



## **Family and Student Handbook**

**2017 – 2018**

**Address: 4250 Shoshone St**

**Denver, CO 80211**

**Telephone: 720-423-2600**

**Website: [dmhs.dpsk12.org](http://dmhs.dpsk12.org)**

**Principal: Katy Myers**

*All parents and students are expected to read this handbook before school starts in August and agree to abide by its policies.*

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## Introduction

Welcome to Denver Montessori Junior/Senior High School! The purpose of this handbook is to answer any questions you might have about our school and how it works. After you have read it, please let us know if you have additional questions or concerns.

Our entire Montessori culture is based on the three R's of Montessori: Respect for ourselves, respect for each other and respect for the environment. The policies and procedures described here support the Mission and Vision of our school and are designed to build integrity, trust and respect among members of our school community. We believe these common expectations of conduct, responsibility and communication will help us to create a healthy academic and social community.

## General Information

- School Hours: Monday – Friday: 8:10 AM – 3:35 PM
- Office Hours: Monday – Friday: 7:45 AM – 4:15 PM
- Attendance Line: Telephone: 720-424-2619 (please call by 7:45 AM)
- School Calendar: DMHS operates under a slightly different calendar than DPS including starting one week earlier. Please see our website at [dmhs.dpsk12.org](http://dmhs.dpsk12.org) for the 2016/2017 School Calendar.
- DPS Bus Transportation: 720-423-4600
- DPS Board of Education: 720-423-3210
- Unscheduled school closings: DMHS is a DPS School and will follow DPS guidance regarding weather related and other unscheduled school closings. Unscheduled school closings will be reported to local news outlets and posted on the DPS website. To check the website directly, go to <http://www.dpsk12.org>

Messages may be left for Faculty and Staff by e-mail, voicemail, or calling the Main Office at 720-424-2600. Staff email addresses are located on the DMHS website: [dmhs.dpsk12.org](http://dmhs.dpsk12.org).

General questions may be sent to: [Katy\\_Myers@dpsk12.net](mailto:Katy_Myers@dpsk12.net) or [carol\\_delong@dpsk12.net](mailto:carol_delong@dpsk12.net)

## Welcoming Environment

We make every effort at DMHS to create a welcoming environment for our parents and our community. You are welcome to come observe classrooms or join us for lunch. Please wait until October before scheduling visits, and contact the Office Manager to schedule your visit or observation. If you ever have questions, please feel free to email our Office Manager, Carol Delong at [carol\\_delong@dpsk12.net](mailto:carol_delong@dpsk12.net) or our principal Katy Myers at [Katy\\_Myers@dpsk12.net](mailto:Katy_Myers@dpsk12.net).

Please make sure to visit the website often and read the many emails and written communications we will send to you. Never be afraid to ask a question. It is vital to us that you feel comfortable at our school and that you are a valued member of our community.

### **Adults On Campus**

Your child's safety is our top priority. Any non-staff adult entering the DMHS campus must sign in at the office and wear a Visitor Badge so that we can quickly identify that you have permission to be on the DMHS campus. Even if you are a frequent volunteer, please take a minute to sign in and get your Visitor Badge.

### **Mission Statement**

Denver Montessori Junior/Senior High School (DMHS) will combine Montessori best practices with current research on adolescent brain development to provide a learning environment that promotes high achievement for each student while also supporting them socially and emotionally. Graduates, regardless of ethnicity or income status, will be prepared for college or a career as well as demonstrate ingenuity, adaptability, creativity, initiative and excellent communication and problem solving skills.

### **Vision and Description of Program**

For a school to achieve excellence, it must hold on to its vision and implement the vision clearly and effectively. Montessori secondary education focuses on the whole child, self-construction, valorization and preparation for adult life. By creating a high quality 7th through 12th grade program on these principles, students will graduate with the academic skills necessary to thrive in both post secondary education and/or career options, while at the same time have developed strong communication and problem solving abilities and positive interpersonal relationship skills. Finally, they will have developed creativity, ingenuity, adaptability and initiative through the many problem solving, community building and real world experiences they will have encountered at DMHS.

Montessori secondary schools are divided into two "sub-planes". The 7th - 9<sup>th</sup> grade program is a land-based program with real life problems solving scenarios. Students combine didactic, academic lessons with real world scenarios. They are working daily with both their head and their hands to deeply internalize academic concepts. The 10th - 12th grade program is a highly academic program that prepares students for university or a career. Having come through the Montessori program to this point, students are well able and ready to handle the most rigorous content. The high school remains centered on core Montessori values. This includes Montessori trained teachers, long periods of uninterrupted work time, key lessons, and a variety of methods whereby a student can demonstrate mastery of knowledge. Assessments will include rubrics, portfolios, presentations, quizzes on vocabulary and skills, end of unit knowledge assessments plus all Federal and Colorado State mandated testing.

The 7th grade through 12th grade Montessori curriculum at DMHS is rigorous, innovative, interesting and designed to engage students to produce optimal academic achievement as well as social and emotional maturity and well-being. In order to effectively implement the curriculum, DMHS has adopted its own schedule, its own standards for hiring teachers, its own school calendar and professional development plan, its own assessments, and adolescent Montessori Curriculum. DMHS uses the National Montessori Curriculum for grades 7-9 for science, history and language arts. For mathematics, DMHS uses the Montessori Integrated

Math curriculum that is individualized for each student combined with small group lessons. For grades 7 and 8, this math curriculum is a combination of Khan Academy, Montessori Math materials, project based math, and small group lessons taught by a highly qualified math teacher. The small group lessons are designed to meet each student at the particular benchmark the student is currently working, and the teacher uses a variety of instructional methods, including Montessori math materials, to assist the student in mastering that benchmark and preparing to work on the next on-line unit. Students are expected to apply math towards a variety of hands-on projects utilizing the farm, the culinary arts program and micro-economy. For grades 9 – 12, the Montessori Integrated Math curriculum also includes Exeter Math. Exeter math is the math curriculum used by Philips Exeter Academy, and is widely recognized as an innovative college preparatory math curriculum.

The high school, grades 10, 11 and 12, is an integrated college preparatory curriculum using DPS approved curriculum, with the exception of math as noted above. Although most of the curriculum for high school is similar to DPS's conventional schools, there still are innovative differences required to meet our mission and vision. The curriculum is integrated so that literature studied in Language Arts simultaneously supports the history curriculum for an overall integrated humanities curriculum. The math and science teacher work together to insure students are obtaining the mathematical skills needed to work out currently studied complex scientific equations. Linkages between science, math and history are explored. There is in-depth reading and writing instruction throughout all areas of study.

The schedules for both the junior high and the senior high support the Montessori approach. There are minimal required transition times. Instead, students are called to small group lessons as those lessons are needed to support the next level of study. The expectation is that there is a culture of respect and hard work that is resolutely held by both the staff and the students. We also expect that one hundred percent of the students is on task and engaged because they are enjoying their academic studies. This on task and engaged behavior is the hallmark of Montessori education, and this is how we measure success at DMHS.

### **Organizational Agreements**

- DMHS consists of parents, students, community members, political representatives and members of the Denver Public Schools. The health and growth of our school depends on the strength of these relationships.
- The DMHS Collaborative School Committee (CSC) has the responsibility to provide oversight of the school and the administration in accomplishment of the school's mission.
- The faculty, administration, community members, and parents hold responsibility for making the mission of the school a reality.
- Parents entrust teachers and administration with the responsibility of bringing an authentic, adolescent Montessori program to their children. To accomplish this, teachers and administration expect parents to support the Mission, Vision, and Core Values of DMHS. The complementary viewpoints of parents and teachers are essential to understanding and guiding the development of each child.

- The organizational and operational affairs of the school are carried out by the administration in service of the mission of the school.
- The faculty and administration decide matters of pedagogical principle.
- The administrative team will bring all matters of principle arising from the day-to-day operations of the school to the staff for consideration and input.

### **Administration**

The school's administration is responsible for the leadership of the school and for the actualization of the school's mission. The administration is responsible for:

- Adhering to our mission, vision, values and priorities.
- Curriculum development and program changes.
- Decisions about the hiring and dismissal of teachers.
- Teacher mentoring and evaluation.
- Student retention and matriculation.
- Strategic planning and implementation.

### **Administrative Staff**

- Katy Myers, Principal: [katy\\_myers@dpsk12.net](mailto:katy_myers@dpsk12.net): 720-424-2600

### **Faculty / Advisement**

DMHS employs the advisement model for all students. Every student is assigned to an advisement that is led by a DMHS staff person. The advisor is your first point of contact for education related questions or concerns. At the start of every year, we ask that you and your student meet with your student's advisor to discuss goals, challenges and to share any important information that will help us to meet your student's school-related needs.

The faculty has a wide range of school responsibilities. In addition to normal classroom duties, the faculty also helps to organize and lead extracurricular activities, field trips and extended trips. Weekly professional development meetings are held Wednesday afternoons from 1:45PM to 4:00PM. Teachers examine data on students' progress, align Montessori curriculum with state standards, develop meaningful, engaging lessons, and determine and design interventions necessary for all students to achieve or exceed grade level expectations.

### **Faculty Contact Information**

Additional faculty contact information is available on our web site.

### **Essential Bridges Between Home & School**

DMHS has partnered with organizations to provide families with information to help all of our children succeed in school. Structures and routines are very important for all students. To support the student's classroom work, parents are expected to help their children develop healthy habits with regular routines for waking and sleeping, mealtimes, play, extra-curricular activities, the work of the home (chores and assisting with home-life activities) and homework.



The adverse effects of television, movies, video games, and other electronic media on an adolescent's ability to learn are well documented. Parents must guide their children toward healthy alternative activities throughout their formative years. The school strongly recommends that students spend only a short period of time viewing movies, television, and playing with video or computer games on school nights.

### **Parents as Partners**

Parents and guardians of DMHS students play an essential role in supporting the school's mission, culture and climate. Parents and guardians have a variety of opportunities to actively participate in their students' learning. So that you can enjoy the benefits of being an active, contributing member to our school community, it is the *expectation* that parents /guardians will participate in one or more of the following:

#### Presentations of Learning

- Students will present their cumulative learning at least two times per year. These fun, engaging events occur after school, usually from 4:30 p.m. to 6:00 p.m. Dates are on the annual calendar.

#### Volunteer Opportunities

- Volunteer Work Days: Parents will work side by side with their students for school related volunteer projects. These projects may include farm work, farm stand, or other community related events
- Community / Parent Montessori Education Nights with the Principal
- Collaborative School Committee Member – CSC members are parent elected positions to provide direction for school policies, accountability for student achievement, School Improvement Plans and school safety concerns.
- School Volunteer Opportunities: Parents can support DMHS by volunteering for field trips, participating on the CSC, supporting the school's fundraising efforts, and coaching, mentoring or tutoring DMHS students.
- Attend Student/Parent/Teacher Conferences and Back-to-School Nights. DMHS has a Back-to-School Night event in August and two Parent/Student/Teacher conferences during the school year. Parent attendance at these events is *essential* as it communicates to the student that his or her parent/guardian believes learning is important. Conferences also provide another opportunity for direct communication between the school and the home.
- Thoroughly reading the frequent communications that are received from DMHS. Weekly electronic and hard copy newsletters from the principal, progress updates from teachers, and information about how parents/guardians can help assist with learning opportunities at home are all forms of communication that are regularly available to parents.
- Visiting the student's Electronic Portfolio to review your student's progress. The Electronic Portfolio allows parents to see what lessons their students have received and to check to see if any assignments are missing. It also allows for parents to easily contact the student's advisor by e-mail if they have questions or concerns.

## **Communication Between School & Home**

DMHS employs multiple ways of sharing information about life in the classroom and in the larger spheres of the school.

### Back-to-School Night

On this evening, teachers will review the curriculum, classroom expectations, and activities. We will also walk you through how to access your student's Electronic Portfolio. There is time for parents to share and discuss their questions with the staff. It is also a time to get to know the other parents. The date for this evening is posted on our school calendar and parent and guardians are encouraged to make every effort to attend.

### Beginning of Year Advisor Conferences

One-on-One conferences with your student's advisor provide informal, individual opportunities for parents to share ideas, concerns and questions about our school. Parents have more time to share information and insights about their child and learn how they can support academic success.

### Student-Parent-Teacher Conferences

Student-parent-teacher conferences are scheduled twice a year in October and March. Conferences are a time to review the student's academic and social progress. Additional conferences may be requested by the teacher or by the parents.

We understand that it may be difficult for some parents to take time off from work to attend a student-parent-teacher conference, but we expect that every parent will make this a high priority.

### Progress Reports

Progress reports will be sent home two times a year. For 9<sup>th</sup> through 12<sup>th</sup> grade, students will also receive a report card two times per year. In addition to the progress reports, we encourage parents/guardians to visit your student's Electronic Portfolio often.

### Notices & Newsletters

The school website is updated regularly. Parents and students can view the website online to check the calendar or contact any of our faculty or staff members. Paper copies of all communication are also sent for families without Internet service.

- The Electronic Portfolio: Student progress is communicated via his or her Electronic Portfolio. Teachers may post homework assignments, class news, and any comments about events that are taking place in the class.
- Updates! is a bi-monthly principal email communication that keeps parents up to date with events, dates to remember, news, and policy issues. Updates! is the main vehicle for information between school and home, and every parent is responsible for the information conveyed each week. Past Updates! are available on our website.
- Emails from Katy and other staff: You will often receive emails from Principal Katy Myers, and/or Office Manager Carol Delong regarding important dates and information.

### **Chaperone Policy**

There are many opportunities to volunteer in the school, and volunteerism is an important value in our school community. Those individuals wishing to accompany classes on service or field trips must give written consent for the school to conduct a background check.

### **Parent Committees**

DMHS has parent committees to support the school in the following areas:

- **DMHS Education Foundation:** a board of parent volunteers will coordinate annual fundraisers for DMHS. The Foundation will then create committee related to each fundraiser.
- **Collaborative School Committee:** The Collaborative School Committee (CSC) includes no less than one staff member along with the head of school, three parents and two community members. The CSC will assess school performance based on agreed upon outcomes that include academic goals, student well-being and community involvement. The CSC will meet once per month to discuss school progress and make recommendations to the principal.

### **Committee policies and procedures:**

- Parents will be sign up for committee work in August for service the following school year.
- An elected chairperson will lead each committee.
- All public communication from the committees will be reviewed by the principal and distributed through the Main Office.
- Committee chairpersons will meet collectively with the principal on a monthly basis to foster inter-committee communication and support.
- The number of members serving on each committee will vary based on interest and need.

### **Basic Principles and Guidelines for School Interactions**

- Schedule appointments if a discussion is needed. This will allow adequate time for parents and advisors to focus on the topic of concern.
- Raise concerns with the appropriate person first. Conversations with advisors usually clear up or resolve issues. Please make sure you have tried to work with your student's advisor before contacting administrator.
- In order to respect everyone's time, please be mindful of the amount of time an individual concern may take.
- Voicemail and e-mail are public documents; confidentiality cannot always be assumed.
- To protect all parties, conversations may be documented and a third person may be present.
- Verbal, physical or sexual harassment by any member of our community will not be excused or tolerated.

### **Common Concern Flow Chart (Process for Questions and Conflict Resolution at DMHS)**

This is meant to clearly describe the processes in place for questions and conflict resolution at DMHS. Not all disagreements will be solved to the mutual satisfaction of every party, but we strive to be clear and transparent in our process and to address concerns and questions promptly as they arise.

#### **Where do my administrative questions go?**

Questions regarding school policies, administration, finances, employment, safety, parent-to-parent issues and other general school issues should be brought to the school principal.

Katy Myers, Principal: [Katy\\_Myers@dpsk12.net](mailto:Katy_Myers@dpsk12.net)

The principal will respond within a reasonable timeframe and try to answer the question or clarify the issues to the best of his or her ability.

#### **Where do my questions about teaching and learning go?**

Questions regarding your child, curriculum, social matters in the classroom, and experiences of your child during the school day should be directed to your child's advisor first.

The advisor will have a conversation and do his or her best to answer the question/clarify the issues. If the answer/clarification given requires more attention, it will be sent to the principal. The principal may call a meeting with the advisor and/or teacher and the parent.

#### **Parent/Community Outreach Office 720-424 4083**

If communication has become difficult and a problem/conflict is not improving, the school or parents may request support from the Parent/Community Outreach Office. This office can help ensure that all sides of an issue are voiced and that there is motion toward a plan for future action.

#### **Attendance & Punctuality**

Attendance and Punctuality are expected. They express a concrete commitment to DMHS values and prepare students for success in school and life. Students may enter the school building beginning at 8:00 am. We do not have adult supervision before that time.

The front doors of the building are locked at 8:30AM. Students and parents who arrive after 8:30AM should go to the main entrance and ring the bell for entry. The student must check in with the Main Office before proceeding to his or her classroom.

If your student will be absent, please inform the school by 7:45AM. Please leave a message on the Attendance Office voicemail at 720-424-2619. As a safety measure, the school will contact parents of students with unreported absences in order to verify their whereabouts.

Missing 3 or more hours of any school day constitutes an absence. All tardies and absences are part of a student's permanent record. Per DPS Policy, excessive absences/tardies will result in

the school requiring a doctor's note. Students who are out for 3 consecutive days must have a doctor's note.

Because we care about your student, your student's advisor will contact you when your student is absent to check in. The principal will contact families with attendance concerns to provide support and information.

The school encourages family vacations to be scheduled to coincide with school vacations. Doctor, dentist, therapist, tutor or other appointments should be made outside of school hours or during school breaks if at all possible. If a student must miss school for an appointment, a parent or guardian must notify the principal's secretary in writing. Students are responsible for notifying advisors of their absence in advance and determining what make-up work is required.

Any absences other than illness or a family emergency are strongly discouraged. The experiential nature and student participation in class discussions and tasks make it extremely difficult to make up absences. If a student must be out of school for an extended period for reasons other than illness or family emergency, the parent/guardian must provide notification in writing to the principal's secretary at least 2 weeks in advance to allow teachers to prepare work for the student for the days that he or she will be absent from school. The request should include all pertinent information and must include the signed consent of the parent/guardian for the requested absence.

### **School Tardiness Policies**

Students are expected to be present and punctual for all classes. School begins promptly at 8:10AM. If any student arrives after 8:15am, he or she must obtain a tardy slip from Carol in order to be admitted to any class to which they are tardy. If a student exceeds 2 tardy incidents in a quarter, the student's advisor will contact you find out how we can support you to insure your student is on time. The principal will contact families where there is a continued pattern of excessive tardies.

### **Morning Drop-Off and Afternoon Pick-Up**

Students should not arrive at school before 8:00 a.m. as there is no adult supervision before 8:00 a.m. Students should go directly to the classrooms upon arrival. Please drop off or pick up your children on Raritan Street next to the playground.

### **Bus Transportation**

The bus schedule is located on the website at [dmhs.dpsk12.org](http://dmhs.dpsk12.org). Any questions concerning this service should be directed to the transportation office. For information regarding late busses, or any other bus questions, please call the Parent Hotline at 303-825-2611.

### **"Breakfast In The Classroom" Program**

To ensure all of our students begin the day with a healthy breakfast, DMHS is participating in the DPS "Breakfast in the Classroom" program. Breakfast will be available to all students during their morning advisement time at 8:10am.

### **Snacks & Lunches**

All students will be provided with Breakfast in the Classroom at 8:10am and school lunch at a minimal cost or free for families that qualify for the Federal Free and Reduced Lunch Program. Students may bring their own lunch to school but doing so should promote healthy nutritional choices. Please do not pack soda pop or candy in school lunches or snack bags. Our expectation is that grace and courtesy is practiced throughout lunch. Parents/guardians are welcome to join us for lunch with advanced notice.

Healthy snacks such as fruits, vegetables or granola bars are allowed during snack time. Students should also bring water bottles.

#### Closed Campus Lunch

Denver Montessori has a closed campus for 7<sup>th</sup> through 9<sup>th</sup> grade during lunch period.

#### Open Campus Lunch

Open campus lunch is a privilege that students earn by achieving sophomore status. Students that are struggling with following the DMHS norms and rules may have their lunch temporarily closed or restricted. Students who have closed lunch and are caught leaving campus during their lunch will be subject to disciplinary consequences.

Sophomores, juniors, and seniors who have open campus lunch are required to have their student ID with them to exit and enter the building during their lunch period. Parents should understand that if a student chooses to leave campus, the student is no longer under the supervision of school personnel. Parents may request that their student remain on campus instead of having an open campus lunch.

### **Outside Recess**

Students have 30 minutes of open time (recess) every day. The goal of the time period is to promote healthy socialization and exercise among students.

### **Outdoor Rules**

During open time, all students will be expected to follow the three R's of DMHS: Respect yourselves, respect others and respect the environment. The following rules apply to open time and the time before and after school.

- Do NOT bring personal sports equipment or toys from home. DMHS provides playground equipment for student use. Personal items may be lost, stolen or broken causing additional conflicts on the playground.
- Bullying and Intimidation will not be tolerated (see DMHS Discipline Matrix)
- Get permission before re-entering the school.
- Students may not throw snow or ice, and may not engage in physical horseplay with other students.
- No tackle football. Students may play touch football.
- All recess equipment must be returned to the DMHS recess equipment box at the conclusion of open time.

**Participation on Teams:**

DMHS encourages the participation on athletic teams and school clubs, whether at DMHS or at a partner school. If a student's participation conflicts with the DMHS bell schedule, please contact the principal to determine a solution.

**Extracurricular Programs & Activities**

DMHS students may participate in the DPS Prep League sports program with partner schools. Each season, available sports options are announced along with requirements for participation. DMHS will also offer, based on student interest, a variety of clubs during the DMHS Residential Life block on Wednesday afternoons. Ultimate Frisbee games occur after school during the fall and spring.

Faculty or volunteers supervise all clubs. Some activities, including athletics, require additional fees for participation. A physical exam prior to participation in athletics and clubs involving physical exertion is required.

Parent/Guardians must arrange transportation for their students who participate in after-school activities.

**Retention and Acceleration**

DMHS is designed to respect stages of adolescent development, and promotion and retention criteria will reflect this value. Students will be promoted within their established class. A key time for evaluation will occur towards the end of the ninth grade year. If a student is demonstrating significant gaps in academic achievement, social and/or emotional growth to the level that they may not thrive in the high school environment, a conference will be called between the student, their family, the principal and the student's advisor to determine if the student should spend an additional year in the junior high. In high school, if a student is not on track to meet all DMHS graduation requirements, the student, their family, the principal and the student's advisor will meet to create a plan in order for the student to graduate. One possible outcome of that plan may be for the student to spend an additional semester or year at DMHS until all graduation requirements are met.

**Grading Policy**

Every student will have an electronic portfolio that indicates number of lessons attended during the school year, number of lessons missed, number of Common Core State Standards and Colorado Academic Standards that the student has been introduced to, is working on, and demonstrates proficiency on, and a link to the student's website where the student has placed evidence of mastery level work. DMHS will not assign grades until 9<sup>th</sup> grade. Starting in 9<sup>th</sup> grade, students will be graded based upon a rubric that includes demonstration of proficiency, percentage of assignments turned in on time, classroom participation and appropriate use of independent work time. Grades will be uploaded into the DPS Parent Portal after each grading period.

### **Academic Integrity Policy**

All submitted work is assumed to have been completed only by students. Students are responsible for observing the standards on plagiarism, cheating, and properly crediting all sources used during the composition of work. Students caught cheating or plagiarizing may receive a failing grade for that particular assignment and have their parents or guardians notified. It is up to the teacher to decide if the assignment may be redone or not. Continued failure to abide by these standards is reported to the school administration and may result in a conference with the parent, withdraw and loss of credit for courses, and/or withdraw from DMHS.

Plagiarism is defined as copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. The following are specific examples of plagiarism, which is not tolerated:

- Copying or rephrasing another student's work.
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying student aids (for example, Cliffs Notes), critical sources, or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of students aids, such as Cliffs Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.

Cheating is defined by using, accepting, or distributing test answers, answer keys, or another person's work, representing it to be a student's own work. Any student found cheating is in violation of the school's academic integrity policy.

### **Standardized Tests and other assessment measures**

DMHS recognizes the importance of standardized tests in today's society although we consider them only one indicator of individual abilities or future successes. DMHS uses multiple measures to determine students' needs and progress. The assessments below are administered to DMHS students:

- All students take the state CMAS tests (administered in March and April).
- 9<sup>th</sup> and 10<sup>th</sup> grade students take the PSAT and 11<sup>th</sup> grade students take the SAT (April).
- All students take unit based assessments designed to measure comprehension and academic growth for each curricular unit.
- All students take on-going math assessments via Khan Academy and MAPs.
- Students who demonstrate that they are reading below grade level will take reading assessments to monitor growth until they are at or above grade level. These may include the Developmental Reading Inventor – DRA, and MAPs. All students take the MAPs three times per year.



### **All-Weather Clothing**

All students should come to school prepared for rain or shine. At times, outdoor activities can be a major part of the daily schedule. Rain gear and cold weather gear (boots, gloves, and hats) should be brought to school when conditions necessitate.

### **Dress Code**

At our Montessori school, we value your student's independence and individuality, which is often manifested by the way they dress. However, it is essential that students come to school prepared to work, and dressed in a manner that demonstrates respect for themselves, others and the environment. In your preparations for school each morning, please take the time to make sure that your child has followed the following elements for a respectful dress code for DMHS.

- Clothing should allow for free movement and work. Therefore, clothing should not be excessively tight, short, contain low cut necklines or reveal underwear.
- No sagging pants (we do not want to see anyone's underwear!)
- Shoes must be appropriate for outside work. Therefore, no heels or flip-flop shoes.
- No gang-related attire or colors including bandanas.
- No drug/gang related jewelry
- No clothing and/or jewelry with symbols related to drugs, alcohol, sex, violence and/or media images
- No sunglasses inside the building or any other attire that prohibits easy and respectful communication. This can include hats, hoods and jackets depending on how they are worn.

***The faculty and staff of DMHS reserve the sole right to interpret and enforce the student dress code. Students who violate the dress code will be required to take off the item and/ or call home for appropriate clothing to be brought to school for them, or be sent home. Repeat dress code violations may result in further discipline consequences.***

### **PE Class Attire**

For safety, hygiene and freedom of movement, students must dress properly for Physical Education activities. For PE activities, students must wear or bring athletic shoes.

### **Lost & Found – Located in the DMHS Hallway**

If you are missing something, check the Lost & Found located in our hallway. The school is not responsible for replacing or reimbursing students and their families for lost or stolen items. All lost items will be bagged and donated at the end of each quarter.

### **Emergency Information**

An Emergency Information Form is kept on file for every student. A new form for each student must be completed and filed each year. Any special dietary or health concerns should be clearly stated in writing on the form. The information on this form is used to contact a parent and/or initiate medical care in the event of an emergency. Please notify the Main Office if there is any

change in address, telephone number, place of employment or emergency contact person so that we are able to contact a parent/guardian at any time if necessary. When a parent or responsible adult cannot be contacted, the school may call the Denver Police and/or Office of Social Services. Please notify the principal's secretary if any insurance or medical changes take place.

### **Medical Examinations & Immunizations**

Each student must have a current medical report on file. Medical examination forms are available from the Main Office. The report must reflect that the student is in good physical condition, free from communicable and infectious diseases and is immunized against childhood diseases. The immunization requirement may be waived for clinical or religious reasons. Immunization waivers must be stated annually and submitted to the principal's secretary. Students who are not immunized may be excluded from school during outbreaks of communicable diseases.

### **Medications – Acute Medical Need**

School personnel are legally prohibited from administering any internally taken medications or supplements to students. This includes prescription medicine, homeopathic pills, cough syrups, and analgesics (anything taken orally or by injection). However, in an extreme medical emergency such as an acute reaction to an allergen or a severe asthma attack, school personnel may administer an antidote that has been provided by the parent with written permission. This is considered emergency first aid. If this were to occur, the parent would be notified immediately after 911 had been called.

In order for a student to self-administer any short-term medications during the school day, a parent must come to the Main Office and give written permission that will be kept on file for the duration of the course of medication. This record is especially important in the event that your student has an adverse reaction or an accident requiring emergency medical treatment. Students may not share their medication.

### **Medications – Chronic Medical Need**

If a student is taking ongoing prescribed medicine, the principal's secretary must be informed so she can note it on the student record. Conversely, when a student ceases taking a prescription medicine, the principal's secretary needs to be told to take the information off the student record.

If your child must receive medication during school hours, the following procedure must be followed: a permission form with physician name, dosage and time to be given must be signed by a parent and by the physician as well. A note with this information may be sent the first day with the child. All medicine must be distributed from the health office. No employee of Denver Public Schools shall prescribe or give an unauthorized medication to a pupil. It is an approved procedure in the school for an employee to confiscate pills, tablets or a bottle of medicine from a child until circumstances are known. Cough drops are considered a medication.

### **Sick Students & Injured Students**

Students who are ill should not be sent to school. If a student becomes ill during the school day, parents/guardians will be contacted to pick them up. First aid is available to treat minor injuries. If further care is needed, 911 will be called and parents will be contacted immediately.

### **Contagious Diseases**

If a student contracts a contagious illness, please notify the school. Students should stay home until the illness is no longer contagious. Students who contract contagious diseases must be under professional medical treatment before returning to school.

### **Social/Emotional Needs of Students**

DMHS employs a full time school psychologist who can assist students with short-term emotional or behavioral supports. If student conducts indicates more chronic needs, the school will work with the family to determine appropriate and affordable assistance.

If a student is in or begins a therapeutic relationship that is related to the student's school life, we require that a Consent Form for Exchange of Information, allowing communication between the school and the care provider, be completed and filed with the principal's secretary. We wish to support the student's active engagement in the therapeutic process, and believe that sharing appropriate information is helpful in the course of treatment. Parents are expected to provide full disclosure regarding previous or ongoing therapy.

### **Standards of Student Conduct**

DMHS seeks to build a climate of mutual respect, trust, and courtesy. When anyone in the school is uncivil, disrespectful or disruptive, the whole community is diminished. Everyone is entitled to a secure and supportive learning environment that includes respect for diverse viewpoints with opportunities for the respectful exchange of ideas.

Although teachers strive to deal flexibly and creatively with situations as they arise, there are certain behaviors not tolerated by the school. The following list of unacceptable behavior applies to all students. **Please see the DMHS Discipline Matrix on the following page for more serious DPS behavior policies and administrative actions.**

These rules are designed to promote social responsibility and school-wide harmony:

- Gum, candy and carbonated soft drinks are not allowed during school hours.
- To avoid conflict and disruption, personal items such as toys and electronic equipment are not allowed at school.
- Cell phone use is not permitted during school hours. If you need to talk with your child during the day, please call the office.
  - There may be times when students use cell phones for academic purposes as permitted by their teacher
- Theft and vandalism (graffiti, defacing of school property) are serious offenses. Tampering with school computer files or computerized data may be construed as either vandalism or theft.

- Students will be responsible for restoring their environments at the end of the day. Classrooms must be left clean and orderly.
- DMHS students maintain an inclusive social environment throughout the day. Public displays of affection and social bullying undermine a climate of social inclusion and provide poor role modeling for younger students.
- Skateboarding and bike riding on school grounds are not permitted between the hours of 7:30am and 4:30pm. Skateboards must be carried in and out of the school and kept in a locker and bikes must be locked to our bike racks.

***Bullying is a very serious issue and is not tolerated. Bullying behavior can include the following, especially when it is prolonged, persistent and deliberate:***

- Physical abuse or hitting.
- Verbal abuse or name-calling.
- Disrespect of property or stealing.
- Malicious or hurtful name-calling, verbal threats or intimidation.
- Incitement or getting someone else to do any of the previous mentioned actions.
- Harassing and intimidating behavior is not allowed. Harassment and intimidation are repeated, unwanted and disrespectful attention; any behavior which has the intention or effect of harming or intimidating others. This includes social network posts and other communication forms that are harassing in nature.

**Drug & Alcohol Policy**

Our educational mission is to nurture each student's capacities for clear thinking, sound judgment and conscience in action. The possession or use of consciousness-altering substances is a hindrance to the healthy development of young adults and disrupts the culture of trust cultivated between students, faculty and parents. The use, possession or sale/distribution of drugs, alcohol and tobacco is prohibited in school and at school functions. Any violation of this policy is cause for potential suspension and potential expulsion.

Concerns or incidents regarding drug and/or alcohol use by students will be reviewed individually, involve professionals when needed, and will include an open and honest dialogue with students, parents/guardians and faculty members to develop a plan of action.

If a student comes forward with difficulty involving drug or alcohol use or concerns about another student, the faculty and staff are committed to helping. We encourage students to recognize the many different sources of support and remediation available to them in school and from outside professionals.

DMHS reserves the right to initiate expulsion proceedings in response to a violation of the rules about drugs, alcohol or weapons.

### **Student Internet Use Policy**

DMHS will implement a policy of freedom and responsibility regarding Internet usage. School computers and personal laptops may be used upon the school receiving the student's signed Acceptable Use Agreement. DMHS will operate within the standard DPS filter system. Students are expected to abide by generally accepted rules of Internet etiquette as well as by rules of school decorum. Although adults are in the school environment at all times, incidents of Internet violations may occasionally occur. DMHS disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of a student's Internet use and for any other consequences of a student's Internet use.

All parents/guardians must sign an Acceptable Use Agreement governing computer use at DMHS. Failure to comply with any or all policy requirements may result in the loss of any or all computer use privileges.

### **Facebook, Twitter & Other Online Social Networks**

DMHS faculty and staff do not accept invitations to join any social networking sites from students. DMHS will not search out any student's personal page or website; however, if we are informed of anything of a concerning nature, we will respond to the level that we are able to affect student behavior while at school. School officials are not responsible for handling situations that occur outside of school time. We recommend that issues that arise outside of school time are addressed by the involved students' parent/guardians and outside resources as necessary.

### **Disciplinary Policies & Procedures**

DMHS follows DPS discipline policies as stated in DPS Boarddocs:

<http://www.boarddocs.com/co/dpsk12/Board.nsf/Public?open&id=policies#J>. Please refer to the DMHS Discipline Ladder and Matrix below for a descriptive review of disciplinary actions.

### **Non-Disciplinary Probation**

On rare occasions it becomes clear that the school is not meeting a student's needs or a student's behavior is having an adverse effect on the class as a whole. In such cases, the administration will take the following steps:

- A meeting of all the student's teachers and the principal will usually occur.
- A meeting with the parents will take place, in which recommendations and a timeline of probation will be outlined. This meeting will be documented. A copy of the notes will be given to the parents/guardians and another placed in the student's file.
- Throughout the probationary period, the teachers will document the student's work and behavior on a regular basis.
- At the end of the probationary period, the teachers, administration and parents will review the student's record and determine future steps. These may include coming off probation or further probationary recommendations. Students on probation may not participate in athletic or extracurricular activities including overnight trips until they are back in good standing with the school.

**Conflict of Interest**

A faculty or staff member will be excused from participating in any disciplinary process if he or she has a conflict of interest in the particular case.

**Privacy**

All disciplinary processes are conducted so that the privacy and the rights of the individuals involved are protected.

## Attachment B

**Denver Public Schools Discipline Matrix<sup>1</sup>**

Offense <sup>2</sup>	Discipline Ladder Reference	Recommendation For Expulsion	School Referral
<b>Type Five</b> Robbery First or second degree assault, and sexual assault Sale or distribution of, or intent to sell, unauthorized drugs or controlled substance Carrying, bringing, using, or possessing a knife or dangerous weapon.	N/A N/A N/A N/A	Mandatory <sup>3</sup> Mandatory <sup>3</sup> Mandatory <sup>3</sup> Mandatory <sup>3</sup>	Mandatory Referral to Law Enforcement <sup>5</sup> Mandatory Referral to Law Enforcement <sup>5</sup> Mandatory Referral to Law Enforcement <sup>5</sup> Mandatory Referral to Law Enforcement <sup>5</sup>
<b>Type Four<sup>7</sup></b> Arson  Fighting: Level II (including incidents with significant injuries, but which do not rise to the level of the Type Five offense "1st or 2nd degree assault") Destruction or theft of school property (over \$5000) Theft from an individual (over \$5000) Possession of an explosive (non-fireworks/firecrackers) that seriously endangers the welfare or safety of others Willfully causing damage to the property of a school employee Assault, harassment, or false allegation of abuse against a school employee Hazing activities Child Abuse  Unlawful sexual behavior, unlawful sexual contact, and indecent exposure  Witness Intimidation or Retaliation Other student behavior presenting an active or ongoing danger to the welfare or safety of school occupants Habitual disruption <sup>8</sup> Recurring Type Three offenses <sup>6</sup>	Level F Level F	Optional Optional	Mandatory Referral to Law Enforcement & Fire Department <sup>9</sup> Mandatory Referral to Safety and Security <sup>4</sup> Optional Referral to Law Enforcement <sup>4</sup> N/A <sup>10</sup> Mandatory Referral to Law Enforcement <sup>5</sup> Mandatory Referral to Law Enforcement <sup>5</sup> Mandatory Referral to Law Enforcement <sup>5</sup> Optional Referral to Law Enforcement <sup>4</sup> Mandatory Referral to Law Enforcement <sup>5</sup> and/or Denver Dept. of Human Services <sup>11</sup> Mandatory Referral to Law Enforcement <sup>5</sup> and/or Denver Dept. of Human Services <sup>11</sup> Mandatory Referral to Law Enforcement <sup>5</sup> Mandatory Referral to Law Enforcement <sup>5</sup> N/A <sup>10</sup> Optional Referral to Law Enforcement <sup>4</sup>
<b>Type Three<sup>4</sup></b> Bullying: Level II - see Policy JICDE Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level II - see Policy JBBA Sexual harassment: Level II - see Policy JBB Fighting: Level I (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses, being under the influence of drugs or alcohol - see Policies JICH, JICH-R) Possession of alcohol or unauthorized (but legal) drugs Possession of illegal drugs Destruction or theft of school property, including graffiti (\$500 - \$5000) Theft from an individual (\$500 - \$5000) Other school-based misconduct that substantially disrupts the school environment Recurring Type Two offenses	Level E Level E Level E Level E Level E Level E Level E Level E Level E Level E Level E Level E Level E	No No No No No No No No No No No No No No No	N/A <sup>10</sup> N/A <sup>10</sup> Mandatory Referral to Title IX Officer N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> Mandatory Referral to Law Enforcement Optional Referral to Law Enforcement <sup>4</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup>
<b>Type Two</b> False activation of a fire alarm Possession of fireworks/firecrackers Bullying: Level I - see Policy JICDE Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level I - see Policy JBBA Sexual harassment: Level I - see Policy JBB Consensual but inappropriate physical contact Destruction or theft of school property, including graffiti (under \$500) Severe defiance of authority/disobedience Trespassing Theft from an individual (under \$500) Other school-based misconduct that disrupts the school environment Recurring Type One offenses (after going through Levels A through C)	Level D Level D Level D Level D Level D Level D Level D Level D Level D Level D Level D Level D Level D Level D Level D Level D Level D Level D Level D Level D	No No	Mandatory Referral to Fire Department N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> Mandatory Referral to Title IX Officer N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>7</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup>
<b>Type One</b> Classroom disruption Excessive tardiness Picking on, bothering, or distracting other students Use of profanity or vulgarity Dress code violation - see Policy JICA Disrupting school activity Minor defiance of authority/disobedience Verbal insults or put-downs Use of cell phones, gameboys, and similar electronic devices at unauthorized times Minor damage or defacement of school property Tobacco offenses - see Policy JICG Unauthorized use of school equipment Gambling Minor physical aggression with another student (e.g., pushing, shoving) Scholastic dishonesty Other minor school-based misconduct	Levels A-C Levels A-C	No No	N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup> N/A <sup>10</sup>

<sup>1</sup> Note that this sheet is merely a summary of Section Three of Policy JK-R. Please refer to the full policy for more detail.

<sup>2</sup> Gang-related activity at school is covered under the offenses listed in Type One through Type Five.

<sup>3</sup> "Habitual disruption" is not an independent offense, but rather refers to a classification under state law in which persistent misconduct at any level can result in the student being declared "habitually disruptive," for which the student will be recommended for expulsion. See Section 4-2 of Policy JK-R for more information.

<sup>4</sup> For these offenses, incidents are to be resolved without the involvement of law enforcement whenever possible. See Section 7-3 of Policy JK-R for more information.

<sup>5</sup> This consequence is required under state law.

<sup>6</sup> Recurring Type One offenses can eventually proceed to Type Two and Type Three, but shall never result in referral to law enforcement.

<sup>7</sup> For Type Four offenses, if there has been a recommendation for expulsion, or a request for an extension of the suspension period made to the Superintendent or designee through Section 6-6 of this Policy, the principal has the option of extending the maximum three-day out-of-school suspension available under Section 3-1 by up to two days, for a total of five days, if deemed necessary for the safety of the school. See Section 6-4.

<sup>8</sup> For Type Three offenses, if the student's presence in school presents a danger or severe disruption to the school and its occupants or additional time is needed to further investigate the incident, the principal has the option of extending the maximum one-day out-of-school suspension available under Section 3-1 by up to two days, for a total of three days. See Section 6-4.

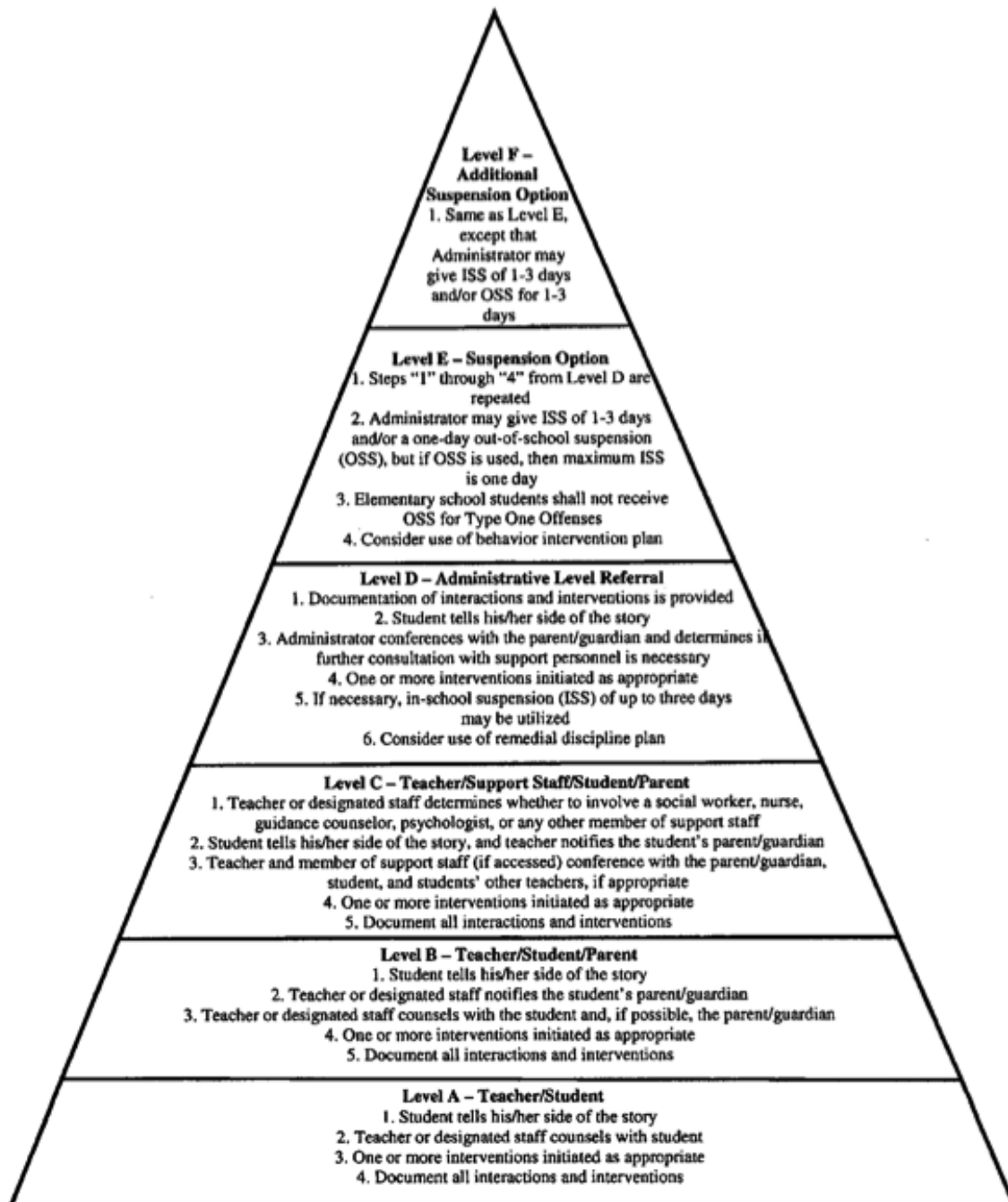
<sup>9</sup> If, after being asked to leave the school campus, the student refuses, then law enforcement may be notified.

<sup>10</sup> Note that this column refers to the actions available to the school in response to a disciplinary incident, and does not address or limit the options available to individuals who may be victims of criminal activity. See Section 3-1 for more information.

<sup>11</sup> See Policy JLE, JLF-R, and DPS Child Abuse and Neglect Protocol Bulletin. Offenders under 10 years of age are referred to Denver Department of Human Services. Offenders 10 years of age or older are referred to law enforcement.

## Attachment C

## Denver Public Schools Discipline Ladder





**Mandated Reporter Status**

As educational professionals in the State of Colorado, all school employees recognize their role as a mandated reporter. In all cases of reported or suspected abuse or neglect we are mandated to file a report with the appropriate agency and law enforcement. Teachers complete training to understand the requirements and procedures involved in making reports.

**Custody Agreements**

A copy of the Custody Agreement regarding children of divorced parents must be on file with the Main Office.

**Withdrawing a Student**

Parents must notify the school in writing at least one week prior to withdrawing their student.

**End-of-Year School Reports**

No end-of-year reports will be available until the Main Office verifies that the family is in good financial standing with the school. Official documents will only be sent directly to the new school, program or institution a student will be attending. Parents/guardians may request, in writing, an unofficial copy of their child's records.

## Technology and Internet Use:

**DMHS requires all students to adhere to DPS Policy EGAEB- Internet Policy. Sections that are pertinent to student use include the following:**

Denver Public Schools provides a wide-area network service that connects district facilities to each other and to the Internet at large. Access to the Internet offers vast and unique resources to both students and teachers. The District's goal in providing this service is to promote educational opportunities to schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic network connecting millions of computers and individuals all over the world. It is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of a network that provides both in-district and worldwide access depends upon the proper conduct of each end-user.

Users must adhere to the guidelines of this policy in order to acquire and maintain network access. Violation of any of the provisions of this policy may result in termination of access, denial of future access and/or possible disciplinary action.

Definitions:

1. **Illegal activities** - include, but are not limited to, any activities in violation of local, state, and/or federal laws.
2. **Obscene activities** - include activities in violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle. This includes retrieval of or access to any sexual explicit materials.
3. **Inappropriate use** - includes any activities conducted in violation of this policy or additional activities deemed inappropriate by system administrators.
4. **Dangerous information** - information that if acted upon could cause damage, present a danger, or cause a disruption to the district or the community-at-large.
5. **Compromising personal safety** - revealing personal contact information relating to themselves or other persons

The District provides filtering to restrict access to obscene, pornographic, or other material that is harmful to minors. The District does not guarantee that such material will never be encountered. On a global network it is impossible to control all materials, and even casual users may easily discover or come across controversial material. The school District believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may access material that is not consistent with the educational goals of the district.

The use of the District's network is a privilege, not a right, and must be treated as such by all users. Inappropriate use may result in a cancellation of this privilege. The following activities are expressly prohibited:

1. Using the District's network for any or in support of an illegal or obscene activity, and/or inappropriate use.
2. Vandalizing the network or network resources, which includes, but is not limited to, any malicious attempt to harm, destroy, or alter data on the District's network, including introduction of any computer virus.
3. Attempting to access restricted data or to disrupt the use of the network for other users.
4. Using profanities or language that is generally offensive, defamatory, harassing, or threatening to another individual and/or group.
5. Creating or accessing dangerous information.
6. Violating copyrights or interference with license agreements. This includes, but is not limited to, software, unaccredited use of text, graphics, photographs, electronic data, or interference with the privacy rights of individuals or entities without their authorization. Plagiarizing any information gathered via the District's network is also prohibited. Users have no proprietary ownership in materials placed on the District's network, unless such material is otherwise covered by copyright.
7. Sharing electronic mail account passwords, leaving passwords available in obvious locations, or leaving "signed on" computers unattended.
8. Compromising personal safety.
9. Allowing other minors to access inappropriate matter on the Internet.

Communication conducted over the District's network is not private and District staff may, in conducting network supervision and maintenance, review and inspect directories or messages. The District reserves the right and will access stored records with or without reasonable cause to assure compliance with this policy.

**DMHS FAMILY & STUDENT HANDBOOK RETURN FORM**

Thank you for reviewing the DMHS Family & Student Handbook with your child. Please return a form to your child's advisor. Please sign and return by August 15, 2017.

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Student Name

**I have reviewed the Family and Student Handbook with my child and am aware of school expectations and policies. I agree to:**

- Attend parent-teacher conferences twice a year.
- Check notices sent home each week.
- Support student with making good choices at home.
- Maintain regular communication with the school about students' academic and social progress.
- Bring student to school unless they have a fever or need to see a doctor.
- Attend *at least* one other family event during the school year (Presentations of learning, Montessori education nights, community building events).

**As the parent or guardian of a DPS student I have read Policy EGAEB, Internet Policy, understand its contents, and agree that my child will abide by it. I am fully aware that this system is administered by the school district and is intended for official school district business and educational use only.**

**Should my child commit any violation of Policy EGAEB, his/her access privileges may be revoked, and other disciplinary action may be taken.**

**I hereby give permission to issue Internet access for my child and certify that the information contained on this form is correct.**

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Student Signature

date

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Parent Signature

date