

# WEST

## HIGH SCHOOL

### Student & Family Handbook

At West High School our mission is to dismantle systemic racism by cultivating an inclusive school environment that provides a personalized education to every student with the opportunity to engage in rigorous college & career coursework and experiences. Our community believes in order to do this we must be oriented in our shared core values of creativity, equity, respect, empathy, trust and lifelong learning. This handbook was created for our school community. Please review the expectations and general school information in order to stay informed and up to date. West High School believes that students and families are the center of our community. Therefore, this handbook is subject to change as we obtain new knowledge and experiences from our community. Any updates that are made will be reflected with the date of the revision and communicated to students/families accordingly.

951 Elati Street, Denver, Colorado, 80204

Office / Oficina - 720-423-5370

Fax Number / Número de fax - 720-423-5510

[west.dpsk12.org](http://west.dpsk12.org)

#### Principal/Directora

Mia Martinez Lopez – Principal

#### Assistant Principals/SubDirectores

Derek Pike

Rhianna Burroughs

Zack McDowell - Pathway Director

#### Athletic Coordinator/ Director Deportivo

Leon Garcia

## DAILY SCHEDULE

School begins at 8:30 a.m. and ends at 4:00 p.m. Students are to enter the school through the main door entrance. On Mondays, students will enter late at 9:40am. Our school office hours are Monday – Friday from 7:30 a.m. to 4:30 p.m. The school telephone number is (720) 423-5370.

# WEST

## HIGH SCHOOL 2021 - 2022 BELL SCHEDULE

TIME:	MON	TIME:	TUE	WED	THU	FRI
9:40 - 10:20	PERIOD 1					
10:23 - 11:03	PERIOD 2	8:30 - 9:55	PERIOD 1	PERIOD 2	PERIOD 1	PERIOD 2
11:06 - 11:46	PERIOD 3	10:00 - 11:25	PERIOD 3	PERIOD 4	PERIOD 3	PERIOD 4
11:49 - 12:30	PERIOD 4					
12:30 - 1:10	LUNCH	11:25 - 12:10	LUNCH	LUNCH	LUNCH	LUNCH
1:15 - 1:54	PERIOD 5	12:10 - 1:35	PERIOD 5	PERIOD 6	PERIOD 5	PERIOD 6
1:57 - 2:36	PERIOD 6					
2:39 - 3:18	PERIOD 7	1:40 - 2:25	ADVISORY	ADVISORY	ADVISORY	ADVISORY
3:21 - 4:00	PERIOD 8	2:30 - 4:00	PERIOD 7	PERIOD 8	PERIOD 7	PERIOD 8

## COLLEGE AND CAREER READINESS

### Concurrent Enrollment

At West High School, enrollment in college courses is steadily increasing, creating more opportunities for our students to be successful in college after graduation. In Colorado, state authorized concurrent enrollment programs allow high schoolers to take college classes, paid for by the school district, helping them get on track for a successful college career before graduation. Thanks to its location, students at West High School have a unique opportunity to take courses for several colleges and technical schools. West Cowboys have a variety of concurrent enrollment options.

If your child is enrolled in college courses, please remind them that attendance is critical to their grade and overall success. At the college level, students are expected to manage their own time and schedules. By learning these skills now, your child will have a much easier time when entering college or career full time. Continued lack of attendance can impact grades significantly. If you would like more information on concurrent enrollment, contact Post Secondary Advisor Jose Guardiola at 720-423-5336.

## FAMILY/CAREGIVER INVOLVEMENT

Family and caregiver involvement is a crucial component for students to be successful academically, emotionally and physically. We encourage parents to meet and become familiar with their child's teacher and begin the partnership between school and home to ensure that we are supporting the student and their

growth in their education. We have a parent liaison, Ana Arteaga, to support this work if you are interested. Ana Arteaga's phone number is 720-423-5565

**Resources Available:**

We can make referrals for Eye Glasses, Clothing, Energy Outreach, Medical Equipment and Medicaid. We have several Family Groups such as ELA DAC, Superintendent Parent Forum group, Parent Leadership, Black Action Team and more. These groups are great ways for families to get involved in our school. We would love to have parents and families involved in part of our decision making as a school. Your input as a parent/family is extremely valuable.

**Meetings:** Beginning of the year Family Engagement Kick off, Coffee with the Principal, Cooking Matters, Legal nights, Walk and Watch, Importance of healthy relationships, Title I ins and outs, Community Breakfast, Art museum trip, Aquarium Trip, Parenting Partners and more. As a school we offer a weekly Food bank, Winter Food Baskets, Fall food baskets, Spring break food baskets, and gently used clothing (coats especially) given when available.

**WEST CAMPUS  
ATTENDANCE POLICY AND PROCEDURE**

At West High School, we know that students who attend class on-time regularly, have success in school. Much of the learning in school is sequential. All absences whether excused or unexcused result in the loss of instructional time. Daily teaching and interaction of students and teachers cannot be duplicated and getting to know students is our priority. Therefore, in order to learn, pass courses, and create relationships, students need to have consistent effort and attendance on a daily basis. Lack of consistent attendance means that students will not get the full benefit of the courses offered at West.

**ABSENCES**

An absence will be defined as non-attendance in class. A class absence will either be "excused" or "unexcused."

The classroom teacher will be the first to monitor student attendance. All teachers will record attendance within the first 10 min of class.

Students with more than three unexcused absences in one class will be referred to the Attendance Team. The Attendance Team will be composed of the attendance liaison, social workers, counselors, support staff and outside agencies providing support for West High School. The Attendance Team will be monitoring individual student attendance on a weekly basis.

Attendance team will follow up with support needed. Responses may include, but not limited to:

- Daily phone calls
- Home visits
- Individuals family meetings
- Truancy letters

Excessive absences will result in a response in which additional support is sought outside of the school or alternative placement outside of the programming at West to meet the needs of students who are experiencing attendance challenges.

Caregivers are strongly encouraged to visit the Infinite Campus Parent/Student Portal to follow up on their child's attendance and grades. If parents would like specific date and period absences, call the Attendance

Office at **720-423-5523 English 720-423-5524 Spanish** Or access the Parent/Student Portal.  
Caregivers/Guardians are responsible for providing the main office with accurate contact information.

### **PROCEDURE FOR EXCUSED ABSENCES**

Students are responsible for keeping their absences to a minimum. An absence **MUST** be reported via a phone call to the attendance line, **720-423-5523 English 720-423-5524 Spanish.**

The following reasons may constitute an excused absence:

Illness, medical/dental appointment, legal issue, funeral, or religious holiday, personal reasons/extenuating circumstances (communication with administration is needed to ensure family and school are meeting students needs). Official written documentation must accompany students' should miss due to medical, legal or personal reasons, etc.

- All absences excused by phone must include: Student's full name, Student ID #, grade, date of absence, reason for absence, person making phone call (only legal guardian may excuse student).
- School-related excused absences will include those items covered under Colorado law and district policy such as class removals and school-sponsored activities. All will allow for credit from make-up work.
- Following any school-sponsored activity, the Office Support Staff will be informed of students who were absent.

### **PARTIAL ABSENCES**

Students who need to leave school early or leave and then return, missing any part of class, **MUST** be excused ahead of time via a phone call to the Main Office, **720 423 5370.**

Leaving school without checking out through the main office is considered an unexcused absence.

### **ILLNESS DURING SCHOOL**

Students becoming ill during the school day should report to the nurse. If there is a necessity to go home the nurse will inform the parent and the main office and the student will be released from school on an excused early release. Students will not be allowed to leave the school grounds without a parent or guardian if under the age of 18. If the procedure is not followed and the student leaves without properly checking out, the student will be given an unexcused absence for classes missed. Students must come to the health office to make calls to home regarding an illness.

### **UNEXCUSED ABSENCE**

Any absence that does not receive a valid reason for excuse will be considered unexcused. The attendance team will communicate via phone calls, home visits, attendance mediation, attendance contracts, and possible truancy court filing.

### **TARDY**

Students must report to class regardless of the time missed in class. Teachers will need to mark students tardy and allow them in class if they are tardy throughout the day. Students with excessive tardies, excused or unexcused will result in meeting with the culture & attendance team for support.

### **LUNCH**

West High School is an open campus during lunch, which means that students are allowed to leave campus during lunch time. Students must report back to school for the class directly after lunch. The principal and the office staff reserve the right to change this policy at any given time throughout the school year, especially if attendance starts to decrease. Students are not authorized to leave campus during class time for any reason, except with the permission of the administration or a formal excusal from a family or guardian.

## Food and Drink Policy

Student's food must be eaten in the cafeteria and outside of the building during breakfast and lunch times. Any snacks or food items inside of the classroom is permitted only with the permission of the supervising teacher or staff. Please bring a water bottle for drinks during class and follow your teachers expectations for food and drink expectations. Teachers and staff may have individual classroom expectations for food and drink policies that are outlined on the course syllabus.

## WEST HIGH SCHOOL STUDENT CODE OF CONDUCT

The Administration, Culture Team, Educators and staff from West High School ensure high standards in the areas of safety and community. **Students are expected to follow directives of all campus adults, faculty and staff, regardless of their title.** A universal student code of conduct, rooted in Denver Public Schools' policies JK and JK-R, will serve as the foundation for all student behavior at West High School.

### West High School Community Expectations

1. We will **REMAIN ON TASK AND ATTEND** ALL OF MY CLASSES DAILY  
- *We will make up lessons and assignments if I am absent.*
2. We will **LEARN TOGETHER** with students and staff members.
3. I will **ALLOW OTHERS TO LEARN** WITHOUT DISTURBANCE OR HARM.
4. I will **BE PREPARED**.  
- Follow the dress code, mask guidelines, school/classroom technology policies.
5. I will be **MINDFUL** and **RESPECTFUL** to myself and others.
6. I will **SELF-ADVOCATE** and ask for help when needed.

### Dress Code Policy:

Students are expected to follow the West High School dress code at all times while on school campus. Attire must not disrupt the school's learning environment.

A **mask that covers your nose and mouth must be worn at all times** (No gaiters, scarves, or bandanas can be used as face coverings).

Clothing and apparel that is **red, blue, or purple is not allowed** on the West campus at any time. Students who do not follow the dress code will be referred to the Culture Team. The Culture team and Grade Level Leaders will support students with meeting the dress code as needed. Families may be contacted regarding dress code.

West High School apparel can be provided to and purchased by students or families before school, during lunch, and after school.

### Out of Class Passes and Expectations:

All students must have a *classroom pass or teacher written note (with date, time, and signature) when leaving the classroom for any reason except in the case of an emergency.*

Individual out of classroom expectations and procedures may vary by teacher.

## UNACCEPTABLE BEHAVIORS

The following are some examples of unacceptable student behavior at West High School:

- \* Possession of weapons
- \* Theft
- \* Gangs or graffiti materials or activities
- \* Intimidation of other students or staff
- \* Any violent or aggressive behavior
- \* Verbal or sexual harassment
- \* Smoking/Vaping
- \* plagiarism
- \* Involvement with, possession of, or use of illegal drugs or alcohol or paraphernalia
- \* Vandalism/Littering
- \* Profanity
- \* Classroom disruption
- \* Possession of Toy Weapons/facsimiles
- \* Disrespectful behavior in school or in the community
- \* Skipping/Ditching classes
- \* Making threats to an individual or group
- \* Bullying
- \* Cyberbullying

## RESTORATIVE PRACTICES

At West High School, we believe Restorative Practices provide a foundation for communication, reflecting, forgiving, growing, and repairing the harm that was caused as a community. When students, staff, or families have a conflict, we encourage our community to utilize the Restorative Practices to problem solve.

RP Basic Approach

### 5 R's of Restorative Practice

**R**elationships - Strong, healthy relationships are vital to a healthy community. Unfortunately, conflict occurs and exists within communities at one point or another. This makes repairing the relationship essential. An individual making it right with another person and to the community. Thus, developing healing relationships that will allow our community to come together restoratively and heal.

**R**espect - Respect is the core of all Restorative Practices and is developed through an appreciation of many points of view. It keeps the process safe, especially when tensions run high and people disagree with another person's thinking.

**R**esponsibility – Taking responsibility for their part of the conflict or problem is critical. By being accountable for the harm that was created and explaining the thinking behind actions, they recognize their actions, thoughts, and that attitudes affect others, as well as the greater community.

**R**epair – Once Responsibility for one's actions is taken, the focus becomes how to repair the harm that was done. A plan to repair the harm to the greatest extent possible is put into place, even in cases where one did not intend to cause harm.

**R**eintegration – The RP process is made complete by having the responsible party and all those who have felt alienated or isolated accepted back into the community. This process can be formal or informal depending on the nature of the conflict and often involves providing needed resources and services to the individuals that may need the support and will involve teachers, RP's, Dean of Culture and or AP.

## DANGEROUS WEAPONS POLICY

No student shall go on school campus with a weapon including; a firearm, explosive, knife, or any item that can be used as a weapon. No student shall threaten the use of any weapon or any item that is represented as or that reasonably appears to be a weapon on campus. *Denver Public Schools Policy JKR.*

## UNAUTHORIZED AREAS

School grounds are "off limits" after school hours or when school is not in session, unless authorized by a

school official. Students are not allowed to leave school grounds after arrival in the morning until school is dismissed nor in the afternoon, unless they are excused.

### **SCHOOL PROPERTY**

Students are expected to respect school property and the property of others. Destroying property will result in disciplinary action from the *Denver Public Schools Policy JKR*. West High School reserves the right to ask any student responsible for destruction of school property to replace the property monetarily or physically.

### **TECHNOLOGY**

Device is property of Denver Public Schools as is any installed software. As such, the district can monitor its use remotely and any violations of Denver Public Schools' internet/email policy can result in discipline in line with district policy.

The student could be financially responsible for any intentional or unintentional damage to the computing device while the student is using it. The decision to charge the student for the damage will be decided by the West administration.

Students will not eat or drink while using the device. Students will not install music, video, or additional software onto the device.

Devices may be erased as part of maintenance or repair. Backup of student-owned data is solely the responsibility of the student and neither the school nor the district is responsible for loss of stored files, music, video or software.

Students will keep the device clean and in proper working condition. Students will notify a school representative immediately if the device does not work as expected or shows unusual wear.

Any text, imagery, or audio that is illegal according to local, state, or federal law (e.g., threats, hate speech, obscene or sexual images or text) will be immediately reported to the Dean or administration.

All West High School Students are expected to bring their **school and district provided technology devices to every class, every day**. This includes a **computer and charger**. Please be sure to **charge your devices prior to coming to school**.

Any **technology in the hallways or public spaces outside of the classroom must not disrupt the learning environment**. *Music is not allowed to be played in the hallway* via mobile speakers, devices, or bluetooth audio. *Cell phone use including the filming, or photography of any students or staff without their explicit permission is not allowed*. Students who do not follow the school wide and classroom technology policies will be referred to the Culture team and Grade Level Leads for support.

### **ILLEGAL SUBSTANCES**

Any student found in possession or use of illegal substances (drugs, alcohol or weapons, including pocket knives) is subject to the *Denver Public Schools Policy JKR*.

### **GANG OR GANG-LIKE BEHAVIOR**

West Campus has a zero tolerance approach for anything potentially or accidentally associated with gangs and/or gang behaviors. This includes signs, whistles, or any other gang behaviors. Gang attire, colors (Red, Blue, Purple), are not permitted anywhere on campus. All of this follows and is in compliance with district policy, any overt acts, graffiti/tagging or gang-related dress will not be tolerated. *Denver Public Schools Policy JKR.*

### **AUTHORITY OF SCHOOL PERSONNEL**

Every student will respect and follow directions from *all campus personnel*: teachers, substitute teachers, instructional aides, lunch staff and office staff. All West Campus adults are responsible for monitoring student behavior and safety.

### **SCOPE OF SCHOOL RULES**

All school rules and standards for student behavior as specified in this handbook and the DPS Student Code of Conduct are in effect on school grounds, on school transportation, and at any school sponsored activities or event.

### **CLASSROOM AGREEMENTS/RULES**

Each classroom may have additional agreements and expectations that each student will be required to know and follow. A copy of the classroom plan will be published and sent to the parents by each individual teacher.

### **STUDENT/STAFF RIGHTS**

A principal or school official who has a reasonable suspicion that a search will turn up evidence that a student has violated school safety policy or the law may conduct a search. When reasonable grounds for a search exist, school personnel may search a student and/or the student's personal property (backpacks, briefcases, lunchboxes or other similar containers, electronically recorded information including cell phones, iPods, and cameras, purses, wallets, and clothing) while on school premises or during a school activity and may seize any illegal, unauthorized or contraband materials as defined by this policy. School district property, including any room, closet, locker, desk, computer equipment, books may also be searched. In bringing any motorized vehicle on school property, a student shall be deemed to have consented to search of that vehicle by school officials. Upon request, any student shall make his/her motor vehicle available for search. Parents/Guardians will always be notified in the event that a search is conducted.

### **Investigation of Disciplinary Cases:**

School officials will follow due process of the law, in accordance with DPS Policy JK-R, in investigation of disciplinary cases. Students can be questioned for any violations of school, school board, DPS Athletic Board of Control Policies and other legal issues that may include the police. In some cases, this can include events that are violations that have occurred off site or at a non-school function. Students have a right to write a statement with their side of the story.

### **CONSEQUENCES**

#### **Consequences of Violating the Student Code of Conduct or School Rules**

West Campus adheres to the *Denver Public Schools Discipline Policy JK*. Any severe disruption or offense may result in a more severe penalty based on the nature of the incident. This Code of Conduct is not meant to include all possible infractions. Students who do not meet the behavior expectations are subject to the following consequences.

The goals of behavior/discipline intervention are:

- To use restorative practices as the foundation for healing the wrongdoings of students.
- To enhance the school environment as a safe and productive place for all students to learn and become College and Career ready.

**Behavior Referrals-** Any student that does not adhere classroom/school rules will be subject to various



supports by the classroom teacher or staff member. Students who continue misbehavior will receive a behavior referral that will be sent to the Restorative Practice Coordinators.

**Restorative Practices (RP)** - Students involved in a conflictive situation will participate in Restorative Process Circles to heal the harm caused, and to build a stronger community.

**Parent Meeting** - Any student who fails to receive enough support through our restorative practices will have to come in with the parent/guardian to meet with the Dean and RP to figure out the best way to support the students' needs.

**Out-of-School Suspension-** The student advisor or administrator may suspend a student from school for offenses indicated in the *Denver Public Schools Policy JKR*. These offenses are usually of a very serious nature and are a result of not meeting the building's values. Students are not allowed on school grounds or at school events during suspension. Refer to the *Denver Public Schools Policy JKR* for specifics.

**Behavior Contracts-** Behavior contracts are signed with students and guardians for those students who have had several behavior incidents and/or those students who have been suspended out of school. Violation of the terms of behavior contracts may result in further suspension.

**Expulsion-** The administration may recommend expulsion for documented disciplinary infractions that are severe in nature and potentially harmful to the health and safety of the school community. The authority to expel belongs solely to the Denver Public Schools Expulsion office.

**Cowboy Healing Circles-** Students committing Tier 1, Tier 2 and Tier 3 offenses may be referred to a cowboy healing circle. Students, restorative practice coordinators, and other staff and/or students who were involved/present will be asked to join the cowboy healing circle. Students and Parents will be notified of this option. Students may choose this option in lieu of suspension.

### **ACADEMIC DISHONESTY**

Cheating and plagiarism are not acceptable on West Campus. All students are expected to complete their own work to the highest standards of personal honesty in their daily work and assessments. All work submitted to a teacher must be original.

- Cheating: Cheating is defined as using dishonest methods to gain a personal advantage. This includes copying another student's homework and assessments, utilizing technology to obtain answers to homework or assessments, obtaining unauthorized assessment copies, and others. Assessments refer to quizzes, tests, and other evaluative methods teachers use to determine grades other than daily work.
- Plagiarism: Plagiarism is defined as stealing written or spoken text and passing it off as a person's own work, using a created production without crediting, or committing literary theft. Examples include turning in a paper retrieved from the internet or including information from a book, textbook, website, database, etc., without citation. A paper is considered plagiarized if parts of the assignment are taken from another source without giving credit.

### **Academic and Disciplinary Consequence Range by Offense**

**Level 1 violations include:**

- Copying homework
- Exchanging assessment information from those who took an assessment earlier in the day

\*Students should consider all work individually unless the teacher specifies it differently

Students who are guilty of Level 1 violations will be subject to Cowboy Healing Circles.

Students will be responsible for making up the assignment on their own under the supervision of their teacher or Restorative Justice Coordinators .

**Level 2 violations include:**

- Cheating on each others' test or quiz
- \* Third party student reporting should only be considered as part of an investigation. Teachers will use their professional judgment to determine if the information will merit the classification of cheating.
- \*Students who are guilty of Level 2 violations will be subject to Cowboy Healing Circles. Students will be responsible for making up the test under the supervision of their teacher or Restorative Practice Coordinators .

**Plagiarism**

Plagiarism includes:

- Including information in a paper or speech that is not properly cited
- Using phrases and sentences verbatim in a paper or speech without the use of quotation marks and/or without citing the source
- Downloading a paper from the internet to submit for credit
- Submitting another student's paper for self
- \*Students who have plagiarized work may be subject to a parent conference, Cowboy Healing Circles.

**SEXUAL HARASSMENT**

**General Statement of Policy per Denver Public Schools:**

Sexual harassment, a form of discrimination in violation of federal and state law, is specifically prohibited. Every student within the School District shall have the opportunity to learn in an environment free from sexual harassment as defined by this policy. Complaints of sexual harassment will be promptly investigated by the procedures delineated in this policy and District Procedures.

**Sexual Harassment Defined**

For purposes of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee of the School District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. a school employee engages in unwelcome sexual conduct directed towards a student which is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's ability to participate in or benefit from an educational program or activity, or creating an intimidating, hostile, threatening, or abusive educational environment; or
3. A student engages in unwelcome sexual conduct directed towards another student which is so severe, pervasive and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit.

**Examples of conduct which may constitute sexual harassment include but are not limited to:**

- sexual advances
- physical assault or contact such as patting, pinching, or constant brushing against another's body. (This prohibition does not preclude legitimate, nonsexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or

property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student.)

- graffiti of a sexual nature
- sexual gestures
- sexual or offensive jokes
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or rating other students as to sexual activity or performance
- making false reports of sexual harassment.

However, whether the examples above or any gender-oriented conduct rises to the level of sexual harassment will depend on a whole host of factors; such as, the surrounding circumstances, expectations, and relationships. Retaliation against any person for filing a grievance, participating in, or cooperating with an investigation is prohibited. The principal/department head or designee shall notify the District's Title IX Officer and investigate all allegations of sexual harassment which state a claim under this policy in a prompt and equitable manner. The investigation shall determine whether reasonable cause exists to believe that the alleged conduct occurred and whether such conduct constitutes sexual harassment. If a violation of this policy is found, the principal or his/her designee shall appropriately discipline any student, teacher, administrators, or other school personnel who is found to have violated this policy, provide appropriate assistance to the victim, and/or take other appropriate action reasonably calculated to end the harassment.

### **HARASSMENT**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, gender or need for accommodation; threatening or intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

### **RETALIATION**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### **COUNSELING AND MENTAL HEALTH SERVICES**

The Mental Health Staff consists of Social Workers, Psychologist, Therapists and Counselors. We provide the following services and much more. Student and family support, Counseling Services that includes support graduation requirements and class scheduling, Social/Emotional Support; Career/Academic Counseling; Academic, Psychological and Emotional Assessment for IEP's; Community Resource Referral (homelessness,

clothing etc); Drug/Alcohol Awareness; Safety (Suicidal ideation, self-injury, anger) support. Additionally, the Mental Health Center of Denver (MHCD) provides more intensive therapy for students.

### **BULLYING**

**Per Denver Public Schools:** DEFINITION: *Bullying is defined “as any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.”* CRS 22-32-109.1 (2) (a)(X)

**CONSEQUENCES:** Students who engage in any act of bullying are subject to appropriate disciplinary action in accordance with District Policy JK (VI) pertaining to discipline procedures and may include suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

### **CYBERBULLYING**

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, text messages, digital pictures or images, or Website postings including blogs to include but not limited to Facebook, SnapChat, Instagram, tiktok and Twitter. Students or staff who feel that they have been the victim of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official. All reports of harassment in cyberspace will be investigated fully. Consequences for engaging in this type of misconduct may include, but are not limited to, the loss of computer privileges, confiscation of cell phones, Cowboy Healing Circles, suspension, or expulsion from school. Law enforcement may also be contacted and involved.

### **BREAKFAST AND LUNCH PROGRAM**

Denver Public Schools provides breakfast and lunch program. Every family is required to complete a Federal Free and Reduced Lunch Form. There is no cost for **breakfast, which is served each day from 7:00 a.m. to 7:45 a.m. for all students. Students who arrive late will have the opportunity to get their breakfast in the cafeteria and eat in the cafeteria. The cost of lunch is \$1.65 if you pay the full price (check with Rose Ross) and \$.45 for a reduced lunch.** For students qualifying for free and reduced lunch there is no cost. No food may be taken out of the lunchroom. If you have questions about the breakfast or lunch programs, please contact the Food Services Manager, at 720-423-5331.

### **MEDICATION**

Medication may be given in school only if times cannot be arranged for doses to be given outside of school hours. If your child must take medication during school hours, please follow this procedure:

- All medication must be brought by the parent or guardian to the Denver Health Clinic in a pharmacy labeled container. The medicine must be labeled with the name of the student, name of drug, strength, dosage, frequency, name of physician, and the date of original prescription.
- For the school to dispense ANY medications, prescribed by a doctor OR over the counter medicine (Tylenol, Advil, Midol, cough drops, if it is liquid, please enclose a measured dispensing tool) a medication authorization form must be completed and on file in the Denver Health Clinic. This includes a parent release and a Physician's written order.
- Medications must be left in school. They will not be returned to the student; when it needs to go home, a parent or guardian must sign out the medication.

**Students may not carry or take any pill, inhaler, etc. in class. THE SCHOOL NURSE MUST ADMINISTER ALL MEDICATIONS.**

### **INCLEMENT WEATHER**

West Campus will adhere to Denver Public Schools' inclement weather policies. If DPS is closed, West High School is closed. In the event of an unscheduled or early closure, after-school programs will also be canceled. Please see stations, social media and websites for updates.

### **MONEY AND VALUABLES**

The school will not be responsible for any money or any valuables lost or stolen during school and after school hours.

### **LOST AND FOUND**

If a student loses an item they are asked to go to the school lost and found in Room 142.

### **PARKING**

The streets around the school have various signs posted about parking. Be aware of the postings; cars will be ticketed by city enforcement. The streets during dismissal time can become crowded with people in cars waiting for students. Do not double park and / or leave your car on the street. Students must have a parking permit in order to park on school grounds. A valid driver's license, proof of insurance and registration must be presented.

### **EMERGENCY DRILLS**

Fire drills will be held on a monthly basis during the school year. In addition, students will participate in shelter-in-place, lockout and lockdown drills regularly throughout the year as determined by the DPS Department of Safety.

### **LOCKERS**

School lockers are the property of the school district. School authorities may conduct inspection of the interior of lockers at any time, without notice. Lockers should not be written on, damaged, or used to house obscene or illegal items. The school will not be held responsible for missing property. **Students should not keep money or valuable property in lockers. Students should never share locker combinations with others.** Lockers that are not functioning properly need to be reported to the Student Support Liaison, Angelic Manzanares in room 142. Students can lose locker privileges at any time during the year for violation of any school rules or locker agreements.

## **STUDENT SUPPORT AND FAMILY INVOLVEMENT**

### **Learning Environment**

West High School is committed to creating and maintaining a positive learning environment that encourages cooperation, fosters creativity, and nurtures students to take risks in learning. The learning environment is developed and adjusted with the focus on providing all students access to a world-class education. Parents and community members play an important role in supporting the learning environment by using common, respectful language that encourages and inspires students, as well as sets limits.

### **Multi-Tiered System of Support (MTSS)**

The MTSS team will create effective academic and behavioral solutions for students who are struggling to keep up with the pace of their class. The MTSS team ensures all students are given the opportunity to be successful by developing individual learning plans to support the individual's educational development. Teachers, administrators, staff members, or parents can refer students to the MTSS team.

## **SPECIAL EDUCATION SUPPORT**

Special education services are provided by the Denver Public Schools. Teachers will differentiate instruction, and West High School an inclusive education model.

### **VISITORS/VOLUNTEERS**

All visitors must sign in at the office and obtain a visitor's pass before going to a classroom. Awareness of adults who are in the building is a primary factor in assuring your student's safety. All visitors are required to wear appropriate identification issued by the office. All visitors must come through the main doors on Elati Street to check in. Thank you for supporting efforts to maintain a safe environment. We welcome volunteers in our school. Parents/visitors should never proceed to classrooms or confront teachers during the school day. Parents/visitors must always be accompanied by an administrator and should only visit a classroom/teacher by appointment or accompanied by an administrator.