of 1-3 days or a one-day out-of-school suspension (see
- Sections 6-2, 6-3, and 6-4 of this policy regarding the use of suspensions).
- Elementary school students shall not receive out-of-school suspensions for Type One offenses.
- School officials should consider developing a behavior intervention plan for the student (in some cases, such a plan might be mandatory; see Section 5-3 of this policy).
- Upon return to school after suspension, further steps to encourage positive behavior are to be considered.

Level F – Additional Suspension Options

- The student is referred to the appropriate administrator or designated staff person.

Search & Seizure

Searches within the school or on school grounds will be authorized by the principal or designee when there are circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing (including cell phones and other electronic information storage devices). In some cases, the search will lead to discovery of evidence of a violation of the student conduct standards contained in the policies of the Board of Education and this handbook, or a violation of Federal, State, or local laws. Any items found in the search will be seized.

Searches can be made of lockers, desks, electronic devices, storage areas, and motor vehicles on school grounds. Personal searches of students could include the pockets of the student, or any object in the possession of the student (i.e., backpack, purse, etc.), and a "pat down" of the exterior of the student's clothing. These searches will be conducted in a private room, by a person of the same sex as the student being searched, and witnessed by one other staff member.

Searches of the person that requires removal of clothing other than a coat, jacket or footwear shall be referred to and conducted by a law enforcement officer and school personnel will not participate in such searches.

Anything found in the course of a search conducted in accordance with the above guidelines, which is evidence of a violation of student conduct standards may be:

- Seized and admitted as evidence in any suspension or expulsion proceeding.
- Under certain circumstances, the evidence may be destroyed if it has no significant value.
- Turned over to a law enforcement officer in accordance with established DPS Board Policy and Procedures.

The Principal or a designee may request the assistance of a law enforcement officer to:

- Search any area of the school premises, any student, or any motor vehicle on the school premises.
- Identify or dispose of contraband found in the course of a search conducted in accordance with this policy.

Suspension/Prudent Force

The principal or a designee may suspend a student when necessary to protect the safety, morals, or rights of other students or to avoid a disruption of the school program until a conference can be held involving the principal or a designee, teacher, and parent/guardian. Authority to use reasonable and prudent force and restraint for the purposes of maintaining order and for safeguarding the persons of students and school employees is delegated by the Board of Education to certificated employees.

A student who is suspended or expelled from school shall be subject to the penalties provided under Article 824 (Loitering) of the Municipal Code if he/she comes to the school grounds, building or to school activities without permission from the principal or a designee.

- Suspension is a disciplinary means of controlling unacceptable behavior in the school environment. Suspension is used to point out to the student the seriousness of the misconduct, to inform the student's parent/guardian of the misconduct, and to ensure parental cooperation in dealing with the problem. Suspension is a temporary measure for the purpose of protecting staff and students, school property, and the orderly functioning of the school.
- The length of suspension is determined by school authorities and reflects the seriousness of the offense committed. In addition, the student may be referred to the appropriate law enforcement agency. A suspended student may not loiter, be on school property, or attend any school-sponsored activities during the days of suspension.

Alternatives to Suspension

As an alternative to suspension, the student may remain in school if a parent/guardian attends classes with the student for a period of time specified by the Principal or a designee. This alternative to suspension can only be considered with the consent of the student's teachers and when the Principal does not recommend to the Superintendent that expulsion proceedings be initiated. If the parent/guardian does not agree to or fails to attend class with the student or the continued presence of the student and/or parent/guardian is disruptive, the student will be suspended in lieu of this option.

For more information about any disciplinary guidelines and procedures, please see any student advisor or the Assistant Principal in charge of Discipline. A copy of the Denver Public Schools Policy JK--Student Conduct and Discipline, is also available in the Dean's Office.

Due Process - Student Rights

Due process is a procedure, which the courts of law recognize as a necessary responsibility of the school for all students. Due process is of primary importance because it recognizes the right of individuals to recourse within a decision-making process. Due process assures the student of the following steps:

- Rules, regulations and penalties are available in writing.
- The student has a right to be informed of the specific reasons for action.
- All members of the school community are obligated to work out difficulties at the level at which they occur, if possible.
- The student has the right to present a defense against charges and to produce information in his/her parents'/guardians' presence.
- The student, administrator, and/or teacher have the right to request the presence of the parent/guardian.
- Proper consideration should be given to the student's right to privacy.
- Rules shall be applied uniformly and without coercion.
- Disciplinary action shall be reasonable and related to the infraction.

Before considering suspension, the student will be given oral or written notice of the allegations, an explanation of the evidence the administrator has, and an opportunity to present his or her version of the events. However, notice and conference will follow as soon as possible if the student's presence endangers persons or property, or threatens disruption of the academic process, and so necessitates immediate removal from the school.