



McAuliffe International School

**Family Handbook
2023-2024**

TABLE OF CONTENTS

GENERAL CONTACT INFORMATION..... 3

PRIVACY POLICY.....3

ADULTS ON CAMPUS.....3

WELCOME & INTRODUCTION.....4

SCHOOL ORGANIZATION.....5

BRIDGES BETWEEN HOME & SCHOOL.....7

PARENTS AS PARTNERS.....7

PARENT COMMITTEES.....9

SCHOOL LIFE.....10

COMMUNICATION.....14

CELEBRATIONS & PERFORMANCES.....17

EXTRACURRICULAR ACTIVITIES.....17

HIGH SCHOOL COUNSELING & STANDARDIZED TESTS.....18

STANDARDS OF STUDENT CONDUCT.....18

DISCIPLINARY POLICIES & PROCEDURES.....21

DRESS & GENERAL APPEARANCE.....25

HEALTH POLICIES.....26

ENROLLMENT POLICIES.....28

BELL SCHEDULE.....29

COVID IN-PERSON
PLAN.....Addendum

General Contact Information

McAuliffe International School Main Office: 720-424-1540

Attendance Office Telephone: 720-424-1541

Attendance Email: McauliffeAttendance@dpsk12.org

McAuliffe Fax: 720-424-1565

DPS Bus Transportation: 303-423-4699

DPS Main Telephone: 720-423-3200

DPS Webpage <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 enter through the main doors, 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'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 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.
- 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 inquire

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.
- Developing curriculum and program changes.
- Hiring, retention and dismissal of teachers.
- Mentoring and evaluating teachers.
- Retaining or matriculating students.
- Planning and implementation.

Administrative Staff

Principal:

6th Grade

6th Grade Assistant Principal: Jessica Massie (jessica_massie@dpsk12.net)

6th Grade Dean of Culture: Erienne Swift (erienne_swift@dpsk12.net)

6th Grade Counselor: Lauren Brown (lauren_brown2@dpsk12.net) & Susie Swingler (susan_swingler@dpsk12.net)

7th Grade

7th Grade Assistant Principal: Carla Frenzel (cfrenze@dpsk12.net)

7th Grade Dean of Culture: Marcus Howery (marcus_howery@dpsk12.net)

7th Grade Counselor: Kelly Knapp (kelly_knapp@dpsk12.net)

8th Grade

8th Grade Assistant Principal: Gus Johnson (timothy_johnson@dpsk12.net)

8th Grade Dean of Culture: Stephanie Eiland (stephanie_eiland@dpsk12.net) & Natasha Garfield (natasha_garfield@dpsk12.net)

8th Grade Counselor: Katherine Grove (katherine_grove@dpsk12.net)

Operations Manager: Sherry Beardshear (sherry_beardshear@dpsk12.net)

Registrar / Communications: Laura Thompson (laura_thompson8@dpsk12.net)

Community Liaison / DEI Coordinator: Michelle Moore (michelle_moore@dpsk12.net)

Critical Needs: Amy Parent (amy_parent@dpsk12.net)

School Nurses: Jenny McGinn (jennifer_mcginn@dpsk12.net)

Kari Guinness (kari_guinness@dpsk12.net)

Office Manager: Tammy Pittman (tamara_pittman@dpsk12.net)

School Psychologists: Jill Wilschke (jill_wilschke@dpsk12.net)

School Social Workers: Molly Lacy (molly_lacy@dpsk12.net) & Kate Marshall (Katelferguson@gmail.com)

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 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 for familiarizing themselves with the Common Concern FlowChart for Conflict Resolution (P.19).
- 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 email are public documents and that confidentiality cannot always be protected.
- Know that emails 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 grade level administrators (See on Pg. 19).

Administration 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 Director of Academics, Jen Snodgrass (See on Pg. 19) for resolution.

Concerns Regarding School Administration

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

We encourage all families to get involved, stay connected, and contribute their time and talent to make a difference at McAuliffe. If you are interested in volunteering, please complete the volunteer form online on our 'Get Involved' page on our website.

If you have any general questions about volunteering, please contact Michelle Moore at michelle_moore@dpsk12.org

After-School Enrichments and Clubs

Bring your A GAME to McAuliffe and help run an afterschool enrichment or club. Contact Sherry at sherry_beardshear@dpsk12.org for more information.

Campus Beautification Day

McAuliffe will host a Campus Beautification Day each year in the fall. This is a wonderful opportunity to bring your family out to help clean the grounds of McAuliffe. We are in need of several volunteers to be in charge of various stations around campus.

Collaborative School Committee

The McAuliffe School Collaborative School Committee meets the third Thursday of each month at 8:15am via Zoom. All meetings are open to the public. To inquire about participating on this committee, please contact Principal Kurt Dennis at kurt_dennis@dpsk.12.org.

Community Speaker Series

Do you have life experience or inspiring stories of resilience or persistence you'd like to share with our students? Do you know someone else who does? Consider speaking to a group of students or parents who might benefit from your experience and/or expertise.

Service Learning Support

Part of what makes McAuliffe such an exceptional school is our service learning curriculum. We need volunteers to chaperone our weekly service learning trips.

Staff Appreciation Committee

The Staff Appreciation Committee provides lunch or snacks for all McAuliffe staff one day each month. We also celebrate all staff during Staff Appreciation Week in May. You will find information about signing-up to help in our weekly email newsletter. For questions, please contact Michelle Moore at michelle_moore@dpsk12.net.

Theatre Committee

This volunteer group supports the McAuliffe theatre program and stage craft. Support may include providing meals for the cast and crew during the weeks of performances, ticket sales, support with sewing costumes and building sets, and publicity.

Winter Dance Committee

Our Winter Dance Committee helps plan fun social events throughout the year! Our biggest event is our school dance, held just before the winter break.

School Life

School Hours

Office Hours are Monday–Friday, 8:45am–4:45pm

Front Office Protocol

The main office serves as the welcome center of McAuliffe. Our front office staff will assist you with checking in / out your child, attending appointments with administrators or counselors, dropping off missing assignments/lunches, etc. Visitors are asked to refrain from being on their phone while in the main office.

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 Policies

Excellent attendance is highly valued at McAuliffe. Because excellent student attendance is correlated to high levels of student success, we encourage students to be in every class, on time, every day of the school year. The school will contact parents regarding student attendance problems and will respond with the appropriate consequences when non-attendance becomes problematic. Parents/Guardians can request their student's attendance report in the Main Office and an attendance report can be obtained from the student's Portal account.

The school building opens at 9:00am to students. Please make sure your student arrives at school with time to settle into the classroom. The front doors of the building are locked at 9:10am. Students and parents who arrive after 9:10am should ring the McAuliffe bell for entry. The student must check in with the main office before proceeding to his or her classroom.

Excusing Absences

- Leave a message at on the McAuliffe attendance voicemail at 720-424-1541
- Email the McAuliffe attendance email - McauliffeAttendance@dpsk12.org
- Bring in documentation within two days of the absence, to be delivered to the main office.

When possible, it is best to communicate excused absences to the Main Office prior to the absence or the day of the absence. Absences will remain "unexcused" if the request for an excuse is not provided within two days of the absence.

Documentation should include:

1. Parent/guardian/medical provider name
2. The name and ID number of the student
3. The date(s) of the absence
4. The reason for the absence
5. A telephone number where the parent/guardian can be contacted during the school day.

Absences are approved for the following reasons:

- Illness
- Doctor's Appointments
- School Event

Requests for any other reason may need approval by the grade-level administrator. Requests for continued excused absences may require a note from a doctor.

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

The school encourages family vacations to be scheduled to coincide with school vacations. In the case of all absences but specifically extended absences, students are responsible for notifying teachers of their absence in advance and making up any assignments, quizzes or tests by an agreed-upon date.

Excessive Absences (Truancy) -All absences, Excused or Unexcused, count toward student truancy.

Excused – When a student has five or more excused days of absence during a six-week time period, an attendance referral is made to the student's administrator.

Unexcused- An attendance referral may be made for one or more periods of unexcused absence (truancy), and will always be made in response to escalating or concerning periods of unexcused absences. Continued absences will result in the activation of the Attendance Concern Response which includes and may not be limited to:

- Referral to Student Intervention Team (S.I.T.)
- Referral for a Student Attendance Contract
- Referral to Student Attendance Review Board (S.A.R.B.)
- Referral to Alternative Educational Setting
- Referral to Appropriate Agency for Support
- Truancy Notice
- Filing in Juvenile Attendance Court

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 25th Avenue. If you are in a hurry, please try to avoid the four way stops at Holly Street and 25th Ave. or 26th Ave. as these areas are highly congested at both drop-off and pickup. If you wish to enter the building, please park on Holly Street. For the safety of everyone, please drive safely through all sections of the neighborhood.

Early Dismissal

If you need to pick up your student for early dismissal, the front office staff will locate your student and have them meet you at the main office. You will be asked to record the time and reason for early dismissal on the check-out sheet. If an adult other than the student's parent/guardian (or other persons on their approved list) is to pick up a student, we need to hear from the parent or guardian or we will not release the child for dismissal.

Please be aware of the following policies:

- **Please do not call ahead and ask that your child be waiting in the office when you arrive.** The office staff will only call for a student when the parent/guardian is in the main office. This is to ensure that students do not miss any more class than is needed.

- **We do not release students for early dismissal after 4:00pm.**

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 4:45pm every day. If a student cannot depart campus by 4:45pm, 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 buses, or any other bus inquiries, please call the Parent Hotline at 303-423-4699.

Morning Meeting

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

Refocus Program

Academic Refocus Block

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 during refocus block from 8:15am - 9:05am. Families will receive an email and phone call the day prior to the assigned Refocus so that families can plan ahead for transportation.

- Missing or Incomplete Work
- Poor Quality Work
- Failure or refusal to complete work during the time given by teachers.

Behavioral Lunch Refocus:

Conduct that is contrary to school-wide expectations or habitual in nature will earn a Behavior Lunch Refocus. This Refocus will be held during the student's lunch period. Behaviors could include:

- 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

Schedules / Houses

All students are assigned to a House in which they will remain throughout their 3 years at McAuliffe. We will not accommodate any House changes or requests. Questions about student schedules should be directed to the grade-level counselor.

Lunch/Recess

Lunch/Recess occurs daily according to the following schedule:

Cafeteria	Playground	End Time	Group
11:00	11:25	11:45	Fusion 6
11:25	11:50	12:10	Challenger 6
11:50	12:15	12:35	Titans 7
12:15	12:40	1:00	Phoenix 7
12:40	1:05	1:25	Apollo 8
1:05	1:30	1:50	Nova 8

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 45-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

In the month of August, McAuliffe hosts an informational night on Zoom 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 four times a year using a standards-based grading format in Infinite Campus; however, student data is available in real time and can be accessed via the Parent Portal.

Notices & Newsletters

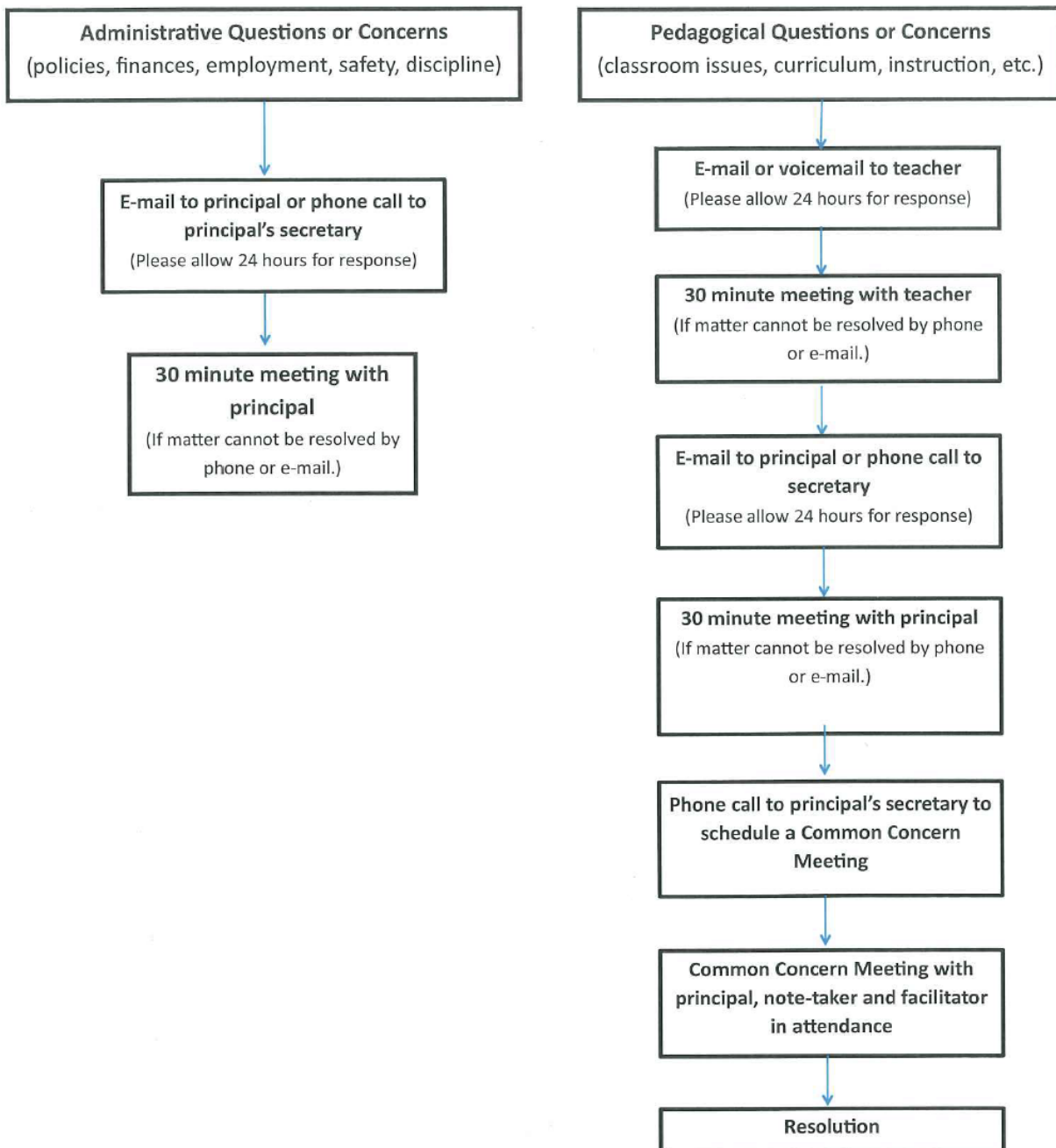
The school website, <http://mcauliffe.dpsk12.org>, is updated regularly. Parents and students can view the weekly announcements online, check the calendar or contact any of our faculty or staff members. Feedback and questions are always welcome on the Suggestions & Comments link.

- Websites – All teachers will create their own class pages on Schoology. Teachers will post homework assignments, resources, and news regarding their classes. In addition, the principal will email parents a weekly communication regarding events and opportunities at McAuliffe.
- We strive to be eco-friendly through use of electronic communications whenever possible.

Person-to-Person Communication

Teachers welcome conversations with parents concerning their children. Please contact a teacher via school email or voicemail. **Teachers will 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, please contact the appropriate grade level administrator. If you are not certain where to take your question, please contact the main office at 720-424-1540 or tamara_pittman@dpsk12.org.

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



Celebrations and Performances

8th Grade End of Year Celebration honors the completion of 8th Grade and marks the transition from middle school to high school. The occasion 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.

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 take the state CMAS tests. The option to opt out of CMAS testing is available from the start of the school year through the end of February in Parent Portal. We will accept paper opt-out forms from the beginning of March through the day before testing begins.

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:

- Physical fighting is not allowed.
- 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.

- To promote a safe, clean and healthy school environment ***Gum, Candy and Carbonated Soft Drinks are prohibited*** anywhere on the school premises during school hours.
- Students are encouraged to leave distractions from learning at home. We ask that students not bring toys, Airpods, earbuds, or handheld electronics to school. This includes fidget toys, 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.
- Cell phones, Airpods, earbuds 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 cell phone 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.
- Student sales of any product, candy, etc. must have expressed permission from school administration.
- Students are not allowed to order food to the school for lunch (Grubhub, DoorDash, etc.). Any food orders for students will be refused by office staff.
- Party invitations must be distributed outside of school unless an entire class is invited.
- 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.
- 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 in the bike corral.
- 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 TikTok, Facebook, Snapchat, 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. Inappropriate use of social media to bully, intimidate or otherwise harm student safety should be reported to the Denver Police Department for investigation.

DPS Disciplinary Policies & Procedures

McAuliffe International School follows DPS Board Policies JK and JK-R in regard to student discipline and disciplinary action. These documents can be found on the Denver Public School Website (<http://board.dpsk12.org/board-policies/>) for further review.

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, black or grey 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 and shorts should be of an appropriate length (finger-tip length or longer)
- No excessively baggy clothing.
- No ripped and/or torn clothing.
- No exposed underwear.
- No excessively tight clothing.
- No hats, hoods, 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.

PE Class Attire

For safety, hygiene and freedom of movement, students must dress properly for physical education classes. For PE, students must bring a complete change of clothing including athletic shoes, school-issued shorts or sweatpants 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 and Wellness Policies

Emergency Information

An Emergency Information Form is to be completed annually for every student. Please notify the registrar if there is any change during the school year in address, telephone number or emergency contact person. The information you provide is used to contact you in the event of an emergency involving your student. In the event of an emergency threatening student health/safety, when a parent or designated emergency contact cannot be reached, school personnel may call the Denver Police Department, 911 or Social Services as appropriate. If changes to your student's health status arise during the school year, please notify the school nurse.

Medical Examinations and Immunizations

Immunizations are an important part of our students' health. Colorado law requires that children attending school are vaccinated to prevent disease. A valid immunization record or exemption must be provided to your student's school annually. In addition to the vaccines required by the Colorado Board of Health, there are vaccines recommended by the Advisory Committee on Immunization Practices. Certain vaccines will be required to attend school, with exemptions per HB:14:1288 for health, religious or personal purposes.

DPS school nurses follow the Colorado Board of Health schedule to identify students with immunization needs. Parents or guardians will be notified if their child is missing required immunizations and vaccines. For more information on immunization schedules and state requirements, please visit coloradoimmunizations.com (<http://coloradoimmunizations.com/>).

Annual physical exams are encouraged for all students, but are required only for students participating in school sponsored athletics. Sports physicals must clearly state that the student is "cleared for sports" in order to participate. Exam forms can be obtained from your school office or nurse. The results of this exam may be reviewed by your school nurse and results included in your child's school health record if important to your child's health and safety at school.

Medications

Nurse practitioners who support our School-Based Health Centers may prescribe medication for a student, but school nurses may not. Medication, including over the counter medication can be given at school only when a parent or guardian requests and completes the **Student Medication Request Release Agreement/Physician's Order for Medication**. This form provides the parental consent required for a nurse or delegate to give medication on school property. Medication must be provided in the original pharmacy container, labeled with your child's name, name of the medication, dosage and frequency, and date for the medication to be discontinued. Students may be permitted to carry their own emergency medications such as an asthma inhaler or epinephrine (epi-pen) **with the corresponding medical order and parental consent**.

Sick and 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. Please notify your nurse if your student is diagnosed

with a contagious illness, as schools are required to report certain illnesses to the Health Department. In cases of a “reportable disease, a physician statement must be submitted to the school stating the student is no longer contagious and may return to school.

Minor injuries occurring at school can be treated by school staff, but if further care is needed 911 will be called and parents 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

Some 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.

Student Support Services

Special Education and 504 Policy can be found on McAuliffe’s Website under Academic Policies. (<http://mcauliffe.dpsk12.org/academics/academicpolicies/>)

Enrollment Policies

McAuliffe International School is a full participant in the Denver Public Schools School Choice process. First round of the choice process occurs during the month of February. 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

Scholarship assistance is available for families in need of support through the McAuliffe at Smiley Foundation. Contact the Business Office for more information.

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.

ACKNOWLEDGEMENT FORM

2022 - 2023

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 the completed form to the main office. Thank you.

