



DENVER LANGUAGE SCHOOL

—Your Passport to the World—

Family Handbook

2023-2024

Denver Language School
A Denver Public Schools Charter School of Choice

Whiteman Campus

451 Newport St.
Denver, Colorado 80220
303-557-0852
fax: 303-399-0207

Gilpin Campus

2949 California St
Denver CO 80205
303-777-0544
fax: 303-777-0566

www.denverlanguageschool.org

Note: In this handbook “parent” also means “legal guardian.”

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Executive Director's Message

Dear Families,

It is with sincerest pleasure and genuine interest that I write to you in my capacity as whole-school Executive Director of Denver Language School. We at our Whiteman and Gilpin Campuses are honored to be entrusted with safeguarding the wellbeing of children in our care and proud to partner with you in pursuit of our mission: *To achieve academic excellence and intercultural competence through language immersion education.*

An outstanding education is deeply rooted in a powerful, trust based, relationship between school and family. Denver's embracing of Denver Language School as the school of choice for a globally minded, academically exceptional, Kindergarten through 8th Grade education is predicated on the faith you all place in the thoughtful, intelligent, and decent professionals working in our buildings. This handbook seeks to outline the norms, protocols and policies that have developed through to this, our 13th year, of operation. We hope that you may take a moment to navigate what has remained the same and what might have changed ahead of the 2022-'23 school year.

Of course, we are a living and breathing school adapting to the opportunities and challenges afforded to us in service to your children. Our current policies and practices are based upon our assessment of best practice for an immersion school operating as a Charter within Denver Public Schools as obligated by state and federal law. With these variables in mind, there may be occasions from time to time that require review. Please do raise your concerns and feedback on these matters with your child(ren)'s classroom teacher and/or Principal as appropriate at the earliest opportunity. Your feedback is genuinely important to us as we intentionally value your input.

In pursuit of prudence with public funds, and in line with our community desire to be a 'Green School', we expect this handbook is primarily available as an electronic document. If a hard copy is desired, please reach out to the Front Desk team at each campus who will be able to provide a loaner. Furthermore, if you or someone you know would prefer a translated version of this document or other interpretation services, the Front Desk team will be able to direct your inquiry.

Public education is one of the greatest gifts humanity has designed for itself. The strength of the Denver Language School model is the unabashed belief that an intellectually rigorous, socially inclusive, character building program should be available to all. We are all so proud to serve in pursuit of this purpose.

With gratitude for your time,

Faithfully,

Richard Royal
Executive Director

Contacting the School

www.denverlanguageschool.org

Whiteman Campus

Address 451 Newport Street
Denver, CO 80220

Main Line (303) 557-0852

Attendance For absences: Report through PikMyKid or call
(303) 557-0852, ext. 1300
For early release, email office@denverlanguageschool.org

Principal	Annie Trujillo	Annie@denverlanguageschool.org
Assistant Principal	Jessica Leonard	Jessica@denverlanguageschool.org
Director of Curriculum & Instruction	Alejandra Duflos Yu-Hsin Lien	Alejandra@denverlanguageschool.org Yu-Hsin@denverlanguageschool.org
Operations Lead	Lewis Boeve	Lewis@denverlanguageschool.org
Discovery Link (DPS)	Chad Garden	chad_garden@dpsk12.org

Gilpin Campus

Address 2949 California Street
Denver CO 80205

Main Line (303) 777-0544

Attendance For absences: Report through PikMyKid or call
(303) 777-0544, ext. 2010.
For early release, email office@denverlanguageschool.org

Principal	Christine Loven-Santos	Christine@denverlanguageschool.org
Interim Assistant Principal	Kendra Lofland	Kendra@denverlanguageschool.org
Director of Curriculum & Instruction	Alejandra Duflos Yu-Hsin Lien	Alejandra@denverlanguageschool.org Yu-Hsin@denverlanguageschool.org

Operations Lead	Karla Torres Martinez	Karla@denverlanguageschool.org
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Two Campus Contacts (Gilpin and Whiteman)

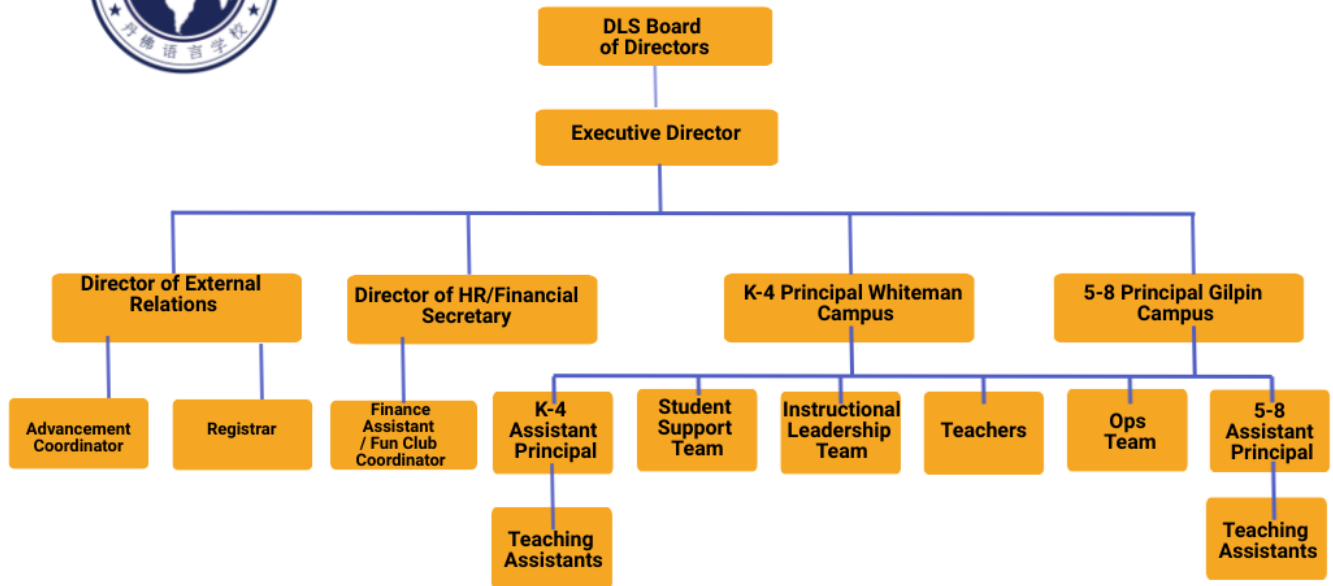
K-8 Registrar	Yessica Gonzalez Pasillas	Yessica@denverlanguageschool.org
Gifted & Talented Coordinator	Rick Nielsen	Rick@denverlanguageschool.org
Fun Club Coordinator	Janeth Espinosa	Funclub@denverlanguageschool.org
English Language Development	campus Principals	Please email your campus Principal
Transportation	Lewis Boeve	Transportation@denverlanguageschool.org
Financial Aid	Janeth Espinoza	Financialaid@denverlanguageschool.org

DLS Network

Executive Director	Richard Royal	Richard@denverlanguageschool.org
Director of External Communications	Camilla Modesitt	Camilla@denverlanguageschool.org
Advancement Coordinator & HR Support	Olivia Kidd	Olivia@denverlanguageschool.org
Director of HR/Finance	Sara Sankovich	Saras@denverlanguageschool.org
HR Assistant/Fun Club Coordinator	Janeth Espinoza	Financialaid@denverlanguageschool.org
Network Assistant	Erin Westmoreland-King	Erin@denverlanguageschool.org



DLS Organization Chart 2023-24



2023-2024 School Calendar

Denver Language School 2023-24 School Calendar

3-31 Summer Vacation / No Classes

July 2023

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 2024

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			

1-5 Winter Break / No Classes

8 Professional Day / No Classes

15 MLK Day / No Classes

1-7 Summer Vacation / No Classes

8-9 New Educator Welcome

10-11 In Building Preparation

14-18 Professional Day/No Classes

21 First Day of School (1-8)

First Trimester Begins

23 First Day of School (Kinder)

25 Early Release Friday Begins

August 2023

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 2024

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		

16 Vacation / No Classes

19 Presidents' Day / No Classes

4 Labor Day / No Classes

September 2023

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

March 2024

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

7 Parent/Teacher Conf. 3:30-7:30 (In Person, 4h)

8 Parent/Teacher Conf. 3:00-7:30 (Virtual, 4.5h)

Second Trimester Ends

11 Third Trimester Begins

25-29 Spring Break / No Classes

5 Parent/Teacher Conf. 3:30-7:30 (In Person, 4h)

6 Parent/Teacher Conf. 3:00-7:30 (Virtual, 4.5h)

13, 16 Vacation / No Classes

17 Professional Day/No Classes

October 2023

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 2024

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

1 Cesar Chavez Day (obs./) No Classes

2 Professional Day/No Classes

17 First Trimester Ends

20-24 Thanksgiving Break/No Classes

27 Second Trimester Begins

November 2023

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		

May 2024

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	

27 Memorial Day / No Classes

21-29 Winter Break / No Classes

December 2023

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

June 2024

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

7 Third Trimester Ends Last Day Of School

10+ Summer Vacation / No Classes

19 Juneteenth

DLS Mission Statement

“To achieve academic excellence and international competence through language immersion”

To accomplish our mission, DLS will educate an economically and racially diverse student population through a structured and supportive environment. Families entering DLS will choose either Chinese or Spanish as a target language. DLS will follow a total language immersion process: offering traditional learning activities in core subjects in the target language, making the target language both the medium of instruction and the object of instruction.

The DLS Vision

- To become a model of high student achievement through the acquisition and use of a second language.
- To develop in students the knowledge and skills essential to be productive citizens in a culturally diverse, global economy.
- To prepare all students to be successful in secondary and post-secondary choices.
- To create an innovative school that can be replicated in Colorado and nationally.

A sustainable and intentional culture is the most important component to creating a successful school, providing faculty and students with clear direction, meaningful structure and a vital sense of community.

Statement on Diversity

Denver Language School and Denver Public Schools are committed to providing safe and welcoming spaces where all students are able to focus on their education, secure in the knowledge that the District will support their safety and emotional well-being regardless of immigration status, national origin, race, gender preference or religion. DLS is committed to providing equitable and inclusive environments where all our students feel safe and socially and emotionally supported.

Non-Discrimination Policy

The Denver Language School enrolls students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, genetic information, sexual orientation (including transgender status), disability, need for special education services, national or ethnic origin, protected veteran's status, marital status, or on any other basis prohibited by law in administration of its educational policies, admission policies, financial aid policies, employment or any other school administered programs or policies.

About The Denver Language School

History

In early 2007, Denver Language School began as the vision of two Denver parents, Kristy Fantz and Camilla Modesitt, who believed strongly in the power of language immersion education, and wanted to provide a public K-8 offering of early total immersion to Colorado's kids. The school opened in August 2010 with about 250 students grades K-2 and 30 staff members. It has grown into a community with two campuses, ~9000 K-8 students, and over 100 staff members.

Charter Schools in Colorado

Charter schools are independently-operated, public schools. Charter school boards have contracts with the school district that outline the terms of their operation, including performance goals, program elements, and compliance with State and Federal Requirements.

- In Colorado, charter schools are operated pursuant to the Colorado Charter Schools Act (available [here](#).)
- For more information about charter schools visit the Colorado League of Charter Schools [Colorado League of Charter Schools](#)
- DLS is authorized by Denver Public Schools and supported through the Portfolio Management department.

DLS Language Immersion Model

DLS provides an early total language immersion model.

- K-2: 100% of the academic day is in the target language. Specials, lunch, and recess are in English.
- 3-5: Students receive one hour of English language instruction, the rest of the academic day is in the target language. Specials, lunch, and recess are in English.
- 6-8: Students do half their day in English and half their day in the target language.
 - Subjects in English: Science, Electives, English
 - Subjects in Target Language: Math, Target Language Arts, Social Studies

Denver Language School Board of Directors

The board holds public regular meetings at 6:00 pm on the fourth Tuesday of the month. Please check the website for updated meeting schedules and locations. For more information about the DLS Board of Directors, please visit the website [here](#).

Public comment is taken at the beginning of meetings. Comments are limited to three minutes per speaker. The board will not answer questions or hold a discussion on comments. The board will not hear public comments that involve an individual staff member, a personnel action, a student disciplinary matter, an individual student, or pending litigation. Public comments should be phrased as comments, not questions to the board or administration. Public comment is *not* a question and answer session.

Anyone who wishes to make requests, presentations, or proposals to the board should direct any inquiries to the Chair of the Board of Directors. Laws governing public employees prohibit discussion in a public board meeting of a specific staff member or discussions in which a staff member would be readily identified. Complaints about staff members are to be primarily made to the principal (see the DLS web site for the [grievance policy](#)). Speakers must sign up and indicate their topic prior to the start of the meeting by sending an email to boardofdirectors.dls@gmail.com or calling the front desk at either campus.

Executive sessions of the board are closed to the public. Executive sessions can be held for issues related to legal actions or potential legal matters, personnel, or purchases such as competitive bids that require confidentiality to ensure the school obtains the best terms possible.

Leadership and Governance

Denver Language School (DLS) is a non-profit corporation for educational purposes as specified by state and federal law. DLS has established a clear governing framework that provides stable support. DLS's Board of Directors is composed of parents and members of the Denver community. The board consists of between five and eleven education, business, parents and community representatives who possess experience in financial and business management, law, fundraising, teaching and community outreach. The DLS Board of Directors is responsible for the management of the business, property, and affairs of DLS to promote the vision, mission, and goals of Denver Language School. The board shapes the school's direction and policies and ensures necessary resources and finances. The board is accountable for the performance of the Executive Director and the school's overall academic and operational performance. The board, along with the school's Executive Director, Principals and leadership team, create clear operating and educational goals. The board delegates responsibility and authority for day-to-day operations to the Executive Director.

Parent Conduct at DLS

DLS 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, unproductive or threatening environment for our students and staff members. If a parent or guardian violates this policy, he or she may be issued a warning about their 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 parent conduct concerns at your child's school, please call your campus main office and ask to be put in touch with the campus Principal.

Parent Communication with Staff

When parents have concerns or feedback regarding any aspect of the school, please follow the communication process described below. Parents should speak first to the person most directly involved. For most daily questions and concerns about your child, your initial point of contact with DLS will be your student's teacher via Schoology or email. If necessary after this communication, your teacher may guide you to another staff member for more support. For urgent needs that must be addressed in less than 24 hours, please reach out to the front desk at the appropriate campus for direction.

1. **Contact the teacher** if you have questions/concerns about your child's needs, instruction, homework, progress or behavior. Given the numerous duties of our teaching staff, please address your concerns in writing via email or through Schoology first. It is our staff policy to address all emails within 24-36 hours. Staff work directly with students during the school day and are only intermittently on their computers during the day, as student learning, support, and safety are our top priorities.
2. **Request a meeting** if you feel you need more information or assistance, or an email will not address the concern or question that you have. The best way to request a meeting is by emailing the appropriate staff member directly. Keep in mind that same day meetings are not generally possible to accommodate.
3. **Reach out to the main office** if you have questions/concerns related to school operations, curriculum, safety, facility use, etc. to be put in touch with the correct person.
4. **Talk to your campus principal** if you have questions/concerns related to supervision, finances, planning, safety, personnel, discipline, etc. Contact your campus principal via email at annie@denverlanguageschool.org (Whiteman Campus K-4) or christine@denverlanguageschool.org (Gilpin Campus 5-8).
5. If you continue to have concerns after meeting with one of our principals, please reach out to our Executive Director, Richard Royal, to request a meeting at richard@denverlangaugeschool.org.
6. **If your concern is urgent or an emergency**, please call the school at 303-557-0852 (Whiteman) or 303-777-0544 (Gilpin) so that a member of our office team can direct you to the appropriate person most efficiently.

School Policies, Practices and Procedures

Administrative & School Hours

DLS Whiteman Campus (K-4)

The academic school day at the Whiteman Campus is from 7:50 am to 2:40 pm.

DLS Gilpin Campus (5-8)

The academic school day at the Gilpin Campus is from 8:05 am to 3:05 pm.

Bell schedules can be found on our website at www.denverlanguageschool.org/bell-schedules.

Attendance

Daily Attendance

It is essential for DLS students to attend school daily in order to acquire the knowledge, skills and confidence needed to succeed in the target language, and 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 from age 6 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.

An absence consists of failure to appear in class by 8:05am at Gilpin or 7:50 am at Whiteman and remain there throughout the entire school day unless dismissed by proper authority. Failure to appear and remain throughout the entire time of a scheduled class period will also constitute an absence from that class unless dismissed earlier by proper authority.

When a student is absent, the parent is to notify the school before 10:00 am that day. The notification and explanation of the absence does not automatically excuse the absence. Excused absences are granted in accordance with the DLS policy stated below.

Excused Absences

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.

Excused absences:

- 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
- Home-based instruction

Unexcused Absences (Truancies)

An unexcused absence is any absence that is not approved by a parent and the school.

Academic Expectations for Absent Students

Students with excused or unexcused absences are responsible for work missed and are expected to make it up for their own benefit. Teachers are not required to provide opportunities for students to make up missed work for an unexcused absence.

Habitually Truant Students

DLS students aged six and above who have four or more unexcused absences in a one-month period, or 10 or more unexcused absences in a school year, are considered to be “habitually truant” under state law. Absences due to suspension or recommendation of expulsion will not be considered in determining habitual truancy.

Once a student is determined to be habitually truant, the administration will notify the student’s parents in writing of the student’s unexcused absences and of the fact that the student is habitually truant. At that time, the school will develop a plan with the goal of assisting the child to remain in school. The administration will make reasonable efforts to meet with the parent to review and evaluate the reasons for the child’s truancy. Further unexcused absences may result in legal action and/or the student’s withdrawal from DLS and return to the student’s school of residence.

Notification of Absences

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

- Telephone call
- [PikMyKid](#)
- Home visit or Truancy Notice after the student is habitually truant.

When a student is marked absent from school or from assigned classes without office staff being notified in advance, the Infinite Campus system will call, email and/or text parents at 10 am on the day of the absence. If the absence has been reported erroneously, please contact the school as soon as you are made aware of the error and it will be corrected.

In order to support the family of a student who is habitually truant, the school will attempt to understand the 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.

Tardiness

Regular, on-time attendance is imperative to support student learning. It is up to parents to ensure that a student arrives at the prescribed time. Tardiness is the appearance of a student in class after 8:05 am at the Gilpin Campus or 7:50 am at the Whiteman Campus. If you bring your child to school after that time, please come to the office to sign the student in and have your child take a tardy slip to class. Arrival at school after the start time will only be considered excused if accompanied by a note or appointment card from a child's doctor, dentist, orthodontist, etc. or in case of a family emergency or if a school bus is late.

Whenever a student enters a classroom after a lesson has begun, there is a period of readjustment as the teacher works to get the student caught up with what the class is doing. It may only be a minute or two, but those minutes add up to numerous lost hours throughout a school year. All students are impacted when instruction is interrupted for tardy students.

Students need to be present and on time to school each day in order to be academically successful. When a child is frequently tardy or absent, they do not receive important instruction, they fall behind, and they create disruptions to other students' learning. Additionally, the break in routine can make it challenging for a student to connect with the learning.

Attendance in school is very important. Students fall behind the more they miss school, but at an immersion school, they are also losing ground with language acquisition. Therefore, your student has a much deeper rate of return by being in school on time and ready to learn.

Tardiness at the Beginning of the Day

Students will be marked tardy if they are not in their classrooms at the start of the day. This is 7:50 am for K-4, 8:20 am for 5-8. There is no grace period.

- When a student has three tardies in quick succession, an email will be sent home from the Operations Assistant notifying the parents that their child has been tardy three times. This will let the parents know that they need to work on getting their child to school on time.
- After five tardies, an email will be sent home by the social worker requesting a conference to discuss the problem.
- The tenth tardy will initiate communication from administration requesting a conference to further look into the situation of chronic tardiness and possible solutions.

Middle School Tardiness During the School Day

Being on time during the school day is just as vital as being on time each morning. To ensure that students are in class on time and ready to learn, we will work with students in the following manner:

- Should a student be tardy to classes three times in quick succession, the student will have a meeting with the Assistant Principal and parents will be contacted via email
- After five tardies, the student will meet with the Assistant Principal to create an improvement plan; parents will be contacted via phone. After five tardies, students will be assigned detention. Additional tardies will result in additional days of detention.

- After seven tardies, a parent/student/administrator meeting will be scheduled and conducted to ensure that the tardy problem does not occur again; further tardies could lead to administrative action.

Student Behavior

[Please click here for DLS School-Wide Expectations](#)

At DLS, students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment. When students need guidance on how to make good choices at school, we follow DPS practices including Restorative Justice, Type 1 behavior supports in the classroom, and the DPS discipline matrix (DPS Policy JK-R <http://board.dpsk12.org/board-policies/>). During our two-week staff training each summer, the administrative team provides training around building relationships, providing social-emotional support in the classroom, and instilling beneficial classroom engagement and management strategies.

DLS strives to create and maintain an effective learning environment by encouraging students to follow our DL4 (Denver Language 4 - Respectful, Responsible, Ready to Learn, and Safe) expectations which are taught during our two-week Dolphin Way Program. The basic premise of PBIS is to set clear behavioral expectations and then teach and support students of all abilities to meet those expectations. At DLS, we strive to notice and encourage kids when they are “doing the right thing” vs. focusing our attention on the less desirable behaviors. Positive expectations are reinforced throughout the year through positive praise, DL4 stickers, Golden Tickets and the Popcorn Challenges.

While most students consistently observe our school-wide and classroom expectations and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. This begins with the teacher redirecting a student to make better behavior choices inside and outside the classroom. If the undesired behaviors continue, an administrator or a member of the Student Support Team may be called to provide other interventions which may include, but are not limited to, loss of privileges or completion of a restorative task. Parents may be contacted if their support at home is needed or if a meeting may be warranted to address the issue. If you have any questions regarding student behavior practices at our school, please reach out to the Assistant principals at both campuses.

Discipline Policy

All other DLS rules and policies regarding student behavior and discipline, including but not limited to the DPS Suspension and Expulsion Policy and the Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy, continue to remain in effect. Students who fail to adhere to the above requirements may be subject to legal action, including but not limited suspension or expulsion.

- Any student who believes they have been subject to misconduct prohibited by the DLS Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to their campus principal.
- DLS will continue to adhere to the DPS discipline policy as defined by their [JKR](#) policy documents including any amendments made to support remote learning.
- DLS continues to use the [DPS Behavior Intervention Guide](#) which shows which level of harassment and bullying fall under each category and shows the interventions taken.

Title IX / Cyber Bullying

Please click [here](#) to view the complete Denver Language School Title IX Policy.

Retention and Acceleration Policy

Please click [here](#) to view the complete Denver Language School Retention Policy.

Arrival and Dismissal

Updated arrival and dismissal information can be found on the [Transportation section of our website, under the Current Students Tab.](#)

PikMyKid

DLS uses the PikMyKid Dismissal App to ensure a swift, safe dismissal process each day. PikMyKid allows parents to communicate their dismissal preference for their child, including changing dismissal plans – daily or recurring – and designating other people to pick up students. In addition, PikMyKid allows the school to send urgent notifications directly to parents' smartphones when there are emergencies, school closures, and even bus delays.

All families must use the PikMyKid app regardless of transportation plans. Please refer to the [PikMyKid Procedure](#) for more information.

Bus Transportation

If you have questions about DLS transportation, please contact transportation@denverlanguageschool.org.

Behavior Expectations and Consequences

The matrix below classifies unacceptable behavior into three levels. It provides some ground rules to establish a safe and orderly transportation experience. A DLS School Bus Conduct Report will be filled out by the bus driver and submitted to the office.

Level 1

Misbehaviors	Consequences
Misbehaviors that interfere with the orderly transportation of students. Some examples are: • Talking too loudly • Failure to stay seated • Littering on the bus • Tampering with possessions of other passengers • Eating or drinking on the bus	The bus driver may address the behavior: • Verbal warning issued to student • Assign seats

Level 2

Misbehaviors	Consequences
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More severe misbehaviors that interfere with the orderly transportation of students. Some examples are: • Reported occurrences of Level 1 behaviors • Annoying and/or bullying other passengers • Use of profanity • Damage to the bus • Throwing objects, spitting, spitballs, etc.	The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. This may include any or all of the following: • Conference with principal or designee • Contact with parents • Assigned seats • Loss of bus privileges for up to three days • Suspension from school for up to three days
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Level 3

<u>Misbehaviors</u> Behavior that endangers the safety of the driver or students and which impairs the driver's ability to drive safely. Some examples are: • Reported occurrences of Level 1 or 2 behaviors • Refusal to stay in seat • Distracting the driver • Refusal to obey the driver • Fighting, pushing, wrestling • Lighting matches or lighters • Possession of weapons or other dangerous items • Possession of tobacco, alcohol, or drugs	<u>Consequences</u> The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. This may include any or all of the following: • Loss of bus privileges up to ten days • Suspension for up to five days • Permanent suspension from the bus • Illegal activity will be reported to the police
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Questions and Concerns

As of August 2023, DLS contracts with a private provider for our bus transportation. If you have questions regarding transportation, please contact:

- For information about the buses, drivers, systems and services that are provided to DLS transportation@dpsk12.org
- For information about special education transportation, email StuTrans@dpsk12.org

Before School

Whiteman Campus

Discovery Link, an activities program of Denver Public Schools, offers before school care at Whiteman Campus contingent on enrollment numbers. Registration with Discovery Link is required; there is no drop in. Additional information is available at <http://discoverylink.dpsk12.org> or call 720-424-8291.

The school building opens at 7:25 am. Breakfast is provided free-of-charge to any student desiring it in the cafeteria. Classes begin promptly at 7:50. Please arrive with enough time for your child(ren) to eat and be on time for class.

Gilpin Campus

No before-school programming is offered.

The school building opens at 8:00 am. Breakfast is provided free-of-charge to any student desiring it via grab-bag lunch. School starts at 8:20 am. Please arrive with enough time for your child(ren) to eat and be on time for class.

After School

Whiteman Campus

Fun Clubs are after school enrichment classes for all grade levels available at the DLS Whiteman Campus. Fun Clubs are taught by either DLS teachers or outside vendors. Additional information is available on our [website](#) or through your MySchool Bucks account. Fun Club Policies and Procedures will be distributed at the time of sign-up. More information will be available in the DLS Newsletter or through your MySchoolBucks account. You can also email funclub@denverlanguageschool.org.

Dolphin Splash is an after school program for families that aren't able to pick up their student(s) during our normal dismissal time. At Dolphin Splash, students can do homework, watch videos, read, and color. Dolphin Splash hours are: 2:50pm – 4:10pm Monday-Thursday, and 1:30-3:00pm on Friday. Drop-in rate is \$9.50 per child per day. You can drop in any school day without signing up, but if you use Dolphin Splash/Hall regularly, you may save money by signing up for the month in advance.

Discovery Link, an activities program of Denver Public Schools, is currently running only at the Whiteman Campus. Registration with Discovery Link is required; there is no drop in. Additional information is available at <http://discoverylink.dpsk12.org> or call 720-424-8291.

Gilpin Campus

Dolphin Hall is an after school program for families that aren't able to pick up their student(s) during our normal dismissal time. At Dolphin Hall, students can do homework, watch videos, and read. Dolphin Hall hours are: 3:45pm – 5:00pm Monday-Thursday, and 1:45-3:30pm on Friday. Drop-in rate is \$9.50 per child per day. You can drop in any school day without signing up, but if you use Dolphin Hall regularly, you may save money by signing up for the month in advance.

Middle School Sports, Middle School Clubs, and Fun Clubs are also available at the Gilpin Campus. Please see the [DLS website](#) for more information.

Middle School Athletics

Team Sports

Sports programming is available for Middle School Students. Students may try out for any sport offered during the fall, winter or spring. During the season the players are required to attend all practices and games during that season to remain on the team for the entire season. Playing time is not guaranteed,

but is determined by the coach based on performance, effort. Schedules will be distributed by the coaches. Please reach out to Rob Angelone at rob@denverlanguageschool.org with any questions.

Eligibility

Students must maintain a C or better in each class in order to be allowed to participate in games and/or practice.

Student/ Family Code of Conduct

Student athletes are required to model positive behavior to all teachers, administrators, coaches, classmates, parents, officials, and spectators. Student athletes should be a positive member of the DLS community, therefore influencing younger student athletes to be the same. The Athletic Director and administrators will be in constant contact throughout the season to make sure each student athlete is modeling positive behavior. If students are not showing positive behavior, they will not participate in any games/matches/meets/practices until they improve. Positive behavior and improvement of behavior is the judgment of the administrators, athletic director, parents, coaches, and teachers.

Parents must complete the following forms in order for their students to participate in sports at DLS:

[Code of Conduct - Denver Charter Athletic League](#)

[DLS Parent Sportsmanship Agreement](#)

[Physical Form](#)

[Student's Athletics Waiver](#)

Free Lunch and Breakfast

Denver Language School uses DPS Food Services for breakfast and hot lunch. Breakfast and lunch are served at both campuses and free to all students. No registration is necessary. Children are always welcome to bring lunch from home. We still encourage families to fill out the family income statements as this helps access all available funds to cover the cost of meals and to help determine qualifications for financial aid. Families may complete the You Benefit! Form online at www.myschoolapps.com.

Dress Code & Uniform Policies

The uniform is an important part of DLS's culture. The uniform chosen for DLS students is intended to establish a desirable learning environment, contribute to a sense of community, and to minimize disruption in our school setting. Students are to be in uniform from the time they arrive at school until they leave the school grounds. Parents accept full responsibility for their child's adherence to the dress code and should review the policy at home to ensure that students are prepared for school each day.

All clothing must fit properly and be neat, clean and in good repair. Any student wearing or possessing any article of clothing or accessory deemed a distraction to learning will be provided a change of clothing or will call home to request a change of clothing be brought to school.

2023-2024 School Uniform Policy

DLS actively promotes and recognizes principles of fairness, equity, and social justice, and it is our hope that the uniform policy reflects these principles.

Families with questions, or seeking exemptions to the Uniform Policy due to religious beliefs, ethnic or cultural background, student disability, or health condition may reach out to their Campus Principal to submit a request for an exemption. For families facing economic hardship that need uniform assistance, please contact financialaid@denverlanguageschool.org.

GRADES K-5

Tops

Students wear navy uniform polo shirts with the school logo.

Navy DLS uniform outerwear with the logo may be worn when students are inside school buildings. Other non-logo outerwear may be worn during recess and lunch, but must be taken off when students return to their classrooms.

A khaki or navy uniform jumper dress with the school logo may be worn over a short- or long-sleeved navy DLS polo shirt or a plain white or navy shirt. Students may also wear a navy DLS polo dress.

Students may wear plain white, grey, navy, or black long-sleeved shirts under their short-sleeved uniform shirts. Undershirts must be plain and may not have visible logos, writings, or designs.

Bottoms

Students can wear standard uniform khaki, navy, or black twill pants, shorts, skirts, skorts, or capris. For shorts only - students may wear shorts that are not twill (cotton, polyester, etc.) as long as the shorts are of standard uniform nature, and meet the color requirements and requirements below.

Plain black, grey, or navy leggings may be worn alone or under skirts/dresses. Leggings must be opaque (not see-through) and may not have logos (DLS logo is okay).

Plain navy or white tights may be worn under the skirt, dress, or shorts.

Shorts must be mid-hand length or longer and skirts cannot be higher than 3" above the knee.

GRADES 6-8

Tops

- All 6th grade students will receive one DLS uniform t-shirt (gray with blue lettering) free of charge.
- Students wear cardinal/maroon or white uniform polo shirts with the DLS logo, the grey middle school t-shirt, or the grey middle school hoodie.
- Cardinal/maroon DLS uniform outerwear with the logo may be worn when students are inside school buildings. Other non-logo outerwear may be worn during recess.
- A khaki jumper dress with the school logo may be worn over a short- or long-sleeved cardinal/maroon DLS polo shirt or a plain white or cardinal/maroon shirt. Students may also wear a navy or maroon DLS polo dress.
- Students may wear plain white, grey, cardinal/maroon, or black long-sleeved shirts under their short-sleeved uniform shirts. Undershirts must be plain and may not have visible logos, writings or designs.

Bottoms

- Students can wear standard uniform khaki, navy, or black twill pants, shorts, skirts, skorts, capris OR white, grey, blue, or black jeans that are in good shape (no rips, tears, or distressing). For shorts only - students may wear shorts that are not twill (cotton, polyester, etc.) as long as the shorts are of standard uniform nature, and meet the color requirements and requirements below.
- Plain black, grey, or navy leggings may be worn alone or under skirts/dresses. Leggings must be opaque (not see through) and may not have logos (DLS logo is okay).
- Plain navy or white tights may be worn under the skirt, dress, or shorts.
- Shorts must be mid-hand length or longer and skirts cannot be higher than 3" above the knee.

BOTH CAMPUSES:

- If you would like to exchange uniforms with old logos for comparable uniforms with new logos, please reach out to the [PTO uniforms@dlspto.org](mailto:PTO_uniforms@dlspto.org) or financialaid@denverlanguageschool.org.
 - New uniform items must be purchased through the vendors listed on our website or as resale through the PTO, uniforms@dlspto.org.
 - All bottoms, undershirts, and tights/leggings may be purchased from the store of your choice.
 - Only plain white, black, grey, or navy socks are allowed.
 - Closed-toed shoes of any color are allowed, preferably with non-marking soles. Heelys with wheels are NOT allowed.
 - Shorts must be mid-hand length or longer and skirts cannot be higher than 3" above the knee.
 - Sweatpants or track pants are not part of the uniform and may not be worn.
 - Hats, scarves, and bandannas are not allowed to be worn inside the buildings.
 - Sunhats or other protective clothing for sun, wind, or harsh weather conditions may be worn outside.
- Fridays
- Students may wear spirit wear: DLS non-uniform shirts including shirts from DLS teams and Fun Clubs (middle school sports, Girls on the Run, summer camp, Chess Club, etc.). Uniform bottoms must still be worn.

Uniform Policy Noncompliance

- First occurrence: The teacher will send the student to the office to change into the appropriate school uniform, if available.** An email will be sent home by the teacher to inform the family of the uniform policy.
- Second occurrence: The teacher will send the student to the office to change into the appropriate school uniform, if available.** Parents will be contacted by a member of the student support team to provide resources for the student to be in compliance with the uniform policy.
- Third occurrence: Parents will be called and asked to bring proper clothing for the student. A meeting will be set up by the Assistant Principal to create a plan for uniform compliance with the parent and the student.

**If the student chooses to not wear clothing provided by the school, they will spend the day in the office and classwork will be provided.

Purchasing Uniforms

Financial assistance is available for uniforms to qualified students. Contact financialaid@denverlanguageschool.org for more information.

Impact We Print

Impact We Print is a low cost, locally-owned uniform vendor located in the Central Park area at [6500 Stapleton Drive S Unit K, Denver, CO 80216](#). Many sizes and items are available on-demand at their storefront, and they will also ship orders. Visit our school's uniform website at www.dolphinuniforms.com. Middle School items click [here](#).

Educational Outfitters

Orders can be made with [Educational Outfitters online](#), by phone (720) 200-6666, by fax (720) 200-6667, or in their retail location at 8170 S. University Blvd., Ste 250, Centennial, CO 80122. Educational Outfitters refers to their red uniform items available only for middle school as "wine."

Dennis Uniforms

Orders can be made with [Dennis Uniforms online](#) (enter code: CDL), by phone (303) 738-2255, or in their retail store located at 8600 Park Meadows Drive (near I-25 and County Line Road). Dennis offers our vintage logos at a discounted price while supplies last. Dennis refers to their red uniform items available only for middle school as "cardinal."

New approved DLS-logo outerwear available from Dennis Uniforms! [Download the information form here](#).

Sign up for Dennis Uniforms' promotional email list by clicking [here](#).

Land's End

Land's End is a DLS uniform vendor. Link to the website is [here](#). A percentage of uniform sales through Land's End goes back to support the school. The school code is 90019461.

Personal Property/Toys

All personal property brought to school is at the owner's risk. DLS takes no responsibility for student property. Distracting or inappropriate objects will be taken from a student and returned at the end of the day. Repeated violations will require a parent conference. Students should not bring toys, electronics or large sums of money to school.

Student Cell Phone/Electronics Use Policy

Cell Phones

In order to limit disruptions in the classroom, phones must be turned to silent/or off and left in backpacks if brought to school. Students are prohibited from using any functions of a cell phone (messaging, calculator, phone, camera etc) at any time during the school day, including at lunch and recess. Students may use their phone after the dismissal bell has rung to arrange pickup with a parent if necessary. If a

student needs to call a parent during the school day, they may request to use the phone at the Front Desk. If any DLS staff member hears or sees a student use a cell phone during the school day, it will be confiscated and given to the Assistant Principal to be picked up after school that same day. After the third violation of the cell phone policy, the phone will only be returned to a parent. DLS is not responsible for the loss of a cell phone.

Electronics

Students are not permitted to use non-DLS issued electronics (phones, headphones, AirPods, iPods, iPads, MP3 players, smart watches, radios, etc.) during the school day. Student failure to comply with this rule will result in confiscation of the personal equipment. Repeated violations will result in confiscation for longer periods of time as well as a parent conference.

Social Media

If a student uses social media (Facebook, Snapchat, Instagram, etc.) that leads to or creates a substantial disruption to the educational process, results in bullying toward students or staff, or threatens school violence, they will face disciplinary action, regardless of where the student accessed the platform and posted the content. Students are not permitted to post videos or audio recordings of any on-campus school function, the classroom, or of any DLS community member unless permission is given by school administration.

Lost and Found

Please check with teachers or office staff for current Lost and Found locations at each campus. The Lost and Found will be donated periodically throughout the year. Families will be notified in advance of any donations. Please reach out to the front office at your student's campus with any questions.

Labeling Student Clothing

Please take the time to label each piece of your child's clothing with his or her first and last name. This should be done with a permanent marker on the inside tags. Any misplaced clothing that is not labeled will be put in the lost and found. If you purchase used uniforms, please mark out old labels and make new ones.

Weather Considerations

Winter Recess Policy

- When the weather is below 20 degrees Fahrenheit, all recess will be indoors.

- When the weather is above 20 degrees but below 32 degrees, admin will determine whether recess will be indoors or outdoors depending upon other factors including sunshine, iciness, and precipitation.
- Above 32 degrees, we anticipate that recess will be outdoors unless conditions are otherwise non-conducive to safe recess play.
- Students MUST have appropriate clothing for outdoor play in the winter or they will be kept indoors: warm coat, hat, gloves, and appropriate shoes. Students who do not have appropriate clothing will not be permitted to play outside.

Inclement Weather & School Closure Information

DLS follows DPS' school closures. If DPS school is canceled, DLS will be canceled. In the event that DPS does not close and we determine that the roads are not safe for our families, DLS has the autonomy to close independently. Please keep in mind that many of our families drive a long distance to school and we do not want to increase the likelihood of harm for any of our families. In the event of inclement weather, please check your email, our DLS website, PikMyKid, and the local news channels for updates on closures.

When our administrative team determines that DLS will be closed, we will send out a notification via text, email, and/or phone, and post the closure to the front of the DLS website. We will always do our best to have this decision made and communicated prior to 5:30 am.

If we need to close the school after the school day has begun due to weather or other emergency, parents will be notified via email blast and the PikMyKid app.

School Pictures

Individual student pictures are scheduled in the fall and class pictures are scheduled in the spring. Information regarding pictures will be sent out to parents via hard copy and email, and the dates will be listed on the school online calendar.

School Visitors

To ensure security in the building, it is imperative that all visitors stop at the front desk upon their arrival to the Whiteman or Gilpin Campus, use the Raptor background check system and receive a Visitor's Badge. Visitors must sign out at the front desk when leaving so we know who is in the school at all times.

Conferences are not allowed during dismissal. Parents wishing to discuss problems with teachers should make an appointment in advance with the teacher for a conference that will be held before or after school. School staff ask that parents request a meeting rather than asking a staff member to address an issue right before, during or right after school without notice. In the case of an urgent situation, parents should contact their school principal or assistant principal to request a same day appointment.

Language immersion requires intense focus and continuity, so please note that visits can be a distraction and interfere with optimum learning. Only the language of instruction may be spoken in each classroom, including visitors. Parental observation will not be allowed for the first six weeks of school to give the class time to adjust. After that time, parents who would like to observe their child's class will need to schedule the observation with the classroom teacher at least two days in advance of the requested day and the teacher will determine availability of acceptable times. Observations will be limited to 30 minutes. No other children are allowed to accompany a parent observer. Volunteering must also be arranged ahead of time with the teacher or PTO.

When visiting or volunteering, please be very conscious about taking pictures of students other than your own at the school. We know students are great to photograph, but not every student has a signed media release and therefore, shouldn't have their photo taken.

Community/After Hours Use of the DLS Buildings

Any meetings or other use of the building during the school day must be arranged and scheduled with the DLS operations staff. Although DLS permits the use of the Whiteman and Gilpin Campus facilities when they are not needed for school activities, space is increasingly limited. Evening and weekend events are possible for both DLS-related groups and community groups but must be requested through DPS facilities using the building request form. Costs are associated with such use in order to cover custodial service, security, and other rental services.

Anyone wishing to use DLS space after school hours needs to make a request at least one month prior to the event. Parents and other supervisory personnel are responsible for monitoring and disciplining children at all events. At the conclusion of the event, students and parents/supervisors are responsible for cleaning up and returning spaces to their original state.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy interests of students. It affords parents the right to access and amend their children's education records and gives them some control over the disclosure of the information in these records. FERPA generally prevents an education agency or institution from sharing student records, or personally identifiable information in those records, without the written consent of a parent.

A "parent" is defined as a natural or adoptive parent, a legal guardian, or an individual acting as a parent in the absence of the parent or guardian. When students reach the age of 18, or attend a postsecondary institution at any age, they are considered "eligible students" and all the rights afforded by FERPA transfer from the parents to the students. (34 CFR § 99.3)

Although student files are protected under the law, FERPA does allow the disclosure of student data without parental consent under certain, specified conditions. For example, schools may reveal information from student records to school officials with a legitimate educational interest in the information.

Under FERPA, parents have the right to:

- Inspect and review their child's record within a reasonable period of time, but not more than 45 calendar days following receipt of a request
- DLS will respond to parental requests for student information only when they have been put in writing, and will respond to the request within 72 hours
- When copies of student records are requested, DLS reserves the right to charge an administrative fee of \$0.50 per photocopied page to cover the expense of time and resources
- Seek to amend the record if the parent believes it to be inaccurate
- Consent (or not) to disclosures of personally identifiable information
- File a complaint with the U.S. Department of Education concerning DLS's failure to comply

Schools and their employees may not disclose information about students, nor permit inspection of their records, without the parent or student's written permission unless such action is covered by certain exceptions as stipulated in the law.

FERPA prohibits all employees from discussing confidential student information with third parties, including parents of other students. For example, if two students engage in a disciplinary act together, the school is prohibited from naming or discussing the other involved student in conversations with parents. If parents request an explanation of a discipline or academic event that did not involve their child, but which occurred in their child's classroom, in general the school is not permitted to disclose any names or details of events, nor disclose the resultant consequences. School officials—teachers, administrators, staff, board members, and volunteers—must all comply with the expectations of FERPA and therefore may not discuss any student with anyone but the parent of the student at any time or for any reason.

DLS follows the procedure of parental “opt-in” for disclosure of email addresses, phone numbers, and addresses. This information is typically provided in the DLS family directory for all families who state in writing that they want to be included in the directory.

You can read more about FERPA and your rights as a parent by clicking [here](#).

Child Abuse Reporting

According to the Colorado “Child Protection Act” (C.R.S. 19-3-304 – Children’s Code) all school personnel are mandated reporters and have a legal and moral obligation to make a report to the Denver Department of Human Services if child abuse or neglect, or circumstances which might result in abuse or neglect is reasonably suspected (including emotional, physical, or sexual abuse). School personnel are not responsible for contacting the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is also not the responsibility of school personnel to prove that a child has been abused or neglected. Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

Use of School Name and Logos

The name and logos (the formal globe logo and the informal dolphin logo) of DLS carries with them the image and reputation of the school and are the property of the Denver Language School. Keeping this

in mind, it is important that all community members who want to publicly use the DLS name or logos – either directly or indirectly – seek consent from the Executive Director, Advancement Director, or Board Chair. This includes, but is not limited to, using DLS’s name and/or logos on public websites, published material, marketing material, and fundraising materials.

School Communications

For most daily questions and concerns about your child, contact your student’s teacher via Schoology or email. Your teacher may guide you to another staff member for more support. For urgent needs that must be addressed in less than 24 hours, please reach out to the front desk at the appropriate campus for direction.

DLS has many ways in which we communicate events, policies, and other important information with you. **Parents and guardians are responsible for regularly checking and reading the updates provided by the school. These include:**

The DLS Weekly Newsletter

1. Important dates, reminders, school-wide events and general information is updated weekly and sent every Wednesday evening. ***Click the bottom of the newsletter where it says “Message Clipped” to view the entire newsletter.***

Schoology

1. Your student’s teacher and room parent will communicate class-specific information and reminders through your student’s Schoology Classroom page. This includes homework as well as dates, details, and sign-ups for parties, field trips, and other events.
2. You will be added to a Schoology Parent Group for each of your children. Updates regarding class parties and events that are not specific to the curriculum may be posted here.
3. The “DLS All School” page is where you will get pertinent information including any virtual morning announcements, all-school notifications, updates of all-school events, etc. You can also find policies and procedures in the “Resources” section of this group.
4. You can set your notification settings on Schoology to receive email/text updates each time there is a post or you can check the pages daily.
5. You can find Schoology tutorial videos and answers to many questions below:
[Parent vs. Student Account](#)
[Parent Notification Settings](#)

Friday Folders

1. Each week your child will have an electronic folder sent home on Fridays with flyers, classroom updates, extra classwork, important forms to be filled out, etc.
2. Please make sure to check your child’s Friday Folder each weekend and respond to any necessary documents enclosed.

Stand Alone Emails

1. Stand alone emails are sent with time-sensitive information. These emails may include class- or grade-specific information, or school-wide notifications regarding events, school closures, and other important communications.
2. Please make sure your contact information is up-to-date in your Parent Portal at Registration so that you receive these emails.

The School Website

1. The school website is a great general reference tool for families.
2. Go there first to find resources and answer your questions about the school calendar and schedules, transportation information, volunteer sign-ups, monthly cafeteria menu, miscellaneous student forms, Board of Directors minutes and documents, etc.

Room Parents

- Each classroom has one or more room parents. They assist the teacher in a variety of ways throughout the year, including scheduling class parties, soliciting volunteers or class donations, and updating the class Schoology page.

Parent-Teacher Conferences

- Parent-teacher conferences provide an important opportunity for parents and teachers to exchange useful information about a student's particular educational progress and needs. Teachers review student progress and note any areas of special concern. Parents can help catch and correct any academic or behavioral problems early in the school year, so that they do not accumulate and impact overall performance.
- Conferences are held each trimester and last approximately 15 minutes. Sign up procedures for the Parent-Teacher Conferences times will be sent out via email prior to the conferences.

Infinite Campus

- DLS uses Infinite Campus to store and access student data. You may access your child's attendance, Middle School grades, forms, scheduled, emergency contacts, etc. through your [Parent Portal](#). Please update your contact information online whenever there is a change.

If you are having problems accessing any of these forms of communication please reach out to the Front Desk at your campus to be directed to the appropriate person.

Enrollment/Withdrawal Procedures

Enrollment

DLS is committed to providing high quality immersion education to students across the Denver metro area. The school will not discriminate on the basis of race, creed, color, religion, ethnicity, national origin, sexual orientation, gender identity, eligibility for services for exceptional children or any other basis prohibited by law. DLS will conduct a lottery for each of its schools through DPS School Choice Round 1. Within that process, parents are allowed to select their language program (Spanish or Chinese) preferences for each child. Through the School Choice process, classes are filled first, and then a waitlist is generated by grade. When a position becomes available, the first person on the waitlist who passes target language proficiency at the appropriate grade level will be offered the position. Students who apply during Round 2 will have their names added to the waitlist on a first-come, first-served basis.

Priority will be given to students in the following order: founding family members, children of full-time staff, students who have siblings currently enrolled in the school, students who reside in Mayfair Park (for Whiteman Campus only), students who reside in a geographic area with a high concentration of students eligible for free and reduced lunch, students who live in the Denver Public School district, students who live outside of DPS.

Once admitted, students do not need to apply through School Choice for each succeeding year. Students will need to register each year in August to ensure that all proper documents and forms are submitted.

There are no entrance assessments for incoming kindergarten or 1st grade students. Incoming 2nd - 8th grade students who wish to attend our school must pass a language assessment. Parents are required to attend New Parent Orientation before the start of school.

Enrollment Age Requirements:

To be enrolled in the Denver Language School kindergarten program a child MUST:

- Be five (5) years old on or before October 1 of the applicable school year.

To be enrolled in the Denver Language School 1st grade program a child must:

- Be six (6) years old on or before October 1 of the applicable school year.

*Principals can exercise discretion in certain, limited situations.

Student Records & Forms

As a public school, DLS requires parents to fill out a variety of forms. Each student must complete the DPS Annual Family Update (including updated proof of immunizations or immunization exemptions), medical release forms (if appropriate), and agree to any appropriate DLS Policies and Procedures. These forms will be completed during the Registration process before school starts each year.

Withdrawal from DLS/Records Transfer

If a student moves to another school or school district during the school year or summer months, the student's records will be sent to the appropriate school at the request of that school. Parents must submit a DLS withdrawal form prior to departure. This form is available through the Registrar at each campus. On the last day of withdrawal, students should have in their possession all books and materials in order to return those items. A parent should be certain that there are no fees due to the school at the time of withdrawal.

Financial Procedures & Policies

Financial Assistance

DLS uses a student's FRL status to determine financial aid. You can complete a free reduced lunch application at <https://www.myschoolapps.com/>. Families who wish to receive financial assistance for student fees, uniforms, school trips, and other costs that may come up throughout the year may forward their FRL approval letter to financialaid@denverlanguageschool.org.

Student Fees

Student fees are voluntary and cover teacher classroom budgets for consumable and supplemental materials and most field trips. Student fees are a one time annual charge and can be paid through your My School Bucks account.

Meals

For the 2023-24 school year, breakfast and lunch are provided free of charge to all DLS students at both campuses. DLS participates in the federal free and reduced lunch (FRL) program which is administered by DPS and is available to low income students with financial aid forms on file. FRL applications can be submitted online directly through DPS. Additional information is available at www.foodservices.dpsk12.org.

Emergency Policies

Denver Language School, as all DPS schools, has an Emergency Management Plan to address various types of emergencies such as a fire, dangerous weather, or assaults or criminal activity. The administrative and facility management staff, nurse and teachers make up the school's Emergency Response Team or "E-Team" which oversees different aspects of emergency responses. The E-Team has been trained by DPS Security, DPS Risk Management, and the Denver Fire Department. The entire school staff has been trained on how to respond to different emergencies.

We will make every effort to inform you of situations that may cause concern for your children. We want you to be aware of the circumstances from an informed source. We will also inform you when we have drills for the different lockdown scenarios.

Fire Drills

Each DLS campus conducts one fire drill per month, two during the first month of school, as required by the Denver Fire Department. Detailed instructions for the drill are posted in each classroom. Some general rules are:

- At the signal, the students should walk briskly, orderly and silently to the designated safety area outside and away from the building. Students should not stop to gather coats or belongings.
- The students should stay with the teacher and class.
- Return to the building in the same manner only after the all-clear signal has been sounded.
- Use designated routes only.

We try to conduct fire drills during decent weather conditions. However, fire alarms do go off unexpectedly on occasion. When that occurs the first priority is to evacuate the building as quickly as possible. Since it is unknown whether the alarm is real or not, regulations stipulate that no special effort be made to collect jackets or other clothing even if there is unpleasant or cold weather.

Lockdown

During a Lockdown, all students, staff and visitors are kept inside the building or brought inside, exterior doors are locked, no one is allowed in or out of the building. School business ceases during a Lockdown. Students, staff, and visitors stay in locked classrooms or other areas and line up and sit down against an interior hallway wall and away from exit doors. A Lockdown occurs when a dangerous event has happened near the school, a dangerous intruder may be in the building or severe weather such as a tornado.

Each DLS campus conducts a minimum of one lockdown drill each semester; the drills are unannounced and conducted by DPS Safety and Security personnel.

Secure Drill

During a Secure drill, all students, staff, and visitors are kept inside the building, exterior doors are locked, and no one is allowed in or out of the building. Normal school activities continue throughout a Secure drill. A Secure drill occurs when some danger may exist in the area but the building is deemed secure. **Each DLS campus conducts a minimum of one Secure drill each semester.**

Shelter-in-Place

During a Shelter-in-Place, all students, staff, and visitors move away from rooms on the building perimeter and go to a designated inside safety assembly area such as a hallway. Everyone kneels or crouches with their heads between their knees and clasps their hands on the back of their heads. This exercise occurs during severe weather such as a tornado. **Each DLS campus conducts a minimum of one shelter-in-place drill each semester.**

Medical Policies

Immunizations

All students must submit the required certificate of immunization, or an appropriate exemption, or will not be allowed to attend school. Immunization records should be submitted through the Annual Family Update each year, or whenever new immunizations are given.

Minimum Immunization Requirements:

Vaccine	Grades K-3
DPT/Td/DT	5 (a)
Polio	4 (b)
Measles	2 (c)
Mumps	2
Rubella	2
Hib	1 (d)
Hepatitis B	3 (e)
Varicella	2 (f)

- (a) All students must have 5 doses of DPT/Td/DT, unless the 4th dose was given on or after their 4th birthday.
- (b) All students must have 4 doses of the polio vaccine, unless the 4th dose was given on or after their 4th birthday.
- (c) First dose of measles, mumps and rubella vaccines (or MMR combination) must have been administered on or after the 1st birthday to be acceptable for certification. Second dose must be given at least 28 days after the first birthday.
- (d) One dose of Hib vaccine must have been administered at age 12 months or older. Children age 5 and older at the start of the school year are exempt from the Hib requirement.

- (e) All students must have had three doses of Hepatitis B vaccine. Hepatitis B vaccine must be administered such that dose two is given not less than 30 calendar days after dose one, and dose three is given not less than 60 nor more than 150 calendar days after dose two.
- (f) All students must have 2 doses of varicella vaccine unless they have a documented history of chickenpox. The first dose must be given after the 1st birthday to be valid; the second dose must be at least 28 days later.

Procedures for Compliance:

1. A completed Certificate of Immunization indicates full compliance.
2. A request for immunization signed by a parent/guardian that local health officials administer the necessary immunizations. Requests must be submitted at the time of school entry and completed Certificate of Immunization be submitted within 60 calendar days of school entry or the child will face suspension or recommendation for expulsion from school (though this would not be treated as a “disciplinary” action).
3. A written plan for immunization signed by one parent/guardian for receipt by the child of the required inoculation or the first or the next required of a series of inoculations within 30 days. The plan must be submitted at time of school entry and completed Certificate of Immunization be submitted to school within 60 calendar days of school entry or the child will face suspension or recommendation for expulsion from school (though this would not be treated as a “disciplinary” action).
4. Transfer students from outside the state are the only students who may officially have the 60-day grace period without presenting one of the above statements upon entering. Measles, mumps and rubella vaccines must have been administered on or after the first birthday to be acceptable for certification.

Please complete the Emergency and Illness Notification/Emergency Medical Treatment form in your registration packet and return to school.

Immunization Exemptions:

Per the Colorado Department of Health & Environment, **“For the safety of unvaccinated children, students with an exemption from one or more required vaccines may be kept out of a school or child care during a disease outbreak.”** A student will be exempted from the vaccine requirement only upon submission of one of the following:

1. Certification from a licensed physician that the physical condition of the child is such that immunization would endanger the child's life or health. The Immunization Medical Exemption Form can be found [here](#).
2. Submission of a non-medical exemption form, which can be accessed [here](#). This form must be submitted annually and expires on June 30 each year.

PLEASE NOTE: In the event of an outbreak of certain illnesses, non-vaccinated children may not be allowed to attend school until the outbreak is resolved.

Medication Policy

- School employees, under the supervision of the school nurse, will administer medication to students only if given a written request by the student's parent and a doctor's order.
- All medications will be stored in a locked cabinet in the nurse's office.
- Students will not be allowed to keep medication in their possession while in school.

- An adult should bring medication to school, and the student should not carry medication unless authorized to self-administer under “Exceptions” below.
- Prescription medication will be counted upon receipt and when returned to the parent.
- A physician’s order is required for all medications administered at school.
- Medication must be in the original container and properly labeled with the name of the student, the prescribing doctor, the name of the medication, the date the medication was prescribed and the instructions for administration.
- Prescription medication will be administered only to the person named on the prescription label, and in the dosages, intervals and for the duration period prescribed.
- Modifications of a prescription will be accepted only upon receipt of written instructions from the prescribing doctor.
- Non-prescription (“over-the-counter”) medication will be administered according to the instructions on the doctor’s order.
- If the school nurse believes that continued administration of the medication is not beneficial to the student, the nurse will notify the student’s parent or legal guardian.
- If the period of administering the medication expires, it must be picked up by the student’s parent or legal guardian. Medication, whether prescription or non-prescription, will not be returned home by the student. Medication will be discarded if it is not picked up within thirty (30) calendar days after the period for administering it has expired.
- Only the amount of medication required for administration while on a field trip will be sent by the school nurse.

EXCEPTIONS – With physician, parent and school nurse written consent:

- Students who have a chronic medical condition and who are participating in athletics, or other after school activities and who have written permission from the physician, school nurse and parent may obtain their medicine from the nurse’s office prior to the activity and return it to the school nurse the following morning.
- A student with asthma may possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity under the following conditions:
 - Prescription label must reflect the student’s name for which the medication is prescribed.
 - Self-administration must comply with prescription or written instructions from the student’s physician or other licensed health care provider.
 - Physician’s statement must state that the student is capable of self-administration.
 - Physician’s written statement must reflect the student’s name, name of medication, purpose, dosage, administration times or circumstances, and the period for which it is prescribed.
 - Parents must also provide written authorization for self-administration.
- Statements must be kept on file in the school nurse’s office or principal’s office if there is not a school nurse.
- Students diagnosed with a life threatening allergy requiring use of injectable epinephrine, i.e. EpiPen, may carry prescribed injectable medication for emergency treatment during school hours, including before and after school activities.

Medical Attention

If a child hits their head, is bleeding, or needs medical attention, they are taken to the office straight away. Common playground injuries (i.e. a slight bruise, a small scrape, etc.) can be dealt with on the playground and do not need to be reported.

Sick Child

If your children are sick, please do not send them to school. This includes fever, vomiting, diarrhea, sore throat, and any other symptoms that may be contagious. Children sent to school with these symptoms, or children that develop these symptoms at school, will be sent to the nurse's office and their parents will be called to pick them up. If your children are sick at home, please do not send them to school until they have been free of all these symptoms for 24 hours and/or on antibiotics for 24 hours. Please remember to report your child absent by 10 am.

If your child has symptoms, known exposure, or a positive test for COVID-19, you must keep your child home, and reach out to nurse@denverlanguageschool.org for return to school instructions and timelines.

Student Emergencies

If a student becomes seriously ill or injured at school, parents will be contacted according to the information in Infinite Campus. Parents must keep the school informed of any changes in work, home, or emergency phone numbers. Every effort will be made to inform a parent as soon as possible. **A parent must notify the school regarding child custody information that affects the release of health and academic records, or the release of the child from school**

Academic Policies

Field Experiences

Denver Language School believes that field experiences should serve an educational purpose and be designed to further the learning of each child. Parents must give permission for their child to participate in these activities through the Annual Family Update during Registration. Families that need assistance to participate in field experiences when costs are involved can email financialaid@denverlanguageschool.org. All students will participate regardless of ability to pay.

Students who require special health procedures in the daily and/or emergency management of their specific health conditions may not be excluded from participation in the student experience. They must, however, be accompanied either by a parent or by a licensed nurse, employed full-time or under contract with the school system, who is able to provide such care.

Grading System

- DLS uses a standard-based grading system to communicate progress in our report cards, rubrics, and Schoology gradebook.
- Grades on the report card will reflect student performance on the evidence outcomes related to the essential learning standards that were taught during the year.
- A student's grade reflects assessments, homework, and classroom participation.
- As students master evidence outcomes, teachers are expected to continue to grade each student's application of those concepts and skills through the rest of the year. Therefore, the

third trimester grade is also a summative grade of the student's overall performance on all of the evidence outcomes related to the essential learning standards for their grade level.

Grade legend (Elementary)

- 4** Exceeds Expectations
- 3** Meets Expectations
- 2** Approaching Expectations
- 1** Limited Progress Toward Expectations

Grade legend (Middle School):

- A** – 90%-100%
- B** – 80% - 89%
- C** – 70%-79%
- D** – 60%- 69%
- F** – Below 59%

At-home Learning Policy

Denver Language School At-Home Learning Policy Guidelines for the Assignment of At-home Learning and Responsibilities of Students, Staff and Families

Norms and Purpose

At-home learning contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of Denver Language School's staff to assign relevant, challenging and meaningful at-home learning that reinforces classroom learning objectives. At-home learning should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

At-home learning is approached holistically; students' individual needs (i.e. IEP, 504 Plans) are taken into consideration when teachers are determining assignments and effort.

K-5

In grades K-5, any at-home learning that is to be completed outside of the classroom is designed to give students the opportunity to practice skills and content learned in the classroom. It is not graded.

Some at-home learning may include:

- Keeping a journal
- Completing a weekly choice board
- Online math or LA practice worksheets.
- Read independently and completing a log

Middle School

In middle school, at-home learning is designed to solidify learning and help prepare students for high school.

Learning assignments may include:

- Practice exercises linked to classroom instruction

- Preview assignments to prepare for subsequent lessons
- Extension assignments to transfer new skills or concepts to new situations
- Creative activities to integrate many skills toward the production of a response or product
- Students are encouraged to pursue non-assigned, independent, leisure reading

Time Expectations

DLS believes that at-home learning is part of a healthy, balanced routine for students.

At-home learning is generally not assigned in grades K and 1. Depending on the classroom and the student, teachers might provide some at-home learning opportunities. For example, in the Chinese program, teachers might send home a worksheet for students to practice their character work. Most importantly, we ask families to read to their students 20 minutes a day in whatever language they are most comfortable.

The actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load; however, our basic expectation is:

2nd - 3rd: 30-45 minutes a day (150 - 225 minutes a week)

4th - 5th: 45-60 minutes a day (225 - 300 minutes a week)

6th - 8th: 60-90 minutes a day (300 - 450 minutes a week)

If your child is spending an excessive amount of time on assignments after school, please contact their teachers.

Projects

Project work is assigned in both elementary (starting in 3rd grade) and middle school and time spent on these projects may exceed the maximum minutes per day and/or week. Your child will have at least one project a year for Elementary and three projects a year for Middle School.

Project may include:

- Family posters
- Research reports
- Book reports
- Major essays
- Other assignments teachers designate as a project

Staff Responsibilities

- Assign relevant, challenging and meaningful at-home learning that reinforces classroom learning daily
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct assigned at-home learning
- Communicate with other teachers and staff involved in the student's learning
- Involve parents and contact them if a pattern of late or incomplete assignments develops
- Support students in the classroom regarding question about their assignments

Family Responsibilities

- Set a regular, uninterrupted study time each day for assignments to be completed
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda or Schoology
- Be supportive when the student gets frustrated with difficult assignments

- Contact teacher to stay well informed about the student's learning process

Student Responsibilities

- Write down assignments in the Student Planner (4th - 8th grade)
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work independently whenever possible, so that the assignment reflects student ability
- Produce quality work
- Make sure assignments are done according to the given instructions and completed on time
- Reach out to your teacher for support or help

Grading

K-5

At-home learning is optional and generally not graded. Only major projects are graded, and all details about grading should be shared by the teacher with the student and families. Regardless of assignments, students should read 20 minutes per day outside of school (non-assigned, independent, leisure reading).

Middle School

At-home learning will be graded in each class as no more than 10% of the final grade of each semester (teacher's may differ in their percentage, but it does not exceed 10%). Students are encouraged to turn their assignments in on time, but late assignments are accepted. Major projects are graded separately, and all project details should be shared by the teacher with the student and families when assigned.

Important information about IXL

IXL is a very useful tool ***used in grades 2nd to 8th grade (Math) and 3rd to 8th grade (Language Arts)*** to practice skills that are being introduced in the classroom or those where students need more support.

When students are invited to work on IXL as part of their at-home learning, please remember:

- Students should work on IXL 10-15 minutes a day and continue throughout the week with the same skill in order to reach mastery. The expectation is for students to master the skill after days or weeks of practice, so don't be concerned if it takes your student more time to reach the Smart Score of 80 or more than the application suggests.
- When the assignment on IXL becomes frustrating for the student, please ask your student to stop and try another day. Learning a new skill takes time, and we don't expect students to reach mastery in one day.
- Refrain from giving your student the answers. It is OK for the student to press on "*I don't know this yet*" and try something else. Math builds on skills, and your student might benefit from practicing earlier grade level content. In addition, our teachers receive the IXL feedback and it helps them know where students need extra support.

Please reach out to your student's teacher with any specific questions or concerns you have about any of the at-home learning or practices for their class.

Class Placement Requests

DLS places great importance on cultivating vibrant and supportive communities within each classroom. In light of this, we have a comprehensive process for student classroom placement that balances individual learning needs and whole group needs. When creating class lists, a committee of teachers, specialists, and administrators consider the needs and learning styles of each student within the dynamic of the classroom. Every year we receive many questions about teacher/class requests for the following year as students move from one grade to another. A parent may provide the DLS placement team with information about their child's needs, by submitting the Student Placement Form. Information about the Student Placement Form will be distributed in the Spring for the following school year. We utilize the information provided to DLS by parents, but cannot guarantee specific requests for teachers or to be placed with or away from other students.

Textbooks, Library Books and School Supplies

All basic texts are on loan to students for their use during their unit of study or during the school year. Students are responsible to keep textbooks in good condition. Fines may be levied against students who either lose textbooks or return textbooks that show excessive damage. The fine for books varies according to the price of replacement textbooks. Books are to be kept clean and handled carefully. Library books and other instructional materials will be handled in the same manner. DLS will make every reasonable effort to obtain the book or payment.

Prior to the start of each school year, DLS produces a school supply list that details needed supplies for the upcoming school year. Some supplies are needed for individual student use, while others are collected by teachers for communal classroom use. Supplies used by an entire class will not be returned to individual students. Families that need assistance to obtain school supplies can email financialaid@denverlanguageschool.org.

Internet Use

Denver Language School provides a network service that connects classrooms to each other and to the internet. The goal in providing this service is to promote educational opportunities by facilitating resource sharing, innovation, and communication. Users must adhere to the guidelines of this policy in order to acquire and maintain network access. Violation of any of the provisions of this policy may result in termination of access, denial of future access, or possible disciplinary action.

The school provides filtering to restrict access to social media sites as well as obscene, pornographic, or other material that is harmful to minors. The school does not guarantee that such material will never be encountered. The school believes that the valuable information and interaction available on the internet outweighs the possibility that users may access material that is not consistent with the educational goals of the school.

The use of the school's network is a privilege, not a right. Inappropriate use may result in a cancellation of this privilege.

The following activities are prohibited:

- Using the school's network for or in support of any illegal, inappropriate, or obscene activity.
- Using the school's network for non-school-related business and/or commercial purposes, product advertising, or support of any political or lobbying activity.
- Vandalizing the network or network resources, which includes, but is not limited to, any malicious attempt to harm, destroy, or alter data on the school's network, including the introduction of any computer virus.
- Attempting to access restricted data or to disrupt the use of the network for other users.
- Using profanities or language that is generally offensive, defamatory, harassing, or threatening to another individual and/or group.
- Creating or accessing dangerous information.
- Violating copyrights or interference with license agreements. This includes, but is not limited to, software, unaccredited use of text, graphics, photographs, electronic data, or interference with the privacy rights of individuals or entities without their authorization.
- Plagiarizing any information gathered via the school's network is also prohibited. Users have no proprietary ownership of materials placed on the school's network, unless such material is otherwise covered by copyright.
- Providing access to the school's network to unauthorized users.
- Sharing electronic email account passwords, leaving passwords available in obvious locations, or leaving "signed on" computers unattended.
- Compromising personal safety.
- Allowing minors to access inappropriate material.
- Disclosure, use, and dissemination of personal information regarding minors.

Communication conducted over the school's network is not private and school staff may, in conducting network supervision and maintenance, review and inspect directories or messages. The school reserves the right to, and will, access stored records with or without reasonable cause to assure compliance with this policy. The school makes no warranties that the functions of its network system will meet any specific requirements. Nor will the school be responsible for any damages suffered through the use of the network. This includes loss of data, non-deliveries, or service interruptions. Use of any information obtained through the school's network is at each user's risk.

Students should have no expectation of privacy in anything they create, store, send or receive using the DLS computer equipment. The computer network is the school's property and may only be used for school sanctioned activities.

MTSS Process and Student Support at DLS

The Denver Language School provides support for all students through a school-wide, problem-solving framework called the multi-tier system of support (MTSS). The overall goal of MTSS is to proactively identify struggling students and provide immediate, targeted support. Teachers and the Student Support Team (SST) work together to assess students' needs, plan interventions, and monitor students' progress. Student data is used to drive and guide ongoing support planning.

The MTSS process uses three-tiers of support to promote students' academic, behavioral, and social-emotional growth based on intensity of need. By design, MTSS can identify and provide interventions to students at the classroom-level in their general education setting (Tier 1), to students with increased needs in a small-group setting (Tier 2), and also to students that require individualized support within a one-to-one or special education setting (Tier 3).

Tier 3 provides the most intensive level of support. At this point, a special education evaluation may be warranted if a student does not make enough progress within the given intervention window (approximately 30 days). Data from the MTSS process is important and helpful in determining special education placement.

Special Education

Special education aims to support learning differences of students with disabilities. The Denver Language School provides special education services for students who meet educational disability criteria covered by district, state, and federal law (called IDEA). Students who are determined to qualify for services need special education to access the general curriculum.

The referral process may begin as a result of MTSS intervention outcome data, or by parent/guardian request. Referral for special education involves comprehensive evaluation, including testing in targeted areas of concern, student observations, and multi-informant survey/interview data (teachers, parents, outside professionals). This process requires written parent/guardian consent. Data is combined through team-based collaboration and used to identify whether a student meets criteria for at least one of the 13 types of disabilities under the IDEA (e.g., autism, specific learning disability, other health impairment). In compliance with federal law, special education services are provided in the least restrictive environment (LRE). In other words, the primary learning environment, or 'placement', for students with learning disabilities is the general education setting.

When a student is eligible for special education, an Individualized Education Program (IEP) is created by the IEP team (e.g., special education teacher, psychologist, social worker, speech-language pathologist, occupational therapist, or other specialists), including the student's parents and teachers. An IEP is a legally-binding document that details specific, measurable goals that match the student's learning needs, as well as other accommodations or related supports that facilitate access to the general education curriculum.

If a student does not meet eligibility criteria for an IEP, he/she may be eligible for a 504 plan, which may provide many of the same classroom-level accommodations and supports that the student needs to access learning. It should be noted that 504 plans are not part of special education.

Gifted and Talented Program

Denver Language School provides support for our Gifted and Talented (GT) students through differentiated learning within the classroom and the student's Advanced Learning Plan (ALP). Our GT Coordinator works with students and staff to not only craft Advanced Learning Plans (ALPs) for differentiated learning within the classroom but also collaborates with teachers to make sure that they understand the unique needs of GT students. The GT Coordinator also works with the Denver Public School district to identify gifted students and may also provide additional enrichment activities for gifted learners. GT testing occurs in kindergarten, 2nd, and 6th grades for all students at DLS. For any questions related to GT identification, services or needs, please email Rick Neilsen, GT Coordinator at rick@denverlanguageschool.org.

MLE/ELL Program

The Multilingual Education (MLE) program at DLS serves students identified as needing English language development services outside of the general classroom. This is determined by a home

language questionnaire and assessment results, and students who qualify for services will receive their programming from a highly qualified MLE/ELD teacher. Students are provided a minimum of 45 minutes of specific English language instruction daily in a small group to help them become proficient English speakers, listeners, readers, and writers. For any questions related to MLE/ELD identification, services or needs, please email your campus Principal.

Standardized Testing

Denver Language School conducts standardized testing several times a year as a way of determining a child's target language proficiency and academic achievement level and growth. The testing includes, but is not limited to, ACTFL Assessment of Performance towards Proficiency in Languages (AAPPL), Istation Reading and Istation Math. The Colorado Measures of Academic Success (CMAS) annual standardized tests are administered beginning in third grade and are held during the month of April.

Students Staying with Another Family

If a student is staying with another family in the absence of the parent for a short term, the office must be notified with a note indicating the dates the parent will be away and the name and phone number or other contact information of the designated responsible person. This information will be used in case of an illness or an emergency. It may be wise to have a Power of Attorney for Guardianship if another adult is caring for your child for more than a day or two. This is a simple one-or-two page form a parent can sign that is good for up to one year.

Family Involvement

Parent-Teacher Organization

The DLS Parent/Teacher Organization is the primary way that parents can be involved and helpful to the school. All parents and staff are considered active members in our PTO! To become involved, simply contact the president at president@DLSPTO.org or visit the PTO link on our website, located [here](#) for more information.

The PTO is organized for the purpose of supporting the education of children at the Denver Language School by fostering relationships among the school, parents and teachers. This includes but is not limited to:

- Provide, promote and support clear, accurate, and consistent communication to keep parents connected and informed about the school, classroom, and school community as a whole.
- Create and manage the process of identifying volunteer needs within the school and filling those needs.
- Sponsor activities that support academic growth in students, create cultural awareness, and/or connection among school families.
- Keep abreast of local district objectives and be better informed regarding local school issues.
- Encourage a positive, supportive atmosphere among parents to enhance students' educational and extracurricular experiences.

Volunteer Program

In order to build community and support work in our school, we ask families of students to volunteer fifteen hours per year to help out in classes, during school events, or during the school day. The biggest need is for help at lunchtime to help make sure kids are sorting the recycling, compost, and trash accurately. Other school event opportunities examples are service events such as; being a classroom parent for the year, working at events such as Night Market, Fiesta Hispánica, Lunar New Year, and other events where volunteers are needed throughout the year. (Classroom parties and field trips do not count as school wide volunteering.) Your family's involvement in school activities is very important to the success of our school.

Information about current volunteer needs and how to sign up is available at registration or via the PTO tab on the DLS website. Volunteer positions are available on a first come, first serve basis. For more information, contact the PTO at volunteers@dlspto.org or visit the volunteer tab on the DLS website, [here](#).

When visiting or volunteering, please be very conscious about taking pictures of students other than your own at the school. We know students are great to photograph, but not every student has a signed media release and therefore, shouldn't have their photo taken.

The volunteer confidentiality agreement is [here](#).

Fundraising Activities

Denver Language School raises money every year to support the operating budget of the school. The operating budget includes programming expenses, staff professional development, student support, and more. Detailed information regarding the school budget can be found on our school website under the "Board of Directors" dropdown menu.

We raise these funds through the Annual Fund Campaign, the Gala, and other efforts throughout the year. All fundraising activities, with the exception of the Staff Gift Fund, are run through Advancement. The Staff Gift Fund is managed by the PTO. For more information on fundraising activities, please refer to the "Support" section of the school website or contact olivia@denverlanguageschool.org.

DLS is a 501(c)(3) organization and all donations are tax-deductible. Our EIN is 27-2484152.