



# HANDBOOK

for Families and Students



FAMILY AND COMMUNITY HELPLINE • 720-423-3054

# Welcome to Denver Public Schools

Whether you are brand new to our schools, or if your family has been attending our schools for generations, our doors are open to you and your family.

The goal of this handbook is to provide an overview of the resources, programs and services available to you as a part of DPS, as well as an overview of some of our most frequently referenced policies. We hope this handbook helps you become a better advocate for your student, and helps students understand what opportunities are available to them throughout the district in order to ensure success.

We want to hear your feedback on how we can provide the most inclusive, equitable education for your student and your family. If you have any comments or suggestions for the handbook, please email [communications@dpsk12.org](mailto:communications@dpsk12.org).

# IN THIS HANDBOOK

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## Connecting with DPS ..... 4

How to Get Involved at Your Student's School .....	6
How to Get Involved at DPS .....	7
How to Connect with Your Child's Teacher .....	9
How to Stay Informed .....	10

## Keeping Your Student on Track ..... 12

Academic Standards .....	14
Assessments .....	15
Attendance .....	16
Behavior .....	16
Coursework .....	16
Graduation Requirements.....	18

## Programs and Services ..... 20

Extended Learning and Community Schools Programs .....	22
Food and Nutrition Services .....	23
Health and Medical .....	23
Multilingual Education .....	24
Students with Disabilities .....	25
Transportation .....	26

## Policies and Procedures ..... 28

Attendance .....	30
Bullying and Cyberbullying .....	32
Discipline .....	34
Enrollment .....	35
Harassment and Discrimination .....	36
Health and Wellness .....	38
Internet and Social Media .....	40
Mandatory Reporters .....	40
Safe Gun Storage .....	41
School Safety .....	42
Student and Parent Conduct .....	43
Student Records .....	44
Translations and Interpretations .....	46
Weather .....	47
Visitors and Volunteers .....	47

## Important Resources and Contact Information ..... 48



## Connecting with DPS



We know that the education of each of our students is a shared responsibility between DPS, our schools and our families. We believe that when our communities are educated, engaged and empowered, we can work together to create thriving schools where Every Child Succeeds. From having meaningful relationships with your student's teachers to participating in a community event, we want you to have all the information you need to support your student's education every step of the way.

This section outlines the many different ways to connect with DPS.

## IN THIS SECTION

---

How to Get Involved At Your Student's School .....	6
How to Get Involved at DPS .....	7
How to Connect With Your Child's Teacher .....	9
How to Stay Informed .....	10



# HOW TO GET INVOLVED AT YOUR STUDENT'S SCHOOL

Families can stay engaged in their child's education by getting involved in organizations or committees, or by volunteering at their school.

## PARENT-LEADERSHIP GROUPS

There is a variety of parent-leadership groups available at DPS schools.

### Collaborative School Committee or School Accountability Committee

A Collaborative School Committee (CSC), also sometimes referred to as the School Accountability Committee (SAC), consists of representatives from the school leadership team, teachers, parents or guardians, and representatives from the local community. State statute and DPS Board of Education policy require all schools, regardless of governance type, to establish a CSC or SAC.

### Parent Teacher Association

The Parent Teacher Association (PTA) is a nationally supported organization with local chapters at schools across the country. The PTA empowers parents and guardians to advocate for their children, and provides a nationwide network of resources, programs and assistance for families. For additional information, contact Denver Council PTSA at [303-420-7820](tel:303-420-7820) or email [denvercouncilpta@copta.org](mailto:denvercouncilpta@copta.org).

### Multilingual Learner Parent Advisory Committee

Schools that offer Multilingual Education (MLE) services will have a Multilingual Education Parent Advisory Committee (MLE PAC). Each MLE PAC is composed of families of Multilingual Learners (MLLs) and educators, with the goal of reviewing and providing feedback on MLE services available at schools, and developing deeper relationships between educators and families.

## VOLUNTEER OPPORTUNITIES

Research shows that children whose parents or guardians volunteer and/or engage in school activities have a better attitude and higher academic achievement. DPS schools offer opportunities to volunteer, either for one-time projects or on an ongoing basis. Contact your school to see what volunteer opportunities are available.

Please contact your school directly to learn more about volunteer opportunities and other ways to become involved. You may also visit [equity.dpsk12.org/get-involved/volunteer-services](https://equity.dpsk12.org/get-involved/volunteer-services) or call Volunteer Services at [720-423-3002](tel:720-423-3002) for more information about volunteering in schools.



# HOW TO GET INVOLVED AT DPS

In addition to school-level involvement, there are also many ways to become involved with DPS at the district level.

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## ATTEND A BOARD MEETING

The Denver Board of Education is the policy-making body for DPS, and the board's powers and duties are established in state law. Board study sessions, meetings and public comment take place at the Emily Griffith Campus, 1860 Lincoln St., and are open to the public. If you can't attend a meeting, you can also live stream meetings online. Visit [board.dpsk12.org](https://board.dpsk12.org) for more information.

## JOIN THE DISTRICT ACCOUNTABILITY COMMITTEE

The District Accountability Committee (DAC) is a citizen oversight committee which gives recommendations to the Board on matters such as budget, district improvement plans, charter school applications and other matters outlined in state statute or identified by the board and/or superintendent. Visit [board.dpsk12.org/district-accountability-committee](https://board.dpsk12.org/district-accountability-committee) for information on the DAC.

## SUPERINTENDENT COMMUNITY GATHERINGS

Every year, DPS provides opportunities for schools, families and the community as a whole to connect and communicate with the superintendent. Community gatherings across the district include many neighborhoods and affinity groups. Check [www.dpsk12.org](https://www.dpsk12.org) for information.

## REGISTER FOR THE FAMILY LEADERSHIP INSTITUTE

The Family Leadership Institute promotes academic partnerships and family leadership. All DPS families are welcome to attend any meeting. Each interactive session brings together families from across the district to enhance their advocacy skills at the home, their school, and across DPS. Visit [equity.dpsk12.org/family-and-community-engagement/family-leadership-institute](https://equity.dpsk12.org/family-and-community-engagement/family-leadership-institute) for more information.

## JOIN THE MLE DISTRICTWIDE ADVISORY COMMITTEE MEETINGS

The Multilingual Education Districtwide Advisory Committee (MLE DAC) meetings provide families of students who speak a language other than English an opportunity to provide feedback about issues pertinent to Multilingual Learners (MLLs).



Call the Family and Community Helpline at **720-423-3054** or visit [face.dpsk12.org](https://face.dpsk12.org) for questions, concerns or more information on other ways to become involved in DPS.





# HOW TO CONNECT WITH YOUR CHILD'S TEACHER

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## PARENT TEACHER HOME VISIT PROGRAM

The Parent Teacher Home Visit Program (PTHV) is focused on building positive relationships between families and educators. Visits are voluntary for families and are hosted somewhere outside of school, such as at home, a park or a library, or virtually. The PTHV program is a great opportunity to get to know your child's teacher and for the teacher to learn more about your child's hopes and dreams for the future.

## FAMILY CONFERENCES

DPS holds family conferences twice per school year. Careful preparation can help you get more out of the conference, as well as enable your child's teacher to better understand how he or she can help your child succeed.

### HOW TO BE PREPARED FOR FAMILY CONFERENCES

#### BEFORE THE CONFERENCE

*Talk to your child. Questions can include:*

- What do you like best about school? What challenges are you having?
- What are your favorite subjects?
- What would you like me to tell your teacher?

*Review your child's work. Ask yourself:*

- Do I have specific concerns about his or her academic progress?
- Do I have questions about the curriculum?
- Do I understand how my child is assessed?

#### DURING THE CONFERENCE

*Ask your child's teacher:*

- How does my child participate in class discussions and activities?
- What are my child's best and worst subjects? How can he or she improve?
- What are the standards for my child's grade level? Can you show me an example of work that reflects these standards?
- How does my child's skill sets compare to other children in the class?
- How does my child interact with other children and adults?
- How much help should I provide on homework assignments?
- What is your homework policy, including late and makeup work?
- Is my child trying as hard as he or she can?
- How can I best communicate with you?

#### AFTER THE CONFERENCE

*Talk to your child about how the conference went, including:*

- Tell your child what happened during the conference.
- Praise your child's strengths.
- Talk with your child about how to address areas for improvement.
- Ask your child how you can continue to help him or her succeed in school.



# HOW TO STAY INFORMED

## DPS WEBSITE AND SOCIAL MEDIA

There are several ways to keep in contact with DPS.

- Visit [bit.ly/OurDPSWeekly](https://bit.ly/OurDPSWeekly) to sign up for a weekly DPS newsletter.
- Visit [www.dpsk12.org](https://www.dpsk12.org) for districtwide news and updates.
- Follow DPS on social media:



@DenverPublicSchools



@DenverPublicSchools



@DenverPublicSchools



@DPSNewsNow

## SCHOOL-BASED COMMUNICATIONS

Many DPS schools have school websites, social media platforms, weekly emails and apps in addition to weekly folders of printed materials that are delivered home. Please call your school directly or visit your school's front office to learn the best way to get updates and keep in touch.

## EDUCA RADIO, TV AND NEWSPAPER

As the multi-language multimedia team within the FACE department, we strive to serve immigrants, refugees and multicultural communities through outreach platforms in six to 10 languages including podcasts, TV, newspaper, social media and internet. We support DPS educators, students and parents with community engagement and information, and partner on districtwide initiatives. We are dedicated to building trust, equity, teamwork and collaboration.

For more information, visit [educadps.org](https://educadps.org) and [DPSVoice.org](https://dpsvoice.org), follow EDUCA on Facebook at [facebook.com/EDUCA.DPS](https://facebook.com/EDUCA.DPS), or email [EDUCA@dpsk12.org](mailto:EDUCA@dpsk12.org).

## FAMILY SUPPORT SERVICES AND CLASSES

The Family and Community Engagement (FACE) Center offers free wraparound services to students, families and community members in order to obtain critical life skills and increase their economic self-sufficiency and the academic achievements of their students. Services include classes in financial coaching, employment assistance, GED support, English language, basic needs supports and mental health services. [There are two FACE Center locations: at John H. Amesse Elementary in far northeast Denver and Johnson Elementary in southwest Denver.](#)



Call the Family and Community Helpline at **720-423-3054** or visit [face.dpsk12.org](https://face.dpsk12.org) for questions, concerns or more information on other ways to become involved in DPS.

## PARENT PORTAL AND STUDENT PORTAL

The Parent Portal and Student Portal are online tools for DPS parents and students to stay informed and monitor student progress.

### **Grades and Assignments:**

Review current grades and assignments.

### **Report Card and Schedule:**

See report cards and schedules.

### **Attendance and Behavior:**

Check attendance details, tardiness and behavior.

### **Other Features:**

- See DPS and state test results.
- Review student On Track to Graduate and MLE status.
- Explore other tools and apps available to you and your student.

### **HOW TO ACCESS THE PARENT PORTAL OR STUDENT PORTAL**

Families can log on to the Parent and Student Portals at [myportal.dpsk12.org](https://myportal.dpsk12.org) from anywhere there is internet access or with the mobile app ("DPS Portal") available for both iOS and Android. Students may log in using their DPS username and password.

### **CREATE AN ACCOUNT**

To create a Parent Portal account, visit [myportal.dpsk12.org](https://myportal.dpsk12.org) and click "Create an Account." You will need an email address and your student's ID number.

If you have questions about your account or need technical support, visit [myportal.dpsk12.org](https://myportal.dpsk12.org) or call 720-423-3163.







# Keeping Your Student on Track





We believe that all students, from the very first day they walk into a DPS school, can achieve at the highest levels and ultimately cross the graduation stage ready for college, careers and life. Our goal is to ensure your student graduates ready for college and career through rigorous coursework and high standards.

This section outlines our philosophy and practices around accountability, as well as the requirements our students will meet to earn a DPS diploma.

**IN THIS SECTION**

---

Academic Standards .....	14
Assessments .....	15
Attendance .....	16
Behavior .....	16
Coursework .....	16
Graduation Requirements .....	18

# ACADEMIC STANDARDS

DPS bases our curriculum on the Colorado Academic Standards (CAS) to ensure students are equipped for success in the 21st century. Our goal is to provide students with a well-rounded education that will prepare them for success in our rapidly changing world.

Academic standards provide a clear understanding of what students are expected to learn at each grade level. The standards define what skills students need to develop each year to ensure they graduate from high school ready for success in college and career in the 21st century.

Academic standards focus on the development of skills vital to student success: collaboration, communication and problem-solving. The standards challenge students to move beyond memorization to think critically, developing a deeper understanding of the most important skills for each grade level.

## | SUPPORTING STUDENTS TO MEET ACADEMIC STANDARDS

Here are a few tips you can use at home to support your child's learning\*:

- Get to know what your child is expected to learn at each grade level and talk with your child's teacher about learning goals.
- Help your child learn to persevere in solving problems by encouraging a trial-and-error process that involves multiple creative strategies for discovering solutions.
- Practice communication skills by talking with your child about their day, homework, or how he or she is learning.
- Practice collaboration by working together to solve everyday problems like reading a restaurant menu or calculating a tip.
- Practice critical thinking by asking your child to explain their answers, summarize a book or analyze current events.
- Practice technology skills by supervising computer time or utilizing real-world opportunities like self-checkout at the grocery store.
- Encourage your child to spend time reading each day, especially materials related to their interests.

*\* The individualized education programs (IEPs) of students with disabilities should be connected to the state's academic content standards and ensures that students with disabilities are working toward the same state grade-level content and skills as their grade-level peers.*

Visit [cde.state.co.us/standardsandinstruction/standards](http://cde.state.co.us/standardsandinstruction/standards) for more information on the standards and how you can support your child's learning.



# ASSESSMENTS

Assessment is a critical part of the learning cycle. Assessments provide valuable information for students, families and educators on whether students have mastered grade-level content and are on track to graduate. Assessments also help school and district teams know how to improve curriculum, instruction and leadership in order to better serve your child and ensure that Every Child Succeeds. Students participate in both state and federal assessments and local (classroom and school) assessments throughout the year. Students, families and educators may use assessment data summatively or formatively.

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## USES FOR ASSESSMENTS

We use an assessment summatively when it is given once at the end of a period of time, such as a unit, semester or school year. Examples include, but are not limited to, a midterm or course final, a final project, or The Colorado Measures of Academic Success (CMAS) test. CMAS assessments are aligned to the Colorado Academic Standards and are used across the state.

We use an assessment formatively as part of the ongoing teaching and learning process during instruction. Assessments such as classroom checks for understanding and interim assessments give teachers information to diagnose where students are in their learning and where gaps in understanding exist. The formative assessment process helps teachers evaluate how to support students to improve their skills and grow their knowledge.

## ASSESSMENT POLICIES

All state assessments are administered online unless students have a documented need for paper-and-pencil testing. Parents who wish to excuse their student from participating in one or more assessments may do so by following the parent opt-out policy. The application for opting out of testing is available on the Parent Portal or by contacting your individual school.

## WHY ASSESSMENTS ARE IMPORTANT

We believe all kids have talent, potential and the right to educational opportunities that allow them to achieve at the highest levels. Academic standards ensure that all students receive a world-class education with the academic knowledge, language and skills they need to be successful in college, career and life. DPS relies on CMAS and other assessments to ensure students are on track to graduate prepared for the 21st century. With higher standards, it's more important than ever that we provide students the relevant, meaningful and timely supports they need to be successful, and CMAS helps us determine what those supports should be.



Engage in your child's learning through conversations with your school's principal and teachers. You can also find assessment calendars that outline the purpose of each assessment and the assessment schedule for the year at [assessments.dpsk12.org](https://assessments.dpsk12.org).

## ATTENDANCE

Students learn best when they are in school. When absences add up, students miss valuable lessons and the opportunity to practice what they're learning. Studies from across the country show that students who have poor attendance are more likely to fall behind in school. Both students and families are responsible for ensuring that students are at school on time and ready to learn. Families can help by scheduling personal appointments outside of school hours.

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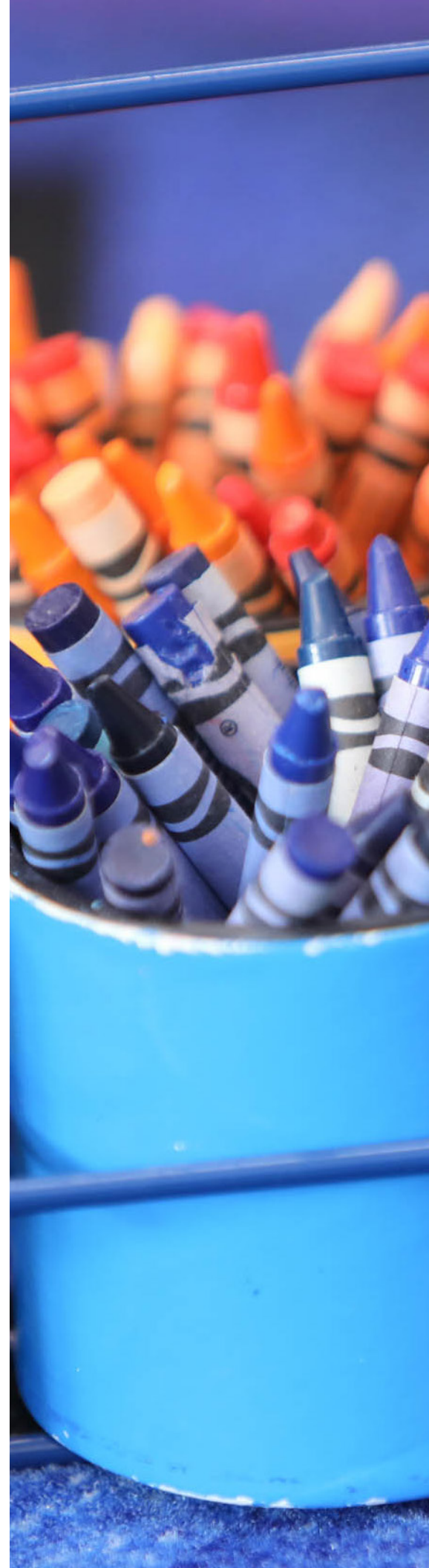
## BEHAVIOR

Most students will need guidance and redirection at times throughout their school year. However, when a student's behavior is disruptive to his or her own learning, or to the learning of others, he or she can fall behind. Families, teachers and students should work together to set learning and behavioral goals that lead to success in the classroom for each student.

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## COURSEWORK

Students should choose coursework that allows them to feel successful in their classes and grow academically each year. It is important for both families and students to understand learning goals for each class and to reach out to teachers or counselors when extra support is needed.







# GRADUATION REQUIREMENTS

As students near graduation, we want to make sure a DPS diploma means they are prepared to be successful in any path they choose — whether that’s the workforce after graduation, military service, continued training for specialized industry certifications or going to college.

Beginning with the Class of 2022, we have new graduation requirements that mirror what is expected for our students to be successful in their careers, and the post-secondary learning experiences they need for their careers. The new requirements focus less on grades earned for time spent in a classroom, and more on skills needed for life after high school.

In order to receive a DPS diploma, students will be expected to complete an Individual Career and Academic Plan (ICAP), complete required coursework, and fulfill competency requirements.



ICAP  
COMPLETION



COURSEWORK  
COMPLETION



COMPETENCY  
DEMONSTRATIONS

## ICAP

Students work with their counselors, teachers and families to develop, update, utilize and finalize their ICAPs, a process which starts as early as the sixth grade. Through this personalized career and academic planning tool, students evaluate all aspects of their path to college and career, including goal setting, college opportunities, academic planning, financial literacy and financial aid and essential skills. This framework creates a roadmap for students, so they are able to visualize how exploring possibilities and achieving milestones translates to their future college and career aspirations. At the end of their senior year, they will turn in the completed plan to fulfill the ICAP requirement for graduation.

## COURSEWORK

Students will engage in a rigorous course of study and are required to complete 24 units of course credit across various content areas to prepare them for acceptance requirements at postsecondary institutions. **The coursework required includes the following:**

- Four units of English language arts.
- Four units of mathematics.
- Three units of science.
- Three units of social studies (including a required .5 unit of civics).
- One unit of physical education.
- One unit of arts or eligible Career and Technical Education (CTE).
- Eight units of approved electives.\*

*\* Students planning to attend four-year universities should fulfill world language requirements as part of their electives. Check with a school counselor for more information.*

## COMPETENCY

Demonstrating competency means a student has learned certain skills, abilities and concepts, and they are able to apply them in the real world. There are lots of ways for a student to show what they have learned in school, which is why we created a flexible menu of options to demonstrate competency. In order to graduate from DPS, every student will demonstrate competency in English, math and/or career readiness by completing one or more items in the DPS competency menu, which is available online at [collegeandcareer.dpsk12.org/competency-menu](https://collegeandcareer.dpsk12.org/competency-menu).

## SUPPORTS FOR MULTILINGUAL LEARNERS

The district offers a variety of language supports and accommodations to help students who are still acquiring English to access and demonstrate competency on both the Literacy and Math Capstone Performance tasks.



Talk to your school counselor, school leader and teachers, and visit [collegeandcareer.dpsk12.org](https://collegeandcareer.dpsk12.org) for more information on how to prepare for college and career after high school.

### | THE HOME CONNECTION

At DPS we believe that family involvement is critical to ensure a student's success in school and in their career and college plans. We believe families and communities play a critical role in helping students successfully achieve their career and college plans. Here are some ideas to continue these meaningful conversations:


- Give your student a clear message that education is valued and important in your family.
- Make sure your student attends school on time every day, and is ready to learn.
- Establish a set time and place to do homework.
- Read on a daily basis.
- Practice self-advocacy with your student to ensure they receive the support and opportunities they deserve.
- Check in regularly with your student's teacher for ongoing communication. Attend family conferences or schedule parent-teacher home visits.
- Have daily conversations with your student about their school day. Get to know their interests, strengths and talents.
- Check the Parent Portal at [myportal.dpsk12.org](https://myportal.dpsk12.org) so you know your student's homework assignments, assessment results and progress towards graduation requirements.
- For high school families, connect with your student's counselor or teachers to explore opportunities for rigorous courses and learning experiences like job shadowing, internships, and apprenticeships. Visit [careerandcollegesuccess.dpsk12.org](https://careerandcollegesuccess.dpsk12.org) for more information.
- Work with your high school student to apply for financial aid by completing the FAFSA and CAFSA and seek out scholarship opportunities





# Programs and Services





Much of our students' most important work takes place in the classroom and other learning environments, but their academic achievement also depends on other supports provided by DPS. These include safe and reliable transportation, nutritious meals and crucial language and special education resources.

In this section, we outline the ways DPS programs and services help ensure all students have equitable opportunities for success.

## IN THIS SECTION

---

Extended Learning and Community Schools Programs .....	22
Food and Nutrition Services .....	23
Health and Medical .....	23
Multilingual Education .....	24
Students With Disabilities .....	25
Transportation .....	26



## EXTENDED LEARNING AND COMMUNITY SCHOOLS PROGRAMS

DPS families and students have access to programs that extend the learning experience beyond the traditional school day and year. Many schools offer programs before or after school, on school holidays and breaks, or over the summer. These programs provide students with a safe and welcoming place to spend time as well as opportunities to increase their engagement and learning.

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### DISCOVERY LINK

Discovery Link is a licensed before- and afterschool and summer camp program offered in more than 40 DPS schools. Discovery Link incorporates hands-on learning in areas including physical activity, nutrition, math, literacy, science, art, and social-emotional learning. Discovery Link includes homework help, healthy snacks, opportunities to build relationships with peers and adults. Discovery Link is fee-based; limited tuition assistance is available. Enrichment programs are available at an additional cost. Discovery Link accepts the Child Care Assistance Program (CCAP). Visit [equity.dpsk12.org/extended-learning/discovery-link](https://equity.dpsk12.org/extended-learning/discovery-link) or call 720-423-1781 for more information.

### COMMUNITY PARTNERS

DPS works with many community partners who are committed to providing programs and services to serve the diverse needs of our students, both during and outside of school. Please contact your school directly to learn more about what partnerships may be available at your school, or visit [equity.dpsk12.org/extended-learning/denver-afterschool-alliance](https://equity.dpsk12.org/extended-learning/denver-afterschool-alliance).

# FOOD AND NUTRITION SERVICES

Research shows that students perform better when they are nourished and healthy. At DPS, we ensure our students are offered a variety of nutritious, delicious and convenient school meals that cater to a variety of tastes and dietary needs.

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Every day, a complimentary breakfast is available to all students. Many of the school meal entrees and sides are cooked from scratch and we are committed to serving locally grown, fresh fruits and vegetables on our menus, including produce grown at our own schools. DPS also participates in the National School Lunch Program, which allows us to provide meals at a reduced price or no cost depending on family income and household size.

Visit the Food and Nutrition Services website at [foodservices.dpsk12.org](https://foodservices.dpsk12.org) for more information on our breakfast or lunch programs, to apply for the free and/or reduced lunch program, to add funds online to pay for meals, and to see what's on the menu.



# HEALTH AND MEDICAL

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## DENVER HEALTH SCHOOL-BASED HEALTH CENTERS

DPS operates 18 Denver Health School-Based Health Centers. These are clinics that DPS students can access for free health care. Any student who has submitted a signed parental consent form is welcome to use the services at these centers during school hours. Services available to students include physical examinations and sports physicals, care of injury or illness, immunizations, lab tests, prescriptions and medications, mental health counseling, sexual and reproductive health care, and health insurance enrollment. Health centers are located at the campuses listed below. For more information, visit [denverhealth.org](https://denverhealth.org).

- Abraham Lincoln High School, 2285 S. Federal Blvd.
- Bruce Randolph School, 3955 Steele St.
- East High School, 1600 City Park Esplanade
- Evie Dennis Campus, 4800 Telluride St.
- Florence Crittenton, 55 S. Zuni St.
- John F. Kennedy High School, 2855 S. Lamar St.
- Kepner Campus, 911 S. Hazel Court
- Kunsmiller Arts Academy, 2250 S. Quitman Way
- Lake Campus, 1820 Lowell Blvd.
- Manual High School, 1700 E. 28th Ave.
- Dr. Martin Luther King, Jr. Early College, 19535 E. 46th Ave.
- Montbello Campus, 5000 Crown Blvd.
- North High School, 2960 Speer Blvd.
- Rachel B. Noel Campus, 5290 Kittredge St.
- Place Bridge Academy, 7125 Cherry Creek Drive North
- South High School, 1700 E. Louisiana Ave.
- Thomas Jefferson, 3950 S. Holly St.
- West Campus, 951 Elati St.

## MEDICAID AND SNAP ASSISTANCE

The DPS Medicaid Department helps families apply for free or low-cost health insurance and the Supplemental Nutrition Assistance Program (SNAP). We also help families with utilizing their benefits. We offer one-on-one appointments at any DPS school, and families can apply year round.



For more information about Medicaid and SNAP Assistance, call **720-423-3661** or email [outreach@dpsk12.org](mailto:outreach@dpsk12.org).

## MULTILINGUAL EDUCATION

### WHAT ARE MLE SERVICES?

Every student's primary language is an asset that, combined with English language skills, leads to success in school and life. Multilingual Education (MLE) programs feature instruction by qualified teachers and dedicated English Language Development support to help Multilingual Learners (MLLs) develop knowledge in core content areas while they learn English.

### WHO IS ELIGIBLE?

All students whose primary language is not English, and are not yet proficient in English, are eligible for MLE program services. At registration, parents of all new students complete a form called the Home Language Questionnaire (HLQ), which identifies the language or languages spoken by the student and his or her family. If a language other than English is entered on the HLQ, the parents select an MLE program for their child. The school evaluates the child's English proficiency level and reviews the student's performance to determine if the child is eligible for MLE program services.

### MLE PROGRAMS OFFERED AT DPS SCHOOLS:

**Bilingual Transitional Native Language Instruction (TNLI)** programs, also known as bilingual programs, are for MLLs whose first language is Spanish. In an elementary TNLI program, students are instructed primarily in Spanish in the early grades. As students progress through the program, the amount of English instruction gradually increases until there is a 50-50 balance of Spanish and English instruction by fourth grade. In our secondary TNLI programs, students take up to two of their content courses in Spanish each semester.

The goal of bilingual programs is to help students learn English while developing literacy and content skills in Spanish at the same time, leading to proficiency in both languages. Teachers in bilingual programs have been specially trained to help students learn English while they learn other subjects, and are proficient in Spanish. Instruction in TNLI schools is guided by research-based Language Allocation Guidelines, which determine the percentage of instruction time in each language.

**English as a Second Language instruction (ESL, also called ELA-E)** is intended for MLLs who speak any language. In ESL programs, all of the classes are taught in English. Teachers in this program have been specially trained to help students learn English while they learn other subjects such as reading, science and math. Schools may also offer additional support in home languages through a native language tutor or an ELA-S Resource teacher.



In Denver Public Schools, **Dual Language** is a long-term program offering instruction in two languages with the goal of developing bilingualism, biliteracy, and cultural appreciation. Every district-run dual language program includes at least 50% of instruction in Spanish at the elementary level, and Spanish language arts and one content area taught in Spanish at the secondary level.

Regardless of the program, all English learners receive a daily class dedicated to English Language Development (ELD), which gives students the fundamental tools to speak and write English.

Contact your school to learn more about MLE offerings. A list of MLE programs by school can also be found at [mle.dpsk12.org](http://mle.dpsk12.org). Call **720-423-2040** for more information.



## STUDENTS WITH DISABILITIES

### SPECIAL EDUCATION

All DPS schools, including charter schools, provide a continuum of services to meet the unique needs of students with disabilities with mild to moderate needs. Center-based programs are offered in select schools and may be accessed through the Individualized Education Program (IEP) process based on individual students' needs.

The IEP describes the specially designed services that will be provided to students. This includes instruction from specifically trained and licensed special education teachers and practitioners (including Deaf/Hard of Hearing and Vision). Students may also receive support from nurses, mental health providers, speech language pathologists, audiologists, educational sign language interpreters, brailleists, orientation and mobility specialists, occupational therapists and physical therapists.

Eligibility is determined by a formal assessment process that uses criteria associated with specific disabilities. Within this evaluation process, families are provided information regarding their child's eligibility and options for services. If you believe your child may qualify for special education services, please contact your school to inquire about an assessment.

### SECTION 504 OF THE REHABILITATION ACT

Section 504 is a federal civil rights law that ensures students with disabilities are afforded "equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement" as an average peer. To pursue eligibility, a student can be referred to the school's Section 504 coordinator. A Section 504 team would convene to determine eligibility. If the student is found to be eligible, the Section 504 team would determine the student's placement, services, and accommodations to help mitigate barriers caused by the impairment(s). Visit [studentequity.dpsk12.org](http://studentequity.dpsk12.org) or call your school for more information.



# TRANSPORTATION

The mission of DPS Transportation Services is to provide safe, equitable and efficient transportation services to our students. We know that getting to school safely is the first step in a great learning experience and helps ensure that Every Child Succeeds.

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## TRANSPORTATION OFFERINGS

### Standard Transportation

**Elementary school students (grades K-5)** are eligible for standard bus transportation if they attend their neighborhood boundary school and live more than 1 mile from school.

**Middle school students (grades 6-8)** are eligible for standard transportation if they attend their neighborhood boundary school and live more than 2½ miles from the school.

**High school students (grades 9-12)** are eligible to receive a free monthly Regional Transportation District (RTD) pass if they attend their boundary school and live more than 2½ miles from their school.

### Enrollment Zones

Students who live within enrollment zones receive transportation specific to that zone. Visit the Enrollment Zone page under the "Families and Students Eligibility and Routing" section at [transportation.dpsk12.org](https://transportation.dpsk12.org).

## CHARTER SCHOOLS

Charter schools determine their own transportation policy and whether or not they will contract with DPS to offer their students transportation services. To learn more about each charter school's transportation service, speak with your school directly.

## MAGNET SCHOOLS

Transportation is available to all students enrolled in a magnet program who meet the transportation-eligibility criteria, and who live within the magnet transportation zone.

## SUCCESS EXPRESS SHUTTLES

Students who attend a school in the Far Northeast or Near Northeast neighborhoods of Denver that use the Success Express Shuttle are automatically eligible. Students can board the shuttle at the location and time that works best for their family. Learn more about the Success Express Shuttle and find full schedules at [transportation.dpsk12.org/eligibility-and-routing/success-express-shuttle/](https://transportation.dpsk12.org/eligibility-and-routing/success-express-shuttle/).



Visit

[transportation.dpsk12.org](https://transportation.dpsk12.org)

for more information on services offered and who to contact with questions. Log into the Parent Portal to view your student's bus route and +Pass information, as well as to submit an Exception Request.

## OTHER TRANSPORTATION CONSIDERATIONS

### Special Education

In addition to providing transportation via the school bus, transportation is also provided to students with special needs via American Logistics Company (ALC), a third-party vendor. Transportation is provided as a related service to students in a center-based program. For information about transportation for a child with special needs, call Student Equity and Opportunity at [720-423-3437](tel:720-423-3437) or email [StuTrans@dpsk12.org](mailto:StuTrans@dpsk12.org).

### Multilingual Education

When boundary schools do not provide Multilingual Education (MLE) services, students are eligible to attend – and receive transportation to – the school in their area that offers MLE services. For MLE school locations and transportation guidelines, visit [mle.dpsk12.org](http://mle.dpsk12.org).

### Exception Requests

Families of students who are not eligible to ride the school bus can submit a request for their student to be considered for transportation. This process is called the Exception Request process. Additional information can be found at [transportation.dpsk12.org/eligibility-and-routing/exception-request-process](http://transportation.dpsk12.org/eligibility-and-routing/exception-request-process).

### +Pass

The +Pass is a required card that students must scan when getting on and off the school bus. The mandatory +Pass program was created to keep parents informed about when and where their student gets on and off the bus. Every transportation-eligible student in DPS who rides a school bus must use their +Pass every day. More information can be found at [transportation.dpsk12.org/pluspass](http://transportation.dpsk12.org/pluspass).

### Bus Communications

Parents of students who ride the school bus will receive real-time information and updates about their student's bus service through SchoolMessenger. Text, email and voice notifications will be sent to parents when buses are running more than 15 minutes late due to traffic, emergency or weather delay. Parents of transportation-eligible students are automatically enrolled to receive SchoolMessenger notifications based on the phone number and email address provided when they registered their student for school. (Note: You can verify and update your contact information by logging into the Parent Portal.)

Contact your school directly for detailed information about your student's transportation options.







# Policies and Procedures



Educating your student in a safe and respectful environment is our top priority at DPS. That’s why we have important policies in place regarding student behavior, school safety and parental conduct. We’ve also developed procedures to make sure all our families feel fully supported, including with enrollment, student records, translations and interpretations, and more.

This section provides an overview of the DPS policies and procedures most frequently referenced by students and families.

**IN THIS SECTION**

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Attendance .....	30
Bullying and Cyberbullying .....	32
Discipline .....	34
Enrollment .....	35
Harassment and Discrimination .....	36
Health and Wellness .....	38
Internet and Social Media .....	40
Mandatory Reporters .....	40
Safe Gun Storage .....	41
School Safety .....	42
Student and Parent Conduct .....	43
Student Records .....	44
Translations and Interpretations .....	46
Weather .....	47
Visitors and Volunteers .....	47

# ATTENDANCE

It is essential that students attend school daily in order to acquire the knowledge, skills and confidence needed to be college and career ready. Per the Colorado School Attendance Laws, students are required to attend school up to age 17.

## STUDENTS MUST ATTEND A MINIMUM NUMBER OF HOURS OF SCHOOL IN ORDER TO COMPLY WITH THE LAW. THESE MINIMUM REQUIREMENTS ARE:

- 1,080 hours in middle and high school.
- 990 hours in elementary school.
- 900 hours in full-day kindergarten, or 450 hours in half-day kindergarten.

## EXEMPTIONS TO THE COLORADO SCHOOL ATTENDANCE LAW INCLUDE:

- Temporary injury or illness.
- Enrollment in a private school.
- Physical, mental or emotional disability.
- Suspension, expulsion or denial of admission.
- Certificate to work.
- Legal custody by public agency.
- Religious holidays or observance.
- School-approved work-student program.
- Home-based instruction.

## EXCUSED ABSENCES

An excused absence requires approval by both the parent or guardian and the school. In some cases, documentation may be required, such as a note from a parent or guardian, or from a healthcare provider.

## TRUANT AND HABITUALLY TRUANT

Truancy is an unexcused absence, or an absence without parent, guardian or school permission. A student is considered habitually truant if they have four unexcused absences in one month and/or 10 unexcused absences in the school year.

Schools will notify parents or guardians of student absences by telephone, letter, conference or home visit. In order to support the family of a student who is habitually truant, DPS works to understand reasons for the student's absences. We will work to provide support that could include meeting with the student's family, counseling, tutoring, providing a referral to support programs, or implementing an attendance or medical plan. A truancy court proceeding may be initiated if the student continues to miss school.





Mila S.

cole

Carlee

Jaxiz

Journey

Levi

Marko

MARCUS  
Reese

Merryn

AVAS

Sophia

David

Alondra

HARPER

Mario





# BULLYING AND CYBERBULLYING

We believe that all students should be able to learn in an environment that is free from threat, harassment, or any type of bullying behavior, including cyberbullying.

## BULLYING AND CYBERBULLYING

We believe that all students should be able to learn in an environment that is free from threat, harassment, or any type of bullying behavior, including cyberbullying.

## WHAT IS BULLYING AND CYBERBULLYING

Bullying ...

- Is unwanted aggressive behavior (verbal, physical, destruction of property, electronic or written acts)
- Is repeated or has a high likelihood of being repeated
- Possesses a power imbalance

This definition helps differentiate bullying from other types of aggressive behavior, such as one-time physical fights, conflict whereby an equal balance of power exists, or incidents between adults.

Cyberbullying is any type of harassment or bullying that occurs through any mobile or electronic device. This can include texts, videos or pictures sent through email, chat rooms, instant messaging, blogs, text messaging, websites or social media.

## WHAT WE KNOW ABOUT BULLYING

Bullying can impact everyone involved, including the target and witnesses. The effects of bullying can impact mental health and academic performance. There is not a definitive profile that characterizes a bully. Youth who bully can be either well-connected socially or marginalized, and may be bullied by others as well. Programs that have demonstrated effectiveness in reducing bullying focus on prevention and intervention. Zero tolerance and expulsion have not demonstrated changes in behavior.

## WHAT WE DO

To protect students from bullying and cyberbullying, DPS has several policies and procedures in place. DPS implements evidence-based practices to understand, prevent and respond to bullying behavior. These practices can include, but are not limited to: teaching and reinforcing desired behavior; social/emotional learning; trauma-informed approaches; restorative practices; and culturally responsive teaching. Curriculum and training is also available to help teachers and parents or guardians prevent bullying.

When there is a report of bullying, our protocol is to investigate, assess and respond. Students found to be engaging in bullying behaviors can be subject to disciplinary action and support. Support may include teaching acceptable behavior, engaging in discussions, and participating in counseling sessions. School psychologists and social workers are available to assist students and families who are victims of bullying.

### | HOW CAN FAMILIES HELP?

If you are concerned about bullying at your school, we recommend contacting your school's principal, social worker, school psychologist or teacher directly to address the issue. We encourage you to talk to your student about bullying, and to teach your student to always tell a trusted adult if he or she, or another student, has been bullied or cyberbullied. **Learn more about bullying and cyberbullying online at the following sources:**

- [Cyberbullying.org](https://www.cyberbullying.org)
- [Safeschools.state.co.us](https://www.safeschools.state.co.us)
- [Stopbullying.gov](https://www.stopbullying.gov)
- [Commonsensemedia.org](https://www.common Sense Media.org)



You can anonymously report any bullying behavior that threatens you, your family or your community through Safe2Tell by calling **877-542-7233**, by visiting [Safe2tell.org](https://www.Safe2tell.org), or by using the [Safe2Tell](#) app on a mobile device.







# DISCIPLINE

Effective school discipline policies help promote classrooms that are conducive to learning and allow for uninterrupted education for all students. In our schools, disciplinary consequences should be reasonable, fair, age-appropriate, and should match the severity of the student's misbehavior, as well as consider the impact on the victim and/or community. When consequences are paired with meaningful and developmentally appropriate instruction and guidance, students are offered an opportunity to learn from their mistakes and contribute to the school community. Schools may adopt their own school rules and codes of conduct as long as they are consistent with district policy.

## SUSPENSION AND EXPULSION POLICY

DPS believes that the removal of students from school for disciplinary reasons – especially during the early years of education – negatively impacts their opportunity for long-term success. We have modified our discipline reform policy to significantly reduce suspensions and eliminate expulsions for students in grades ECE through third, except in cases required by law.

## STUDENTS WITH DISABILITIES

Students with disabilities have certain protections under the law relative to student discipline procedures. Please contact your school's 504 Coordinator or Special Education case manager for more information.

Visit [board.dpsk12.org](https://board.dpsk12.org) to review all Board of Education policies regarding discipline. Contact your school directly to learn more about school-specific policies. If you have discipline concerns, please call the Family and Community Helpline at **720-423-3054**.

# ENROLLMENT

DPS believes that all students should have equitable access to their preferred schools, regardless of where they live in Denver. Incoming students are guaranteed enrollment in their neighborhood school, or a school in their enrollment zone. However, any student who wants or needs to attend a different school the following year may take part in SchoolChoice, our online enrollment system. Enrollment for preschool students at a DPS program is not guaranteed; preschool families need to apply on a yearly basis.

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## FIND YOUR NEIGHBORHOOD SCHOOL

If you are a Denver resident, have not choiced out of your neighborhood boundary school and need to enroll your student for the current school year, you may enroll directly at the neighborhood school that serves your address. You can visit [schoolfinder.dpsk12.org](https://schoolfinder.dpsk12.org) to determine your neighborhood school. To enroll, contact the school office directly for registration dates and required documents.

Some parts of Denver are served by enrollment zones, or geographic areas where students are guaranteed a seat at one of several schools, not just one particular school. If you recently moved and reside within Denver, and you now live in an enrollment zone or would like to attend a school other than your neighborhood school for the current school year, please visit [schoolchoice.dpsk12.org](https://schoolchoice.dpsk12.org) to create an account and complete an online application.

## SCHOOLCHOICE

If you want to enroll your student in a DPS school other than your neighborhood school (or the school you are currently attending) for the following school year, you may take part in SchoolChoice. During SchoolChoice, families submit one application per student, on which they rank their top school preferences. DPS then matches students to schools based on those preferences, as well as school admission priorities and available space. Our system is designed to maximize the number of students getting their most-preferred school.

Round 1 of SchoolChoice takes place mid-January through mid-February for the following school year. You can create an account and apply at [schoolchoice.dpsk12.org](https://schoolchoice.dpsk12.org) anytime during the application window.



For more information on enrollment and SchoolChoice, visit [schoolchoice.dpsk12.org](https://schoolchoice.dpsk12.org) or call **720-423-3493**.



# HARASSMENT AND DISCRIMINATION

DPS strives to create learning and working environments that are safe, inclusive, and affirming -- because all members of our community deserve to be treated with dignity, decency and respect. We do not tolerate harassment or discrimination by employees, students or community members, and have robust processes to address any concerns that arise in schools, offices or other settings with a connection to DPS.

## POLICY OF NONDISCRIMINATION

Consistent with federal civil rights laws (Title VI, Title IX, Americans with Disabilities Act, Section 504, and Age Discrimination Act), state law, and Board of Education policies, DPS does not discriminate on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, transgender status, religion, national origin, immigration/citizenship status, ancestry, age, pregnancy, parenting, or marital status, veteran status or disability in admission into, access to, or treatment within its educational programs or activities or in employment. Additionally, DPS does not discriminate against employees or applicants for employment on the basis of genetic information. Harassment is a form of prohibited discrimination. DPS prohibits retaliation against any individual for making a good-faith complaint or participating in good faith in an investigation of discrimination or harassment.

## REASONABLE ACCOMMODATIONS

Reasonable accommodations will be provided upon request for persons with disabilities who wish to participate in DPS or school activities. Please contact the school or department at least three working days prior to the activity.

## RESOLUTION PROCESSES

DPS will promptly provide supportive measures and investigate all complaints of harassment and discrimination based on protected class. As outlined in Board Policy AC, DPS addresses concerns about:

- Harassment or discrimination based on protected class through Superintendent Regulation AC-R1, which provides the details for implementation of our Discrimination Prevention and Response Process (DPR)
- Requests for reasonable accommodations related to disability through Superintendent Regulations AC-R2, GBA-R1, and JB-R1
- Harassment or discrimination implicating Title IX of the Education Amendments (based on gender, sex, sexual orientation, gender identity or expression, and transgender status, including reports of sexual assault and other acts of unlawful sexual behavior or sexual harassment), through Superintendent Regulation AC-R3



## INQUIRIES AND COMPLAINTS

Please visit [dpsk12.org/discrimination-prevention-and-response](https://dpsk12.org/discrimination-prevention-and-response) for more information about how we address concerns of harassment and discrimination. There, you will find links to the relevant policy and regulations, as well links to complaint forms. You may also address any inquiries, concerns and complaints about harassment or discrimination to the district's Discrimination Prevention and Response (DPR) and Title IX Coordinator.

District Prevention and Response Coordinator  
Title IX Coordinator  
Kristin Bailey, Equity and Safety Counsel  
Office of the General Counsel  
1860 Lincoln, Room 1230, Denver, CO 80203  
[720-423-3517](tel:720-423-3517) | [reportdiscrimination@dpsk12.org](mailto:reportdiscrimination@dpsk12.org)

Additionally, inquiries or complaints alleging discriminatory actions may be addressed to the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Denver, CO 80204.

Submit complaints of harassment or discrimination based on protected class (DPR) using the complaint form at [dpsk12.info/DPRComplaintForm](https://dpsk12.info/DPRComplaintForm). Submit Title IX related concerns at [dpsk12.info/TitleIX\\_concern](https://dpsk12.info/TitleIX_concern). Title IX Complainants wishing to initiate the formal grievance process may file at [dpsk12.info/TitleIX\\_complaint](https://dpsk12.info/TitleIX_complaint).



For more information on immunization schedules and state requirements, please visit [coloradoimmunizations.com](https://coloradoimmunizations.com).

Please contact your school nurse's office for further information concerning medication for your child or to complete any necessary forms.

Forms can also be accessed at [studentequity.dpsk12.org/nursing-student-health-services](https://studentequity.dpsk12.org/nursing-student-health-services).



## HEALTH AND WELLNESS

At DPS we recognize the significant impact that health has on the academic achievement of our students. We know that healthy kids make better students, and better students make healthier communities.

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### IMMUNIZATION AND VACCINATIONS

Immunizations are an important part of our students' health. Colorado law requires that children attending school are vaccinated to prevent disease. In addition to the vaccines required by the Colorado Board of Health, there are vaccines recommended by the Advisory Committee on Immunization Practices. Certain vaccines will be required to attend school, with exemptions per House Bill 14-1288 for health, religious or personal purposes.

DPS school nurses follow the Colorado Board of Health schedule to identify students with immunization needs. Parents or guardians will be notified if their child is missing required immunizations and vaccines.

### MEDICATIONS

Medications and medical treatments can be provided at school when a parent or guardian requests and submits a completed Student Medication/Treatment Request Release Agreement form. This form provides the parental consent required for a nurse or delegate to give medication on school property. All medications must be provided in the original pharmacy container, labeled with your child's name, name of the medication, dosage and frequency, and date for the medication to be discontinued. Students may be permitted to carry their own emergency medications such as an asthma inhaler or epinephrine (epi-pen) if a corresponding medical order and a self-carry contract are completed.

## SCHOOL WELLNESS POLICY

To support healthy food choices and improve student health and wellbeing, all foods and beverages outside the school meal programs that are sold to students on the school campus during the school day will meet or exceed the U.S. Department of Agriculture (USDA) Smart Snacks in School nutrition standards. For more information on school wellness standards, please visit [foodservices.dpsk12.org](http://foodservices.dpsk12.org).

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For more information on immunization schedules and state requirements, please visit [coloradoimmunizations.com](http://coloradoimmunizations.com).

Please contact your school nurse's office for further information concerning medication for your child or to complete any necessary forms.

Forms can also be accessed at [studentequity.dpsk12.org/nursing-student-health-services](http://studentequity.dpsk12.org/nursing-student-health-services).



# INTERNET AND SOCIAL MEDIA

The internet is a vital tool for education, and DPS provides internet connectivity to all schools. Use of the internet requires that both students and staff follow certain rules. Accessing the internet for illegal, obscene or inappropriate purposes is prohibited. DPS filters internet content in an effort to prevent illegal, obscene and inappropriate materials. All accessed internet content can be investigated by DPS and should not be considered private.

Social media, such as sites like Facebook, Google+ and Twitter, have important educational uses and can be powerful communication tools. If students and teachers behave politely and professionally in these environments, these sites can and should be used in schools. If students feel as if they are being harassed or bullied by a peer through social media, they should report this to their school.

Students who violate the internet use policy can lose their internet access and/or access to social media sites and may face disciplinary action.

# MANDATORY REPORTING

All school staff members are mandatory reporters of child abuse and neglect. They are required to complete mandatory reporter training every year and are required by law to report child abuse or neglect if they reasonably suspect abuse or neglect is occurring or has occurred in the past. This includes neglect, physical abuse, sexual abuse, emotional abuse, human trafficking, and exposure to controlled substances. If notified, DPS reports child abuse and neglect to the appropriate child welfare or law enforcement agencies.

To report child abuse or neglect, contact the Colorado Child Abuse and Neglect Hotline at **844-264-5437**.





# SAFE GUN STORAGE

The American Academy for Pediatrics has concluded that the absence from guns in homes is the most effective deterrent to prevent suicide, homicide and firearm-related accidents. All firearms owners are responsible for ensuring that guns are stored so they are not accessible to unauthorized persons (adults as well as children).

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If there are guns in your home, there are important steps parents/guardians should take to make sure they do not fall into the hands of children or adolescents.

## **All guns should be stored unloaded, locked, and separate from ammunition.**

According to Everytown for Gun Safety as well as the National Rifle Association, secure storage can prevent shootings and accidents by disrupting unauthorized access to firearms.

Safe storage is not simply hiding a firearm. Always assume that a child or teen can find a gun. An estimated 54% of gun owners don't lock all of their guns securely.

### **BE PART OF THE SOLUTION TO PREVENT GUN VIOLENCE:**

- **Unload:** Always remove all ammunition from firearms, including removing any chambered rounds.
- **Lock:** Unloaded guns should be secured with a locking device and in a locked location, like a safe or lock box.
- **Separate:** Ammunition should be stored separately from the firearm, also in a secure location.



### **Talk to your child about gun safety and what to do if they find a gun:**

Stop. Don't Touch. Run Away. Tell a Grown Up.

More information: [everytown.org](https://everytown.org), [gunsafetyrules.nra.org](https://gunsafetyrules.nra.org)

# SCHOOL SAFETY

DPS is committed to creating a safe and secure environment for all students and families, and we are proud to be a national leader among school districts for emergency preparedness.

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## EVACUATION

An evacuation is when students are sent outside of the school building to prevent harm or injury due to a hazardous situation inside of the school, such as a fire.

## SHELTER-IN-PLACE

Shelter-in-Place occurs when there is a hazard, such as a tornado or a severe weather warning, and it has been determined by the Department of Safety that evacuation or early dismissal could possibly place students in danger.

## SECURE

"Secure" is a term used when a threat has been identified in the area of a school. All exterior doors are locked to prevent any hazards or threats from entering the school. No entry or exit to the school is allowed, but business inside the building can continue during a "Secure."

## LOCKDOWNS

A lockdown takes place when a hazardous threat or a possible hazardous threat has been identified inside of the building or in close proximity of the school. All exterior and interior doors are locked and students must remain in the school. No entry or exit to the school is allowed during a lockdown.

## REUNIFICATION

Reunification occurs when students have been moved from the school facility to an alternate location due to an emergency that has affected the school site or a site on or around the school grounds. During the reunification process, students can only be released to an adult listed as an emergency contact with the school. Adults coming to pick up students must bring proper government-issued photo identification, such as a driver's license, state ID card, military ID card or passport.

### | PREPARING FOR A SCHOOL EMERGENCY

- Talk to your child about school emergency procedures so they know what to expect in the event of an emergency or crisis.
- Update your child's emergency contact information as it changes. Students will not be released from school to unauthorized individuals.
- If your child takes medication, make sure the school has a minimum of a three-day supply.

### | WHAT TO DO IF A LOCKDOWN OCCURS AT YOUR CHILD'S SCHOOL

If you are notified of a school lockdown at your child's school, do not come to the school. Stay in a location where you are able to be notified with additional information of your child's school situation. Students will not be released until the incident has ended or the scene is safe for release. Be prepared to pick up your child at a reunification site.

### | WHAT TO DO IN THE EVENT OF A SCHOOL EMERGENCY

- Check the DPS website at [www.dpsk12.org](http://www.dpsk12.org) and DPS social media channels for updated information.
- Tune into local TV and radio stations for school news alerts.
- Wait for an automated phone call and/or text message that will notify you when it is safe to pick up your child and the location for pickup.
- Listen for information regarding reunification with your child. Please remember to bring valid government identification with you to the reunification site.
- Do not come to your child's school. This will create traffic congestion that could interfere with the efforts of first responders.
- Do not call your child or your child's school. Excessive phone calls could interfere with emergency communications.

# STUDENT AND PARENT CONDUCT

DPS encourages all families to engage in their children's education. We expect parents and guardians to model professionalism and respect, and refrain from disrupting teaching or school-support operations.

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Such behavior can create an unsafe, unproductive or threatening environment for our students and staff members. If a parent or guardian violates this policy, he or she may be issued a warning about his or her behavior; may be invited to participate in mediation with school staff; or may be barred from entering school grounds. We want to help prevent conflicts by working together so we can maintain a positive and productive environment for our students and staff members.

Student safety is a top priority for DPS, and responsible conduct in every school is required to maintain a safe educational environment. Student safety policies and procedures apply when students are on school grounds, in DPS-approved vehicles, at designated school bus stops or at school-sponsored events.

## DRUG AND ALCOHOL USE BY STUDENTS

Students must not possess or use alcohol, narcotics, marijuana, legal but unauthorized, or illegal substances on school grounds, in DPS-approved vehicles, at designated school bus stops or at school-sponsored events. There are disciplinary consequences for these misbehaviors.

## HOW FAMILIES CAN HELP

Kids whose parents talk to them about not using alcohol, marijuana, and other drugs are 50% less likely to use than those who don't. Please see our [parent toolkit](#) for tips on how to talk with your children about drugs and alcohol.

If you are concerned that your child may be using substances, please reach out to [preventionservices@dpsk12.org](mailto:preventionservices@dpsk12.org), or see if your child's school has a dedicated prevention staff person who can offer services: [dpsprevention.org/dps](http://dpsprevention.org/dps).

## STUDENT DRESS

Attire must not disrupt the school's learning environment. It must meet reasonable standards of cleanliness and show respect for others. Please check with your child's school for specific dress code or uniform policies.

## STUDENT RIGHTS AND RESPONSIBILITIES

DPS is dedicated to creating an environment that promotes student success, balanced with student rights and responsibilities. Students have the right to a safe and equitable education that meets individual needs and abilities. Students share in the responsibility of establishing and maintaining a safe school environment and should not engage in disruptive activities that might interfere with the educational rights of others.

If you need assistance handling parent or student conduct concerns at your child's school, please call [720-423-3054](tel:720-423-3054) or visit [face.dpsk12.org](http://face.dpsk12.org) for more information.





# STUDENT RECORDS

We are committed to the privacy and security of our students. Our Student Records Policy complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. DPS provides the Annual Notice for Family Education Rights and Privacy Act to parents, guardians and eligible students regarding their rights under FERPA.

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## REQUESTING RECORDS

For students who have withdrawn or who are no longer enrolled in DPS, parents, guardians or students over the age of 18 can submit requests online at [denverco.scriborder.com](https://denverco.scriborder.com). After the request has been submitted, they will have access to the records within 45 days. To request copies of records for students currently enrolled in a DPS school, parents, guardians or eligible students can submit a request directly to the school of attendance.

## REVIEWING RECORDS

Parents, guardians and eligible students can submit a written request directly to the school principal to request inspection of records. They may also control the release of records by requesting that written consent is required before records are released. Current students and parents can view transcripts and other reports in Student Portal and Parent Portal. To request official transcripts or other student records online, please visit [denverco.scriborder.com](https://denverco.scriborder.com).



## AMENDING RECORDS

Parents, guardians and eligible students may request in writing that records found to be inaccurate or misleading are corrected by the school. They should clearly identify the part of the record where the change is requested, and specify the reason for the requested amendment. If it is decided that the record should not be amended as requested, DPS will notify the requester of the decision. They will then have a right to a hearing regarding the petition for the amendment.

## DISCLOSURE WITHOUT PRIOR CONSENT

Disclosure of student records to school officials with legitimate educational interests does not require parental consent. DPS may also designate third-party vendors, community partners or officials of another school district as individuals who may access information if they have legitimate educational interests.

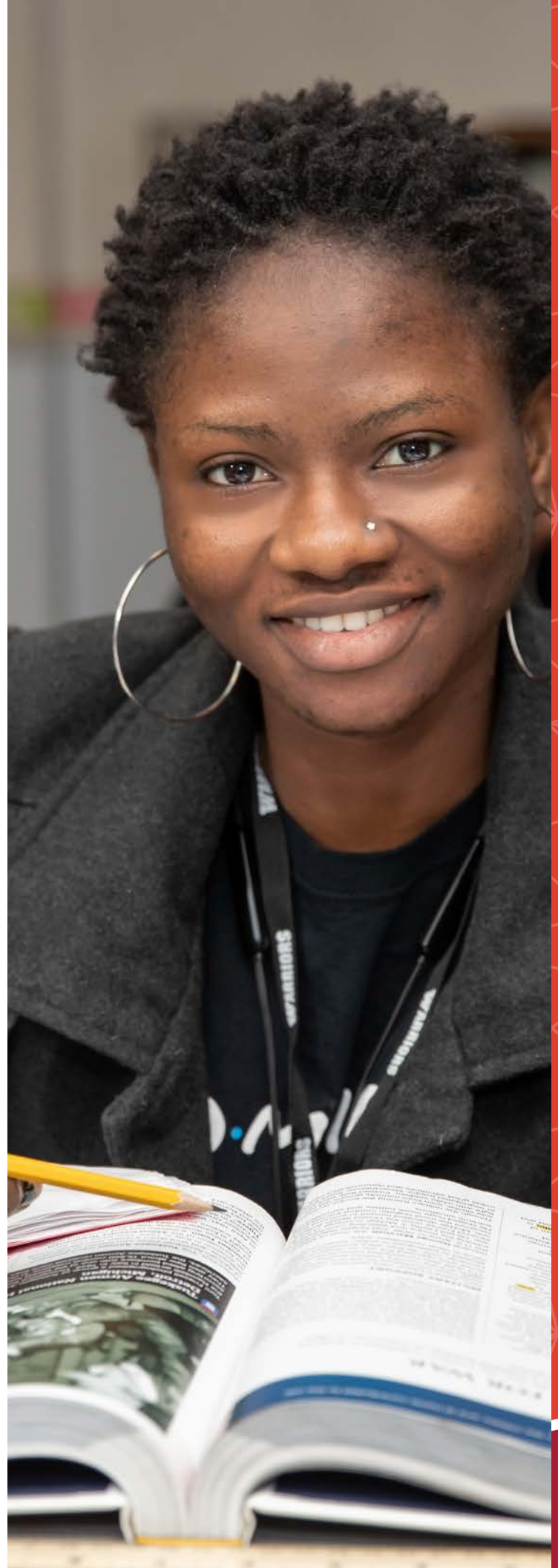
## DIRECTORY INFORMATION

DPS may disclose directory information unless a parent, guardian or eligible student objects to such disclosure during the registration and verification paperwork/online submission process.

## MEDICAL INFORMATION AND EMERGENCY DISCLOSURE

DPS may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

For more information on policies around student records, visit [Board Docs](#), and click on "Students." See Policies JRA/JRC and JRA/JRC-R.





# TRANSLATIONS AND INTERPRETATIONS

DPS is committed to providing written translation and spoken interpretation support at no cost to families who prefer oral or written communication in another language. Any DPS parent or guardian may request services through their school.


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## INTERPRETATIONS

In-person, phone or sign language interpretation services are available for any essential family group meetings, such as DPS community meetings, CSC, MLE PAC and MLE DAC and board meetings. Phone interpretation services are available for urgent or unexpected family-school communication needs.

## TRANSLATIONS

Essential family communication can be submitted for translation including letters, permission slips, forms, applications, school fliers and brochures, agendas from school meetings, and Individualized Education Program evaluations.



To request translation and interpretation services, please contact your school's main office. Visit [www.dpsk12.org/languages](http://www.dpsk12.org/languages) for policies, district resources and parent guides in the most common languages used by DPS families.

# WEATHER

In case of severe weather, DPS schools may be closed or delayed. We are committed to informing families about school closures or delays as early as possible, with the goal to make the call by 5 a.m.

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DPS announces closures or delays through the following communications channels:

**Automated Calls, Text Messages and Emails:** Families who provide phone numbers or email addresses to schools will receive a phone call, text message and/or an email in their preferred language announcing any closure or delay due to severe weather.

**DPS Homepage:** Closures and delays are announced via a red “alert” banner across the top of the district homepage at [www.dpsk12.org](http://www.dpsk12.org).

**DPS Social Media:** Announcements to close or delay school will quickly be posted to Facebook and Twitter.

**News Media:** DPS immediately notifies news media for inclusion on their weather closing or delays lists.

**Bus Bulletin:** DPS’ transportation tool automatically informs parents of any school bus delays.

**District Closure or Delay Hotline:** A message announcing the closure or delay will be left on DPS’ closure hotline at [720-423-3200](tel:720-423-3200), as well as on the DPS Transportation Services hotline at [720-423-4600](tel:720-423-4600).



Please visit [www.dpsk12.org/weather](http://www.dpsk12.org/weather) for a list of frequently asked questions around weather as well as the list of schools who may experience delayed starts in the case of severe weather.

# VISITORS AND VOLUNTEERS

We encourage our families to visit our classrooms, and we recognize that family volunteers play an important role in the success of DPS. In order to ensure that no unauthorized persons enter buildings with wrongful intent, all visitors must first report to the school office to obtain school approval. We also have a volunteer application and background check process in place for family and community members who wish to volunteer in our schools.



Visit [equity.dpsk12.org/get-involved/volunteer-services](http://equity.dpsk12.org/get-involved/volunteer-services) for a list of volunteer opportunities and to download the required volunteer forms.





## Important Resources and Contact Information





At DPS, we know that it takes all of us working together to prepare our kids for college and career. DPS departments provide a variety of services to support our families and our student's success.

This section outlines some important contact information so that you can connect with the DPS resources available to you.

## IN THIS SECTION

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Important Resources and Contact Information .....	50
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# IMPORTANT RESOURCES AND CONTACT INFORMATION

## FAMILY AND COMMUNITY HELPLINE

Have a general question about DPS? The Helpline is a great place to start.

➤ [equity.dpsk12.org/family-and-community-engagement](https://equity.dpsk12.org/family-and-community-engagement)  
☎ 720-423-3054

## ASSESSMENT, REPORTING AND DATA SUPPORT

Assessments, survey results and questions about the School Performance Framework (SPF).

➤ [assessments.dpsk12.org](https://assessments.dpsk12.org)  
☎ 720-423-3054

## ATHLETICS

Sports schedules and news.

➤ [athletics.dpsk12.org](https://athletics.dpsk12.org)  
☎ 720-423-4240

## BOARD OF EDUCATION

Access board docs, and learn how to watch or attend board meetings.

➤ [board.dpsk12.org](https://board.dpsk12.org)  
☎ 720-423-3210

## CAREER AND COLLEGE SUCCESS

Learn how families and students can prepare for a student's future goals.

➤ [collegeandcareer.dpsk12.org](https://collegeandcareer.dpsk12.org)  
☎ 720-423-1240

## COMMUNICATIONS

Access public information, for media requests or to provide feedback on DPS publications.

➤ [communications.dpsk12.org](https://communications.dpsk12.org)  
☎ 720-423-3414

## DISCOVERY LINK

Questions about before- and afterschool or community programs.

➤ [discoverylink.dpsk12.org](https://discoverylink.dpsk12.org)  
☎ 720-423-1781

## DPS FOUNDATION

Donations, or questions on how to support DPS' fundraising partner.

➤ [dpsfoundation.org](https://dpsfoundation.org)  
☎ 720-423-3553

## EARLY CHILDHOOD EDUCATION (ECE)

Learn more about early education options for 3- and 4-year-olds, and kindergarten.

➤ [earlyeducation.dpsk12.org](https://earlyeducation.dpsk12.org)  
☎ 720-423-2678

## MULTILINGUAL EDUCATION SERVICES

Services for Multilingual Education programs, immigration rights, Newcomer Centers, the Seal of Biliteracy and how to become involved in MLE Parent Advisory Committees and the MLE District Advisory Committee.

📍 [mle.dpsk12.org](http://mle.dpsk12.org)

📞 720-423-2040

## ENROLLMENT SERVICES

Information on how to find, apply and register for your school of choice.

📍 [schoolchoice.dpsk12.org](http://schoolchoice.dpsk12.org)

📞 720-423-3493

## FOOD AND NUTRITION SERVICES

Breakfast and lunch menus, pay for meals online, and health and wellness resources.

📍 [foodservices.dpsk12.org](http://foodservices.dpsk12.org)

📞 720-423-5600

## SCHOOL FINDER

Find your neighborhood school, find a school based on program or interest, or explore schools across Denver.

📍 [schoolfinder.dpsk12.org](http://schoolfinder.dpsk12.org)

📞 720-423-3493

## STUDENT EQUITY AND OPPORTUNITY

For Information on social-emotional supports, school nursing, special education, psychological and social work services, gifted and talented, 504 accommodations, federal title programming, Medicaid enrollment and school health programs.

📍 [studentequity.dpsk12.org](http://studentequity.dpsk12.org)

📞 720-423-3437

## STUDENT RECORDS

Request student records or transcripts.

📍 [denverco.scribborder.com](http://denverco.scribborder.com)

📞 720-423-3552

## SUPERINTENDENT'S OFFICE

Learn more about or contact the superintendent.

📍 [www.dpsk12.org/about-dps/dps-leadership](http://www.dpsk12.org/about-dps/dps-leadership)

📞 720-423-3300

## TRANSLATION AND INTERPRETATION SERVICES

Provides translation (written) and interpretation (spoken) to support linguistically diverse parents and families. Contact your school to request these services.

📍 [dpsk12.org/communications/language-services](http://dpsk12.org/communications/language-services)

📞 720-423-3767

## TRANSPORTATION

Eligibility, policies, routes and resources related to school transportation.

📍 [transportation.dpsk12.org](http://transportation.dpsk12.org)

📞 720-423-4600

## VOLUNTEERING WITH DPS

Learn how to start volunteering, how to donate to DPS, and explore available opportunities.

📍 [equity.dpsk12.org/get-involved/volunteer-services](http://equity.dpsk12.org/get-involved/volunteer-services)

📞 720-423-3002

## WORK FOR DPS

Join Team DPS and learn more about how you can make your career making a difference.

📍 [careers.dpsk12.org](http://careers.dpsk12.org)

📞 720-423-3200





720-423-3200 | [dpsk12.org](https://dpsk12.org)  
1860 Lincoln St., Denver, CO 80203  
[info@dpsk12.org](mailto:info@dpsk12.org)