GEORGE
WASHINGTON HIGH SCHOOL

2022-2023 | STUDENT AND FAMILY HANDBOOK

Last Edited: October 18, 2022

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OVERVIEW

SCHOOL CALENDAR

The best way to stay connected to the events and activities at school is by subscribing to our Google Calendar HERE. Below is a list of school closures for the 2022-2023 school year.

DATE	DETAIL
September 5	**Labor Day** *No School*
September 30	**Teacher Workday** *No school for students*
October 12 and 13	**PSAT/NMSQT and PSAT 9 Testing** *No school for certain grade levels*
October 14 and 17	**Teacher Workdays** *No school for students*
November 21-25	**Fall Break** *No School*
December 19 - January 2	**Winter Break** No School
January 3	**Teacher Workday** No school for students
January 16	**MLK JR. Day** No School
February 20	**Presidents' Day** No School
February 21	**Teacher Workday** No school for students
March 27 - March 31	**Spring Break** No School
April 3	**Teacher Workday** No school for students
April 12 and 12	**P/SAT Testing** *No school for certain grade levels*
May 29	**Memorial Day** No School
June 1	**Last Day of School**

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COMMUNITY LEARNING SEMINAR

At the direction of Denver Public Schools, each student will attend Social Emotional Learning seminars. At GWHS this class is called Community Learning Seminar. Facilitated by a GWHS teacher (typically a student's period 4 teacher), these group sessions on Thursdays are designed to provide a connection for our students - creating opportunities to learn about one another by sharing our personal stories and asking questions about what inspires us, what drives us, and what challenges us. This class will be graded and transcripted on a Pass/Incomplete scale based on daily student engagement.

BELL SCHEDULE

GWHS runs on a seven-period modified block schedule. This means students attend all seven of their classes on Mondays, Tuesdays, and Fridays, their odd-period classes on Wednesdays, and their even-period classes on Thursdays. Additionally, students have a late start on Thursday mornings.

7 PERIOD DAY | MONDAY / TUESDAY / FRIDAY

PERIOD	START TIME	END TIME	LENGTH
Period 1	8:45 AM	9:35 AM	50 Minutes
Period 2	9:40 AM	10:30 AM	50 Minutes
Period 3	10:35 AM	11:25 AM	50 Minutes
Period 4	11:30 AM	12:25 PM	55 Minutes
Lunch	12:25 PM	1:10 PM	45 Minutes
Period 5	1:10 PM	2:00 PM	50 Minutes
Period 6	2:05 PM	2:55 PM	50 Minutes
Period 7	3:00 PM	3:50 PM	50 Minutes

**additional five minutes allotted for school announcements*

ODD-BLOCK DAY | WEDNESDAY

PERIOD	START TIME	END TIME	LENGTH
Teacher Office Hours	8:00 AM	8:40 AM	40 Minutes
Period 1	8:45 AM	10:05 AM	80 Minutes
Period 3	10:10 AM	11:30 AM	80 Minutes
Lunch	11:30 AM	12:20 PM	50 Minutes
Period 5	12:20 PM	1:40 PM	80 Minutes
Period 7	1:45 PM	3:05 PM	80 Minutes
Student Enrichment	3:10 PM	3:50 PM	40 Minutes

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EVEN-BLOCK DAY | THURSDAY

PERIOD	START TIME	END TIME	LENGTH
Teacher Office Hours	9:35 AM	10:10 AM	40 Minutes
Period 2	10:15 AM	11:35 AM	80 Minutes
Lunch	11:35 AM	12:25 PM	50 Minutes
Period 4	12:25 PM	1:45 PM	80 Minutes
Community Learning	1:50 PM	2:25 PM	35 Minutes
Period 6	2:30 PM	3:50 PM	80 Minutes

THE TOOLS

- Schoology will be used in every class to share assignments and resources, and to record grading. It is imperative students check their DPS Google email daily for class updates.
- Schoology, office hours, email, telephone, text messaging and GoogleMeets video conferencing are the primary communication tools our staff will use to connect with students.
- Teachers may be using a variety of tools including recorded lessons, videos, Khan Academy, Screencastify, and others, to enhance learning for students and to support assignment completion.

COMMUNICATION

- **Community Expectations:** All members of the GWHS learning community (students, parents, and staff) are expected to interact with each other in a professional and courteous manner. This includes using appropriate language, being solution-oriented, assuming positive intent, and avoiding hang-ups and avoidance of communication.
- **Weekly Newsletters:** GWHS's regular Tuesday *Weekly Roundup* newsletters will continue. Content from each *Weekly Roundup* will be posted on the main page of our website immediately after being sent.
- **Telephone/Text:** All GWHS faculty have a DPS GoogleVoice phone number that will be used to communicate with students and families. These numbers can be used to text families as well.
- **Email:** Staff members will be available via email. Please allow for 24 hours for response.
- **Google Meets:** Teachers will host regularly-scheduled office hours, but also may schedule their office hours or individual meetings via video chat through Google Meets.
- **Schoology:** Assignments, classroom resources, and class messages will be posted in Schoology.

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ATTENDANCE

Attendance will be taken daily at the start of each class period. Students not present in the classroom at this time will be marked absent. Students who arrive late to class will be marked tardy. The accumulation of excessive tardies will lead to disciplinary action, including but not limited to the potential for off-campus lunch privileges to be revoked for individual students and/or entire grade levels.

CLASS SCHEDULES

VIEWING YOUR YEAR-LONG CLASS SCHEDULE

You can view your schedule in Infinite Campus (IC) for all four quarters of the 2022-2023 school year. It is critical that you look at your schedule in IC first so that you can see your schedule in its entirety. Should you have a semester-long course, you might not see your full yearlong courseload in Schoology. Log in to Student Portal by clicking HERE.

SCHEDULE CHANGES

We recognize that you may find mistakes in your schedule, and we are happy to get those fixed. While we spend many hours auditing schedules, having all of your eyes on the schedules is the final step to making sure we got it right!

Additionally, we will consider schedule change requests for the following reasons:

- Graduation requirement (short on core classes)
- College requirements
- Strengthening of schedule (level changes)

We cannot accommodate requests to switch which term you are taking a course, switch a period you are taking a course, or switch for teacher preference.

Please watch for communication from our counseling team at the start of each semester regarding the process for requesting a schedule change or fix.

NUMBER OF CLASSES

- Students can take a maximum of seven classes, as well as the Community Learning Seminar class, over the course of the year. Requests to add an eighth class will not be granted. Our school budget is based on students taking a maximum of seven classes, and in order to maintain small class sizes, we cannot extend the option for students to take additional courses. There are two exceptions to this rule:
    - For our emerging bilingual students who are enrolled in a year-long English Language Development support class that must be attended all year in order to maintain compliance.
    - Students who are seeking the IB Diploma are enrolled in a single semester of Theory of Knowledge in order to be eligible for the IB Diploma. However, we do not encourage students to take eight courses in this case and advise IB Diploma students to take six classes in addition to their TOK class.
- Freshmen and Sophomores should have seven classes over the entire school year in addition to the year-long Community Learning Seminar class.

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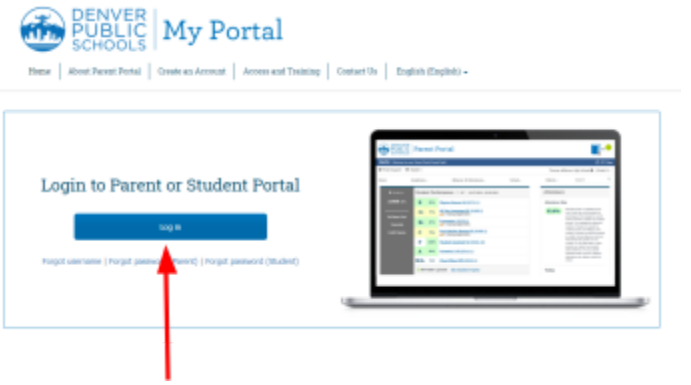
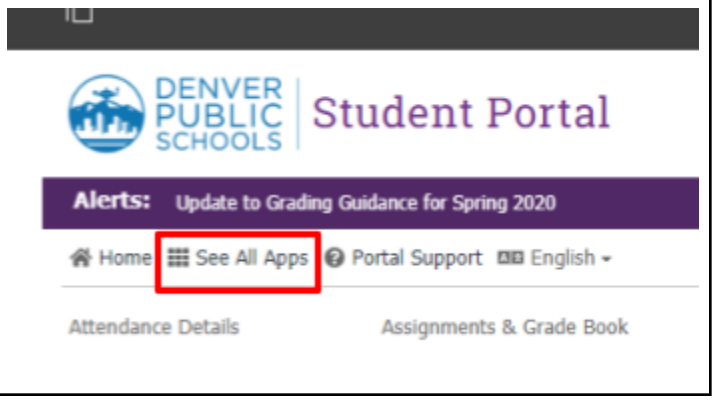
- Juniors and Seniors should have no fewer than six classes over the entire school year in addition to the year-long Community Learning Seminar class.

ACCESSING COURSEWORK THROUGH SCHOOLOGY

STEP 1 Log into Student Portal at portal.dpsk12.org • **Username** is 6 digit Student ID/Lunch Number • **Password** is 8 digit birthday MMDDYYYY *example: If your birthday is March 5, 2005, your password would be 03052005*	
STEP 2 Click on the blue LOGIN button	
STEP 3 **Click on SEE ALL APPS**	

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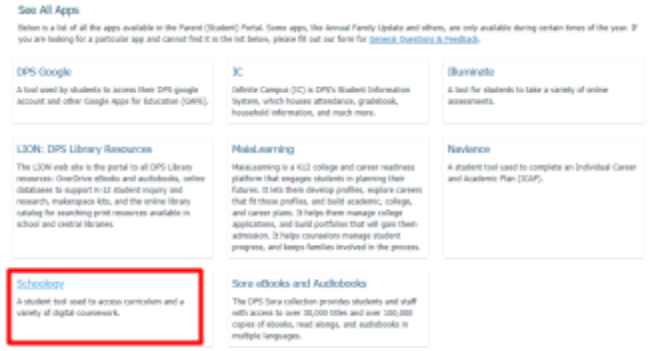
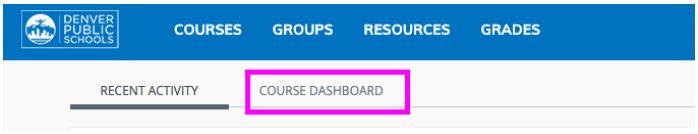
STEP 4
Click on **SCHOOLOGY**



STEP 5

Click on **COURSE DASHBOARD**



STEP 6

Organize your courses

Each course number is followed by a three-digit number:

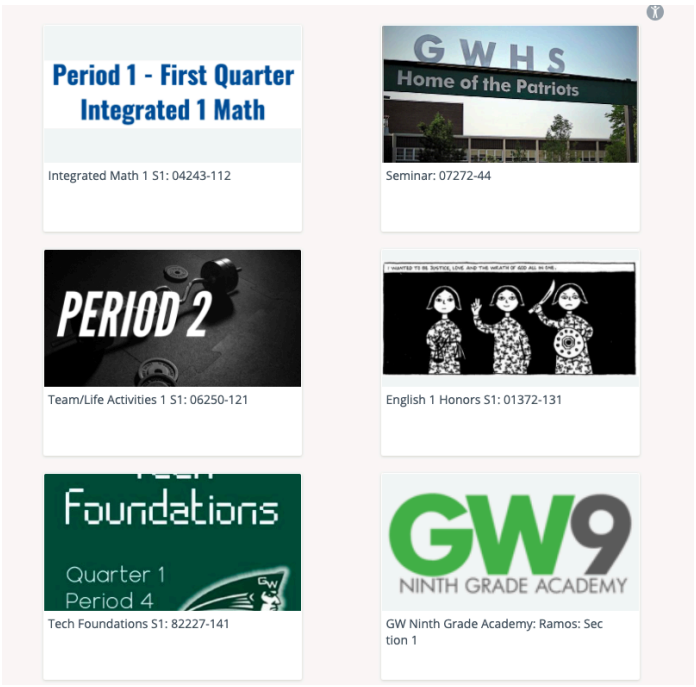
- The first number is the semester the course is being held
  - S1 = 1, S2 = 2
- The second number is the period during which the class is held
  - Ex: 1st Period = 1
- The third number is the "Section" number that identifies your specific section of that course

Let's put it into action. For example:
- 03148-131 is a course held S1 during Period 3

Community Learning Seminars don't follow this numbering pattern. CL Seminars are held on Thursdays immediately following Period 4.

To organize your course in the Course Dashboard, click on a course and drag it to the location you'd like it to be.

We suggest that you organize courses in the order you will attend them each day. As a reminder, HERE is a copy of our bell schedule.



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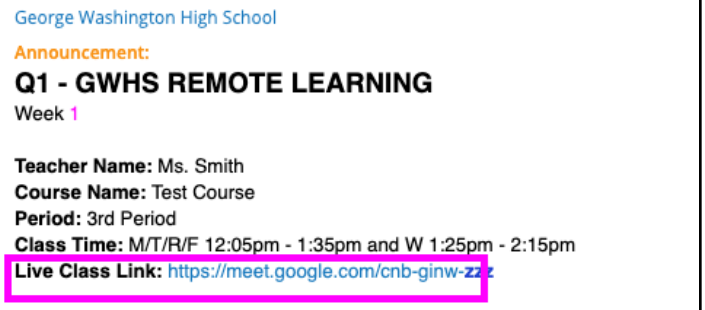
STEP 7 Click into a course. At the top of the page will be a course overview that includes the teacher's name and the class period.	

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GRADING

GRADEBOOK

- All teachers will use continuous grading in Schoology.
- Grades will consist of Process and Product grades that are weighted consistently within each content area. (example: Process is 40% and Product is 60%)
    - Process: homework, labs, classwork, warms-ups, exit tickets, etc.
    - Product: assessments, quizzes, projects, essays, final performances, research papers, etc.

ASSIGNMENTS

- Each class will have a minimum of two posted grades each week in either the Process or Product category, subject to professional judgment.
- Grade will be a reflection of a student's demonstration of district-identified competencies and standards.
- Grades will not include scores and practices that disproportionately or artificially reward or penalize students (examples: extra credit, late work policies, grading attendance, or grading behavior). No grade should exceed 100% or be scored out of 0%.
- Rubrics and/or proficiency scales should be utilized with all common summative assessments when appropriate.
- Content teams should align points for assessments and assignments.

ASSIGNMENT COMPLETION AND GRADING TIMELINE

- Communication to students and guardians should be very clear on the purpose of a graded assignment; therefore, assignments will be checked for understanding with feedback given.
- Grades in all classes should reflect what students know and/or can do.
- All grades will be posted in Schoology within five school days of an assignment's due date for standard assignments and within ten school days for major assignments.
- Each assignment's due date will be communicated to students in Schoology by attaching a due date to each posted assignment.
- Late work will be accepted **without penalty** until the last school day of the month.
- All assignments in the grade book will have a grade or notation entered. There will be no blank values.
    - If an assignment is missing, teachers will mark it as "Missing."
    - If an assignment is marked "Missing," it must be changed to 50% at the beginning of each month.

FAILING GRADES

Any student who ended the semester with a failing grade will have that course transcripted as an "I" for "Incomplete" and will not impact the student's overall GPA. The credit will have to be made up through Credit Recovery in order to fulfill graduation credit requirements.

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STUDENT EXPECTATIONS

OVERVIEW

- Students will practice the Patriot Principles:
    - Be Present
    - Be Prepared
    - Be Engaged
    - Be Positive
    - Be a Patriot
- Students will track their progress in Schoology and advocate for success in every class.
- Students will engage in all learning with academic honesty and integrity.
- Students will reach out to their teachers through office hours or scheduled one-on-one meetings if they have questions or need support.
- Students will follow all GWHS classroom behavior expectations and school rules as outlined in the GW Student Handbook.
- Students will not participate in cyberbullying. 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.

MAKING A WORK PLAN

- **Access all of your coursework through Schoology.**
    - All courses and assignments can be accessed at schoology.dpsk12.org. Log in every day to check your current and upcoming assignments, check your email and Schoology messages, and complete your classwork.
    - **Students are expected to arrive at school each morning with their fully-charged school-issued Chromebook**. Though students may use personal devices rather than school-issued Chromebooks, it is important to remember many of our assessments are accessible only through the app kiosk installed on school-issued Chromebooks. Students should strongly consider checking out a school-issued Chromebook for assessment purposes even if they plan to use a personal device for accessing classwork and assignments.
    - Schoology only lets you log in with your DPS school email. If you are having difficulty logging in, make sure you are logged out of all other email accounts.
    - If you need more help accessing Schoology, use the resources below.
        - Parent Login - English | Spanish
        - Guide for Using the App - English | Spanish
        - Schoology FAQ - English | Spanish

- **Stay informed by reading the school-wide updates.**
    - We will send the Tuesday *Weekly Roundup* via email and announcements, including *Weekly Roundup* content, will be posted on our website.
        - If you would like to receive the *Weekly Roundup*, please sign up HERE.

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WHO TO CONTACT IF YOU HAVE QUESTIONS

A course, assignment, or resource	Contact the relevant teacher
A technology problem or issue	Dale Embleton, GWHS's School Technology Representative
A personal, academic or social-emotional concern **For any concerns you may have about yourself, another student, or your child reach out to:** • When risk is imminent, please call 911 • Anonymously report the situation to Safe2Tell by phone or text at 1-877-542-7233, via safe2tell.org, or using the Safe2Tell App • Colorado Crisis Services at 1-844-493-8255 or Text TALK to 38255 • Contact DPD Non-emergency line at 720-913-2000 to request a welfare check and/or to report the threat/concern.	**Khari Wallace** Academic Advisor | Last Names A - Da khari_wallace@dpsk12.net **Alea Griffin** Academic Advisor | Last Names De - Ha alea_griffin@dpsk12.net **Sarah Ozee** Academic Advisor | Last Names He - Mc sarah_ozee@dpsk12.net **Gina Subudhi** Academic Advisor | Last Names Me - Sa gina_subudhi@dpsk12.net **Michelle Wellman** Academic Advisor | Last Names Sc - Z michelle_wellman@dpsk12.net **Sarah Hartman** School Social Worker sarah_hartman@dpsk12.net **Suzi Stein-Shevell** School Psychologist susan_stein-shevell@dpsk12.net **Elizabeth License** 504 Coordinator elizabeth_license@dpsk12.net **Karen Hecker** School Nurse karen_hecker@dpsk12.net
Other issues	**Dr. Dackri Davis** Principal dackri_davis@dpsk12.net **Robert Dilworth** Assistant Principal |College and Career Services robert_dilworth@dpsk12.net **Najah McFarland**

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	Assistant Principal | Administrative Services najah_mcfarland@dpsk12.net **Fred Harris** Assistant Principal | Academic Services frederick_harrisjr@dpsk12.net **Brendan Netherton** Assistant Principal | Athletics and Activities brendan_netherton@dpsk12.net

GENERAL POLICIES AND PROCEDURES

ID CARDS

All students must have a current GWHS ID card. Students will be issued a free photo ID at the start of the school year. Replacement IDs are issued for a fee of $5.00. Students are expected to show a current ID to conduct school business such as checking out library books, purchasing tickets for school dances, and riding the RTD. When asked, students are required to show their ID to teachers, security, and staff.

LUNCH AND OFF-CAMPUS PRIVILEGES

GWHS has one lunch period. Off-campus lunch privileges are granted to all students; however, the expectation is that students are in-seat when the bell rings to signal the start of the class period immediately following lunch. Acquiring excessive tardies may result in the loss of off-campus lunch privileges for individual students and/or entire grade levels. The GWHS administration supports the strict enforcement of shoplifting, jaywalking, loitering, and other ordinances that are applicable to our students as they participate in the community. Failure to adhere to community laws such as loitering or trespassing may result in an issuance of a city citation by the Denver Police Department, and the school reserves the right to revoke the privilege of off-campus lunch to any student who does not act in a mature and responsible fashion.

STUDENT PARKING

Student parking is designated by parking spots painted in white in the upper and lower lots. Anyone parking in areas designated for other use will be ticketed and/or towed. GWHS assumes no responsibility or liability for cars parked in the parking lots or in areas around the school.

5-MINUTE HALL PASSES

Students in the halls during class periods must have their current classroom's hall pass visible, or must have a note from a staff member. Only one student will be allowed out of a class at a time. Students will only be allowed out of their classroom during the Hall Pass Window (i.e., class period time that does not include the first or last ten minutes of any class period). Hall passes are not be used to conduct school business. Students in the hallway without a hall pass will be escorted back to class. Repeated defiance will result in disciplinary measures.

OFF PERIODS

Off periods are reserved for upperclassmen who are on track to graduate. Off periods are considered study periods and should be treated accordingly. Acceptable off-period locations include the library and Pikes Peak Lobby.

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FIELD TRIPS

Field trips are a privilege for students who are passing all classes, have at least 90% attendance, and have no behavior referrals. Students must turn in a parent permission form and a teacher permission form. This form includes a report from your teachers that includes attendance, grades, and behavior.

LIBRARY USAGE

Students with a valid pass from their teacher are welcome to use the Library Media Center from 8:45am to 4:00pm. Students need a valid student ID to check out books or use any of the library equipment. Books are checked out for three weeks and can be renewed once. Students are not allowed to bring food or drinks into the library.

LOST AND FOUND

Lost and found items can be turned in or claimed in the Main Office. Valuable items can be turned in or claimed in the Treasurer's Office. Unclaimed items will be donated to charity.

LOCKERS

Students must request a locker from Ms. Cordova in the Athletics Office, otherwise students will not receive a locker assignment. A student's locker or desk, while intended as a repository for some personal belongings of the student, shall remain the property of the District, and the District reserves the right to inspect both without notice to the student. The District prohibits the display of pornographic pictures or drug/alcohol promotions in the student lockers. A student's locker, desk, or vehicle on school property may be opened, and the contents thereof inspected, only upon approval of the Principal or a designee. GWHS is not responsible for replacing stolen items. Money or expensive items should not be brought to school or left in lockers. Lockers must be cleaned out at the end of each school year. Any items left in lockers will be donated to charity.

PHONE CALLS

Messages from a parent or legal guardian can be left for a student by calling the Main Office 720-423-8600. Use of office telephones is restricted. Cell phones are not to be displayed or used during class time, unless expressly permitted by the teacher for academic purposes.

POSTERS AND FLYERS

Before any poster or flyer may be hung or circulated anywhere on campus, they must be approved and initialed by the Activities Director.

RTD/SCHOOL BUS INFORMATION

Students riding the RTD bus must use the mobile RTD bus app and a current GWHS ID. Students riding an RTD school bus are expected to follow the directions of the driver for the safety of all passengers. Students who are eligible for a free pass may not accumulate more than twelve unexcused period absences in a month during each semester to maintain eligibility. If the student has more than twelve unexcused period absences or tardies in a month, the student will lose their privilege of a monthly bus pass and be provided with bus ride booklets to get to and from school.

EMERGENCY PROCEDURES

Fire drills are done to ensure the practice of safe and expedient evacuation from the building. Routes for evacuation of the building are posted in every room. Follow emergency procedures for a safe and expedient exit from the building and stay with your class. Follow any additional directions from your teacher or staff members. Everyone must move at least 300 feet from the building. In the event of serious storms, earthquakes, tornadoes, floods, severe air pollution, or other emergencies, an announcement over the PA system will be made with procedures for you to follow. If there is a power outage, students and faculty should remain in their classrooms. Emergency generators will provide lighting for stairwells and exits. Consequences will be assigned to students that interfere with emergency procedures and processes.

FINANCIAL OBLIGATIONS

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The school district will provide textbooks for use in the classroom for required courses. Students are charged an annual fee of $30 to cover general classroom expenses and materials. A student may be charged for the cost of textbooks, workbooks, and instructional or informational materials that have been lost, damaged, or destroyed. In some courses there may be a cost for materials used on projects or assignments that become the personal property of the student. These costs vary from course to course. In other courses, students are expected to purchase, with their own funds, paperback books, materials for projects, etc. All students are expected to pay their financial obligations by the sixth week of each semester.

ACADEMIC POLICIES AND PROCEDURES

SCHEDULE CHANGES

Schedule change requests are conducted according to policies and procedures issued by the counseling department. There will be no schedule changes for teacher or period requests.

PLAGIARISM AND CHEATING POLICY

Plagiarism is stealing. Cheating is unfair. A student must never take credit for another student's work or ideas, and a student must never give his or her work to another student to copy.

Whenever you employ some other writer's **information** or **insight**, you must give that writer credit.

Certain information need not be cited. For example, if you learn that the Earth is 5 billion years old or that Babe Ruth hit 714 home runs, you do not have to mention where you learned these facts. Such information is easily available in hundreds of publications. It is considered common knowledge. However, if you find information that says sportswriters protected Babe Ruth by concealing his bad habits, that fact is not generally known and a citation is required.

The following situations constitute plagiarism and must always be avoided:

- Turning in another student's work as your own—this includes papers, worksheets, lab reports, etc.
- Copying a part of another student's paper and incorporating it into your own paper.
- Quoting a source word for word without using quotation marks and a citation.
- Paraphrasing, adopting or summarizing a source's ideas without giving a citation.
- Claiming an Internet translation of a foreign language as your own.

Consequences:
When a student is caught cheating or committing plagiarism, the student will receive a zero on that assignment. The assignment cannot be made up later. The teacher will also notify the student's parents of the violation. Note: giving work for someone to copy is just as much a violation as copying someone else's work—both acts earn the same penalty of a zero on that assignment. Further violations will result in a referral to the administration.

From Harvard University's Plagiarism Code: How to Avoid High-Risk Situations

Students who misuse sources usually don't set out to; they usually plan to write a thoughtful paper that displays their own thinking. But they allow themselves to slip into a situation in which they either misuse sources out of negligence or come to believe that they have no choice *but* to misuse sources. Here are some suggestions for avoiding such situations, based on Harvard records of students who did just the opposite.

- ***Don't leave written work until the last minute***, when you may be surprised by how much work the assignment requires.

- ***Don't use secondary sources for a paper unless you are asked or explicitly allowed to.*** Especially, if you feel stuck or panicked, don't run to the library and bring back an armload of sources that you hope will jump-start your own thinking. Chances are they will only scatter and paralyze your thinking. Instead, go to your instructor.

- ***Don't rely exclusively on a single secondary source for information or opinion*** in a research paper. If you do, your paper may be less well-informed and balanced than it should be, and moreover, you may be lulled into plagiarizing the source.

- ***When you take notes, take pains to distinguish the words and thoughts of the source from your own,*** so you don't mistake them for your own later. Adopt these habits in particular:
- ***Take notes actively, not passively.*** Don't just copy down the source's words or ideas, but record your own reactions and reflections, questions, and hunches.
- ***Don't try to sound more sophisticated or learned than you are.*** Your papers aren't expected to sound as erudite as the books and articles of your expert sources, and indeed your intelligence will emerge most clearly in a plain, direct style.

GOOGLE ACCOUNT

Students are expected to activate their DPS Google Account by going to: http://googlesupport.dpsk12.net/home/students. Students are expected to check their DPS Google email account daily for important updates.

Students will have access to Google Apps, which includes Gmail, Google Docs and document storage on Google Drive. This is an excellent way for students to communicate with teachers and staff, receive updates, and read important announcements.

DPS-ISSUED CHROMEBOOK

All students are expected to check out, use and maintain a DPS-issued Chromebook and charging cord. Several important assessments are pre-loaded into the DPS Chromebook App Kiosk, and are necessary for students to access. Students are expected to bring a laptop or iPad-type device to school each day. When required by GWHS, students should bring their DPS-issued Chromebook to school. When not required, students may bring either their DPS-issued Chromebook or a personal laptop or iPad-type device to school.

INFINITE CAMPUS PARENT/STUDENT PORTAL

Infinite Campus is the student information system that is used by Denver Public Schools. All parents and students are expected to apply for an account, which will enable them to see all information pertaining to the student. For more information contact Alma Rodriguez at 720-423-8672.

CREDIT RECOVERY

All Credit Recovery courses have a fee of $25. It is an expectation that students enrolled in Credit Recovery will self-monitor their progress. It is imperative that students enrolled in Credit Recovery stay on track. Failure to do so can result in students having to forfeit their spots in Credit Recovery.

ELIGIBILITY FOR VALEDICTORIAN OR SALUTATORIAN

A student must be enrolled at GWHS for a minimum of six semesters to be considered a candidate for ranking as a salutatorian or valedictorian designee.

REPORT CARDS AND TRANSCRIPTS

Report cards are issued after each six-week grading period. The official transcript grade is issued at the end of each semester. Report Cards and unofficial transcripts may be obtained through Student Portal. The first two transcripts are free and $5.00 per transcript after that. Only semester grades in the form of a transcript will be mailed home.

BEHAVIOR POLICIES AND EXPECTATIONS

OVERVIEW

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

Students are expected to follow the policies, procedures and rules of each classroom teacher. Teachers are expected to follow the DPS Student Discipline Policy J-K.

SUSPENSION

Suspension, both in-school and out-of-school, is a disciplinary measure used to point out to a student the seriousness of their misconduct, to inform the student's parent/guardian of the misconduct, and to ensure parental cooperation in dealing with the problem. Suspension is not a punishment in and of itself. It is a temporary measure for the purpose of protecting staff and students, school property, and the orderly functioning of the school. Students who break school and district policies are subject to out-of-school suspension for a period of up to fifteen days. The length of suspension is determined by school authorities and reflects the seriousness of the offense committed. In addition, a parent/guardian conference is required to reinstate a suspended student. A suspended student may not loiter, be on school property, or attend any school-sponsored activities during the days of suspension.

DRUGS AND ALCOHOL

The use or possession of alcohol, tobacco, vaping products or any other harmful substances, or the illegal use of prescription medication is forbidden. Disciplinary and/or court action will be taken against any student involved in the use, possession, distribution, or sale of drugs or alcohol. DPS Policy J-K applies in these situations.

SMOKING OR THE USE OF TOBACCO

Students, staff, and visitors are not permitted to use tobacco or vaping products in any form in the school building, on school grounds, at school activities, in school vehicles, or within 1000 feet of the school campus. GWHS will treat the use of tobacco or vaping products the same as the use of alcohol or drugs. Students found violating this policy will be subject to similar disciplinary action. GWHS is a smoke-free environment.

STUDENT BEHAVIOR AT ACTIVITIES

School sponsored activities include any situation where students are under the direct supervision of a coach, teacher, or sponsor and are representing GWHS in some capacity. The administration and staff at GWHS will not tolerate behavior that is adverse to the welfare, safety, and morals of other people. Any unlawful act taking place on or off school grounds or excursions not only makes the students subject to penalties which the courts may prescribe, but also will result in disciplinary action by GWHS. All school activities, games, etc., both home and away are subject to school policy. This includes all students, not just participants.

THEFT

Theft, larceny, or breaking and entering will result in disciplinary action, restitution, and citation by police. GWHS is not responsible for the loss of personal property.

TOYS

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

GANGS – ZERO TOLERANCE

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

membership and gang-related activity, including the display of gang affiliation through attire, will not be tolerated in schools, on the school grounds, in school district vehicles, or at school activities or events.

INTIMACY – NO PDA (PUBLIC DISPLAY OF AFFECTION)

Gestures of congratulations such as embraces and handshakes are examples of appropriate behavior. Sitting on laps, kissing, and embracing of an intimate nature between students is not acceptable behavior on GWHS's campus.

LOITERING

Any person not a GWHS student or a member of the staff found loitering on school grounds will be cited by the police and removed from the premises. In addition, students at GWHS are not permitted to loiter on campus after the school day. Students need to vacate the building fifteen minutes after the end of the school day (i.e., by 4:05pm), unless they are being actively supervised by a sponsor. Failure to adhere to this policy will result in progressive disciplinary action that can include a city citation by the Denver Police Department and loss of after school and extracurricular privileges.

DRESS CODE

The purpose of the dress code is to help provide a safe and respectful atmosphere for education. The following outlines clothing that are not appropriate for school:

- Clothing that promotes alcohol, illegal drugs, marijuana or violence
- Clothing that displays profanity or obscenities

Students who choose to ignore the dress code will be asked if they have a change of clothes. If the student does not have a change of clothes, they will be provided a change of clothes (depending on availability) by the Dean's Office. If they refuse to change, a phone call will be made to a parent to request a change of clothing be brought to the school.

CONFLICT RESOLUTION

Disputes between members of the school community should be settled through Restorative Justice, mediation, or with the assistance of Student Support staff. Students involved in conflict before, after, or during school hours on school property, at school activities, bus stops, or off campus areas that endanger other students, will be suspended. Additionally, students will receive a public fighting citation from the Denver Police Department and will lose after-school and extracurricular privileges. If you have a problem with another student, it is expected that you proactively see your counselor, the Student Support team, or an administrator to resolve it.

BULLYING

Bullying will not be tolerated. Bullying includes but is not limited to actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This includes Instagram, Snapchat, Facebook, Twitter or any other form of social media both during and outside school hours.

GAMBLING

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

SEARCH AND SEIZURE

Searches within the school or on school grounds will be authorized by the Principal when there are circumstances which would cause a reasonable person to believe that there is a concern for school safety. The Principal or designee may request the assistance of a law enforcement officer to:

- Search any area of the school premises, any student, or any motor vehicle on the school premises.
- Identify or dispose of contraband found in the course of a search conducted in accordance with this policy.
- All searches conducted of student(s), lockers, automobiles, etc. will be done at the discretion of the Administrator based on reasonable suspicion, as stated earlier in this section.

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SEXUAL HARASSMENT

The District has an obligation to discipline those who engage in sexually harassing behavior. Students who are determined to have engaged in sexual harassment of one or more students will be subject to suspension and/or expulsion as defined by Board of Education Policy J-B. Students who believe that they have been the victims of sexual harassment are strongly encouraged to report the conduct to a teacher, counselor, mental health support person, or administrator in order to receive support.

USE OF PERSONAL TECHNOLOGY

Students are permitted to use cell phones during lunch, before and after school. Cell phone use during class time is acceptable when related to instructional purposes or objectives and permitted by the teacher. Each teacher will communicate with students when cell phones may be used, and for what purposes.

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

WEAPONS

Safety is the right of every student and Denver Public Schools is clear in its resolve to have a weapon free environment. Pursuant to the provisions of DPS Policy JK-R, the possession or use of any weapon will result in immediate proceedings for the suspension and expulsion of the student(s). This "weapon" definition is not limited to the obvious list of guns and knives, but also includes any item that can be construed as a weapon. DPS students have been expelled for possession of such items as Ninja stars, screwdrivers, ball bats, mace, water and toy guns, items intended to cause harm when used in a fight against another person, starter pistols, firecrackers, chains and more. The incident will result in the appropriate law enforcement authorities being notified and charges being filed. (This policy shall not be construed to prohibit the supervised activities of students involved in authorized training in the JROTC Program.)

ATTENDANCE AND TARDY POLICIES

OVERVIEW

Regular attendance has a direct effect on student progress and achievement. Given the interruptions in education since early 2020, it is critically important students are in-seat every day to benefit from continuous, effective and individualized instruction. The GWHS attendance goal, as part of the Unified Improvement Plan, is to reach a 93% schoolwide daily attendance rate. Students should not be absent more than one day per month, unless required for a religious or medical reason.

Any student with more than 20 unexcused period absences, tardies, or a combination of both per semester could lose the privilege to participate in extracurricular activities, including athletics, dances or after-school functions.

If your student is ill, exhibits symptoms of COVID or has been exposed to someone who has tested positive for COVID, please follow the DPS guidelines.

FULL DAY EXCUSED ABSENCES

An absence is defined as non-attendance in class. A student attending any portion of a class period will be considered present in class. An absence will either be "excused" or "unexcused" as outlined below. Individual teachers may also have additional tardy policies of which students will be made aware.

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Please have your parent/guardian email attendance_georgewashington@dpsk12.org within TWO days of your return to school. Phone calls, even though a courtesy, are not considered official documentation.

The following reasons constitute an excused absence:

- Illness (including COVID-related quarantine)
- Medical/dental appointment
- Court date
- Funeral
- Religious holiday
- Personal reasons/Extenuating circumstances

All emails and notes must include:

- Student's full name and Student ID#
- Date(s) and reason for absence
- A valid parent/guardian name
- A daytime phone number where the parent/guardian can be reached

Students have two days from the date of each excused absence to make up their missed classwork. The student or family is responsible for initiating make-up work.

An absence becomes unexcused after two days without an acceptable excuse from a parent. Work missed due to an unexcused absence will be marked as missing in Infinite Campus and make-up work will be permitted only at the teacher's discretion.

PARTIAL ABSENCES

Please provide 24 hours notice. All partial- day absences must be confirmed by a parent/guardian before a student can be dismissed. If you will be returning from your partial-day absence, please remember to check back in with the attendance office.

All emails/notes must include:

- Student's full name and Student ID#
- Time the student must leave
- Reason for partial-day absence
- A valid parent/guardian name
- A daytime phone number where the parent/guardian can be reached

The note will be confirmed by calling the parent/guardian. It is the student's responsibility to return to the attendance office to pick up a pass in order to leave the building.

For early release, please call at least one hour prior to pick-up time and your student will receive a pass to present to the teacher to be released. The latest a student can be called out is 3:15pm.

Leaving school without checking out through the attendance office is considered an unexcused absence. Bringing an excuse note one or two days later does not apply to excused tardies and partials. These must be excused on the day they occurred.

TARDY TO CLASS

Students are expected to be on time! Students arriving after the bell has rung are considered tardy. Any student arriving late to class will receive a classroom assigned consequence. Repeated defiance to the tardy policy will result in progressive disciplinary action.

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Tardies to school will be excused with a note or phone call from the parent/guardian at the time of arrival. Please check in with the Attendance Office.

ABSENCES FOR SCHOOL RELATED ACTIVITIES

School-related activities will include those items covered under Colorado law and district policy such as suspensions and school-sponsored activities. Teachers will allow for credit from make-up work if completed within the teacher's parameters for make-up work.

ABSENCES FOR SCHOOL SPONSORED ACTIVITIES

In any school-sponsored activity, a list of those students participating in the activity will be initiated by an administrator and given to the Attendance Secretary. Additionally, out-of-school activities require a School Excursion Notification form that is completed and signed by the sponsoring teacher. It becomes the student's responsibility to obtain each of his/her teachers' signatures and to return the School Excursion Notification form to the sponsoring teacher by that sponsor's due date. The sponsoring teacher then turns this form to the Attendance Office. On this form, a classroom teacher has the option to recommend that a student not participate in the activity. It is the classroom teacher's responsibility to notify the sponsoring teacher(s) of any students they feel should not participate in the activity. (Large groups, i.e. ROTC, instrumental/vocal music, etc. may be exempt from the School Excursion Notification Form). Following any school-related/sponsored activity, the Attendance Secretary will be informed of students who were absent from the activity.

PARTICIPATION IN THE GRADUATION CEREMONY

It is the responsibility of the student to continually monitor student progress, grades and graduation status. A student may only participate in the GWHS graduation ceremony if he/she has completed DPS graduation requirements and earned the minimum of 240 credit/24 unit hours including all required courses. Students must also meet the statewide competency demonstration requirements, complete all questions within their ICAP, pay any outstanding student fees and return their DPS-issued Chromebook. Students are urged to stay in close contact with their counselor for current progress and status information.