

Discover a World of Opportunity™

1860 Lincoln St. | Denver, CO 80203
720-423-3200 | info@dpsk12.org | dpsk12.org

CONNECT WITH DPS!

For regular updates from Superintendent Tom Boasberg throughout the school year, sign up to receive Our DPS Weekly by visiting bit.ly/OurDPSWeekly

.....
Share news or events happening at your school at
bit.ly/DPSnews

.....
Follow DPS on social media

[@DenverPublicSchools](https://www.instagram.com/DenverPublicSchools) on



[@DPSnewsnow](https://www.instagram.com/DPSnewsnow) on



Join the conversation: [#everychildsucceds](https://twitter.com/#!/everychildsucceds)

.....
Have questions?
Get answers: Family and Community Helpline 720-423-3054

DENVER PUBLIC SCHOOLS 2016-17

handbook

FOR FAMILIES AND STUDENTS



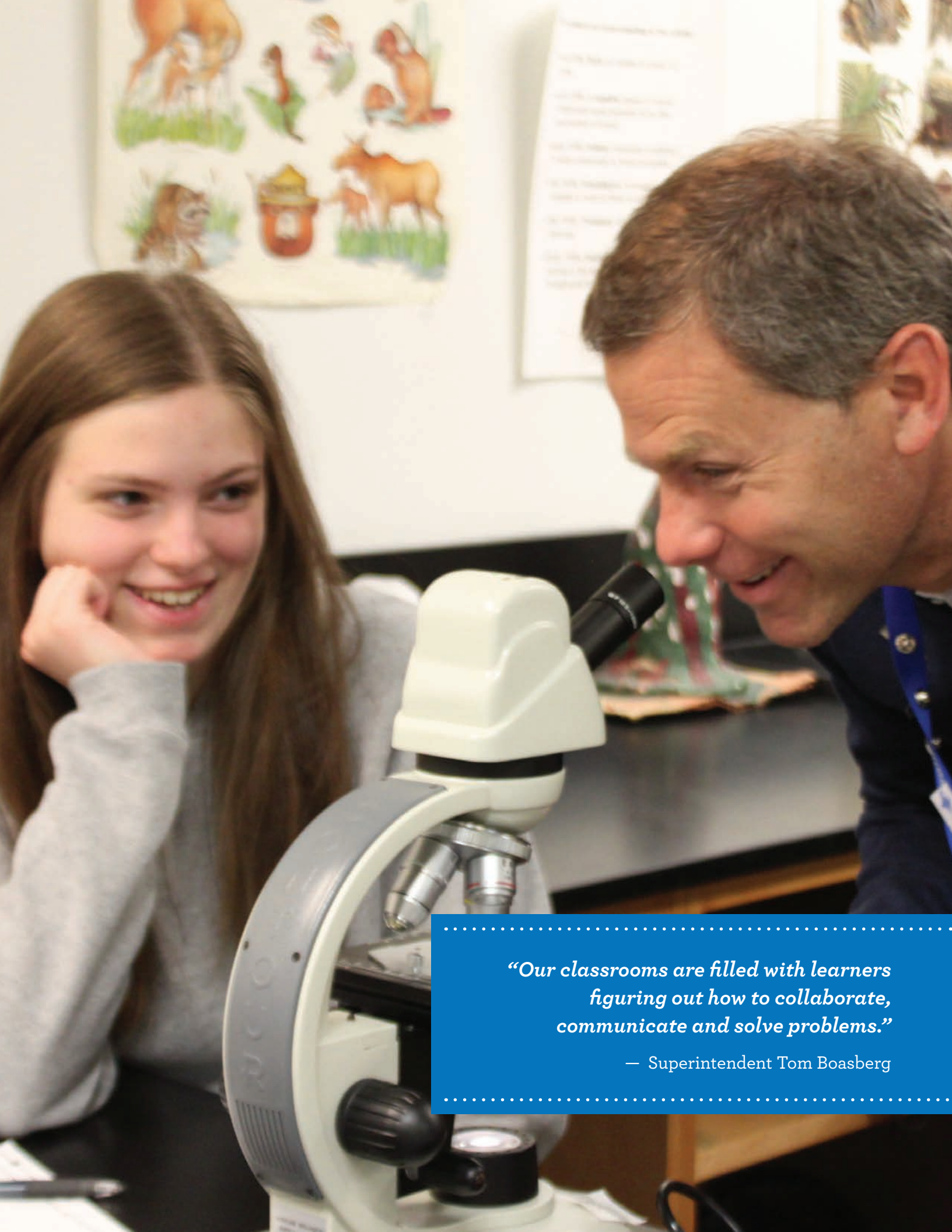
WHAT'S INSIDE

- DPS Vision, Mission and Values
- Traditional School-Year Calendar
- Programs and Services for Students
- Directory of Departments
- Family and School Partnerships
- Policies and Procedures
- College and Career Readiness



Discover a World of Opportunity™

720-423-3054



*“Our classrooms are filled with learners
figuring out how to collaborate,
communicate and solve problems.”*

— Superintendent Tom Boasberg

Table of Contents

Introduction

Message from the Superintendent	1
About Denver Public Schools	2
Directory of Departments	3
2016-17 Traditional School-Year Calendar	4

Family and School Partnerships

The Home Connection	6
Parent Teacher Home Visit Program	7
Parent/Student Portal	7
Parent/Teacher Conference Guidelines	8
Advocating for Your Child	9
Parent Trainings and Classes	10
How to Get Involved at Your Child's School	11
How to Get Involved in DPS	13
School Performance Framework	15
Ensuring Great Teachers and Leaders for Our Students	16

College and Career Readiness

Attendance, Behavior and Coursework	18
Academic Standards	19
Advanced Placement	20
Parent's Guide to Assessments	21
Career and Technical Education Pathways	23
Concurrent Enrollment	23
Graduation Requirements	24
Intensive Pathways	25
International Baccalaureate Program	26

Programs and Services for Students

Afterschool Programs	28
Athletics	29
Early Childhood Education	29
English Language Acquisition	30
Enrichment Opportunities	31

Enrolling in DPS	32
Food and Nutrition	34
Gifted and Talented	35
Health and Wellness	36
Math and Literacy Small Group Instruction	38
Student Services and Special Education	38
Transitions Team	39
Translation and Interpretation	39
Transportation	41

Policies and Procedures

Attendance	44
Bullying	45
Harassment and Discrimination	46
Immunization and Vaccination	47
Internet and Social Media	47
Medication	47
Parent Conduct	48
Student Conduct and Safety	48
Student Records	49
Visitors	51
Volunteers	51



Connect with DPS!

For regular updates from Superintendent Tom Boasberg throughout the school year, sign up to receive Our DPS Weekly by visiting bit.ly/OurDPSWeekly

Share news or events happening at your school at bit.ly/DPSnews

Follow DPS on social media

@DenverPublicSchools on



@DPSnewsnow on



Join the conversation:
[#everychildsucceds](https://twitter.com/everychildsucceds)

Have questions?
Get answers: Family and
Community Helpline
720-423-3054

Dear DPS Families:

Welcome back to an exciting new school year in Denver Public Schools!

The start of school is one of my favorite times of year and I am always eager to welcome back our students, families and Team DPS educators.

Families are our most important partners in helping to support student achievement and growth. We look forward to working with you to help your child develop the knowledge and skills that will open the door to a great future and help us achieve our vision of success for every child.

This year, we are continuing our focus on our Denver Plan 2020, the district's strategic plan developed with our community to help us achieve our vision, *Every Child Succeeds*. Our plan has five key goals:

1. Great Schools in Every Neighborhood

Students and families thrive when they have high-quality education choices. DPS will dramatically increase the quality of schools available in every neighborhood to ensure every student in every community throughout the district has access to great schools.

2. A Foundation for Success in School

Students who read and write at grade level in third grade are likely to be at grade level or above in reading, writing and math in high school. DPS will focus on preparedness from preschool through third grade, with strong instructional supports for students whose native language is not English.

3. Ready for College and Career

By inspiring, challenging and empowering all students – including those with special learning needs and those already achieving at high levels – to forge their own future, we will instill the next generation of young leaders with confidence, competence and a healthy work ethic.

4. Support for the Whole Child

Our schools will encourage students to pursue their passions and interests, support their physical health and strengthen the social/emotional skills they need to succeed, including managing emotions, establishing and maintaining positive relationships and making responsible decisions.

5. Close the Opportunity Gap

All students deserve access to educational opportunities that allow them to achieve at the highest levels. This means raising the bar for all students. We need to both acknowledge and close the persistent gap between the performance of our white students and our African-American and Latino students.

We look forward to partnering with you in the new school year.

Best,

Tom Boasberg

Tom Boasberg
Superintendent

About the DPS Handbook for Families and Students

The Denver Public Schools (DPS) Handbook for Families and Students summarizes many resources, programs, services and policies often referenced by DPS students, parents and guardians. It is available in Amharic, Arabic, Burmese, English, French, Nepali, Russian, Somali, Spanish and Vietnamese.

Please note that the handbook is not intended to be a complete directory of information concerning all DPS schools, students, parents and guardians. Each DPS school, including charter and innovation schools, may have its own set of procedures or operate on a different school-year calendar. Please contact your child's school for information specific to that school.

DPS policies are subject to change and some information may have changed since the handbook was printed. If you have any comments or suggestions for the DPS Handbook for Families and Students, please email Office_Communications@dpsk12.org.

DPS Main Office

1860 Lincoln St.
Denver, CO 80203
720-423-3200
info@dpsk12.org
dpsk12.org

Board Members (As of Aug. 3, 2016)

Anne Rowe - District 1 - President
Barbara O'Brien - At Large - Vice President
Happy Haynes - At Large - Secretary
Michael Johnson - District 3 - Treasurer
Rosemary Rodriguez - District 2
Rachele Espiritu - District 4
Lisa Flores - District 5

VISION

Every Child Succeeds

MISSION

The mission of Denver Public Schools is to provide all students the opportunity to achieve the knowledge and skills necessary to become contributing citizens in our diverse society.

SHARED CORE VALUES

Students First: We put our kids' needs at the forefront of everything we do.

Integrity: We tell the truth, and we keep our promises.

Equity: We celebrate our diversity and will provide the necessary resources and supports to eliminate barriers to success and foster a more equitable future for all our kids.

Collaboration: Together as a team, we think, we work and we create in order to reach our goals.

Accountability: We take responsibility for our individual and collective commitments, we grow from success, and we learn from failure.

Fun: We celebrate the joy in our work and foster in our students a joy and passion for learning to last their whole lives.

Directory of Departments

MAIN NUMBER
(General Information)
720-423-3200

Accountability, Research and Evaluation
720-423-3736

Athletics
720-423-4240

Board of Education
720-423-3210

Choice and Enrollment Services
720-423-3493

College and Career Readiness
720-423-6800

Communications Office
720-423-3414

Discovery Link (Formerly Kaleidoscope Corner and
Fit Fun & Literacy)
720-423-1781

DPS Foundation
720-423-3553

Early Childhood Education
720-423-2678

Elementary Education
720-423-3130

English Language Acquisition
720-423-2040

Family and Community Engagement
720-423-3054

Food and Nutrition Services
720-423-5600

General Counsel
720-423-3393

Gifted and Talented
720-423-2056

Human Resources
720-423-3900

Interpretation Services
720-423-2031

Postsecondary Readiness
(Middle School and High School)
720-423-3873

School Counseling
720-423-6810

School Performance Framework
720-423-3736

School-Based Health Centers
303-602-8958

Student Records
720-423-3552

Student Services and
Special Education
720-423-3437

Superintendent's Office
720-423-3300

Translation Services
720-423-2034

Transportation
720-423-4600

Volunteer Services
720-423-1817

2016-17 Traditional School-Year Calendar

JULY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						


JUNE 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Last Day of School: Half Day for Students

 MS/HS WALK-IN REGISTRATION
Aug. 11, 12

 VACATION/NO CLASSES

 HOLIDAY/NO CLASSES

- Labor Day - Sept. 5
- Thanksgiving Day - Nov. 24
- Dr. Martin Luther King, Jr. Day - Jan. 16
- Presidents' Day - Feb. 20
- Cesar Chavez Day - March 31
- Memorial Day - May 29

SEMESTER DATES

First Semester Begins Aug. 22; Ends Dec. 21
Second Semester Begins Jan. 9; Ends June 2


STUDENT REPORT DAYS


79 Days 1st Semester
94.5 Days 2nd Semester


173.5 TOTAL DAYS


These are also available online at
dpsk12.org/calendars.

NON STUDENT CONTACT DAYS (No Classes for Students)

 PLANNING/PROFESSIONAL DAYS
All schools: No classes
Aug. 15, 16, 17, 18, 19; Oct. 27; Jan. 6; June 2 (half day)

 PARENT/TEACHER CONFERENCE DAY
Nov. 4 (Schools may modify the daily schedule for parent/teacher conference to meet the needs of the school community. Schools will also determine date and time for parent/teacher conference during second semester.)

 PLANNING AND ASSESSMENT DAYS
No classes Feb. 3; April 3
All Schools; 1/2 planning; 1/2 assessment and data analysis day

 ASSESSMENT DAYS
All Schools; assessment and data analysis day -
no classes Oct. 28; Jan. 5

END OF TERM - TO BE FOLLOWED BY REPORT CARDS

- ES, ECE-8 and MS Trimester: Nov. 14; Feb. 27; May 26
- 6-12, High School 6 Weeks: Sept. 30; Nov. 4; Dec. 21; Feb. 7; April 7; June 2
- 6-12, High School 9 Weeks: Oct. 21; Dec. 21; March 10; June 2

Family and School Partnerships



“Students do better in school and in life when their families are engaged. A strong body of evidence is clear that family engagement, from birth through adolescence, contributes to a range of positive student outcomes.”

— Flamboyant Foundation



Family and School Partnerships

DPS recognizes that the education of each student is a responsibility shared by the district, school and families. Engaging parents, guardians and other members of the student's family is critical to the success of every student. This includes families who: are economically disadvantaged; have disabilities; have limited English-speaking ability; have limited literacy; are of any racial or ethnic minority background; or are parents of migratory children.

DPS knows that by educating, empowering and engaging our families, we are able to create thriving schools where *Every Child Succeeds*. Therefore we have a guiding policy to ensure that schools and the district overall commit to deeper education, engagement and empowerment of our families.

Below are the links to the DPS Board of Education policies on Family Engagement.

Policy KB: bit.ly/PolicyKB

Policy KB-R: bit.ly/PolicyKBR

The Office of Family and Community Engagement (FACE) provides training, events and resources for parents and families to help their children succeed. Through these opportunities, we engage, educate and empower the DPS community.

The Home Connection

Studies show parent involvement is a major factor in determining a child's success in school, regardless of economic, ethnic or cultural background. Here are some simple things you can do to help your child learn and succeed.

1. Give your child a clear message that education is important and valued in your family.
2. Have daily conversations with your child about their school day. Get to know your child's interests, strengths and talents. Talk with your student about college and careers.
3. Make sure your child attends school every day and arrives on time, ready to learn.
4. Establish a set time and place to complete homework and read on a daily basis.
5. Check the Parent/Student Portal at myportal.dpsk12.org so you know your child's homework assignments and progress.
6. Check in regularly with your child's teacher for ongoing communication; attend parent/teacher conferences or make additional teacher appointments as needed.

Parent Teacher Home Visit Program

Another high-impact way for you to support your student is to participate in DPS' Parent Teacher Home Visit (PTHV) program. The PTHV program fosters and strengthens the most transformational relationship in education: between the parent, teacher and student. The visits are entirely voluntary for families and they are always scheduled in advance. Here is what a home visit looks like:

First Visit

Teachers visit with the family for 20 to 40 minutes during which they get to know each other and discuss hopes and dreams for the student.

Second Visit

Teachers visit with the family for 20 to 40 minutes to foster academic partnership and share academic resources such as homework tips, SchoolChoice process questions, postsecondary resources and more.

Research has consistently shown the impact of home visits on students' academic achievement, including a 2015 study in Washington, D.C. that revealed that students who received a home visit had 24% fewer absences and were more likely to be reading at or above grade level compared to students who hadn't received a visit. To learn more about the program and request a visit, go to homevisit.dpsk12.org.

Parent/Student Portal

The DPS Parent/Student Portal was created because parent involvement is a critical factor in student success. With the Parent/Student Portal, families can stay informed, monitor student progress and have more meaningful conversations with their child and his or her teachers.

Features available on the Parent/Student Portal include:

Schedules and Assignments

Review class schedules and assignments.

Grades and Report Cards

View current grades and most recent report cards.

Attendance and Behavior

Monitor attendance, tardiness or behavior issues.

DPS and State Tests

Review results on required state and DPS assessments.

Parent Resources

Get ideas and resources for activities and exercises to support learning at home.

Access

Families can log on to the Parent/Student Portal at myportal.dpsk12.org from anywhere there is internet access or with the mobile app ("DPS Portal") available for both iPhone and Android smartphones.

Students may log in using their DPS username and password.

Create your own account

To create your Parent Portal account, please go to myportal.dpsk12.org and click "Getting Started." You will need an email address and student ID number. If you have forgotten your username and/or password, please contact the Parent/Student Portal team at dps_portalteam@dpsk12.org or **720-423-3163**.

Want more Portal information?

Connect with the Portal team on Facebook and Twitter: @DPSPortal

Parent/Teacher Conference Guidelines

Twice a year, DPS holds parent/teacher conferences. These conferences play a critical role in establishing a good relationship with your child's teacher. Careful preparation for this conference can help you get more out of it, as well as enable your child's teacher to better understand how he or she can help your child succeed in school.

Getting Ready for Your Parent/Teacher Conference

1. Before the Conference

Talk to your child about how he or she feels about school, teachers and academic progress. Questions can include:

- What do you like about school?
- What challenges are you having?
- What are your favorite subjects?
- Is there anything you would like me to ask or tell your teacher?

Review your child's recent work and 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 in class?

2. Questions for the Conference

- 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 in areas that need work?
- What are the standards for my child's grade level? Can you show me an example of work that reflects the highest standard?
- How does my child 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?

3. Follow Up After the Conference

- Tell your child how the parent/teacher conference went.
- 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.



Advocating for Your Child

If you or your child has a school-related problem, we want to help solve it. For the fastest resolution, please contact the people or offices below in the order listed.

Issues Affecting Your Child's Learning

1. Teacher
2. Principal
3. Office of Family and Community Engagement, 720-423-3054

School Governance Councils

1. Principal
2. Office of Family and Community Engagement, 720-423-3054

Discipline

1. Teacher
2. Principal
3. Office of Family and Community Engagement, 720-423-3054

Safety

1. Principal
2. Office of Family and Community Engagement, 720-423-3054

Transportation

1. Principal
2. Transportation Services, 720-423-4600

Enrollment

1. Choice and Enrollment Services, 720-423-3493

English-Language Learner Concerns

1. Teacher
2. Principal
3. English Language Acquisition Hotline, 720-423-2040

Special Education

1. Teacher
2. Principal
3. Student Services and Special Education, 720-423-3437



Parent Trainings and Classes

The Office of Family and Community Engagement (FACE) offers a number of training sessions and classes to help parents and guardians become effective advocates and academic partners. We hope these classes encourage you and your family to stay engaged in all aspects of your child's education.

Mile High United Way Center for Family Opportunity

The Mile High United Way Center for Family Opportunity provides a wide range of services for parents and families to support independence and a future of success. They provide classes in financial coaching, employment, GED, English as a Second Language, business development and legal services. This is a collaborative partnership with the Mile High United Way and non-profit agencies throughout Denver. Currently, services are provided only in southwest Denver.

Family Empowerment

The goal of this initiative is to help families understand their role in their child's education and to ensure that their child graduates prepared for college and career. Parents and families will learn specific strategies that they can easily incorporate into their everyday lives. These strategies are designed to support learning and development from birth through high school.

Be sure you attend one of our Trainer of Trainers events and bring this training to your school!

The Office of Family and Community Engagement also offers several other training sessions and workshops including:

- Parenting Partners: Practical Tools for Positive Parenting
- Parent Leadership Institute
- Colorado Academic Standards
- Managing Conflict

For more information or to request training, please contact the Office of Family and Community Engagement at **720-423-3054** or visit **face.dpsk12.org**.



How to Get Involved at Your Child's School

You can stay engaged in your child's education by getting directly involved with your child's school in a variety of ways.

Collaborative School Committee

In DPS, most schools have a Collaborative School Committee (CSC) to enhance student achievement, parent engagement and positive school culture through collaboration. The CSC generally includes the following representatives:

- The principal of the school or principal's designee;
- One teacher, elected by majority vote of the faculty in the school (elected by secret ballot);
- Three parents or guardians of a student enrolled in the school, elected by majority of voting parents with children in the school;
- One adult member of an organization of parents, teachers and students recognized by the school; nominated by a member of the CSC and approved by the other members of the CSC;
- One business/employer or community representative from the local community nominated by a member of the CSC and approved by the other members of the CSC;
- [Optional] One employee, elected by majority vote of the classified employees in the school (elected by secret ballot);
- [Optional] Up to three students in high schools, up to two student representatives in middle school; they are selected by the student council or student board of education.

The CSC also evaluates and approves the Unified Improvement Plan (UIP), a roadmap for school improvement. The goal of the UIP is to improve teaching and learning so students are ready for college and career.

We encourage you to participate in your school's CSC. Please contact your school for more information.

Parent Teacher Association

We encourage schools to have an active chapter of the nationally supported Parent Teacher Association (PTA). The PTA was founded to empower parents and guardians to advocate for their children, and it offers a stable foundation for parents to stay involved in education. The PTA also connects parents with a nationwide network of resources, programs and assistance. Please contact your school to find out if there is an active PTA.

Parent Teacher Organization

If your school does not have a PTA, it might have a locally supported Parent Teacher Organization (PTO). Similar to the PTA, this organization is formed by parents and includes teachers and school staff. Whether parents need to recruit volunteers to help at the school or fundraise to support programs and activities, PTOs are another way for a community to rally around a school.

Please check with your school to see if there is an active PTO. For support in creating one, contact the Office of Family and Community Engagement at **720-423-3054**.

English Language Acquisition Parent Advisory Committee

Schools in DPS that provide English Language Acquisition (ELA) program services to students who are learning English must have an ELA Parent Advisory Committee (ELA PAC) to:

- Review the school's ELA program and provide feedback for improvement;
- Increase communication between ELA parents or guardians, the school and DPS; and
- Listen to parent concerns and address issues.

ELA PACs meet at least four times per year and elect parent representatives to attend monthly ELA Districtwide Advisory Committee (DAC) meetings.

ELA PAC members work with their school's Collaborative School Committee or Governance Committee and provide input into the school's Parent Involvement Plan and Unified Improvement Plan.

The Office of Family and Community Engagement provides trainings to help schools establish or strengthen their ELA PAC. Please contact your school directly if you are interested in joining the ELA PAC or speak with your school principal about sending a team of parents and staff to one of our ELA institutes. Learn more at ela.dpsk12.org.

Volunteering at Your Child's School

One of the best ways you can help at your child's school is to volunteer in his or her classroom or help out in the front office, the library or other areas of the school. All DPS schools offer opportunities to volunteer for one-time projects or on an ongoing basis.

The time you spend volunteering will not only make a difference for your child, but also for other students at the school. Your presence in your child's school sends a clear message that you value education and are committed to ensuring that every student succeeds.

For more information, please contact the Office of Volunteer Services at **720-423-1817** or Volunteer_Services@dpsk12.org.





How to Get Involved in DPS

Superintendent Parent Forum

DPS Superintendent Tom Boasberg established our Superintendent Parent Forum as a way to connect with parents directly and keep them informed about DPS initiatives and progress. The purpose of this forum is to:

- Provide an opportunity for open dialogue with parents;
- Share with parents about key DPS initiatives;
- Provide information that will help parents better understand how to best support their child's success both at school and at home; and
- Give parents the tools to share information from the forums with a wider parent-school community including, but not limited to: Collaborative School Committees, ELA PACs and other parent-leadership groups.

Each school principal identifies four parents to represent their school at the forum. Parent representatives commit to attending seven parent forum meetings throughout the year.

For more information about the Superintendent Parent Forum, please contact the Office of Family and Community Engagement at **720-423-3054** or visit **face.dpsk12.org**.



English Language Acquisition Districtwide Parent Advisory Committee

The Districtwide Parent Advisory Committee (ELA DAC) meets monthly to inform parents about English Language Acquisition program services and provide parents with opportunities to learn about issues pertinent to English-language learners.

The ELA DAC committee is composed of one or more parent representatives whose children are receiving ELA program services. School-based ELA PACs elect parents to represent their schools at the monthly ELA DAC meetings. We welcome all parents of English-language learners to be involved in the Districtwide Parent Advisory Committee.

ELA DACs:

- Review and comment on annual reports provided by the ELA department to the Board of Education;
- Review and comment on student assessment results for each school;
- Provide input regarding DPS' efforts to increase parental involvement in activities sponsored by the ELA department;
- Discuss the structure and operation of the school-based PACs;
- Help parents understand ELA program services and their benefits, and provide the opportunity for parents to discuss concerns;
- Provide an annual training program for parents regarding their rights and responsibilities in connection with the ELA program; and
- Report at least once annually on its activities, including the activities listed above, to the Board of Education.

For more information and a schedule of DAC meetings, please visit ela.dpsk12.org and click Parents on the main menu.

School Performance Framework

The School Performance Framework SPF is like a report card for each school. It identifies areas of strength and areas of improvement. Denver Public Schools has created the Denver Plan 2020 with the overall goal of having great schools in every neighborhood. One step toward achieving that goal is to understand how well each school is educating our children. The SPF provides valuable information to schools and parents on areas where each school is strong and where they need improvement.

Understand the School Performance Framework

Each year, DPS uses the SPF to evaluate how well schools support student achievement. Every DPS school that is included in the SPF is evaluated on four indicators. These indicators are:

- Student Achievement, or how well students perform on state assessments in a given year.
- Student Progress Over Time, or how much progress students show on state assessments from one year to the next.
- Parent and Student Engagement and Satisfaction, or how effectively a school connects with parents and families.
- Equity, or how effectively a school is serving students regardless of background, ethnicity or ability.

In addition, high schools that are included in the SPF are evaluated on student college and career readiness and improvement in student college and career readiness over time.

Families may access their school's SPF rating in the fall by visiting the SPF website at spf.dpsk12.org, emailing spf@dpsk12.org or contacting their school leader.



Ensuring Great Teachers and Leaders for Our Students

We have high expectations for our students so we can ensure they're prepared for college and career. It is equally important that we have high expectations for DPS team members – including teachers, school leaders and all central school-support employees – so we can meet our shared vision of *Every Child Succeeds*. To achieve this and ensure Great Schools in Every Neighborhood, we designed performance systems to support teachers and leaders so they can better serve our students.

It is essential to hire, grow and retain the best teachers and school leaders. Our commitment is for every teacher and school leader to have the support and opportunities they need to meet our shared goals for supporting the academic success of DPS students.



College and Career Readiness



“We believe that no matter a student’s family income, his or her native language, race, ethnicity, learning needs or areas of strength and growth, every student can succeed.”

— Superintendent Tom Boasberg

College and Career Readiness

DPS students have many opportunities to explore their interests and prepare for college and career, beginning in elementary school and continuing through high school. Students can take college classes, earn certificates in technical schools or learn more about hundreds of different careers before they ever leave high school. To take advantage of these opportunities, be sure to talk with your child's school counselor and teachers about your child's interests.

This section outlines the resources available for parents, guardians and students to help students graduate and prepare for college and careers.

Attendance, Behavior and Coursework

There are three important ingredients for student success and college readiness that are as easy to remember as ABC: Attendance, Behavior and Coursework.

Attendance

Students learn best when they are in school. When a student misses a day of school, he or she misses valuable lessons in each class and the opportunity to practice. Studies from across the country show that students who have poor attendance are more likely to drop out of school. We have high expectations for attendance at DPS.

It is important that your child is in school, all day and every day. You can help by scheduling your child's personal appointments outside of the school day.

Behavior

Students need to focus on academics to succeed in school. A student's "job" is all about learning to focus, getting along with others and growing academically, socially and emotionally. Most students will need guidance and redirection at times throughout their school years.

But, 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. If a disruptive behavioral problem develops, parents and students can build relationships with teachers and work together to set learning and behavioral goals that lead to a solution.

Coursework

When students feel successful in their classes and grow academically each year, they are much more likely to be successful in high school, graduate and pursue postsecondary opportunities. It is important for students and parents to understand learning goals for each class and to understand when extra support is needed.

Academic Standards

DPS has embraced the Colorado Academic Standards to ensure students are equipped for college and careers in the 21st century. The standards represent a shift in education to provide a clear, consistent understanding of the knowledge and skills students are expected to learn at each grade level. Our goal is to prepare students with a well-rounded education that will prepare them for success in our rapidly changing world.

The Colorado Academic Standards challenge students to move beyond memorization. These standards push students to think critically in order to support their conclusions with evidence; analyze and critique complex texts across multiple subjects; and solve problems with effective communication, collaboration and technology skills.

We encourage parents and guardians to learn about the standards and engage in your child's learning through conversations with your school's principal and teachers.

For resources and information about the Colorado Academic Standards, please visit standards.dpsk12.org.

How Can I Help?

Here are a few tips you can use at home to help support your child's learning and understanding of the Colorado Academic Standards:

- 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 and creative strategies for discovering solutions.
- Practice communication skills by talking with your child about their day, homework and 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 or ATMs.

Advanced Placement

DPS provides Advanced Placement (AP) classes to help high school students prepare for postsecondary education in a rigorous, college-like experience. The AP program is a curriculum created by the College Board that offers standardized courses recognized as equivalent to undergraduate college courses. AP students build confidence and learn the essential time management and study skills needed for college and career success. Students who obtain qualifying national AP exam scores of 3, 4, or 5 may be able to receive credit or advanced placement or both at participating colleges and universities. When students earn college credit while in high school, they get a head start and save money on college courses. We recommend that all students take multiple AP courses to ensure college readiness before graduation.

Students should talk with their school counselor to find out if there are appropriate AP courses to enroll in. For more information about AP classes, please check with your child's school or visit apstudent.collegeboard.org.

When students earn college credit while in high school, they get a head start and save money on college courses.



Parent's Guide to Assessments

Assessments provide valuable information for students, parents and educators on whether students have mastered grade-level content and are on track to graduate prepared for the 21st century. Assessments inform school and district personnel on where to improve curriculum, instruction and leadership in order to better serve your child and ensure that *Every Child Succeeds*. DPS provides detailed information on how assessments are used, which assessments your child will take and when, and district policies for assessments online at standards.dpsk12.org.

How Assessments Are Used

DPS students participate in both summative and formative assessments.

Summative assessments are generally given once at the end of a period of time (i.e., a unit, semester or school year) to evaluate students' performance against a defined set of content standards. Examples include a midterm or final exam, a final project or a Colorado Measures of Academic Success (CMAS) test.

Formative assessment is a process used by teachers and students during instruction that provides feedback to adjust ongoing teaching and learning to improve students' achievement of intended instructional outcomes. Thus, it is done by the teacher in the classroom for the specific purpose of diagnosing where students are in their learning, where gaps in knowledge and understanding exist, and how to help teachers and students improve student learning.



Which Assessments Will Your Child Take?

DPS publishes an assessment table and overviews that detail which tests are required by the state ("state-required") and which tests parents may choose to opt out of ("state-administered"); the purpose of each assessment; and when assessments are given and how long they should take.

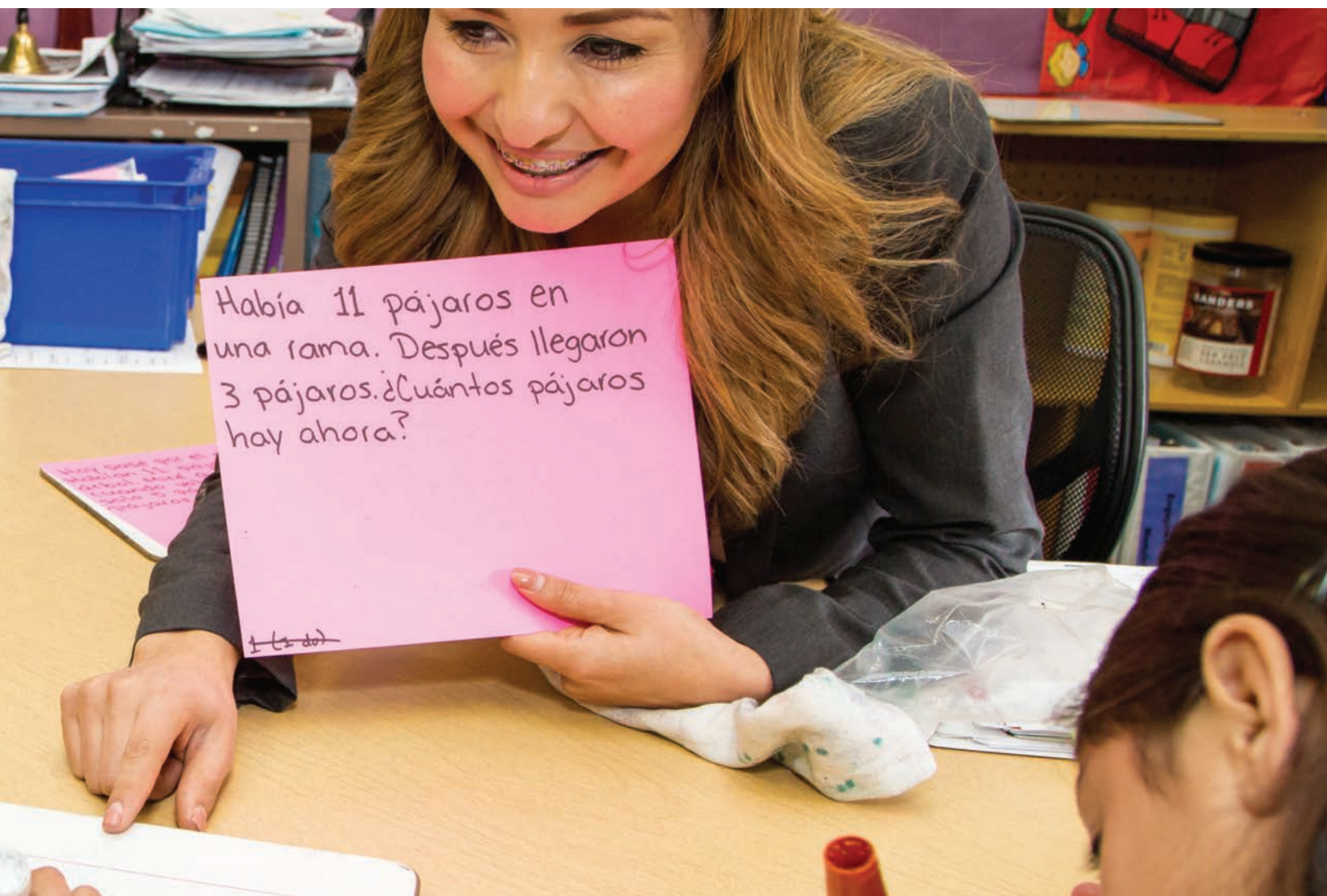
DPS has also prepared District Assessment Calendars; the test overviews include the schedules for specific assessments. Details regarding state tests are also available. These resources are all available in all 10 of the district's required languages.

District Policies

DPS administers state assessments online for all students, except for any student who has a documented need for paper-and-pencil testing. In some cases, schools may opt to have an entire grade take all content areas of CMAS and/or CoAlt using paper and pencil. To learn more about when paper-and-pencil testing is used, read the district's Paper/Pencil Policy for State Assessments by visiting bit.ly/Policy/KAGrading.

Parents who wish to excuse their student from participating in one or more of the assessments may do so by following the district's parent opt-out policy. The application is available through the Parent Portal or your child's school. Parents are encouraged to discuss the process with their school principal.

For more information, please contact your school leader or visit are.dpsk12.org.



Career and Technical Education (CTE) Pathways

DPS CareerConnect offers a variety of Career and Technical Education programs to help students prepare for life after high school. Students can take classes in their chosen career field that are relevant to the real world. Many classes offer college credit or industry standard certifications.

In addition to the classwork, each pathway offers different learning opportunities for students including:

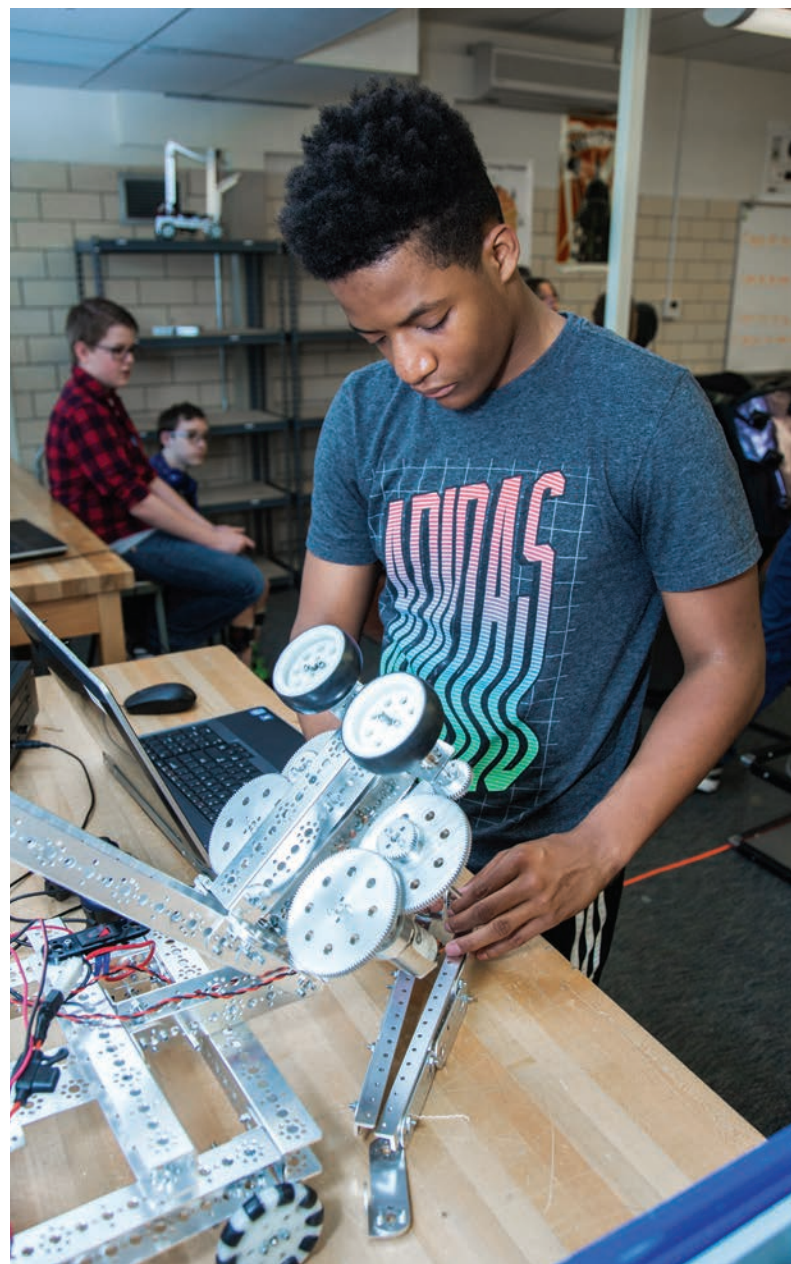
- CareerX - Industry Exploration Event - Year 9
- CareerCoach - Mentoring Program - Year 10
- CareerLaunch - Internship Program - Years 10-12
- CareerResidency - Coming soon, this new program will allow students to earn a fully transferable associate's degree while in high school. The program will be free and allow students to be paid to work in a high-demand profession.

CareerConnect includes pathways in engineering, health (sports medicine, nursing, fitness), biomedical, technology (3D animation, computer science, robotics), business and marketing, creative (theater, visual and design arts, fashion, film), hospitality/culinary, public service, architecture and construction, advanced manufacturing, automotive, welding, criminal justice and education. There is also a program called ACE that provides extra support to students with disabilities who are enrolled in the CareerConnect pathways. While most high schools offer some CTE Pathways, there are also a wide variety of career and technical education programs offered at CEC Early College, the district's designated career and technical school, and Emily Griffith Technical College.

To learn more about the program, visit dpscareerconnect.org or contact us at careerconnect@dpsk12.org or 720-423-6451.

Concurrent Enrollment

Concurrent enrollment allows students to take courses at local colleges and universities while they are enrolled in high school. This enables students to get a head start on college credits before graduating. Students gain exposure to the academic challenges of college while in their supportive high school environment or on a college campus, earning college and high school credits simultaneously. Students must obtain an A, B or C to earn college credit. We offer concurrent enrollment at almost all DPS high schools based on a student's learning plan. The student's learning plan is developed collaboratively by the student, school counselor or school administrator. For more information about concurrent enrollment, please check with your child's school counselor.



Graduation Requirements

While we offer multiple programs to help students prepare for college and career, high school graduation is based on a requirement of earning 240 credits, including a combination of required courses and electives. The high school diploma that DPS awards to graduating students represents a high standard of curriculum content and should be viewed by parents and students as a significant achievement. Students who have not met graduation requirements will not be able to participate in the school's graduation ceremony.

Courses Required for Graduation

Below is a summary of courses all students need to complete with a passing grade to graduate with a DPS diploma:

- Forty credits of language arts courses, including Introduction to Literature and Composition, American Literature, World Literature and Upper Division Writing;
- Thirty credits of social studies courses, including U.S. History and Civics;
- Forty credits of math courses, including Algebra, Geometry, Algebra 2 and Upper Level Math;
- Thirty credits of lab science courses, including at least two of the following: Biology, Chemistry, Earth Science or Physics;
- Ten credits of physical education, such as Dance, Citywide Marching Band, ROTC or DPS Athletics;
- Forty credits of academic elective courses, including, but not limited to, Fine Arts, Career and Technical Education, English/Social Studies electives, World Languages, AVID, Gear-Up and AP/IB courses;
- Fifty credits of elective courses from either academic courses or other electives, including, but not limited to, Art, Business/Marketing, Foreign Language, Industrial Technology, Music or Physical Education.
- It is also recommended that each student takes two to four years of world language courses.

Please note that within the 240 credits required for a diploma, a minimum of 220 credits needs to be earned in classroom-based instruction.

Students can earn and apply a maximum of 20 credits of community-based experience toward graduation requirements. These experiences may include, but are not limited to, field or service experiences, work experiences and internships. If a student's learning plan includes community-based experiences, the elective requirements will be two academic elective courses, five other elective courses and two community-based experience courses.

As a reminder, these graduation requirements should not be confused with the updated requirements voted on by the DPS Board of Education this year. The new requirements will only affect students entering high school in the 2017-18 school year or later.

For more information about graduation requirements or your child's learning plan, please contact your child's school counselor or the DPS School Counseling Department at **720-423-6810**.



Intensive Pathways

Intensive Pathways engage students who are off-track to graduate, or at high risk of becoming off-track, into an educational setting that leads to graduation or a GED. Students must apply to attend an Intensive Pathway school. Listed below are the Intensive Pathway school options and information about credit recovery.

- **Credit Recovery**
Credit recovery offers students the option to earn credit for classes they did not successfully complete. DPS offers credit recovery in all DPS-managed high schools as an online program.
- **Intensive Pathway Schools (IPS)**
Intensive Pathway Schools offer credit recovery, wrap-around services, community services, college and career counseling, and internship opportunities. IPS focuses on a specific population of students that includes pregnant students, teen parents, students with significant behavior needs, and students with significant social-emotional needs.
- **Multiple Pathway Center (MPC)**
The Multiple Pathway Center serves students in grades 6-12 who are off-track to graduate and are up to two years behind on credits. The MPC grants diplomas and offers intensive academic, affective and behavioral supports to students. The MPC also offers credit recovery, wrap-around services, community services, college and career counseling, and internship opportunities.
- **Engagement Center (EC)**
The Engagement Center identifies students who have dropped out or are off-track to graduate and engages these students in the program through a comprehensive intake process, providing an accelerated course of study. This program is best for students who are ages 16, 17, 18, 19 or 20 and are within 100 credits of graduating. The EC offers credit recovery, wrap-around services, community services, college and career counseling, and internship opportunities.
- **Intensive Pathway Charters**
Intensive Pathway Charters offer a wide range of academic and affective supports for students who are at high risk of dropping out of school. Each charter has its own mission, specialty services and programming for students. All Intensive Pathway Charters engage students in a post-secondary readiness educational pathway that leads to graduation.

For more information about Intensive Pathways or to apply for an Intensive Pathway school, please contact the Transitions Manager at **720-556-5228**.



International Baccalaureate Program

The International Baccalaureate Program (IB) offers a challenging curriculum in more than 11 DPS schools that is consistent and highly regarded around the world. IB schools focus on international perspectives of learning and teaching, while supporting students in fully exploring their home culture and language. IB instruction at the Primary Years, Middle Years and Diploma Programme level helps to develop the intellectual, personal, emotional and social skills that prepare students for success in a rapidly globalizing world. Please check with your child's school to see if they have an IB program.

Advancement Via Individual Determination

Advancement Via Individual Determination (AVID) is a College Readiness System introduced to DPS in 2003 that is designed to enhance teaching strategies and schoolwide learning, as well as prepare students for college and beyond. AVID strategies and the AVID Elective Class are implemented in more than 25 DPS elementary, middle and high schools.

Programs and Services for Students





Programs and Services for Students

DPS offers programs and services designed to provide enrichment through learning opportunities and support for students of all ages, abilities and interests. Through these programs and services, we work with our families to create an educational experience that best fits their child's needs and interests.

Afterschool Programs

DPS families and students have access to programs that extend the learning experience beyond the traditional school day and year, and help families with childcare when school is not in session. Programs are offered before and after school, on school holidays and breaks, and during the summer. Afterschool programs provide students with a safe and welcoming place to spend time, along with experiences that increase their engagement.

We offer two main afterschool programs:

- **Discovery Link** (formerly Kaleidoscope Corner in some schools and Fit Fun & Literacy in others) is a licensed, before-and-after school and summer camp program offered in 46 DPS schools. Discovery Link programming includes hands-on learning activities in areas including physical activity, nutrition, math, literacy, science and art. In addition, programs include homework help, healthy snacks and opportunities to build positive relationships with peers and adults.
- **Neighborhood Centers** provide an array of enriching afterschool programs focused on academics, arts and culture, leadership, recreation and technology. Neighborhood Centers work with partner organizations to provide diverse activities to meet community and student needs and interests, including project-based learning for students, tutoring supports and family programming. Most Neighborhood Centers include Discovery Link.

In addition to the afterschool programs managed by DPS, our schools have programs run by teachers, parents and partners. Please contact your school to find out the afterschool programs offered or visit the Afterschool Program Locator at cps.civicore.com/map.

For more information about programs, please contact **720-423-1786** or visit discoverylink.dpsk12.org.

“We know how vital it is that we pair our focus on students’ academic growth with an equally intense focus on their growth as people.”

— Superintendent Tom Boasberg

Athletics

Our schools offer a variety of athletic opportunities for middle school and high school students. We believe participating in sports helps our students meet new challenges, gain confidence and improve their self-esteem.

Below are some of the sports programs your school may offer:

	MIDDLE SCHOOL	HIGH SCHOOL
FALL	Boys soccer, cross country, flag football, softball and volleyball <i>Fall sports begin when school starts, so make sure to get the required physical examination for your child in the summer.</i>	Boys golf, boys soccer, boys tennis, cross country, field hockey, football, gymnastics, softball and volleyball <i>Fall sports start in early- to mid-August, before school is in session. Make sure to get the required physical examination for your child in the summer and contact your school for August schedule information.</i>
WINTER	Boys and girls basketball	Boys and girls basketball, girls swimming, ice hockey and wrestling
SPRING	Baseball, basketball, futures football and girls soccer	Baseball, boys and girls lacrosse, boys swimming, girls golf, girls soccer, girls tennis, and track and field

Students must meet eligibility requirements to participate in athletic opportunities. Before participating each year, students must provide:

- A copy of a current physical examination;
- Parent permission;
- Current emergency contact information; and
- Required participation fees, if applicable.

For more information about DPS athletics, your school's athletic programs and schedules, and contact information for your school's athletic director, please visit athletics.dpsk12.org.

Early Childhood Education

Preschool

Preschool is an important building block in the academic experience of your child. Attending preschool helps your child develop mentally, socially and emotionally. Your child will be better prepared to enter elementary school ready to learn. The DPS Early Childhood Education program provides quality, half- and full-day preschool at more than 80 DPS schools. DPS preschool programs are designed to serve all students, including students with disabilities and students learning English as a second language.

For more information about preschool programs and eligibility, please call **720-423-2678** or visit [**earlyeducation.dpsk12.org**](http://earlyeducation.dpsk12.org).

Kindergarten

Quality early childhood education builds a strong foundation for academic success. DPS offers high-quality kindergarten programs that put students on a path to learning at a young age. Half-day kindergarten is available to all children in Denver, free of charge, at every DPS elementary school. In addition, all elementary schools offer sliding-scale tuition for full-day kindergarten, and select schools offer Advanced Kindergarten. Parents will need to fill out a SchoolChoice form for a full-day program, including at their neighborhood boundary school.

For more information about kindergarten programs, please contact your neighborhood boundary school or visit [**earlyeducation.dpsk12.org**](http://earlyeducation.dpsk12.org).

Advanced Kindergarten

Advanced Kindergarten classrooms are designed for students who are academically advanced for their age with exceptional curiosity, attention span, interests, and verbal or mathematical ability. Parents and students must apply for Advanced Kindergarten. The application can be found at [**gt.dpsk12.org**](http://gt.dpsk12.org).

After your application is received, your child will be scheduled for testing. If your child qualifies for Advanced Kindergarten, you will receive information on how to apply to schools that offer Advanced Kindergarten programs through the SchoolChoice process.

For more information about Advanced Kindergarten, including traits of advanced learners, as well as the names of specific school sites that offer Advanced Kindergarten, please call the Gifted and Talented Department at **720-423-2056** or visit [**gt.dpsk12.org**](http://gt.dpsk12.org).

English Language Acquisition

DPS believes every student's primary language is an asset that, combined with English language skills, leads to success in school and life. Our English Language Acquisition (ELA) programs help students learn English as they study their core subjects. In an ELA program, students who are native speakers of languages other than English, and not yet proficient in English, are supported by teachers specially trained to instruct English learners. English learners in DPS who participate in an ELA program until they are able to fully participate in mainstream classes have higher graduation rates and reading assessment scores. We strongly encourage all parents of English-language learners to select an ELA program to support their child's learning.

How are students placed in an ELA program?

During registration, every family completes a Home Language Questionnaire, which identifies the language(s) spoken by your child and in your home. If a language other than English is spoken, your school will evaluate your child's English-language proficiency and recommend a program that best meets your child's needs.

If your child qualifies for ELA services, you will work with an ELA expert at your child's school to select an ELA program by completing the Parent Permission Form. As a parent or guardian, you choose the services you want your child to receive.



What program options are available for English-language learners in DPS?

Regardless of which program you choose, your child will receive dedicated English Language Development support and instruction in content areas from qualified teachers. At DPS, we offer three main types of ELA programs:

- **ELA-E** (also known as English as a Second Language): In an ELA-E program, classes are taught in English by teachers with special training to help students become fluent in English. Your student will also receive special instruction in English Language Development. ELA-E programs are intended for speakers of languages other than English.
- **ELA-S**: This program is for Spanish-speaking students. Students are instructed in Spanish and English. As students learn more English, the proportion of English instruction increases, leading to literacy in both languages. ELA-S teachers are fluent in Spanish and are specially trained to teach your child English.
- **Dual Language**: Some DPS schools are dual-language schools. This means that all students at the school receive instruction in both English and Spanish throughout the day.

What if my school does not offer the program services I want my child to receive?

ELA Zone Schools provide program services that may not be offered at your nearest school. Students are eligible for transportation to their ELA Zone School if they meet district transportation eligibility requirements. Parents may also use the SchoolChoice process to select a school that best meets their student's needs.

For more information about ELA services, please visit ela.dpsk12.org or call our hotline at **720-423-2040**.

Enrichment Opportunities

The DPS Gifted and Talented Department offers enrichment opportunities to all DPS students. Students are welcome and encouraged to participate in enrichment programs offered at their school. To enroll your child in enrichment programs, please contact your school. Enrichment programs offered at your school may include:

- Destination ImagiNation
- National History Day
- Mathletics/Mathcounts
- Math Olympiads
- Semantics/Spelling Bee
- National Geographic Bee
- Optimist Brain Bowl
- Young Authors Celebration
- Future Problem Solvers
- Global Scribes

For more information about enrichment opportunities, please contact your school, call the Gifted and Talented Department at **720-423-2065** or visit gt.dpsk12.org.

Enrolling in DPS

As you begin the enrollment process, it is important for you to know that every child is guaranteed a full day of educational services beginning in first grade. Students who are 5 years old by Oct. 1 are guaranteed a half-day kindergarten program at no cost and a tuition-based full-day program, if desired. Early Childhood Education programs for 3- and 4-year-olds are optional based on availability and are also tuition-based. The majority of DPS families receive tuition assistance to benefit from preschool and full-day kindergarten programs. Assistance is determined based on family income.

Below is an overview of the enrollment process and the information you need to enroll your child in a DPS school.

Where do I start if I want to enroll my child in a DPS school?

When deciding which DPS school is best for your child, we encourage you to begin your school search by locating the elementary, middle or high school where you are guaranteed enrollment based on your address. This school is referred to as your neighborhood boundary school. If you are part of a shared boundary, you have a number of schools from which to choose. To determine which boundary school(s) serves your home address, please call the Office of Choice and Enrollment at **720-423-3493** or visit schoolfinder.dpsk12.org.

If you are a new Denver resident, you are welcome to enroll your child in his or her boundary school immediately. To do so, please visit the school and complete a New Student Registration Packet. If you are in a shared boundary or would like to enroll your child in a school that is not your boundary school, please call the Office of Choice and Enrollment at **720-423-3493** or visit schoolchoice.dpsk12.org.

Documentation Requirements

What documentation do I need to enroll my child for the first time?

Proof of Address – any one of the following qualifies as proof of address:

- Current utility bill with service address clearly viewable (cable, gas, water or electric bill);
- Copy of current signed lease agreement;
- Copy of warranty deed; or
- Notarized letter from primary resident, affirming that student and parent/guardian reside at address. Additional proof-of-address documentation may be required. Please see school for details.

Proof of Student Identity/Age – any one of the following qualifies as proof of identity or age:

- Student's birth certificate;
- Student's baptismal certificate; or
- Student's passport.

What is SchoolChoice?

SchoolChoice is the DPS enrollment process that allows families to enroll in any DPS school, using one form and one timeline. If a school has more applications than space available, students will be assigned using a lottery process.

How does SchoolChoice work?

If you are interested in enrolling your child in a school other than your boundary school, you will participate in the DPS SchoolChoice process, which has two rounds.

First Round

- The first round of SchoolChoice happens in January of each year, for enrollment in the following school year. Your student's chances of enrolling in your first-choice school are maximized by participating in the first-round process. We also encourage students in transition grades, such as those entering kindergarten, sixth or ninth grade, to enter the first round of SchoolChoice.
- Applicants in the first round are assigned to schools on a lottery basis, taking into consideration a student's priority for admission at each school, random lottery number and space availability.
- SchoolChoice forms are due on the final business day in January. Families are notified in mid-March of their child's school assignment for the following year.

Second Round

- Second-round applicants will be enrolled after all first-round applicants have been offered a space and enrolled. Then, applicants in the second round are either enrolled or added to the existing waitlist on a first-come-first-served basis, depending upon space availability.
- The second round of SchoolChoice happens from March through August of each year, for enrollment the following school year.

Do I have to apply through SchoolChoice every year?

In most cases, once a student in grades K-12 has been enrolled in a school other than the boundary school, the student will remain enrolled at that school in each subsequent year. There is no need to re-apply, with the exception of Advanced Kindergarten students moving into first grade.

What is a shared boundary?

A shared boundary is a geographic area where the students residing within it are guaranteed a seat at one of several schools, but not guaranteed a seat at any one particular school within the shared boundary.

What if we want to change to a new school mid-year?

Generally, students learn best when they experience an uninterrupted school year with the same school, staff and peers. If, however, you feel that moving your child to a different school would be in his or her best interest, you may request a transfer through the Office of Choice and Enrollment Services. Transfers are subject to the recommendations of the sending and receiving school, space availability and other considerations.

What if we just moved to Denver?

Regardless of when your family relocates to Denver, we are prepared to support your child's unique educational needs. Most students may enroll immediately at their boundary school. New students may also participate in the SchoolChoice process upon their arrival.

For more information related to enrollment, SchoolChoice, mid-year transfers or mid-year enrollment, please contact the Office of Choice and Enrollment Services at **720-423-3493** or visit schoolchoice.dpsk12.org.



Food and Nutrition

DPS schools provide nutritious breakfasts and lunches to all students in preschool through high school. Our meals are cooked from scratch with recipes based on the Dietary Guidelines for Americans and nutritional guidelines from the Institute of Medicine.

We are committed to serving more locally grown, fresh fruits and vegetables on our lunch menus, including produce grown at our schools. DPS participates in the U.S. Department of Agriculture's Fresh Fruit and Vegetable Program, which provides fresh fruits and vegetables four days per week to all students in the majority of our elementary schools. We serve breakfast at no charge at all schools where a breakfast program is offered. This is a perfect way for students to fuel their day and their academic success. Please check with your school to see when breakfast is offered.

As a participant in the National School Lunch Program, we also serve meals at reduced price or no cost, determined by family income and household size. To apply for the free and reduced lunch program, please visit myschoolapps.com. After your application has been processed, you will be notified by email if you applied online and your child is eligible for free or reduced meals. You will be notified by mail if you filled out a paper application.

For more information about the free and reduced lunch program, please contact your school or Food and Nutrition Services at **720-423-5624** or **720-423-5623** or visit foodservices.dpsk12.org.

Gifted and Talented

Gifted and Talented services in DPS are designed for students whose demonstrated academic abilities are so exceptional that they require special resources to meet their needs. The DPS Gifted and Talented Department actively supports students, allowing them to reach their full emotional, intellectual and creative potential through multiple learning opportunities and activities.

Who is eligible for Gifted and Talented services?

Students are identified as Gifted and Talented at each elementary and middle school based on multiple indicators, including achievement and ability testing, nationally established norms, creativity assessments and recommendations. At least three indicators are needed for Gifted and Talented identification.

Where are Gifted and Talented services available?

Every DPS school that includes grades one through eight offers in-school Gifted and Talented services and has a Gifted and Talented teacher who can provide more information about DPS-approved, in-school plans. All children in grades one through eight who are identified as Gifted and Talented will have an Advanced Learning Plan in their identified strength area(s).

How do I enroll my child in Gifted and Talented services?

Students in grades one through eight who are designated as Gifted and Talented will receive Gifted and Talented services at their school of attendance. No application or other supplemental enrollment steps are necessary.

Highly Gifted and Talented

In addition to services for our Gifted and Talented students, DPS has magnet programs for students who qualify as Highly Gifted and Talented (HGT).

What is the HGT program?

The HGT program at DPS provides an educational opportunity for identified students in grades one through eight whose exceptional intellectual ability and academic potential, along with related social-emotional needs, exceed those addressed in a regular classroom. The HGT program groups students with teachers who are specially trained to meet their needs.

Where is the HGT program available?

The HGT program is available at Carson, Cory, Edison, Gust, Lena Archuleta, Polaris at Ebert, Southmoor and Teller for grades one through five, and Morey for grades six through eight. If your child qualifies for HGT programming you will be sent information on how to apply for schools that offer HGT through the SchoolChoice process in January of each school year.

Who is eligible for the HGT magnet program and how do I apply?

The Gifted and Talented Department identifies students as magnet eligible through districtwide screening and through a nomination process that takes place in the early fall. The process incorporates multiple indicators, including achievement and ability testing, reading levels, recommendations and other gifted characteristics. This process is different from in-school Gifted and Talented identification. All students in kindergarten, second and sixth grades are automatically screened to collect preliminary data for magnet eligibility. Parents, teachers and students are welcome to nominate a child, especially in other grades, for additional assessment.

For more information about Gifted and Talented programs, please contact your school, call the Gifted and Talented Department at **720-423-2056** or visit **gt.dpsk12.org**.

Health and Wellness

DPS operates multiple school-based health centers throughout the city in collaboration with Denver Health. Services available to students include:

- Physical examinations and sports physicals;
- Care of injury and illness;
- Immunizations;
- Routine lab tests;
- Prescriptions and medications;
- Mental health counseling;
- Sexual and reproductive health care; and
- Health insurance enrollment.

Any student who has submitted a signed parental consent form is welcome to use the services at these centers during school hours. Services are provided by multiple medical professionals including physicians, physician assistants, nurse practitioners and mental health therapists. There is no charge for a student to use a health center and all services are provided confidentially. Student medical information cannot be shared without written permission from the student or parent.



School-Based Health Center

District Locations

The district locations are open to all Denver Public Schools students including the Denver Head Start programs provided by Mile High Montessori, Volunteers of America, Family Stars, Clayton Educare and Catholic Charities.

Evie Dennis Campus

4800 Telluride St.
Denver, CO 80249
720-423-7610

Manual High School

1700 E. 28th Ave.
Denver, CO 80205
720-423-6435

Place Bridge Academy

7125 Cherry Creek North Dr.
Denver, CO 80224
720-424-2050

School-Based Health Center Neighborhood Locations

The neighborhood locations are open to the students who attend the school and to students of neighboring schools.

Bruce Randolph School

3955 Steele St.
Denver, CO 80205
720-424-1232

Kunsmiller Creative Arts Academy

2250 S. Quitman Way
Denver, CO 80219
720-424-0156

Lake International

1820 Lowell Blvd.
Denver, CO 80204
720-424-0281

Montbello Campus

5000 Crown Blvd.
Denver, CO 80239
720-423-5808

North High School

2960 N. Speer Blvd.
Denver, CO 80211
720-423-2718

Rachel B. Noel Campus

5290 Kittredge St.
Denver, CO 80239
720-424-0909

Kepner Campus

911 S. Hazel Ct.
Denver, CO 80219
720-424-0126

Thomas Jefferson High School

3950 S. Holly St.
Denver, CO 80237
720-423-7190

West Campus

951 Elati St.
Denver, CO 80204
720-423-5456

School-Based Health Center Site-Based Locations

The site-based locations are open to the students who attend the school.

Abraham Lincoln High School

2285 S. Federal Blvd.
Denver, CO 80219
720-423-5020

Florence Crittenton

55 S. Zuni St.
Denver, CO 80223
720-423-8950

John F. Kennedy High School

2855 S. Lamar St.
Denver, CO 80227
720-423-4355

Dr. Martin Luther King, Jr. Early College

19535 E. 46th Ave.
Denver, CO 80249
720-424-0476

South High School

1700 E. Louisiana Ave.
Denver, CO 80210
720-423-6260

For more information about School-Based Health Centers, please contact Denver Health at **303-602-8958** or visit denverhealth.org/SBHC.

Math and Literacy Small Group Instruction

Select DPS schools offer students small group math and literacy instruction through the Denver Fellows Program, a citywide tutoring initiative to provide intensive math and literacy support to students.

Students who are not at grade-level in grades kindergarten through three (literacy) and two through nine (math) are eligible for the Denver Fellows Program. Tutoring takes place during the regular school day, for 45 minutes a day, for the entire school year. This is not a traditional tutoring program that is focused on completing student homework. This program is designed to support students in accelerating growth toward proficiency in math and literacy. Each Fellow works with no more than four students per session.

For a list of participating schools, please call **720-423-3823**, visit [**denverfellows.com**](https://denverfellows.com), or email [**denver_fellows@dpsk12.org**](mailto:denver_fellows@dpsk12.org).

Student Services and Special Education

DPS is committed to providing appropriate and culturally relevant support services to our students. From social and emotional health, to physical health and academic needs, we have a variety of services to help students achieve at high levels and be prepared for college and career.

The Division of Student Services supports students with special education, social-emotional learning, bullying prevention, nursing services, student records, Medicaid, homebound services and much more.

Students with Disabilities

Through our Department of Special Education, we provide specialized instruction for students to address the needs of their disability through a continuum of services in both general education and special education classrooms. In addition to special education teachers, students with disabilities may receive support from paraprofessionals, school nurses, school psychologists, school social workers, and speech-language and motor therapists.

Students with disabilities have many rights and protections under federal and state law. All children with disabilities have the right to free public education that is designed to meet their individual needs and prepare them for further education, employment and independent living. We want our students with disabilities to have learning opportunities with their non-disabled peers in the least restrictive environment and to the maximum extent appropriate. Parent participation and input is an important part of the process. All DPS schools provide special education based on a range of services. This includes mild to moderate support in traditional classrooms to more intensive support in center-based programs.

If you believe your child may qualify for special education services, please contact the special education representative at your child's school to schedule an assessment.

For more information about Student Services or Special Education, please call **720-423-3437** or visit [**studentservices.dpsk12.org**](https://studentservices.dpsk12.org).

For more information about Medicaid, including free or low-cost health insurance, please call **720-423-3661**.

Transitions Team

The Transitions Team helps students who are not successful in their current setting transition to one of our Intensive Pathway options. Intensive Pathway schools are smaller, provide extensive supports to students and offer accelerated pathways to graduation. If you believe your child may benefit from an Intensive Pathway school, please contact the Transitions Manager at **720-556-5228**.

Translation and Interpretation

For our families who do not speak English, DPS Multicultural Services provides written translation and oral interpretation at no cost to families. It is, however, essential to plan ahead if a parent needs translation or interpretation services unless on-demand phone interpretation services is used by the school. Advance notice is required for proper scheduling of an in-person interpreter.

Multicultural Services offers the following services:

- Translation and interpretation, including in-person, phone or sign language interpretation services for district and school-level essential parent communication.
- Translation services for any ELA program materials for all schools.
- Services for any request related to special education for all schools.

Who can request services?

Any DPS parent or guardian may request services preferably through a DPS employee, who must submit an online request or, when a sponsor is not available, a DPS parent may call or email the contacts below.

Charter school administrators may contact Multicultural Services for a quote and make arrangements for services by using the contacts below as well.

What type of documents can be translated?

Essential parent communication can be submitted for translation, including letters to families, school permission slips, DPS forms and applications, event flyers and school brochures, agendas and minutes from school meetings, and Individualized Education Plan evaluations. Third-party or copyrighted materials may not be submitted.

What type of meetings need in-person interpretation?

We provide two types of in-person interpretation services: consecutive and simultaneous mode.

Simultaneous interpretation mode is delivered as the person is speaking; in consecutive mode, the speaker pauses after a complete thought. Simultaneous interpretation services are recommended for all essential parent group meetings, DPS community meetings, Collaborative School Committee, ELA PAC, ELA DAC and Board meetings. Consecutive interpretation services are recommended for Individualized Education Plan evaluations.

*For our families who do not speak English at home,
DPS Multicultural Services provides written translation and oral
interpretation at no cost to families.*



What type of meetings need phone interpretation?

Phone interpretation services are recommended for urgent or unexpected parent-teacher communication needs, back-to-school questions, parent/teacher conferences, expulsion hearings, and most one-on-one meetings. Phone interpretation services are also recommended for languages when a local interpreter is hard to find, which includes but are not limited to Amharic, Pular and Swahili.

For more information about translations, please call **720-423-2034** or email [**translation@dpsk12.org**](mailto:translation@dpsk12.org).

For more information about interpretations, please call **720-423-2031** or email [**interpretations@dpsk12.org**](mailto:interpretations@dpsk12.org).

Transportation

Denver Public Schools (DPS) Transportation Services' mission is to provide safe, efficient and effective service that is valued and useful to our customers. We will exceed the expectations to provide education access to our students, fostering an environment where student safety is the top priority. It is our commitment to provide efficient and equitable transportation to our student riders throughout the school year. Our service serves as a gateway to academic achievement, and allows every child to succeed.

As established by Board of Education, transportation eligibility requirements are as follows:

Elementary School

Students in kindergarten through grade five will be provided transportation who:

- a) are enrolled in the school serving the student's residence and,
- b) reside more than one mile from their school.

Middle School

Students in grades six, seven, and eight are provided transportation who:

- a) are enrolled in the school serving the student's residence and,
- b) reside more than 2.5 miles from their school.

High School

Students in grades nine through 12 are provided transportation who:

- a) are eligible for traditional school bus or RTD. All high school transportation is provided by RTD. Students eligible for transportation at this level will receive RTD passes made available through their high school of attendance and verified in VersaTrans routing system.
- b) reside more than 3.5 miles from their school.

DPS has a long-standing tradition of offering families the freedom and flexibility to select the school or program that best fits their student's educational needs. When you participate in the SchoolChoice process and would like to further utilize DPS school bus services, you must then complete an exception form.

Exception Form Guidelines

The parent/guardian of students wishing to request a transportation exception for his/her student who does not otherwise meet the eligibility criteria approved by the Board of Education to ride an existing school bus must fill out a transportation exception form. The new transportation exception form is now available in the DPS Parent Portal. Exception forms will be processed as quickly as possible; however, the process can take a minimum of one month. Detailed information can be found on the Transportation website and the DPS Parent Portal. Visit transportation.dpsk12.org for more information.

Bus Route Information

Details on specific bus stop locations and route information are available to parents of all transportation-eligible students each summer through a letter that is sent home in August, as well as on the Parent/Student Portal. Please make sure your home address is up-to-date at your child's school to ensure that you receive information on your child's bus route.

Transportation Special Programs and Services

English Language Acquisition

When English-language learners' boundary schools do not provide English Language Acquisition (ELA) services, students are eligible to attend ELA Zone Schools to receive services. DPS Transportation provides transportation for eligible students to their zone school. For ELA Zone School locations and transportation guidelines for English-language learners, please visit transportation.dpsk12.org.

+Pass Student Ridership System

Every transportation-eligible student in DPS who rides a school bus is expected to use their +Pass every day, no exceptions. For replacements or a temporary pass, please contact your school office.

Note: Parents can now view their child's bus route and +Pass recorded data by logging into the Parent Portal.

Important Contact Information

Transportation: 720-423-4600
transportation@dpsk12.org

- Route and bus information
- +Pass questions
- General information

Bus Dispatch: 720-423-4624

(5:30 a.m. – 7:30 p.m.)

- Bus is delayed 15 minutes or more
- Student is not riding the bus
- Missing students
- Lost and found items

DPS Safety: 720-423-3911

(After 7:30 p.m. or in an emergency)

Safe2Tell®: 877-542-SAFE

- Report student safety concerns

Parent Portal: myportal.dpsk12.org

- Bus route details (bus stop location and times)
- +Pass card usage
- Important transportation updates
- Bus Bulletin

For more information about transportation services, please visit DPS Transportation Services at transportation.dpsk12.org.



Policies and Procedures



*"Believe with us. But more than that, work with us
to make Every Child Succeeds a reality."*

— Superintendent Tom Boasberg



Policies and Procedures

DPS policies and procedures, established by the Board of Education, serve as a guide to fulfilling our mission. The policies listed in this section do not cover all DPS policies, but offer a summary of those most often referenced by our families.

For additional information and a complete list of DPS policies, please visit the Policies and Procedures Guide at communications.dpsk12.org/languages.

Attendance

It is essential for students to attend school daily in order to acquire the knowledge, skills and confidence needed to be college- and career-ready. Parents, guardians and students are all responsible for making sure students are on time and ready to learn.

School attendance is required by state law for students up to age 17 (Colorado School Attendance Law - C.R.S. 22-33-101 et seq.).

Students must attend a minimum number of hours of school in order to comply with the law. These minimum requirements are:

- 1,056 hours in middle and high school; and
- 968 hours in elementary school.

Below is an overview of the different types of absences.

Excused Absence

An excused absence requires approval by both the parent or guardian and the school. In some cases, documentation from the parent may be required so that the school can excuse an absence. Examples can include a note from a parent, guardian or healthcare provider.

Exceptions to the Colorado School Attendance Law

- Temporary illness or injury;
- 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-study program; and
- Home-based instruction

Truancy

Truancy is also known as an unexcused absence, which is an absence without parent or school permission.

Habitually Truant

Habitually truant is defined as four unexcused absences in one month and/or 10 unexcused absences in the school year.

The school may notify parents or guardians of absences by one or more of the following methods:

- Telephone call
- Letter
- Parent conference
- Home visit or Truancy Notice after the student is habitually truant.

In order to support the family of a student who is habitually truant, the school will attempt to understand reasons for the student's absences. To do so, the school will provide support that could include meeting with the student, counseling, tutoring, meeting with both parent and student, referral to support programs and/or implementing an attendance plan or medical plan. We encourage families to stay in close communication with school staff to address reasons that the student might be missing school. A truancy court proceeding may be initiated if the student continues to miss school.

Bullying

DPS is committed to providing a safe and secure school environment for all students. We believe students should be able to learn in an environment that is free from threat, harassment and any type of bullying behavior, including cyberbullying. Students who engage in any act of bullying are subject to disciplinary action, which may include suspension or expulsion, and referral to law enforcement.

What is Bullying?

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronic means, or by a physical act or gesture.

To protect students, DPS has several policies and procedures in place, listed below.

1. Bullying is not tolerated in our schools, buses or during any school activities such as sporting events.
2. Bullying is classified as harassment and may constitute a violation of civil rights when it is based on race, ethnicity, gender, sexual orientation, gender identity (including transgender), religion, national origin, ancestry, age, marital status, veteran status or disability.
3. Students who engage in bullying will face disciplinary action and, depending on the severity and pattern, may be suspended or expelled, or referred to law enforcement. Curriculum and training are available to help students, teachers and parents prevent bullying.
4. All schools have procedures for investigation and intervention of students engaged in bullying behavior, as well as procedures to prevent bullying.
5. All schools have programs to help students who bully. Program methods include using re-education of acceptable behavior, discussions, counseling and appropriate consequences.
6. All schools support students who have been the victims of bullying. School psychologists and social workers are available to assist students and families.

How Families Can Help

Learn more about bullying and cyberbullying at:

- cyberbullying.us
- stopbullying.gov
- safeschools.state.co.us
- commonsensemedia.org

Parents or guardians can contact the school principal, school social worker, school psychologist or a teacher if they have a concern about bullying.

Teach your child to tell a trusted adult at school and at home if he or she, or another student, has been bullied or cyberbullied. Anonymous tips on bullying can be sent to *Safe2Tell* at 1-877-542-7233, by visiting safe2tell.org or by using the Safe2Tell app on their mobile device.

Harassment and Discrimination

All members of the DPS community deserve to learn or work in an environment in which they are treated with dignity and respect. Harassment has no place in schools, school grounds or DPS office locations. Harassing conduct by employees, students, families and community members, at any level, will not be tolerated.

Title VI, IX, ADA, Section 504

DPS does not discriminate on the basis of color, ethnicity, gender, sexual orientation, gender identity, transgender status, religion, national origin, ancestry, age, marital status, veteran status or disability in admission, access to or treatment in its educational programs or activities. There is a grievance procedure for discrimination concerns.

For inquiries related to the Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act, contact Student Services/Support Services at **720-423-3437** or **TTY-TDD: 720-423-3437**.

For inquiries related to Title IX of the Education Amendments of 1972, contact Human Resources at **720-423-3900**.

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**.

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.

Harassment Based on Protected-Class Status

Every student within DPS has the right to learn in an environment free from sexual harassment or harassment based on color, ethnicity, gender, sexual orientation, gender identity, transgender status, religion, national origin, ancestry, age, marital status, veteran status or disability. Complaints of harassment will be promptly investigated in accordance with respective Board of Education policies.

Immunization and Vaccination

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 as a condition of school attendance, with exceptions for health, religious or personal purposes.

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

For more information, please visit the Colorado Immunization Program's website at coloradoimmunizations.com.

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. For example, 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 staff and should not be considered private. Students who violate the internet use policy can lose their internet access and may face disciplinary action.

Social media, such as sites like Facebook, Google+ and Twitter, have important educational uses and can be powerful communication tools. If students and teachers are aware of the challenges and behave politely and professionally in these environments, these sites can and should be used in schools. Students who violate this policy can lose their access to social media sites and may face disciplinary action. Students should feel comfortable reporting to school staff or teachers if they feel they are being harassed or bullied by a peer through social media.

Medication

Nurse practitioners who support our school-based health centers may prescribe medication for a student, but school nurses may not. Medication can be given at school when a parent or guardian requests and completes the Student Medication Request Release Agreement/Physician's Order for Medication. This form provides the parental consent required for a nurse or delegate to dispense 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 self-carry emergency medications such as an asthma inhaler or epinephrine (epi-pen) with the corresponding medical order and parental consent.

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

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. Such behavior can create an unsafe 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. If you need assistance handling concerns at your child's school, please contact the Office of Family and Community Engagement at **720-423-3054**.

For more on the Denver Public Schools Board of Education Policy on Public Conduct on School Property, visit bit.ly/PolicyKFA.

Student Conduct and Safety

Student safety is a top priority for DPS. Responsible conduct in every school is required for maintaining 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.

Children or Youth With Educational Disabilities

All schools and classrooms should be safe and welcoming environments where students feel a sense of belonging and value for their diverse abilities. DPS provides individualized instruction, and accommodations and modifications for each student's unique needs. Families are a critical part of the educational planning process. Parents and guardians will be invited to provide input about their child's strengths and needs along the way.

Drug and Alcohol Use by Students

Students must not use alcohol, narcotics or other illegal substances when on school grounds, in DPS-approved vehicles, at designated school bus stops or at school-sponsored events. Marijuana is considered to be an illegal substance at school.

Protecting Children and Reporting Abuse

All school personnel are mandatory reporters and are required by law to report child abuse or neglect if they reasonably suspect abuse or neglect is occurring. All DPS staff are required to complete Mandatory Reporter training every year. To report child abuse or neglect, contact the Colorado Child Abuse and Neglect Hotline at **844-264-5347**.

Student Dress

Student dress and personal appearance are essential aspects of creating a safe school environment. 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

We are 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.



Student Records

DPS is committed to the privacy and security of our students. Our Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act establishes students' rights and schools' responsibilities regarding the privacy of education records. It provides guidelines for maintaining confidentiality and monitoring the release of information from those records.

Annual Notice for Family Education Rights and Privacy Act

DPS provides this annual notification to parents, guardians and eligible students regarding their rights under the FERPA.

Rights

Federal and state laws protect the privacy of student education records. To request copies of records for students who have withdrawn from or are no longer enrolled in DPS, parents, guardians and students ages 18 and over can submit requests at denverco.scribborder.com. After the request is submitted, they will have access to records within 45 days. Parents, guardians and students may also request in writing to their school principal that records found to be inaccurate or misleading be corrected by the school. Parents, guardians and students may also control the release of their records by requiring their written consent for release, except as permitted by law and DPS Policy JRA/JRC and Procedure JRA/JRC-R. For more information on these policies and procedures, please visit bit.ly/PolicyJRAJRC and bit.ly/PolicyJRAJRCR.

To request copies of records for students currently enrolled in a DPS school, parents and guardians can submit a request directly to the school of attendance.

Procedures for Reviewing Records

Parents, guardians or eligible students should submit a written request to inspect records. Requests should be sent to the school principal, and DPS will schedule an appointment for parents to review the records. Parents, guardians or eligible students needing school records that are housed at school are encouraged to request copies before the end of the school year.

Procedures for Amending Records

Families or eligible students wishing to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify the reason for the requested amendment.

If DPS decides not to amend the record as requested by the parent, guardian or eligible student, we will notify the requestor of the decision. He or she will be advised of their right to a hearing regarding the petition for amendment. Additional information about the hearing procedures will be provided to the parent, guardian or eligible student at the time of notification.

Disclosure Without Prior Consent

Disclosure to school officials with legitimate educational interests does not require parent consent.

The following are the most common examples of legitimate educational interests, but it is not a complete list:

- Seeking information from a student's record in order to provide assistance to the parent, guardian or eligible student in the student's educational development;
- Providing assistance in maintaining the records;
- Conducting educational research approved by DPS staff;
- Maintaining a safe and orderly environment; and
- Online applications being used to support learning in the classroom.

DPS may also designate third-party vendors or community partners as school officials who may access student information if they have a legitimate educational interest.

Upon request and without consent, DPS may also disclose educational records to officials of another school district. Common examples include, but are not limited to, disclosure for purposes related to the student's enrollment or transfer, or disclosure to another agency in accordance with state law and DPS policy. Discipline information, including that from a previous school district, will be communicated to each teacher and counselor who has direct contact with the student. School staff must maintain confidentiality and does not have the authority to communicate records to others.

Directory Information

DPS may disclose directory information unless the parent, guardian or eligible student objects to such disclosure in writing to the superintendent within two weeks of enrollment. Directory information which may be released includes, but is not limited to, the student's name, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Directory information may also include a student identification number or other unique personal identifier that is displayed on a student ID badge or used by the student to access or communicate in electronic systems. Directory information does not include student address or telephone number.

Medical Information/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.

Complaints regarding violations of rights accorded parents, guardians or eligible students may be addressed to Denver Public Schools, Office of Student Records, 1860 Lincoln St., Denver, CO 80203 or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202.

Visitors

We encourage parents, guardians and community members to visit classrooms at any time to observe the activities at our schools. In order to ensure that no unauthorized persons enter buildings with wrongful intent, all visitors should report to the school office when visiting to obtain school approval. This will not apply when parents or guardians have been invited to a school assembly program. There may be times when visitors are asked to come back at another time, if the visit would disrupt the educational environment. For more on the Denver Public Schools Board of Education Policy on visitors to schools, visit bit.ly/PolicyKI.

Volunteers

We recognize parent volunteers play an important role to the success of DPS. We appreciate the many volunteers who support our students and our vision of *Every Child Succeeds*.

For the safety of our students and staff, DPS has a volunteer application and background-check process that is managed out of the Office of Volunteer Services. For additional information, please contact the Office of Volunteer Services at **720-423-1817** or email Volunteer_Services@dpsk12.org. View the website for a list of volunteer opportunities and to download forms at volunteers.dpsk12.org.

