



McAuliffe International School

**Family Handbook**

**2016-2017**

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## **General Contact Information**

Main Office Telephone: 720-424-1540

Attendance Office Telephone: 720-424-1541 (Reporting absences: Please call by 8:00am)

Office Hours are Monday–Friday, 7:30am–4:30pm

Messages may be left for faculty and staff by e-mail, voicemail, calling the main office or placing a written note in the mailboxes located in the main office.

Unscheduled school closings will be reported to local news outlets and posted on the DPS website. To check the website directly, go to <http://www.dpsk12.org>.

## **Privacy Policy**

The McAuliffe International School refuses requests from businesses and merchants who want to contact our families. We ask for your cooperation as well in safeguarding family and staff information from unauthorized use.

## **Adults on Campus**

Your child’s safety is our top priority. Any non-staff adult entering the Smiley campus must sign in at the office and wear a visitor badge. The badge serves as a visual ID that allows staff to immediately determine if a visitor has permission to be on the Smiley campus.

## **Welcome & Introduction**

Welcome to McAuliffe International School. The faculty and staff have written this handbook to answer any questions you might have about how our school works. After you have read it, please let us know if you have any other questions or concerns.

We have developed these policies and procedures to support our mission and vision. It is our goal to build integrity, trust and respect among members of our school community.

These common expectations of conduct, academic responsibility and communication will help us create a healthy academic and social community.

All parents and students are expected to read this handbook before the first day of school and to abide by its policies.

### **Mission Statement**

McAuliffe International School will develop inquiring, knowledgeable and caring young people through the collaborative efforts of students, teachers, parents and community.

McAuliffe International School has set forth the following guiding priorities for student development:

McAuliffe International School's priorities are to create a student body that is:

***Knowledgeable*** – McAuliffe International School will provide a rigorous and challenging learning environment enabling each child to reach his or her full academic potential.

***Inquisitive*** – McAuliffe International School will empower students to be: open-minded, reflective, creative, and critical. Students will be encouraged to take risks intellectually and to become lifelong learners.

***Compassionate*** – McAuliffe International School will develop caring and principled students who show empathy, compassion and respect towards the feelings and needs of others. Students will demonstrate a personal commitment to service and make a positive difference in the lives of others.

### **Vision Statement**

All members of the McAuliffe International School community will excel in academic achievement, personal conduct and service to the community.

## **School Organization**

McAuliffe International School is a public innovation school located in the Park Hill Neighborhood of Northeast Denver. As an innovation school within Denver Public Schools, McAuliffe is able to more strategically meet the needs of its students and community by selecting its own curriculum, adding instructional time, and recruiting and retaining the best teachers possible.

## **Organizational Agreements**

- Those who take up the responsibility of leadership roles in McAuliffe International School do so in the spirit of servant leadership, guided by the principle of service and responsiveness to the whole.
- McAuliffe International School exists by virtue of the support of a wide community of parents, students, community members, political representatives and members of Denver Public Schools. The health and growth of our school depends on the strength of these relationships.
- The Collaborative School Committee has the responsibility to provide oversight of the school and the administration in accomplishment of the school's mission.
- The faculty and administration hold responsibility for making the mission of the school a reality.
- Parents entrust teachers and administration with the responsibility of bringing an International Baccalaureate education to their students. To accomplish this, teachers and administration expect parents to support the principles of an IB education. The complementary viewpoints of parents and teachers are essential to understanding and guiding the development of each child.
- The organizational and operational affairs of the school are carried out by the administration in service of the mission of the school.
- The faculty and administration decide matters of pedagogical principle.

## **Expectations of Teachers and Staff at McAuliffe International School**

*All classrooms at McAuliffe International School will be:*

- Well-planned
- Engaging
- Rigorous
- Standards-Based
- Data-Driven
- Incubators for creativity and risk-taking
- Inspirational for critical thinkers and inquirers

*All Staff at McAuliffe International School will:*

- Ensure a safe and orderly learning environment for all students
- Communicate regularly and effectively with families
- Collaborate and work as a team
- Reflect and be open to coaching
- Make customer service a top priority
- Be positive and have fun!

### **Administration**

The school's administration is responsible for the leadership of the school and for the actualization of the school's mission. The administration is responsible for:

- Determining the guiding principles of the school.
- Adhering to the founding principles of an IB education.
- Developing curriculum and program changes.
- Hiring and dismissing of teachers.
- Mentoring and evaluating teachers.
- Retaining or matriculating students.
- Planning and implementation.

### **Administrative Staff**

Principal: Kurt Dennis [kurt\\_dennis@dpsk12.org](mailto:kurt_dennis@dpsk12.org)

6<sup>th</sup> Grade Assistant Principal: Carla Frenzel [carla\\_frenzel@dpsk12.org](mailto:carla_frenzel@dpsk12.org)

7<sup>th</sup> Grade Assistant Principal: Gus Johnson [timothy\\_johnson3@dpsk12.org](mailto:timothy_johnson3@dpsk12.org)

8<sup>th</sup> Grade Administrative Assistant Alicia Biggs [alicia\\_biggs@dpsk12.org](mailto:alicia_biggs@dpsk12.org)

Secretary: Tammy Pittman [tamara\\_pittman@dpsk12.org](mailto:tamara_pittman@dpsk12.org)

6<sup>th</sup> Grade Counselor: Becky Swenson [rebecca\\_swenson@dpsk12.org](mailto:rebecca_swenson@dpsk12.org)

7<sup>th</sup> Grade Counselor Katherine Howes [katherine\\_howes@dpsk12.org](mailto:katherine_howes@dpsk12.org)

School Phycologist Benjamin Marcial [benjamin\\_marcial@dpsk12.org](mailto:benjamin_marcial@dpsk12.org)

### **Faculty Contact Information**

Please view the MIS staff roster and contact information at <http://mcauliffe.dpsk12.org/faculty/>

## **Bridges Between Home & School**

Structure and routine are very important for a middle school student. To support the student's classroom work, parents are encouraged to help their children develop healthy habits with regular routines for waking and sleeping, mealtimes, play, music/athletic practice and homework.

The adverse effects of television, movies, video games and other electronic media on an adolescent's ability to learn are well-documented. Parents need to encourage healthy alternative activities throughout the middle school years. The school strongly recommends that students not spend an exorbitant amount of time viewing movies or television or playing with video games on school nights. The American Academy of Pediatrics recommends that parents limit children's total media time (with entertainment media) to no more than 1 to 2 hours of quality programming per day (<http://pediatrics.aappublications.org/content/107/2/423.full#sec-1>).

The unstructured time between when the school day ends and when parents arrive home from work are the most difficult hours for a middle school student to manage. Please encourage your child to take full advantage of McAuliffe International School's athletics and after-school activities.

## **Parents as Partners**

Parents and guardians of McAuliffe International School students play an essential role in supporting the school's mission, culture and climate. Parents and guardians have opportunities to actively participate in their students' learning by:

- Thoroughly reading the frequent communications that they receive from MIS including bi-weekly electronic newsletters from the principal, progress updates from teachers, and information about how parents/guardians can help assist with learning opportunities at home.
- Taking advantage of volunteer opportunities including volunteering as chaperones at service learning events or field trips, participating on the Collaborative School Committee (CSC), supporting the school's fundraising efforts, and coaching, mentoring or tutoring MIS students.
- Attending Back-to-School Nights and communicating with teachers. MIS has a Back-to-School Night event in August and Parent-Teacher conferences can be scheduled on an as-needed basis. Parent participation sends the message to the student that his or her parent/guardian feels that learning is important and it provides the opportunity for direct communication between the school and the home.

- Utilizing the Parent Portal to track your student's grades and academic progress. The Parent Portal allows parents to view when assignments are due, to see if any assignments are missing and to easily contact teachers by e-mail with questions or concerns.

**McAuliffe International School expects parents to:**

- Demonstrate respect in both what is said and how it is said.
- Focus on issues, not individuals.
- Keep an open mind. Be positive and flexible. Ask questions first.
- Raise concerns with the appropriate person.
- Use good judgment about the amount of contact that is appropriate. Be mindful of the amount of time an individual concern may take.
- Adults in the community are responsible to familiarizing themselves with the Common Concern Flow Chart for Conflict Resolution.
- Demonstrate public support for one another. Convey the message that parents and teachers are on the same team.
- Schedule appointments if a discussion is needed instead of dropping in or raising concerns in public settings, especially before school, after school or when faculty and staff are outside doing supervision.
- Keep in mind that voicemail and e-mail are public documents and that confidentiality cannot always be protected.
- Know that e-mails sent to MIS are considered 'findable evidence' in a court of law. A great rule of thumb is that you should not say or write anything that you wouldn't want to be published.
- Be aware that verbal, physical or sexual harassment will not be tolerated.

**Process for Questions and Conflict Resolution at McAuliffe International School**

This is meant to clearly describe the processes in place for questions and conflict resolution at McAuliffe International School. Not all disagreements will be solved to the mutual satisfaction of every party, but we strive to be clear and transparent in our process and to address concerns and questions promptly as they arise.

Where does my administrative question go?



Questions regarding school policies, administration, finances, employment, safety, parent-to-parent issues and other general school issues should be brought to the school principal, Kurt Dennis at [kurt\\_dennis@dpsk12.org](mailto:kurt_dennis@dpsk12.org).

The principal will respond within a reasonable timeframe and try to answer the question or clarify the issues to the best of his or her ability.

#### Where does my pedagogical question go?

Questions regarding your child, curriculum, social matters in the classroom, and experiences of your child during the school day should be directed to your child's classroom teacher first.

The teacher will contact the parent and do his or her best to answer the question and clarify the issues. If the answer/clarification given requires more attention, the parent or teacher will contact Kurt Dennis ([kurt\\_dennis@dpsk12.org](mailto:kurt_dennis@dpsk12.org)) for resolution.

#### **Common Concern Meeting**

In attendance at this meeting are a facilitator, the principal, and a note-taker. During the meeting, it is hoped that all sides of an issue are voiced and that there is motion toward a plan for future action. This meeting is only called as a last resort when the conflict is not moving or improving. Any questions or concerns regarding administration can be routed to the Office of Family and Community Engagement at <http://ofce.dpsk12.org/> or 720-423-3350.

## **Volunteer Committees**

McAuliffe International School's parent-led volunteer committees support the school in the following areas:

*Teacher Appreciation-* volunteers demonstrate appreciation for the hard work of MIS staff once a month by providing meals, cards, treats, etc.

*Registration-* volunteer work a half-day at registration helping Mrs. Pittman distribute information and answering questions.

*Fundraising-* parents plan and coordinate the annual fundraiser for MIS.

*Student Socials-* this committee of parents and student representatives plans and coordinates two student social events each school year.

*Service Learning-* this committee helps coordinate and chaperone the day of student community service. This committee includes student representatives.

*Field Trip-* parent volunteers and student representatives help coordinate and chaperone the students' annual visit to a local college or university or the APEX Center.

*8<sup>th</sup> Grade Continuation Ceremony*- this committee of parents helps plan and coordinate the annual 8<sup>th</sup> grade continuation ceremony each spring.

*Tutoring/Mentorships*- members of this committee serve as tutors/mentors to students and facilitate the tutoring/mentoring program at MIS.

*Critical Needs*- committee members confidentially distribute material support to students needing school supplies, clothing, food or other material support in order to be healthy and successful in school.

*Talent Show*- volunteers organize the annual spring student and staff talent show.

*Book Fair*- volunteers plan and operate the McAuliffe Book Fair in December and May.

*Outdoor Education*- volunteers chaperone 6<sup>th</sup> and 7<sup>th</sup> grade students to the YMCA of the Rockies in Estes Park the last week of May for a three-day/two-night outdoor education experience.

*Collaborative School Committee*- representatives meet monthly to help govern the school's budget and safety policies.

### **Committee Policies and Procedures**

- Parents will sign up for committee work in August for the upcoming school year.
- Each committee will be led by a chairperson who reports directly to the school's community liaison.
- All public communication from the committees will be vetted by the principal and distributed through the Main Office.
- Committee chairpersons will meet collectively with the principal on an as-needed basis.
- The number of members serving on each committee will vary based on interest and need.

## **School Life**

### **School Hours**

Office Hours are Monday–Friday, 7:30am–4:30pm

### **Unscheduled School Closings**

Unscheduled school closings will be reported to local news outlets and posted on the DPS and McAuliffe websites. To check the websites directly, go to **<http://www.dpsk12.org>** or **<http://mcauliffe@dpsk12.org>**

## **Attendance & Punctuality**

We are ready to receive students into the school building at 7:30am. Please make sure your student arrives at school with time to settle into the classroom. We strive to cultivate a healthy respect for work and community both in deed and attitude. Punctuality and attendance express a concrete commitment to these ideals. The front doors of the building are locked at 8:00am. Students and parents who arrive after 8:00am should go to the west wing's main entrance and ring the McAuliffe bell for entry. The student must check in with the Main Office before proceeding to his or her classroom.

If your student is absent, please inform the school by 8:00am. Please leave a message on the attendance office voicemail at 720-424-1541. As a safety measure, the school will contact parents of students with unreported absences in order to verify their whereabouts. The school may request a doctor's letter when a student is absent more than 3 consecutive days.

If a student is unable to participate in any subject class (including gym), a note signed by the parent must be given to the class teacher or principal's secretary in advance. If a student fails to participate in a class 2 or more consecutive times, a doctor's note is required.

Missing 3 or more hours of any school day constitutes an absence. All tardies and absences are part of a student's permanent record.

The school encourages family vacations to be scheduled to coincide with school vacations. Doctor, dentist, therapist, tutor or other appointments should be made outside of school hours or during school breaks when possible. If a student must miss school for an appointment, a parent or guardian must notify the principal's secretary in writing. Students are responsible for notifying teachers of their absence in advance and making up any assignments, quizzes or tests by an agreed-upon date.

If a student must be out of school for an extended period for reasons other than illness or family emergency, the parent/guardian must provide notification in writing to the principal's secretary at least 2 weeks in advance to allow teachers to prepare work for the student for the days that he or she will be absent from school. The request should include all pertinent information and must include the signed consent of the parent/guardian for the requested absence.

## **Middle School Attendance & Tardiness Policies**

School begins promptly at 8:00am. Students are expected to be present and punctual for all classes. Unexcused absences will be subject to disciplinary action such as detention/Refocus.

If any student arrives after 8:00am, he or she must obtain a tardy slip from the main office in order to be admitted.

## **Morning Drop-Off and Afternoon Pick-Up**

If you wish to drop off or pick up your student without leaving your car, please drop your student off on 23<sup>rd</sup> Avenue, 25<sup>th</sup> Avenue or 26<sup>th</sup> Avenue. If you are in a hurry, please try to avoid the four way stops at Holly Street and 25<sup>th</sup> Ave. or 26<sup>th</sup> Ave. as these areas are highly congested at both drop-off and pickup. If you wish to enter the building, please park in the school's parking lot or on Holly Street. For the safety of everyone, please drive safely through all sections of the neighborhood.

## **After School Supervision**

All students who are not participating in a school sanctioned activity or are under pre-arranged staff supervision must leave campus by 4:15pm every day. If a student cannot depart campus by 4:15pm, he or she will need to report to the office and wait until their ride arrives. DPS Safety and Security will be called for those students who roam the campus unsupervised after school hours and it is possible that offending students may be ticketed for trespass.

## **Bus Transportation**

Bus routes are set by the DPS Transportation Department. Any questions concerning this service should be directed to the transportation office. For information regarding late busses, or any other bus inquiries, please call the Parent Hotline at 303-825-2611.

## **Morning Meeting**

One morning every two weeks at 9:25am the students and staff at McAuliffe will come together in the auditorium to reinforce the school's mission, celebrate successes, collaborate and share announcements.

## **Refocus Program**

Not doing an assignment or failing grades are not permitted at McAuliffe. In lieu of "failing" students, McAuliffe requires that students get their work done in a classroom after school from 4-4:50pm if their work is:

- Missing
- Not Neat or Legible
- Incomplete
- Not of sufficient quality

Or if they have the following rule violations:

- Dress Code Violation
- Food, drink or gum in academic environment
- Inappropriate use of technology/cellphone

- Inappropriate language
- Unexcused tardy
- Unprepared for class
- Other behavioral issue or concern

### **Lunch/Recess**

Lunch/Recess occurs daily according to the following schedule:

Lunch Start	Playground Start	End Time	Grade
11:55	12:15	12:30	<b>Lunch 7</b>
12:15	12:35	12:50	<b>Lunch 8</b>
12:55	1:15	1:30	<b>Lunch 6a</b>
1:15	1:35	1:50	<b>Lunch 6b</b>

Students may bring their lunch or eat the DPS provided hot lunch. All food must be consumed in the cafeteria or outdoor courtyard.

Lunches and snacks brought to school must be properly stored in the student's locker until the appropriate time of day.

Students have a supervised 35-minute lunch/recess every day.

### **Outdoor Rules**

The following rules apply to recess and the time before and after school.

- Respect your classmates.
- Stay out of the streets and parking lots.
- Get permission before re-entering the school. Respect our building and grounds.
- Do not climb trees.
- Do not throw snow or ice.
- Return all balls to the recess supervisor at the end of recess.
- Use the field for playing ball. The courts are reserved for basketball or futsal.
- Students may play touch football or rugby (no tackling allowed).

- Line up by class when the whistle is blown, and enter the building by walking quietly and slowly.

### **Gym Rules**

- Students may not be in the gym without adult supervision.
- Gum, food and drink are not allowed in the gym.

### **Behavior at Sports Events**

(Please also refer to the *McAuliffe International School Athletic Handbook* online)

- Students who leave the school building during athletic events may not re-enter.
- Attendance at after-school athletic events is a privilege and students who misbehave may be barred from these events.

### **Participation on Teams:**

- All past athletic fees must be paid in full before a student is allowed to participate in an extracurricular sport.
- All students wishing to participate in after-school sports must have a record of a physical exam taken within the last 12 months on file with the school.
- Participation on athletic teams is contingent upon good academic standing. Students may be deemed academically ineligible at any time.
- Students participating in after-school athletics are representatives of McAuliffe International School and must properly conduct themselves at all athletic contests, home and away.

## **Communication**

McAuliffe International School employs several ways of sharing information about life in the classroom and in the larger spheres of the school.

### **New McAuliffe Parent Orientation Night**

The first week of August, McAuliffe hosts an informational night for parents of students who are new to McAuliffe. The purpose of this evening is to help prepare parents for their student's middle school experience and to educate parents on school communication systems and how to be involved in their student's middle school lives.

### **Back-to-School Night**

Every August, MIS has a Back-to-School Night. On this evening, teachers will review the curriculum, classroom expectations and activities. There will be time for parents to share and discuss their questions with the teacher. It will also be a time to get to know other parents. The date for this evening will be posted well in advance. Parents are encouraged to attend.

### **Student-Parent-Teacher Conferences**

Please contact the teacher via e-mail or telephone to schedule an individual conference. Teachers may also initiate a conference with the student and parents if necessary.

### **Progress Reports**

Progress reports will be sent home three times a year using a standards-based grading format in Infinite Campus; however, a student data is available in real time and can be accessed via the Parent Portal.

### **Notices & Newsletters**

The school website, <http://mcauliffe.dpsk12.org>, is updated regularly. Parents and students can view the weekly announcements online, check the calendar or contact any of our faculty or staff members. Feedback and questions are always welcome on the Suggestions & Comments link.

- Blogs/Websites – All teachers will create their own blogs on Edmodo. Teachers will post homework assignments, class news as well as comments regarding their classes. In addition, the principal will e-mail parents a bi-weekly communication regarding events and opportunities at McAuliffe.

- We strive to be eco-friendly through use of electronic communications whenever possible. Please email the principal's secretary, or call 720-424-1540 if you need to receive information in hard copy form.

### **Person-to-Person Communication**

Teachers welcome conversations with parents concerning their children. Please contact a teacher via school e-mail or voicemail. Teachers make every attempt to respond within 24 hours. If you have a more general question or observation or if you are unable to resolve your concerns with the teacher, you may contact the principal's secretary to schedule an appointment with the appropriate school administrator Refer to the Common Concern Flowchart below for reference.

**Common Concern Flowchart for Question/Conflict Resolution**

**Administrative Questions or Concerns**  
(policies, finances, employment, safety, discipline)

**E-mail to principal or phone call to principal's secretary**  
(Please allow 24 hours for response)

**30 minute meeting with principal**  
(If matter cannot be resolved by phone or e-mail.)

**Pedagogical Questions or Concerns**  
(classroom issues, curriculum, instruction, etc.)

**E-mail or voicemail to teacher**  
(Please allow 24 hours for response)

**30 minute meeting with teacher**  
(If matter cannot be resolved by phone or e-mail.)

**E-mail to principal or phone call to secretary**  
(Please allow 24 hours for response)

**30 minute meeting with principal**  
(If matter cannot be resolved by phone or e-mail.)

**Phone call to principal's secretary to schedule a Common Concern Meeting**

**Common Concern Meeting with principal, note-taker and facilitator in attendance**

**Resolution**



If you are not certain where to take your question, please contact the main office at 720-424-1540 or [tamara\\_pittman@dpsk12.org](mailto:tamara_pittman@dpsk12.org)

## **Celebrations and Performances**

**8th Grade Continuation** honors the completion of 8th Grade and marks the transition from middle school to high school. The ceremony celebrates the work of the students and recognizes the contributions and guidance of faculty, staff as well as 8th Grade parents.

### **Performances, Plays & Assemblies**

At MIS, there are many opportunities for parents to experience the students' work. During the course of the school year there may be assemblies during the school day. All parents are invited to attend these assemblies. There are also a number of weekend and evening events such as music performances and class plays. All are welcome to these public events, but please keep in mind appropriate behavior guidelines for small children.

## **Extracurricular Activities**

### **Extracurricular Programs & Activities**

Participation in extracurricular activities requires students to be in good academic standing in all classes. In addition, students are ineligible to participate in an extracurricular activity on days they are absent from school. The school bulletin highlights the spectrum of extracurricular activities available at MIS.

### **Athletics & Clubs**

Offerings in the athletic department strive to reflect the diversity of interests in our student body. Activities may change or be added according to the interest exhibited. Recent athletic offerings include basketball, volleyball, soccer, flag football, golf, futsal, cross-country, baseball, softball, field hockey, tennis, lacrosse, and tackle football.

All clubs are supervised by faculty or volunteers. Athletics and some activities require additional fees for participation. A physical exam prior to participation in athletics and clubs involving physical exertion is required. Please see the McAuliffe International School Athletic Handbook online for additional information.

### **Educational Support**

The school offers academic services for students needing additional support outside of the school day. Teachers, tutors or mentors are available after school to work with students at the family's request. Contact the main office 720-424-1540 for more information.

# **High School Counseling & Standardized Tests**

## **High School Counseling**

McAuliffe International School is committed to helping its students select high schools where they can pursue their educational and professional goals. The guidance counselor works closely with parents and students in all aspects of the high school planning and admission process. Students are assisted by the guidance counselor in determining the schools and programs that meet personal educational needs and interests. Parents are asked to be active participants and to meet with the guidance counselor in the fall of the student's 8<sup>th</sup> grade year. Please visit the Counseling Website (available at <http://mcauliffe.dpsk12.org>) for more information.

## **Standardized Tests**

McAuliffe International School recognizes the importance of standardized tests in today's society although we consider them only one of many indicators of individual abilities or future successes.

All middle school students will take the state PARCC tests. In addition to the PARCC, 7<sup>th</sup> grade students will take state Social Studies tests in April and 8<sup>th</sup> grade students will take state science tests in April.

## **Standards of Student Conduct**

McAuliffe International School seeks to build a climate of mutual respect, trust, and courtesy. Teachers strive to deal flexibly and creatively with situations as they arise, however, when anyone in the school is uncivil, disrespectful or disruptive, the whole community is affected. Everyone is entitled to a secure and supportive learning environment that includes respect for diverse viewpoints with opportunities for the respectful exchange of ideas.

A major component of McAuliffe International School's mission is to "develop caring and principled students who show empathy, compassion and respect towards the feelings and needs of others. Students will demonstrate a personal commitment to service and make a positive difference in the lives of others." As a result, certain behaviors will not be tolerated by the school.

These rules are designed to promote school-wide harmony, and apply to all students:

- Students may not bring or chew gum anywhere on the school premises during school hours.
- Students may not bring candy or carbonated soft drinks to school.
- Students may not bring toys, iPods or handheld electronics to school. This includes puzzles, mechanical toys, dolls, computerized games, alarms, video games, MP3 players, etc. Faculty or staff members may confiscate these items at their discretion.

- Use of cell phones or handheld devices distract students and disrupt the MIS learning environment. Therefore, all cell phones and handheld devices must be stored in lockers at all times. Carry and use of cell phones or handheld devices are prohibited during the school day, except to check messages immediately prior to or following lunch. Students are responsible for taking home cell phones and handheld devices at the end of the school day. All cell phones and handheld devices that are seen or heard in school during the academic day outside of the lunch transition period will be confiscated and held in the main office until picked up by a parent or guardian. McAuliffe International School is not responsible for the loss or theft of any confiscated items. If a student is improperly using his or her cellphone or personal electronic device, the device will be confiscated and held until a parent retrieves it from the school. If a student's device is confiscated a second time, it will be held by the school until the end of the school year.

- The possession of firearms or any other weapon is prohibited on campus or at any school event. Historical or cultural items or props that are to be used as part of a presentation may be brought on campus only with explicit permission of the faculty member for whose course they will be used.

- Students may not sell candy or other items at school during school hours to raise funds for other organizations.

- Party invitations must be distributed outside of school unless an entire class is invited.

- Students are expected to be respectful of one another's property and school property. Any lost property should be turned in to the main office. Theft and vandalism (graffiti, defacing of school property) are serious offenses. Tampering with school computer files or computerized data may be construed as either vandalism or theft.

- Students are expected to leave the classroom clean and pick up after themselves and/or others. All students are expected to participate in an end-of-day clean-up as requested or assigned.

- Students are expected to maintain an inclusive social environment throughout the day. Both excessive public displays of affection and social bullying undermine a mood of social inclusion and are not acceptable behavior in school.

- Running in the halls or sliding down the banisters is not allowed.

- Rude or foul language is not tolerated.

- Bouncing or throwing balls in hallways is not allowed.

- Physical fighting is not allowed.

- Students may not skateboard or rollerblade on school grounds. Skateboards and rollerblades must be carried in and out of the school and kept in a locker. Any faculty or staff may confiscate skateboards.
- Bikes must be walked on school grounds and properly locked to a bike racks located on the south side of the building as well as on the playground.
- The use or display of tobacco on or within school property is prohibited. McAuliffe International School and the surrounding area is a smoke-free environment. This policy also includes all events occurring after school hours such as student dances, weekend rehearsals and performances, parent events and school trips. Students seen smoking or in possession of tobacco on or within sight of school property will face disciplinary action. Students seen smoking or in possession of tobacco on school trips may be sent home at their parents' expense.

***Bullying is a very serious issue and is not tolerated. Bullying behavior can include the following, when it is prolonged, persistent and deliberate:***

- Physical abuse or hitting.
- Verbal abuse or name-calling.
- Stealing or disrespect of property.
- Malicious or hurtful name-calling, verbal threats or intimidation.
- Incitement or getting someone else to do any of the previous mentioned actions.
- Harassment, defined as repeated, unwanted and disrespectful attention and/or any behavior which has the intention or effect of harming or intimidating others. This includes social network posts and other communication forms that are harassing in nature.

### **Drug & Alcohol Policy**

Our educational mission is to nurture each student's capacities for clear thinking, sound judgment and conscience in action. The use of consciousness-altering substances is a hindrance to the healthy development of young adults and disrupts the culture of trust cultivated between students, faculty and parents. While students are enrolled at McAuliffe International School, the use, possession or sale/distribution of drugs, alcohol and tobacco is prohibited in school and at school functions. Any violation of this policy is cause for immediate suspension and potential expulsion. The sharing of medication is considered in violation of this policy.

Concerns or incidents regarding drug and/or alcohol use by students will be reviewed individually, involve professionals when needed, and will include an open and honest dialogue with students, parents/guardians and faculty members to develop a plan of action.

If a student comes forward with difficulty involving drug or alcohol use or concerns about another student, the faculty and staff are committed to helping. We encourage students to recognize the many different sources of support and remediation available to them in school and from outside professionals.

McAuliffe International School reserves the right to initiate expulsion proceedings in response to a violation of the rules about drugs or alcohol.

### Student Internet Use Policy

School computers and personal laptops may be used with permission from the faculty. Students are expected to abide by generally accepted rules of Internet etiquette as well as by rules of school decorum. McAuliffe International School disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of a student’s Internet use and for any other consequences of a student’s Internet use.

All parents/guardians need to sign an Acceptable Use Agreement governing computer use at MIS. Failure to comply with any or all policy requirements may result in the loss of any or all computer use privileges.

### Facebook, Snapchat & Other Online Social Networks

McAuliffe International School faculty and staff do not accept invitations to join any social networking sites from students. MIS will not search out any student’s personal page or website, unless there is a cause for concern and/or safety. MIS strongly discourages parents from allowing their students to use Facebook, Instagram, Ask.FM or any other type of social networking site. *MIS will not spend time dealing with conflicts that arise between students that are inappropriately using social networking sites. Because we have directed parents not to allow their students to use these sites, we will not deal with the consequences of their inappropriate use.*

## DPS Disciplinary Policies & Procedures

#### Attachment B

### Denver Public Schools Discipline Matrix<sup>1</sup>

Discipline Ladder Offense <sup>2</sup>	Reference	Recommendation For Expulsion	School Referral
<b>Type Five</b>			
Robbery	N/A	Mandatory <sup>3</sup>	Mandatory Referral to Law Enforcement <sup>4</sup>
First or second degree assault, and sexual assault	N/A	Mandatory <sup>3</sup>	Mandatory Referral to Law Enforcement <sup>4</sup>
Sale or distribution of, or intent to sell, unauthorized drugs or controlled substance	N/A	Mandatory <sup>3</sup>	Mandatory Referral to Law Enforcement <sup>4</sup>
Carrying, bringing, using, or possessing a knife or dangerous weapon.	N/A	Mandatory <sup>3</sup>	Mandatory Referral to Law Enforcement <sup>4</sup>
<b>Type Four<sup>7</sup></b>			
Arson	Level F	Optional	Mandatory Referral to Law Enforcement & Fire Departments
Fighting: Level II (including incidents with significant injuries, but which do not rise to the level of the Type Five offense “1st or 2nd degree assault”)	Level F	Optional	Mandatory Referral to Safety and Security <sup>4</sup>
Destruction or theft of school property (over \$5000)	Level F	Optional	Optional Referral to Law Enforcement <sup>4</sup>
Theft from an individual (over \$5000)	Level F	Optional	N/A <sup>10</sup>
Possession of an explosive (non-fireworks/firecrackers) that seriously endangers the welfare or safety of others	Level F	Optional	Mandatory Referral to Law Enforcement <sup>4</sup>

Willfully causing damage to the property of a school employee	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup>
Assault, harassment, or false allegation of abuse against a school employee	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup>
Hazing activities	Level F	Optional	Optional Referral to Law Enforcement <sup>4</sup>
Child Abuse	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup> and/or Denver Dept. of Human Services <sup>11</sup>
Unlawful sexual behavior, unlawful sexual contact, and indecent exposure	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup> and/or Denver Dept. of Human Services <sup>11</sup>
Witness Intimidation or Retaliation	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup>
Other student behavior presenting an active or ongoing danger to the welfare or safety of school occupants	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup>
Habitual disruptions <sup>3</sup>	Level F	Optional	N/A <sup>10</sup>
Recurring Type Three offenses <sup>6</sup>	Level F	Optional	Optional Referral to Law Enforcement <sup>4</sup>
<b>Type Threes</b>			
Bullying: Level II - see Policy JICDE	Level E	No	N/A <sup>10</sup>
Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level II - see Policy JBBA	Level E	No	N/A <sup>10</sup>
Sexual harassment: Level II - see Policy JBB	Level E	No	Mandatory Referral to Title IX Officer
Fighting: Level I (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses, etc.)	Level E	No	N/A <sup>10</sup>
Being under the influence of drugs or alcohol - see Policies JICH, JICH-R	Level E	No	N/A <sup>10</sup>
Possession of alcohol or unauthorized (but legal) drugs	Level E	No	N/A <sup>10</sup>
Possession of illegal drugs	Level E	No	Mandatory Referral to Law Enforcement
Destruction or theft of school property, including graffiti (\$500 - \$5000)	Level E	No	Optional Referral to Law Enforcement <sup>4</sup>
Theft from an individual (\$500 - \$5000)	Level E	No	N/A <sup>10</sup>
Other school-based misconduct that substantially disrupts the school environment	Level E	No	N/A <sup>10</sup>
Recurring Type Two offenses	Level E	No	N/A <sup>10</sup>
<b>Type Two</b>			
False activation of a fire alarm	Level D	No	Mandatory Referral to Fire Department
Possession of fireworks/firecrackers	Level D	No	N/A <sup>10</sup>
Bullying: Level I - see Policy JICDE	Level D	No	N/A <sup>10</sup>
Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level I - see Policy JBBA	Level D	No	N/A <sup>10</sup>
Sexual harassment: Level I - see Policy JBB	Level D	No	Mandatory Referral to Title IX Officer
Consensual but inappropriate physical contact	Level D	No	N/A <sup>10</sup>
Destruction or theft of school property, including graffiti (under \$500)	Level D	No	N/A <sup>10</sup>
Severe defiance of authority/disobedience	Level D	No	N/A <sup>10</sup>
Trespassing	Level D	No	N/A <sup>9</sup>
Theft from an individual (under \$500)	Level D	No	N/A <sup>10</sup>
Other school-based misconduct that disrupts the school environment	Level D	No	N/A <sup>10</sup>
Recurring Type One offenses (after going through Levels A through C)	Level D	No	N/A <sup>10</sup>
<b>Type One</b>			
Classroom disruption	Levels A-C	No	N/A <sup>10</sup>
Excessive tardiness	Levels A-C	No	N/A <sup>10</sup>
Picking on, bothering, or distracting other students	Levels A-C	No	N/A <sup>10</sup>
Use of profanity or vulgarity	Levels A-C	No	N/A <sup>10</sup>
Dress code violation - see Policy JICA	Levels A-C	No	N/A <sup>10</sup>
Disrupting school activity	Levels A-C	No	N/A <sup>10</sup>
Minor defiance of authority/disobedience	Levels A-C	No	N/A <sup>10</sup>
Verbal insults or put-downs	Levels A-C	No	N/A <sup>10</sup>
Use of cell phones, gameboys, and similar electronic devices at unauthorized times	Levels A-C	No	N/A <sup>10</sup>
Minor damage or defacement of school property	Levels A-C	No	N/A <sup>10</sup>
Tobacco offenses - see Policy JICG	Levels A-C	No	N/A <sup>10</sup>
Unauthorized use of school equipment	Levels A-C	No	N/A <sup>10</sup>
Gambling	Levels A-C	No	N/A <sup>10</sup>
Minor physical aggression with another student (e.g., pushing, shoving)	Levels A-C	No	N/A <sup>10</sup>
Scholastic dishonesty	Levels A-C	No	N/A <sup>10</sup>
Other minor school-based misconduct	Levels A-C	No	N/A <sup>10</sup>

<sup>1</sup> Note that this sheet is merely a summary of Section Three of Policy JK-R. Please refer to the full policy for more detail.

<sup>2</sup> Gang-related activity at school is covered under the offenses listed in Type One through Type Five.

<sup>3</sup> "Habitual disruption" is not an independent offense, but rather refers to a classification under state law in which persistent misconduct at any level can result in the student being declared "habitually disruptive," for which the student will be recommended for expulsion. See Section 4-2 of Policy JK-R for more information.

<sup>4</sup> For these offenses, incidents are to be resolved without the involvement of law enforcement whenever possible. See Section 7-3 of Policy JK-R for more information.

<sup>5</sup> This consequence is required under state law.

<sup>6</sup> Recurring Type One offenses can eventually proceed to Type Two and Type Three, but shall never result in referral to law enforcement.

<sup>7</sup> For Type Four offenses, if there has been a recommendation for expulsion, or a request for an extension of the suspension period made to the Superintendent or designee through Section 6-6 of this Policy, the principal has the option of extending the maximum three-day out-of-school suspension available under Section 3-1 by up to two days, for a total of five days, if deemed necessary for the safety of the school. See Section 6-4.

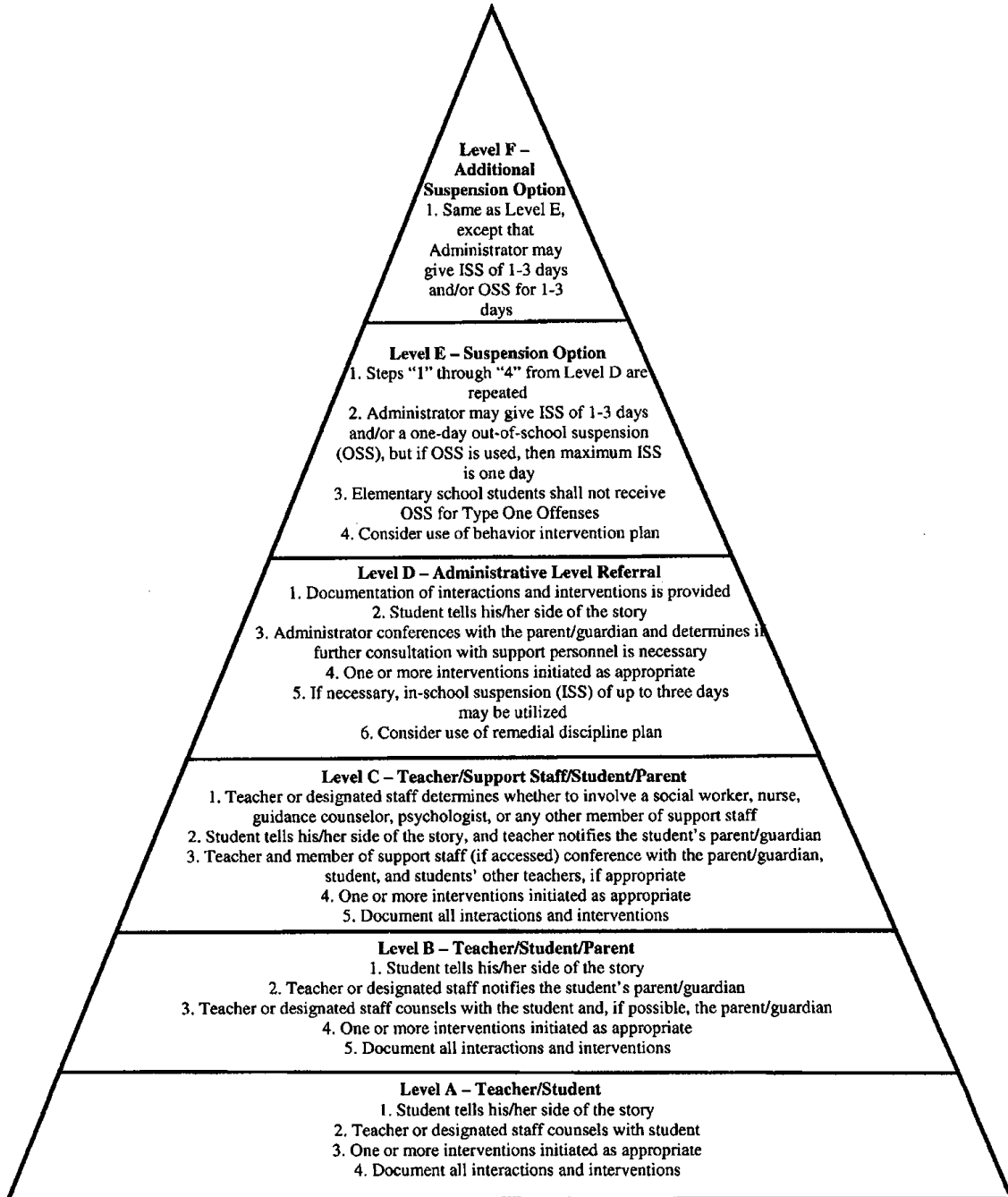
<sup>8</sup> For Type Three offenses, if the student's presence in school presents a danger or severe disruption to the school and its occupants or additional time is needed to further investigate the incident, the principal has the option of extending the maximum one-day out-of-school suspension available under Section 3-1 by up to two days, for a total of three days. See Section 6-4.

<sup>9</sup> If, after being asked to leave the school campus, the student refuses, then law enforcement may be notified.

<sup>10</sup> Note that this column refers to the actions available to the school in response to a disciplinary incident, and does not address or limit the options available to individuals who may be victims of criminal activity. See Section 3-1 for more information.

<sup>11</sup> See Policy JLF, JLF-R, and DPS Child Abuse and Neglect Protocol Bulletin. Offenders under 10 years of age are referred to Denver Department of Human Services. Offenders 10 years of age or older are referred to law enforcement.

## Denver Public Schools Discipline Ladder



## **Probation**

On the rare occasion that the school is not meeting a student's needs or that a student's behavior is having an adverse effect on the class as a whole, the administration will take the following steps:

- The student will meet with the principal and teachers.
- Parents will meet with the principal to discuss of the timeline for probation. This meeting will be documented and placed in the student's file. In addition, a copy of the notes will be given to the parents/guardians.
- Throughout the probationary period, teachers will document the student's work and behavior on a regular basis. This documentation will also be placed in the student's file.
- At the end of the probationary period, the teachers, administration and parents will review the student's record and determine future steps.

*While on probation, students may not participate in athletic or extracurricular activities.*

## **Conflict of Interest**

A faculty or staff member will be excused from participating in any disciplinary process if he or she has a conflict of interest in the particular case.

## **Privacy**

All disciplinary processes are conducted so that the privacy and the rights of students involved are protected.

## **Dress & General Appearance**

### **All-Weather Clothing**

All students should come to school prepared for rain or shine. At times, outdoor activities can be a major part of the daily schedule. Rain gear and cold weather gear (boots, gloves, and hats) should be brought to school when conditions necessitate.

### **Uniform Dress Code**

Students at McAuliffe International School are expected to wear a school-issued shirt along with solid khaki or black pants, shorts or skirts. They will dress in a way that contributes to a healthy social environment and an academic atmosphere. Students must come each day covered from shoulder to mid-thigh.

- Skirts will be no shorter than knee-length.



- No ripped and/or torn clothing.
- No excessively baggy clothing.
- No exposed underwear.
- No excessively tight clothing.
- No flip-flops or hoods may be worn on school grounds.
- No hats, sunglasses, bandanas or do-rags may be worn on school grounds.
- Inappropriate or distracting clothing or jewelry is prohibited. Decisions about clothing suitability rest with the faculty and administration.
- No writing or drawing will be allowed on students' skin.
- Clothing and/or jewelry with symbols related to drugs, alcohol, sex, violence and/or media images are prohibited.
- Jackets, coats and non-MIS sweatshirts must be taken off and put in lockers at the beginning of the day.

*The faculty and staff of MIS reserve the sole right to interpret and enforce the student dress code. Students who violate the dress code will be required to take off the item and/ or change into and wear a school uniform for the day, call home for appropriate clothing to be brought to school for them, or be sent home. Repeat dress code violations may result in further discipline consequences.*

### **P.E. Class Attire**

For safety, hygiene and freedom of movement, students must dress properly for physical education classes. For P.E., students must bring a complete change of clothing including athletic shoes, school-issued shorts or sweat pants and a school-issued T-shirt. Students who are not dressed properly will not be able to participate. Lack of participation during the school day requires make-up participation after school.

### **Lost & Found/ Stolen Items**

If you are missing something, check the lost & found box across from the cafeteria lobby on the 1st floor. The school is not responsible for replacing or reimbursing students and their families for lost or stolen items. All lost items will be bagged and donated at the end of each trimester.

# **Health Policies**

## **Emergency Information**

An Emergency Information Form is kept on file for every student. A new form for each student must be completed and filed each year. Any special dietary or health concerns should be clearly stated in writing on the form. The information on this form is used to contact a parent and/or initiate medical care in the event of an emergency. Please notify the main office if there is any change in address, telephone number, place of employment or emergency contact person so that we are able to contact a parent/guardian at any time if necessary. When a parent or responsible adult cannot be contacted, the school may call the Denver Police and/or Office of Social Services.

Please notify the principal's secretary of any insurance or medical changes.

## **Medical Examinations & Immunizations**

Each student must have a current medical report on file.

Medical examination forms are available from the main office. The report must reflect that the student is in good physical condition, free from communicable and infectious diseases and is immunized against childhood diseases. However, the immunization requirement may be waived for clinical or religious reasons. Immunization waivers must be stated annually and submitted to the principal's secretary. Students who are not immunized may be excluded from school during outbreaks of communicable diseases.

## **Medications – Acute Medical Need**

School personnel are legally prohibited from administering any internally taken medications or supplements to students. This includes prescription medicine, homeopathic pills, cough syrups, analgesics – anything taken orally or by injection. However, in an extreme medical emergency such as an acute reaction to an allergen or a severe asthma attack, school personnel may administer an antidote that has been provided by the parent with written permission. This is considered emergency first aid. If this were to occur, the parent will be notified immediately after 911 had been called.

In order for a student to self-administer any short term medications during the school day, a parent must come to the Main Office and give written permission which will be kept on file for the duration of the course of medication. This record is especially important in the event that your student has an adverse reaction or an accident requiring emergency medical treatment. Sharing medication will result in mandatory expulsion and referral to law enforcement.

## **Medications – Chronic Medical Need**

If a student is taking ongoing prescribed medicine, the principal's secretary must be informed so she can note it on the student record. Conversely, when a student ceases taking a prescription medicine, the principal's secretary needs to be told to update the student's record.

### **Sick Students & Injured Students**

Students who are ill should not be sent to school. If a student becomes ill during the school day, parents will be contacted to pick them up. First aid is available to treat minor injuries. If further care is needed, 911 will be called and parents will be contacted immediately.

### **Contagious Diseases**

If a student contracts a contagious illness, please notify the school. Students should stay home until the illness is no longer contagious.

Students who contract contagious diseases must be under professional medical treatment before returning to school.

### **Social/Emotional Needs of Students**

We encourage our students and their parents to seek the support of doctors and therapists when the need arises. There may also be times that the faculty perceives that outside help is needed and will suggest that the student receive outside professional treatment.

If a student is in or begins a therapeutic relationship that is related to the student's school life, we require that a **Consent Form for Exchange of Information**, allowing communication between the school and the care provider, be completed and filed with the principal's secretary. We wish to support the student's active engagement in the therapeutic process, and we believe that sharing appropriate information is helpful in the course of treatment.

Parents are expected to provide full disclosure regarding previous or ongoing therapy.

### **Mandated Reporter Status**

As educational professionals in the State of Colorado, all school employees recognize their role as mandated reporters. In all cases of reported or suspected abuse or neglect we are mandated to file a report with the appropriate agency and law enforcement. Teachers complete training to understand the requirements and procedures involved in making reports.

### **First-Aid & CPR**

Faculty and staff receive an overview of first aid procedures annually, and renew their Red Cross First-Aid and CPR training at regular intervals. No medication can be administered orally by school employees.

### **Chaperone Policy**

There are many opportunities to volunteer in the school, and volunteerism is an important value in our school community. Those individuals wishing to accompany classes on service or field trips must give written consent for the school to conduct a background check.

## **Enrollment Policies**

McAuliffe International School is a full participant in the Denver Public Schools SchoolChoice process. This process commences the first week of December and ends the last week of January. The school's primary enrollment area are the Stapleton and Park Hill neighborhoods of Northeast Denver (north of Colfax Avenue to I-70 and east of York Street to Havana). The school's secondary enrollment area is the remainder of the city of Denver.

For more information about the SchoolChoice process, please visit:

<http://schoolchoice.dpsk12.org/>

### **Transfer Students**

Transfer students will be accepted to McAuliffe International School on a space available basis during the school year.

### **Financial Policies & Procedures**

Alternative resources are available for families with financial hardship. Please contact Principal Kurt Dennis at [kurt\\_dennis@dpsk12.org](mailto:kurt_dennis@dpsk12.org) if your family is unable to pay the required school fees.

### **Custody Agreements**

A copy of the custody agreement regarding children of divorced parents must be on file with the main office.

### **Withdrawing a Student**

Parents must notify the school in writing at least one week prior to withdrawing their student.

### **End-of-Year School Reports**

No end-of-year reports will be available until the main office verifies that the family is in good financial standing with the school. Official documents will only be sent directly to the new school, program or institution a student will be attending. Parents/guardians must provide a written request to the main office to obtain an unofficial copy of their child's records.

## Important Phone Numbers and Websites

McAuliffe International School Main Office: 720-424-1540

Office Fax: 720-424-1565

DPS Bus Transportation: 303-825-2611

DPS Main Office: 720-423-3200

DPS Webpage <http://www.dpsk12.org>

<b>McAuliffe Bell Schedule</b>		
<b>Time</b>	<b>Red Days</b>	<b>White Days</b>
8:00 - 9:21am	Period 1	Period 2
9:25 - 11:06am	<b>Homeroom (20)</b>	<b>Homeroom (20)</b>
	Period 3	Period 4
11:10 - 12:31pm	Period 5	Period 6
12:35 - 2:35pm	<b>Lunch/Recess (35)</b>	<b>Lunch/Recess (35)</b>
	Period 7	Period 8
2:39 - 4:00pm	Period 9	Period 10



**ACKNOWLEDGEMENT FORM**

**2016-2017**

I hereby acknowledge that I have received a copy of the MIS Family Handbook.

I understand that the provisions of the Handbook are the most current at this time and supersede all previous policies, manuals or handbooks issued by MIS. Further, I understand that the provisions of the Handbook are subject to modification at any time, at the sole discretion of MIS, with or without notice to me. I agree to comply with any such modification upon publication.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

(Printed)

Date: \_\_\_\_\_

Please sign and return completed form to the main office. Thank you.