

Denver

School *of the*



Student Handbook

William Kohut, Principal
Pete Castillo, Assistant Principal
Miranda Odom, Assistant Principal

7111 Montview Blvd.
Denver, Colorado 80220
720-424-1700
web page – <http://dsa.dpsk12.org>

Denver School of the Arts
2009 – 2010

Welcome from the administration, faculty and staff:

The Denver School of the Arts has a superior faculty and staff available to work with you to take advantage of the multiple opportunities that are available at DSA. The administration, faculty, and staff will continue to focus on helping you grow educationally and artistically during the school year. We are committed to increasing your learning, enhancing your social experience and working personally with you to help you reach your highest potential. Through teamwork, we are confident that we can attain these goals. We invite you and your parents to be our partners in this experience.

We challenge you to approach your learning opportunities with enthusiasm and zest! We encourage you to stretch yourself and reach beyond where you've been before. We want you to take responsible risks and to question, create, search, and struggle productively. You are expected to meet this challenge by being ready to learn daily and demonstrate behaviors that create an atmosphere conducive to maximize learning. Becoming familiar with the information provided in this handbook would be an excellent start to guaranteed success at DSA.

The administration, faculty, and staff extend a sincere WELCOME to each of you and your family for the 2009-2010 school year. If you have any questions or need assistance in any way, please do not hesitate to contact any of us. We are proud to be here for you!

D.S.A. Touchstone

*“Art is the beat of the soul and soulfully responsible for
the beat of our heart.”*

Patrick Beery

*“At D.S.A. we can dance in our art, yet walk in the
world.”*

Mark Hughes

“...how to think, not what to think.”

Eleanor Roosevelt

D.S.A. Motto

Bringing creativity to education and education to life.

D.S.A. Mission Statement

...a place where lifelong artistic talents are developed in a multicultural, academically nurturing learning environment.

D.S.A. Goals

- *Students maintain the highest standard of academic achievement.*
- *Students grow through exposure to a multitude of arts experiences.*
- *Students make connections between the arts and academics.*
- *Students value cultural diversity.*
- *Parents and community are active and authentic partners.*
- *Students thrive in a nurturing environment that encourages creativity and the elevation of the human spirit through the integrated study of the arts and academic disciplines.*

Aesthetic Standards

- Perceive differences between subjective and objective opinion.
- Relate the impact of art on history and history on art.
- Cultivate the concept of truth and beauty through art.
- Contrast and compare art's role in a diversity of societies and cultures.
- Analyze and explain controversial art and censorship.
- Explain the legitimacy of a personal emotional response to art.

Important Contact Numbers

Office

Main Office Number 720-424-1700
 Attendance Hotline 720-424-1846

DSA Fax 720-474-1845
 Event Hotline 720-424-1721

Administration

William Kohut, Principal 720-424-1701
 Pete Castillo, Assistant Principal 720-424-1705
 Miranda Odom, Assistant Principal 720-424-1706

Administrative Support

Counselors

Tana Knopf 720-424-1729
 Wayne Buller 720-424-1707

Student Advisors

Erin Dreeszen 720-424-1717

Nurse: Amy Robinson
 720-424-1712

Treasurer: Jaymie Montoya
 720-424-1711

Friends of DSA
 720-424-1700

Bell Schedule 09-10

Periods	Monday	Tuesday	Wednesday (BLACK)	Thursday (WHITE)	Friday
1 (7:29-8:20)	1	1			1
2 (8:25-9:16)	2	2	Period 1: 92 minute period (7:29-9:01)	Period 3: 92 minute period (7:29-9:01)	2
3 (9:21-10:12)	3	3			3
4 (10:17-11:08)	4	4	Period 2: 92 minute period (9:06-10:38)	Period 5: 92 minute period (9:06-10:38)	4
MS Lunch (11:08-11:51) 43 minutes	MS Lunch	MS Lunch	MS lunch (10:38-11:25)	MS lunch (10:38-11:25)	MS Lunch
MS 5(11:56-12:47)	MS 5	MS 5			MS 5
HS 5(11:13-12:04)	HS 5	HS 5	Period 4 HS: 92 minute period (10:43-12:15)	Period 7 HS: 92 minute period (10:43-12:15)	HS 5
HS Lunch (12:04-12:47)	HS Lunch	HS Lunch	Period 4 MS: 92 minute period (11:30-1:02)	Period 7 MS: 92 minute period (11:30-1:02)	HS Lunch
6 (12:52-1:43)	6	6	HS lunch (12:15-1:02)	HS lunch (12:15-1:02)	6
7 (1:48-2:39)	7	7			7
8 (only Thursday)			Period 6: 92 minute period (1:07-2:39)	Period 8: 92 minute period (1:07-2:39)	

D.S.A. Calendar
2009 – 2010

First Day of School

August 19, 2009 All **new** students
August 20, 2009 All students

Last Day of School

May 26, 2010

Vacation Days and Professional Non-student Contact Days

September 7	Labor Day	holiday for students and staff
September 18	Assessment Day (professional)	no school for students
October 16	Early Release	School ends at 10:29
October 28-30	Fall Break	holiday for students and staff
November 11	Veterans' Day (observed)	holiday for students and staff
November 25-27	Thanksgiving Holiday	holiday for students and staff
December 9	Early Release	School ends at 10:29
December 21	Assessment Day (professional)	no school for students
December 22-January 1	Winter Break	holiday for students and staff
January 4	Professional Planning	no school for students
January 18	Martin Luther King Day	holiday for students and staff
January 19	Early Release	School ends at 10:29
February 11	Early Release	School ends at 10:29
February 15	Presidents' Day	holiday for students and staff
February 16	Teacher Plan Day	no school for students/staff
March 26	Early Release	School ends at 10:29
March 29 – April 2	Spring Break	holiday for students and staff
April 19	Early Release	School ends at 10:29

Grading Periods

1 st quarter	August 18 – October 14
2 nd quarter	October 15 – December 18 (end of first semester)
3 rd quarter	January 5 - March 15
4 th quarter	March 16 - May 26 (end of second semester)

**DENVER PUBLIC SCHOOLS
GRADUATION REQUIREMENTS
2010**

Department	Credits
ENGLISH Introduction to Literature and Comp. 1 and 2 American Literature 1 and 2 Upper division Literature classes of your choice during junior/senior year	40 Credits
MATHEMATICS Algebra 1 and 2 or Integrated equivalent Geometry 1 and 2 or Integrated equivalent	30 Credits
SCIENCE Biology 1 and 2 20 credits of additional Lab sciences	30 Credits
SOCIAL STUDIES Civics (1 semester) American History (2 semesters) Geography (1 semester) Social Studies Elective (1 semester)	25 Credits
ELECTIVES/OTHER (in lieu of PE requirement)	10 Credits
ELECTIVES (Any hours not counted above)	85 Credits
TOTAL	220 Credits

**DENVER PUBLIC SCHOOLS
GRADUATION REQUIREMENTS
2011 +**

Department	Credits
ENGLISH Introduction to Literature and Comp. 1 and 2 American Literature 1 and 2 Upper division Literature classes of your choice during junior/senior year	40 Credits
MATHEMATICS Algebra 1 and 2 or Integrated equivalent Geometry 1 and 2 or Integrated equivalent	40 Credits
SCIENCE¹ Earth Science 1 and 2 Biology 1 and 2 Chemistry or Physics or CU Science class	30 Credits
SOCIAL STUDIES Civics (1 semester) American History (2 semesters) Geography (2 semesters)	30 Credits
FOREIGN LANGUAGE	20 Credits
ELECTIVES² (Any hours not counted above)	80 Credits
TOTAL	240 Credits

¹⁻ 8th grade students can take an Earth Science test to potentially be placed in Biology.

²⁻ Students at DSA are not required to take the 10 credits of PE.

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Academic Opportunities

Advanced Placement Courses

Several advanced placement courses are offered for students to take advantage of. Some of the courses are offered annually and others are offered on a two-year rotating basis. In order to receive weighted credit for an AP class, students must be enrolled in the course for two semesters and must complete the AP exam. The AP test schedule will be available at the beginning of the school year. Students are expected to purchase their AP textbooks and pay for the tests. Students who receive a score of 3, 4, or 5 score on the test may be awarded college credit when they attend a college or university. Seniors, then juniors, then sophomores have first preference for these classes.

CU Succeeds Classes

“CU Succeeds” allows a student to take college classes at DSA for high school and college credit. Students can earn five high school and three college credits through this program. A minimum of 18 students per class is required to offer a “CU Succeeds” class at DSA. Students must have at least 5 DSA classes (255 minutes) to be eligible for a CU Succeeds class.

Independent Study for Credit

Independent study is only approved in rare cases. Independent study can be used for irresolvable conflicts or for courses not offered on the DSA schedule. Independent study courses must be approved by an administrator. **Advanced placement and accelerated courses as independent study will not be allowed.**

On-Line Courses

DPS offers a wide-range of on-line courses which are available for DPS / DSA credit. See the counselor for a catalogue.

Post-Secondary Options

Post-Secondary Options allow students to take up to 2 college classes while completing high school courses. High school juniors and seniors are allowed to enroll in this option. Students will be reimbursed tuition costs upon successful completion of the course. Students will not be reimbursed for books, supplies or other items required by the instructor. Only two courses can be taken per semester. Students must check with their counselor for deadlines for enrolling in these classes that are typically the semester before the classes are taken.

Arts Endorsed Diploma

To receive an arts endorsed diploma, the following requirements must be met:

- Complete a senior project
- Attend DSA for three consecutive years in high school
- Maintain an A in the major during the senior year

In addition, students must complete at last three of the following five:

- complete a 90-hour internship
- be a member of National Honor Society
- complete three years of a foreign language
- complete one year in an arts area other than the major
- have a cumulative GPA of 3.5 during the senior year

Athletic Opportunities and Extra Curricular Activities

DSA students have the following options for playing sports during the 2009-2010 school year:

DSA students (DPS and out of district) can participate in athletics at their home high school or at George Washington High School (655 South Monaco St., Denver). They are required to register for athletics at their chosen school (GW or home school) and remain with that school's sports team the entire term.

The Denver School of Science and Technology will accept eligible DSA students in grades 9-11 in their athletic programs.

Contracts

Initial Contract

All students and parents sign the DSA contract when they register for school in the fall. Students and parents are bound by this contract. Since DSA is a magnet school violations of the contract can result in losing a spot at the school. Students must maintain a 3.0 (B) average in the major.

Arts Probation Contract

When students are placed on probation they are required to sign a contract with an outlined plan for improving their arts performance at DSA.

Behavior Contract

When a student has been suspended from school they must sign a contract upon being reinstated in school. The contract deals specifically with the area(s) of concern that caused the student's suspension.

Attendance Contract

Students who have excessive tardies or absences will meet with DSA support staff to create a plan that will help with overall attendance. Follow-ups may be with DSA administration and require meetings with parents, social worker and student.

Changes in Schedule

Students may request a schedule change during the **first week** of the semester only. Changes after this date will result in a will not be made. Changes should only be made if a student has been placed in the wrong class or if it is not in the best interest of the student's academic program to remain in the class. Changing classes to be with friends is NOT a legitimate reason to request a class change.

Counseling Services

The school counselors are available to work with students and their families regarding class schedules, academic plans, and general concerns. Students and parents should make appointments to meet with the counselors. The counselors hold a number of after school and evening sessions that address academic planning, college admission processes, college searches, etc. that are great opportunities for parents and students to get valuable information.

Dropping Classes

Students cannot drop/add a class without signed permission from their parent/guardian. A student will be allowed to add classes through the end of the second week of each semester and to drop and add a class up to the end of the second week of a semester. Students will be allowed to DROP a class that does not entail having a replacement class up to three weeks after the beginning of each semester. The last drop/add day for fall 09/10 is August 28; the last day to just drop a class is September 11th. The last drop/add day for Spring 2010 is 1/15, last day to just drop a class will be 1/22. Any course dropped after the following dates will result in a "WF" per DPS policy, during the first semester 9/25/09 and during the second semester 2/12/10.

Excursions

Students and parents sign a general excursion permission form when they register. This form covers excursions within the metropolitan area defined as regular excursions that are a part of the school program. A student could be denied permission to go on an excursion that would keep a student from attending other classes if the performance in other classes is not satisfactory.

Teachers will notify parents in advance when an excursion is planned. Students are expected to follow all school rules and regulations while on the excursion.

Overnight excursions must be approved through both Principal and the Assistant Principal and require completed district extended excursion forms including a notarized medical release before a student may participate in trips of this nature.

Fundraising

Unfortunately, fundraising is a practical reality in schools today. We rely on fundraising to provide the monies needed to fund the supplemental activities at the Denver School of the Arts. However, in order not to solicit the same donors, fundraising is controlled through Ms. Odom's office. A fund raising form must be completed for all on and off campus fundraising efforts. Fundraising efforts are exclusively for DSA approved activities, and not for personal entrepreneurial gain.

Gifted and Talented

All gifted and talented activities are available for all students. Announcements of activities will be made during the daily announcements and posted on bulletin boards or in the halls.

Grade Point Expectations

It is expected that DSA students maintain both academic and artistic excellence; a 3.0 GPA is the standard in the Arts Major. If a student falls below an overall 2.25 GPA he/she will be counseled into a "Academic Intervention" program until the GPA has increased. If he/she has a C or lower in their Arts Major at the close of a semester or does not improve their GPA above a 2.25, the student will be placed on probation and all required stipulations of the contract will be applied. After all avenues have been visited the student may be denied admission for the new semester.

Homework

Teachers publish their own homework expectations. Students should be encouraged to schedule time at home to complete their work. It is reasonable to expect homework every night. Homework assignments are posted on the web-page for each class.

Internet Use

DSA computers are available for student use. However, students are expected to use the computers for school use only. If a student uses the computer to visit unauthorized sites or for person use will lose the privilege of using school computers.

Lost and Found

Lost and found items will be held in the Student Advisor's office area. Items will be held for two weeks and then given to a charity.

Media Release

Parents will be asked to sign a media release annually during registration.

Medical Release

Parents must sign a release form granting permission for the nurse to dispense any medication to students during school hours. This includes Aspirin, Advil, Tylenol, etc.

Medical Needs

It is imperative that parents inform the school nurse of any medical condition(s) that could affect their student's school day. The nurse will dispense all medications. If a student experiences a life threatening injury or illness, 911 will be called first, then the parents will be called. If the situation is not life threatening the parent will be called to determine the course of action.

Parking

Approximately 180 student parking spaces are available at DSA. Parking permits may be purchased at registration. Students can park only in designated areas, and they may not park in front of a neighbor's house. Anyone who parks without a permit will be subject to a ticket. Visitor spaces will be provided. Students and visitors are expected to be considerate to our neighbors.

Parent Portal

Parents and students can have immediate access to student records through the Infinite Campus Parent Portal. In order to gain access the parent must sign an agreement form. Forms are available on the DSA website or you can pick one up from Colleen Jackson in the Counseling Center at DSA. The form must be signed in front of Colleen or notarized before submitting. Once the form is submitted, the parent / student will be given an ID # to use to create an account. Attendance history, current class grades, health records, student schedules, and standardized test scores are all available through this portal. Parents are welcome to use DSA computers to access this service.

Parent Teacher Conferences

School-wide parent teacher conferences will be scheduled in October, January, and March. You may also schedule conferences with teachers and counselors to discuss progress. To schedule a conference call the school's main office or visit the website for teacher contact information. To contact a teacher please phone their voice mail number or contact them via email.

Scholarships

All students will have access to information about scholarships, grants and other assistance. The information is located in the Counseling Center.

Telephone Messages

Only EMERGENCY messages will be delivered to a student by calling the main office at 720-424-1700. An emergency is a situation that requires the student to leave school during the school day. All other messages will not be delivered. The use of the main office telephone is restricted. One phone will be provided in the office for phone calls. Please limit calls to 2 minutes.

Visitors

Parents are welcome to visit the school and the classrooms of their children at any time; however, all visitors, including parents, must sign in at the main office and are reminded to abide by all DSA school rules and policies. Parents are also reminded that classroom visitations are not the time for parent-teacher conferences; appointments should be made with teachers for this purpose. Students are not allowed to have friends from other schools visit at any time.

POLICIES AND PROCEDURES

DPS Policy Information

For detailed descriptions of DPS policies regarding attendance, conduct, discipline, health-safety, and interscholastic activities please download the DPS Parent Handbook at:

www.dpsk12.org/parent_handbook

DSA Procedures

DSA follows all district policies. Specific detailed emphasis is described below:

Artistic Etiquette

Student work is displayed and celebrated continually at DSA. Students should respect other students' work by leaving displayed work intact. During performances students should treat the performers with respectful attention and polite response. Talking during performances is rude; coming into or leaving a performance should only happen before it begins or in between acts/songs/etc. No one should enter or leave during a performance.

The Schomp Theatre, the Dance Studio, the Acting Studio and the Concert Hall are special venues where the furnishings and floors are to be treated with great respect. (No food or beverage except water, no feet on furniture etc.)

Attendance

We expect students to be in class and on time for every period on every day of the school year.

The only excused absences in DPS and at DSA are the following:

- Temporary illness or injury
- Physical, mental or emotional disability or condition
- School approved excursions or school business

To report a student's absence, a parent/guardian must telephone the attendance line by noon of the following day at (720-424-1846). Written documentation is not necessary. A blanket excuse at the end of a grading period will not be accepted.

Please see attachment A for more attendance information

- In order for students to participate in school activities they must be present in classes for at least one-half of the school day to be eligible to participate.
- Students with three unexcused absences or trancies will be subject to disciplinary action which could include lack of eligibility to participate in school performances or suspension. The penalty will be determined in a parent/administrator conference.
- Attendance is the responsibility of students and parents.

Behavior

Willingness to listen to others' thoughts and feelings fosters an acceptance of divergent points of view which leads to an appreciation of various forms of artistic expression. Differences in age ethnicity, gender, physical ability or sexual preference provide richness to the school, and richness is necessary for art to reflect the reality of our diverse culture. It is the responsibility of every member of the DSA community to approach each other as equal individuals and to respect each other's beliefs. Disruptive behavior is not tolerated. The Student Advisor will arrange mediation or counseling if behavior problems occur with a student(s). Students will be suspended if involved in a fight, agitating a fight, engaged in **bullying** or other intimidating behavior(s) under the following circumstances:

- before during and/or after school hours
- on or off school property
- at school activities and/or bus stops
- at areas which endanger other students or the community.

Because many DSA classes require students to spend time working on projects, activities, etc. in the hallways, disruptive behavior (horseplay, loud talking/laughing, **bullying**) in the hallways will not be tolerated.

Dress Code

In art, as in the rest of life, appearances count and first impressions do matter. Students are reminded that a part of professional training is learning to present oneself well. The following rules apply to the daily dress of staff and students:

- For safety and health reasons, everyone is required to wear footwear, shirts and appropriate clothing while on school grounds.
- Students wearing clothing that “makes a statement” are expected to respect the rights and beliefs of our diverse school community.
- Clothing that is disruptive to the educational climate is not appropriate and students will be asked to change. A second infraction will result in disciplinary consequences. Disruptive clothing includes but is not limited to:
 - Sexually provocative clothing
 - Clothing exhibiting obscene wording or graphics or promoting illegal activities
 - Gang identifying clothing

Drugs* and Alcohol

Students, staff, and visitors are forbidden to possess, sell or use the following on school property: alcohol, narcotics or other harmful substances and habit forming and/or prescription drugs.* Suspension and independent court action will be taken against a student involved in the distribution, possession or sale of alcohol or narcotics. Police will be called as appropriate to the situation. Upon return to school from suspension, the student will sign a substance abuse contract and will participate in a substance abuse treatment program.

*** the school nurse must dispense prescription drugs to the students**

Food & Beverages

Food or drink are not allowed in any area except the lunchroom and designated eating areas. Only water is permitted in ALL classrooms and in the Schomp Theatre and the Concert Hall. Students are expected to clean up their eating area when finished.

Littering and Graffiti

DSA is your community and is a reflection of you. We expect that you take care of the school and keep it neat and clean. Please do not litter and be sure to clean up any mess you make. Graffiti is punishable with serious disciplinary action. Law enforcement may be involved.

Off Campus Privileges

Sixth through ninth grade students stay on campus during lunch and will face a one-day suspension for leaving campus. Tenth through twelfth grade students are allowed to leave campus provided they behave as responsible individuals and treat neighbors and merchants with courtesy and respect.

Plagiarism / Cheating

Plagiarism is stealing! A student caught plagiarizing will receive an “F” for the project plagiarized and will face further disciplinary action on a second infraction, which could include loss of admission to DSA. Cheating will result in the same consequence.

Posters and Flyers

Posters and announcements should not be posted anywhere but on the cement pillars, on bulletin boards, and on the boards that line the hallways. NOTHING should be posted or taped to the painted walls or to the art cases or murals. Masking tape is the only adhesive that should be used to post signs or announcements. All posters and flyers must be approved by the administration.

Smoking and tobacco

State law prohibits students, staff and visitors to use any tobacco in any form in the SCHOOL BUILDING, ON THE SCHOOL GROUNDS, AT SCHOOL ACTIVITIES OR IN SCHOOL VEHICLES. It is unlawful for students under 18 years of age to possess or to smoke any kind of tobacco product. DSA will not tolerate the use of tobacco in the community surrounding the school, especially when it offends or infringes on personal property. Violation of the no-smoking policy will result in disciplinary action.

Suspension

Suspension is a disciplinary action used to stop unacceptable behavior in the school environment and is used when school policies and rules are violated. Suspensions point out to the student the seriousness of the misconduct and inform the parent or guardian to ensure parental cooperation in dealing with the problem. Suspension is a temporary action to protect the staff and students, school property and the orderly function of the school. **If a student is suspended, he/she may not participate in school activities for the length of their suspension. Student may have access to the work under the conditions outlined in:**

The DPS policy has recently been updated and revised and is available on-line at:

http://www.dpsk12.org/parent_handbook/

Tardiness

Students are expected to be in class on time.

A student who arrives at school after 7:29 a.m. or to any class after the start time will be counted tardy. A tardy is unexcused unless it is due to a medical appointment. A phone call to the attendance office or written documentation is required to excuse a student for illness or a medical appointment. A student must have either an excused or unexcused tardy slip to enter class. Each teacher has developed their own classroom tardy policy.

Students who are habitually disruptive will conference with school administrators and placed on interventions to change this behavior. If improvement is not met the student may be denied admission to DSA for the following semester.

Theft and Valuables

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

Students are cautioned not to bring valuables or large amounts of money to school. DSA is not responsible for students' personal property brought to school.

Weapons

Carrying, using and/or wearing of any dangerous or deadly weapon is expressly prohibited by DPS Policy. The possession or use of any weapon requires school officials to initiate proceedings to suspend or expel the student involved.

Parents, be aware that some objects not normally thought of as weapons (plastic water guns, small utility knives, etc.) may be construed as such.

At DSA fake weapons or knives are frequently used as props in school productions or for student classroom presentations. It is required that a student bring their “prop” to the office first thing in the morning to check in for administrative (Principal, AP or Student Advisor) approval for use. *Failure to do so will result in the same disciplinary action for bringing a weapon to school.*

Electronic Items

Due to the nature of increased technology and the current capabilities of devices being used in multiple ways, there are a few rules that must be followed:

1. Any use of an electronic device in the classroom is at the discretion of the teacher. This includes personal music devices, hand held computers, recording devices or any other instruments of electronic technology. Cell phones are never to be seen or heard in the classroom.
2. Technology that is used for instructional support of a student that is a component of that student's IEP/504 will be notified by the Special Education/Administrative team for allowance of those devices in the classroom.
3. Students who do not comply with a teacher's request regarding any electronic device item shall follow the discipline ladder for detrimental behavior which includes, contact with parent, referral and or suspension. The device may be confiscated by the teacher and could result in having a parent to come to the school for parent conference before the device is returned.

Attachment A (the attendance policy is superseded by any newer policies established)

District Attendance Policy

I. DEFINITIONS

A. An excused absence will be absence with permission of the parent/guardian and school principal. Such absences include those that are the result of the following:

1. Temporary illness or injury
2. Physical, mental, or emotional disability or condition

B. An unexcused absence will include those that are the result of suspension and expulsion, except as provided in Sections II-B, II-B 4, II-B 5 and II-C below, or those that are with permission of the parent/guardian but without permission of the school principal

C. A truancy will be an absence without the permission of the parent/guardian and the school principal.

D. A habitually truant student is defined as a pupil who has four unexcused absences or trancies in any month or ten unexcused absences or trancies during any school year and is between the ages of seven or sixteen, if enrolled in the first grade or above, and sixteen; for the purpose of defining a habitually truant student, absences due to suspension or expulsion will be considered excused

E. A school service absence will include those pupils who are participating in school activities authorized and pre-approved by the school administration; pupils will be counted as present in the school regardless of the location of the activity

II. PROCEDURES TO ENCOURAGE DAILY SCHOOL ATTENDANCE

A. Each school and teacher is responsible for keeping accurate records of student absences, tardies, and trancies.

B. School procedures and rules will include, but need not be limited to, the following:

1. Notification to the parents/guardians of each enrolled child, annually at the beginning of each school year or upon enrollment, of the following:

a. That it is the obligation of the parent/guardian and child to ensure that the child attends school daily and complies with school attendance rules in order to receive an appropriate education

b. School rules and procedures regarding attendance

2. A method for notifying the parent/guardian of the child's absence from school if the school has received no indication that the child's parent is aware of such absence; notification will be by telephone on the day of absence, if possible, in writing, or by some other method

3. Consequences for trancies, unexcused absences, and unexcused tardies that may include lower grades or loss of academic credit

4. Providing for development of a plan, which may be in writing, to assist the habitually truant student in remaining in school; such procedures must provide opportunities for the full participation of the parent/guardian in the plan's development; the plan, at a minimum, must identify the reasons for the absences and measures to overcome them

Initiation of judicial proceedings, which will be according to the professional judgment of the school principal and staff, except that such proceedings must be initiated if the student has more than thirty (30) trancies or unexcused absences during a school year; for the purpose of this subsection, absences due to suspension or expulsion will be counted as excused

5. Provision of make-up work for suspended students upon the request of the parent/guardian or student, which may include the granting of full or partial credit for such work, if satisfactorily completed in a timely manner

6. A means to ensure that rules are consistently applied to all students

C. Withdrawal, in a timely manner, of pupils over 16 years of age if they have been absent for a twenty (20) consecutive school days and absences are unexcused or trancies; for the purpose of this section, absences due to suspension will be considered as excused

Provided, however, that no student shall be withdrawn after twenty (20) consecutive school days until the school has made a substantial effort to contact the pupil and/or parent by telephone or home visit for the

purpose of identifying the reasons for non-attendance and developing strategies to address them; appropriate school personnel, including the social worker and counselor, should be involved in this effort

This requirement does not prevent withdrawal of a student who has been absent for less than twenty (20) consecutive school days

D. In accordance with CRS 22-33-107.1, the District will notify the parent/guardian of high school dropouts who are not subject to the compulsory attendance requirements. This notice will have the goal of attempting to return the student to school and of conveying the long-term ramifications to the student of dropping out of school.