



KUNSMILLER

CREATIVE ARTS ACADEMY



PARENT & STUDENT HANDBOOK

2022-2023

Pete Castillo, Executive Principal
Lindsay Erickson, Secondary (6-12) Assistant Principal
John Delaney, Secondary (6-12) Assistant Principal
Emily Pressley, Elementary Assistant Principal
Alexis Silvas, Dean of Culture
Emily Ayres, Dean of Arts

Daily Schedule Secondary

KCAA 22/23 Bell schedule (8 period Block- 90 min classes))

<u>MS</u>		<u>HS</u>	
Block 1	8:50-10:20	Block 1	8:50-10:20
Block 2	10:23-11:55	Block 2	10:23-11:53
Lunch	A- 11:57-12:20/ B- 12:20-12:44	Block 3	11:56-1:26
Block 3	12:47-2:18	Lunch	1:29-2:17
Block 4	2:20-3:50	Block 4	2:20-3:50

Daily Elementary Schedule

KCAA 22/23 Bell Schedule (Elementary K-5)

Elementary Notes Bell Times: 8:50 and 3:50			
Morning arrival playground supervision begins at 8:30 . Please do not drop your elementary student off before 8:30, as there will not be supervision for them.	Parents dropping off students from their cars will drive through the lower elementary parking lot in one direction. Enter the parking lot from Patton Court, and exit onto Quitman Way.	At 8:40, Kinder, 1st, and 2nd grades will line up on the playground with their teachers. 3rd, 4th, and 5th grade students line up in the lower elementary parking lot. At 8:50, teachers will walk their classes into the school.*	Students are dismissed by their teachers from their outdoor line-up locations at 3:50. Students must be picked up by 4:00. After 4:00, late pick-up will be at the <u>main</u> office.
*Grab-&-go breakfast will be offered to all elementary students every morning as they enter the school.			

IMPORTANT PHONE NUMBERS

(Numbers are subject to change)

Attendance: 720-424-0207

Bus: see +PASS on DPS website or call 720-423-4609, -4610, -4611, or -4612

Cafeteria: 720-424-0216

Main Office: 720-424-0200

KCAA FAX: 720-424-0415

DPS Safety and Security: 720-423-3911

Parent Liaison: 720-424-0200

KCAA GENERAL INFORMATION, POLICIES AND PROCEDURES

DPS Policy Information For detailed descriptions of DPS policies regarding attendance, conduct, discipline, health-safety, and interscholastic activities please see the link below or visit www.dpsk12.org.

[DPS Board Policies](#)

KCAA Procedures

KCAA follows all district policies. Specific detailed emphasis is described below for the most reviewed items. A complete list of policies is available on the KCAA website.

Academic Achievement Expectations

KCAA students must maintain appropriate academic achievement to be eligible to participate in performances and sports. Teachers and coaches will work together to ensure each student has met academic standards to remain eligible for games each week. The minimum academic standard for KCAA students is no Fs, in any subject.

Arrival at School/Dismissal from School:

Classes begin at **8:50 a.m.** The cafeteria opens for secondary students at **8:15 a.m.** (Elementary students are offered “grab-n-go” breakfasts on their way into their classrooms.) The playground opens at **8:30 a.m.** for elementary students. Please do **not** drop your elementary student off before 8:30, as there will not be supervision for them. Students dropped off before school hours pose a safety concern.

Parents dropping off students from their cars will drive through the lower elementary parking lot in one direction. Enter the parking lot from Patton Court, and exit onto Quitman Way. At 8:40, Kinder, 1st, and 2nd grades will line up on the playground with their teachers. 3rd, 4th, and 5th grade students line up in the lower elementary parking lot. At 8:50, elementary teachers will walk their classes into the school.

Unless the weather necessitates an inside day, children are not to enter classrooms before the first bell at **8:40 a.m.** unless involved in scheduled extra-curricular programming. Please be sure that your child arrives on time; students who are late to class miss vital information to start the day.

School is dismissed at **3:50 PM**

- Parents picking up students should pick them up on either Iliff for secondary students or the lower parking lot off of Patton Ct., for grades 3-5. K-2 children are picked up in-person from the playground.

- MS students enter and are dismissed through the main (Quitman) entrance. HS students enter and are dismissed through the South (Iliff) entrance.

Driving/Parking Guidelines

- **NO PARKING or DROP OFF** is allowed in the bus zone on Patton, or the upper staff lot (Iliff).
- Bussed children will exit the playground doors of the school and go directly to buses on Patton. Teachers will be on duty to supervise children when they board buses or are picked up safely by parents.
- Unsafe drivers will be reported to DPS Security and/or the Denver Police Department.
- NO U TURNS are allowed. Tickets will be issued by the Denver Police Department if necessary.
- Do not wait in a car across the street and ask a child to cross to you. Students who cross streets should do so with an adult and/or at the proper crosswalk.
- See the “Parking” section for student parking rules.

Late Pick Up

Students not involved in extracurricular activities must leave school grounds by 4 PM. **Please be prompt in picking up students, as there are times when no extended supervision is available due to meetings.** If an emergency is going to cause a late pick-up, please notify the office (720-424-0200). During after-school programs, students are NOT allowed to be in any area of the school other than the room being used for the class. Parents are required to come to the designated room to pick up students promptly after class. All students (elementary and secondary) should go to the main office on the third floor to wait for parents after 4:00pm. This will eliminate confusion for families with students in both elementary and secondary, as well as free up teachers/paras in elementary after bell hours.

Early removal from school interferes with a student’s ability to learn and be successful in school.

Parents/guardians must sign the student out in the main office prior to leaving the building. Please limit early removals to urgent family business.

ATTENDANCE:

Please call 720-424-0207 if your child will be absent or tardy. Attendance is the responsibility of students and parents. If you receive a call from the school stating that your child missed all or part of the school day please contact the front office as soon as possible. 720-424-0200

Number of Absences

- Students should expect to use **no more than 10 excused** absences during the **entire year**. Absences in excess of 10 may result in a student's referral to truancy court.
- **Beginning at 3 unexcused absences/tardies** teachers are instructed to contact parents and check in on attendance plans to ensure good attendance during the rest of the year. **After 5 absences/tardies** students and parents will be contacted by a school leader.

Excused Absences

We expect students to be in class and on time for every period on every day of the school year. No absences are excused except for below DPS guidelines.

The **only** excused absences per DPS policy are the following:

- Family Emergency that is discussed with the appropriate Assistant Principal and approved by the Principal.
- Physical, mental, or emotional disability or condition resulting in hospitalization. Must be accompanied by Doctor's documentation.
- School approved field trips or school business

In order for students to participate in school activities/athletics, they must be present in all classes for the activity day.

Unexcused Absences

Students with **three unexcused** absences or trancies will be subject to disciplinary action which could include lack of eligibility to participate in school performances, events, athletics and after-school activities. The consequence will be determined in a parent/administrator conference. Students cannot have an F, 2 D's, or a referral to participate. HS Students who do sports at different HS's must follow school and CHSAA rules.

Partial absence during the school day

- Early removal from school interferes with a student's ability to learn and be successful in school.
- Parents/guardians must sign the student out in the office prior to leaving the building. **Please limit early removals to urgent family business.**

Tardiness

Please work with your child to consistently ensure prompt arrival at school by 8:40 am. Chronic tardiness may result in loss of privileges or recess to make up for the lost academic time. Tardy slips from the office are required if a student arrives late.

ARTISTIC ETIQUETTE and COMMUNITY:

Student work is displayed and celebrated continually at KCAA. Students, parents, and all visitors to our school should respect other students' work by leaving displayed work intact and untouched. During performances, students, parents, and all visitors should treat the performers with respectful attention and polite response.

- Audience members should not talk during the performance or call out to the performers.
- Coming into or leaving a performance should **only** happen before it begins or in between acts/songs/etc.
 - No one should enter or leave **during** a performance.
 - The theater and dance studio are special venues where the furnishings and floors are to be treated with great respect.
- No food or beverage except water; no feet on furniture etc.

BEHAVIOR EXPECTATIONS:

A willingness to listen to others' thoughts and feelings fosters an acceptance of various points of view which leads to an appreciation of different forms of artistic expression. Differences in age, ethnicity, gender, physical ability, religion, or sexual orientation provide richness to the school, and richness is necessary for art to reflect the reality of our diverse culture. It is the responsibility of every member of the KCAA community to approach each other as equal individuals and to respect each other's beliefs.

Disruptive behavior is not tolerated and may result in referrals to the Behavior/Academic/Support/Environment (BASE) or conferences with teachers and parents, to determine the root cause and find solutions that students, parents, and teachers can implement. Artistic expression requires that all students feel safe to take risks, so KCAA staff is committed to helping students find and implement alternate behaviors to those that negatively impact other students or staff.

Habitually disruptive students will be removed from environments they are disrupting and may face suspension proceedings for behaviors including but not limited to defiance/disrespect, non-compliance with teacher instructions, and habitual failure to come prepared for class. Students and parents have the freedom of choice in education and if students are unhappy with KCAA they should seek time to confer with an administrator about enrollment options instead of seeking to undermine the artistic opportunities of other students.

Students should be in their appropriate classes for the entire period unless using the restroom, going to the nurse or are pulled by their guardian for early dismissal. Students who continually miss class will be referred to BASE which may result in a mandatory parent meeting.

- Any item that resembles a weapon of any kind will be dealt with through the DPS behavioral matrix and can result in an immediate suspension from school, a mandatory parent meeting, a formal Threat Assessment and other potential restrictions.
- Internet/Social Media- Internet use on school issued Chromebooks, while in the KCAA building, is monitored by our district filters. This may result in Safety & Security contact for students using the device and internet inappropriately. Student personal use of the internet (phones, personal devices) with such items as social media, texting, internet searching etc is the responsibility of each parent/guardian at KCAA.
- Bullying/Fighting: Students will likely be suspended if involved in a fight, agitating a fight, engaging in **bullying** or other intimidating behavior(s) under the following circumstances:
 - before during and/or after school hours;
 - on or off school property;
 - at school activities and/or bus stops;
 - in areas that endanger other students or the community.

Bullying is defined as- Someone is being hurt on purpose, repetitively and there is an imbalance of power.

BUS QUESTIONS/INFORMATION

Bus Behavior

Rules of safety and conduct set by the Denver Public Schools transportation department and the bus drivers are to be obeyed by students at all times. ***Riding the bus is a privilege that can and will be terminated with reports of inappropriate behavior.*** Riders are to use good manners and treat others on the bus as they would like to be treated. The following student behaviors are NEVER allowed: cussing, being rowdy, bullying, tossing objects, or being out of their seats. Incidents of inappropriate behavior should be reported both to the bus driver and the principal. See the DPS website and transportation link for more information. For more information visit <http://transportation.dpsk12.org/>

CAFETERIA - Breakfast and Lunch:

A free breakfast is available to all secondary students from **8:15-8:35**. All elementary students will be offered a “grab-n-go” breakfast on their way into their classrooms. KCAA students may purchase hot meals at school or receive assistance. Students may pay daily or by the month with a check made payable to KCAA Lunchroom. **Free and Reduced Lunch forms will be available online during Registration. You may receive information in the registration packet in late July early August to complete this process.** You should complete this process during registration, however as situations change, you can apply for Free/Reduced lunch at any time.

Cafeteria Problem Solving and Communication: **720-424-0216**. The cafeteria is managed by the DPS Food Service department and not the KCAA administration. Please direct issues directly to the Cafeteria Manager, Maria Soto.

Behavior Expectations in the Lunchroom: We strive to provide lunch periods that are orderly and conducive to quiet conversation while eating. Students are to line up quietly while purchasing lunches and to use time in the cafeteria to eat, not play. Students are to touch only their own food and to clean up their space at and under the table before going outside.

Students will eat lunch in the cafeteria. Students in Kinder-10th grade must remain on the KCAA campus during lunch. Students in the 11th-12th grade will be allowed to eat lunch off campus. Students that choose off campus lunch must ensure that they return on time for their next scheduled class. Students that do not arrive at school on time for their

next scheduled class will be marked absent or tardy in Infinite Campus. Students may bring lunch from home or eat a school lunch from the cafeteria.

Student food deliveries from Uber Eats, GrubHub, Post Mates, etc... will not be accepted whether purchased by students, parents, or guardians. Parents cannot deliver lunch to students unless pre-approved by the office and must be for your registered students only.

CHROMEBOOKS EXPECTATIONS

All KCAA students will be issued a Chromebook at the beginning of the school year through the MyTech program. Students are responsible for maintaining their device and communicating any issues with the School Technology Representative. Below are the expectations for student management of these devices:

1. Students must come prepared for all classes. In our 1 to 1 environment, this looks differently for each school level.
 - a. Secondary- Students should come to school everyday with a fully charged chromebook and their charger. Students are responsible for taking their devices home each night to charge.
 - b. Elementary- All chromebooks are distributed and collected by KCAA staff at the beginning and end of each day.
2. All students must have a case on their Chromebook at all times. Students have the option to purchase a case through KCAA.
3. Secondary students are expected to utilize their DPS Gmail accounts for communication and if required, assessment/homework submission based on teacher classroom requirements.

COMMUNICATION:

KCAA considers our community a vital part of each child's learning. Please help us by being active participants in our communication plan.

- **Download the KCAA app!** This is available on any smartphone by going to your app page and searching for Kunsmiller Creative Arts Academy. The app is free and is called [ReachWell](#)
- **Secondary teachers-** Use a variety of online tools from websites to Google Classroom. Please watch for the beginning of year communications from your student's teachers about where these tools are located.
- **Please contact the office if you are not receiving regular and consistent teacher communication.** Accurate phone numbers and emails are vital. Student backpacks are also vital communication devices. Please help us ensure we are communicating and check backpacks regularly.
- **Portals-** Parents and students should be checking their students' online grades through the Infinite Campus Portal. Information on how to access is available during registration or on our website. Parents should verify the accuracy of all information in the parent portal including contact (phone, cell phone, address and contacts). We cannot release any student, under the age of 18, to any adult not on the approved parent contact list in the parent portal.
- Only EMERGENCY messages will be delivered to a student by calling the main office at 720-424-0200. An emergency is a situation that requires the student to leave school during the school day.

CONTRACTS

All students and parents sign the KCAA contract when they register for school in the fall. Students and parents are bound by this contract. Since KCAA is a magnet school, violations of the contract can result in a parent meeting with BASE and/or Administration. Note the contract items below and the expected role of school administration, teachers, and parents:

School Responsibilities

- Provide high-quality curriculum and instruction in a supportive and effective learning environment
- Hold Parent-Teacher Conferences to discuss the individual child's achievements
- Provide parents with frequent reports on their child's progress through newsletters, phone calls, and progress reports
- Provide parents reasonable access to staff
- Provide parents opportunities to volunteer and participate in their child's class

Teacher Responsibilities

- Hold high expectations to promote academic achievement and behavioral success for all students

- Implement a rigorous, standards-based curriculum and instruction infused with the arts
- Make academic and behavioral expectations clear and understandable;
- Determine each student’s educational needs and adjust instruction to assure continuous progress
- Establish caring, positive relationships with students

Student Responsibilities

- Engage with and participate in your own learning, through classwork, group work, and homework
- Be willing to take academic and artistic risks to further your learning and development as a student
- Adhere to behavioral expectations in order to support a safe and creative learning environment
- Self-advocate for support from teachers and parents to ensure a successful academic path
- Bring chromebooks and charger to class daily (secondary)

Parent Responsibilities

- Maintain and communicate positive academic and creative goals with your children
- Support your student’s learning and growth through regular review of assignments, grades, and attendance
- Support your student in getting to school on time in the morning and scheduling appointments outside school hours whenever possible
- Positively support and collaborate with teachers so they can provide the most appropriate support for your student’s success

Attendance Contract

Students who have excessive tardies or absences will meet with KCAA support staff to create a plan that will help with overall attendance. Follow-ups may be with KCAA administration and require meetings with parents, the social worker, and the student. Violations to an attendance contract will be referred to Truancy Court.

Behavior Contract

If students are habitually disruptive, they may be placed on a behavior contract and disciplinary action may be taken. When a student has been suspended from school they must sign a contract before returning. The contract deals specifically with the area(s) of concern that resulted in the student’s suspension and helps to provide redirection.

Intervention Contract

KCAA students who fall below the academic expectations will be placed on an intervention contract. If the interventions are not successful for the students, KCAA may enlist the help of the DPS transition office to determine an alternative educational environment. Selecting KCAA is part of the school of choice process. Success for our school is embedded in all district and state assessments. We will expect all students who choose KCAA to take all district and state-based assessments.

Trackers

Are devices to support parents on a more day to day level when necessary. These can be for attendance, behavior, or academics.

DENVER HEALTH:

KCAA hosts a school-based health clinic provided **through Denver Health**. This is a helpful service for physical and mental health services. Families must complete the necessary consent forms prior to scheduling an appointment. No students will be allowed to visit the clinic without an appointment. All appointments need to be scheduled ahead of time and teachers must be notified of the absence. Please contact Denver Health directly at 720-424-0156.

DRESS CODE:

In art, as in the rest of life, appearances count, and first impressions do matter. Students are reminded that a part of professional training is learning to present oneself well. The following rules apply to the daily dress of staff and students:

- For safety and health reasons, everyone is required to wear footwear and appropriate clothing while on school grounds.
- Students wearing clothing that “makes a statement” are expected to respect the rights and beliefs of our diverse school community.

- Clothing that is disruptive to the educational climate is not appropriate and students will be asked to change and parents may be asked to deliver appropriate clothes to the school before the student will be able to return to classes. A second violation may result in disciplinary consequences. Disruptive clothing includes but is not limited to:
 - Clothing exhibiting obscene wording or graphics or promoting illegal activities
 - Gang identifying clothing/styles (bandanas, and emblems, etc.).
 - Knowing that fashion changes quickly, keep in mind this is not an exhaustive list, but highlights the most common wardrobe issues that present themselves as disruptions
- **Students are expected to come prepared to be outside during the winter months.**

Parents may be contacted to pick up students for ALL reported violations.

ELECTRONICS:

Due to the nature of increased technology and the current capabilities of devices being used in multiple ways, there are a few rules that must be followed:

1. Secondary- Any use of an electronic device in the **classroom is at the discretion of the teacher.** Phones, personal music devices, handheld computers, recording devices, earbuds/pods, or any other instruments of electronic technology, can only be used if directed by the teacher. Otherwise, they are not allowed to be used during class time.
2. Elementary- Phones will be collected each morning by the classroom teacher and distributed at the end of the day. During the day the rule might be : See it, Hear it, Take it protocol for phones in the classroom as they are disruptive to the learning environment.
3. Technology that is used for instructional support of a student and is noted in that student's IEP/504 will be authorized by the Special Education/Administrative team for allowance in the classroom.
4. Students, who do not comply with a teacher's request, regarding any electronic device, shall follow the discipline ladder for detrimental behavior which includes contact with parents and possible referral to the BASE office for further intervention.

Students are responsible for the security of any and all electronic devices and accessories (earbuds...) brought to school. KCAA will not be responsible for the loss or theft of cell phones or any other electronic devices.

ENRICHMENT DAYS:

During the school year there are several half days called Enrichment Days where students engage in alternative activities in which they do not attend their regular classes. Students are expected to arrive at their normal times and will be dismissed at 12:30.

FEES:

Parents pay arts/technology fees for each child to enable teachers to obtain many of the extra art supplies that are not funded by the DPS budget. These fees are collected at Registration. All fees are added to the student's account and receipts can be printed in the office at your request. Student records will not be transferred to another school until all fees are paid in full, including HS transcripts. Refer to <https://payonline.dpsk12.org/>

FIELD TRIPS:

Students and parents sign a general field trip permission form when they register. This form covers field trips within the Denver area that are a part of the school program. **All field trips are a privilege and students could be denied permission to participate due to academic eligibility expectations or discipline proceedings such as multiple referrals or suspension.**

Overnight field trips must be approved through both Principal and the Assistant Principal and require completed district extended forms including a notarized medical release. All School behavior expectations will be extended to ALL field trips, whether during the school day or overnight. If a student cannot follow these expectations, he or she will be sent home at the family's expense.

FOOD AND BEVERAGES:

Healthy food is always encouraged at school. Unless it is part of a school event or teacher arrangement, we do not allow students to bring sodas, candy, birthday cakes, in the cafeteria, or in the classroom. See ***Cafeteria Breakfast and Lunch*** above for additional information.

HIGH SCHOOL ACADEMIC EXPECTATIONS:

Graduation Requirements

All high school students must meet the following requirements set by the Board of Education and the State of Colorado.

Board Policy IKF

- Successfully complete 24 units of credit
- Complete their ICAP
- Demonstrate competency in English and math through a DPS approved competency demonstration option.

Concurrent Enrollment Courses

KCAA has partnered with several local colleges and universities to provide opportunities for students to earn college credit and take classes to support career readiness. The classes are offered either at our school or at an off campus location. Students and parents are responsible for transportation if it is needed. Each of these programs have their own specific requirements that must be followed to ensure successful completion and are separate from KCAA. It is the responsibility of the student and parent to make sure the specific requirements are met for the program. A failing grade in one of these courses might result in a fee paid to the program institution.

HOMEWORK:

KCAA expects parents to communicate regularly and constructively with teachers regarding homework load so that teachers can effectively help the child.

INTERNET USE:

KCAA computers are available for student use. However, students are expected to use computers for school purposes only. If a student uses the computer to visit unauthorized sites or for personal use they may lose the privilege of using school computers.

LOST AND FOUND:

Lost and found items will be held in the KCAA wooden box in the cafeteria hallway. Items will be held for **three weeks** and then given to a charity. Please label your child's clothing clearly. While it is not the responsibility of KCAA staff to track down lost items, we do try to assist families as we can.

MEDICAL INFORMATION:

Medical Release/Signed permission from a doctor:

KCAA students are not allowed to carry any medicine at school. Parents must have a medical form signed by a doctor on file at the school granting permission for the nurse to dispense any medication to students during school hours. This includes aspirin, Advil, Tylenol, cough syrup, etc. If no doctor's release is given, the school cannot dispense medication to students even when a parent calls to give permission.

Medical Needs

In the event that a child becomes ill during school, parents will be notified and expected to pick up their child as soon as possible. **Please be sure that you update your emergency information on record in the school should there be changes during the year.** If a student experiences a life-threatening injury or illness, 911 will be called first, then the parents will be called. If the situation is not life-threatening the parent will be called to determine the course of action. **Students must be sent to the nurse's office by an adult – students may not self-refer.**

MENTAL HEALTH

The mental health/counseling team is available to support students for a variety of reasons. Supports include individual and group counseling, support groups, and post secondary planning (college, career, etc). Mental Health also supports students to identify their academic and social/emotional needs and collaborate with teachers, parents, or outside resources including food, clothing, medical, and long-term mental health resources. Visit our schools webpage <https://kunsmiller.dpsk12.org/> for more information under the "student resources" and "parent resources" sections.

OFFICE HOURS:

KCAA office hours are from 8-4:30. Buzzers are used for the safety of our students during those hours. Please be kind when using the buzzer and state your name, the name of the person you are visiting, as well as your child's name, when appropriate. All visitors **must** report to the office to sign in and receive a visitor badge, and must have their ID on them to get a visitor badge.

PARKING:

Student parking is limited. High School students must pay to receive a designated park space at school. Students will receive a parking permit. All student parking must be in the lower lot in designated student parking spaces. Students are not permitted to park in the upper (Iliff) parking lot at any time. Vehicles that do not follow all aspects of this process may be ticketed or towed at the car owner's expense. ***Proof of insurance and a copy of the student's driver's license must be kept on file in the office. Students will be required to register their vehicles with the Dean of Culture.***

PERSONAL PROPERTY AND VALUABLES:

Please do NOT allow your child to bring large amounts of money or valuable items to schools. Students should not bring toys. **KCAA is not responsible for replacing lost or stolen items.**

PETS:

Dogs and other pets are not allowed on school grounds, inside or outside, unless a service dog or at the express, pre-arranged consent of KCAA administration as a part of a school activity.

PLAGIARISM:

Plagiarism is stealing! A student caught plagiarizing (copying work from a book or other source without appropriately giving credit to that author) will receive a failing grade for the project plagiarized and could face further disciplinary action. Cheating will result in the same consequence. Students unsure of what plagiarism is should see a teacher prior to completing an assignment.

POSTERS AND FLYERS:

Posters and announcements should not be posted anywhere but on approved spaces and on bulletin boards. All posters and flyers must be approved by the administration and receive an approved KCAA stamp as appropriate BEFORE being posted.

SAFETY AND SECURITY:

KCAA enjoys the services of a DPS campus security officer. The security officer works in relationship with the school administration and follows DPS policies and procedures.

The platform <https://safe2tell.org/> is available at any time of day and is anonymous. It is highly encouraged for students to use for reporting any concerns or threats to you, your friends, your family, or your community.

SCHEDULE CHANGE:

Changes should only be made if a student has been placed in the wrong class or if it is not in the best interest of the student's academic program to remain in the class. Any class changes can only be done during the first week of each semester during the add-drop period. After that, any schedule change must come with administrative approval.

SPORTS:

Middle School students- Physicals Prior to Participation: Students are not allowed to practice or participate in games for KCAA without an approved physical examination. Sports physicals are available from the Denver Health Clinic by appointment. Students must not walk down to the clinic but have a parent/guardian set an appointment. Students cannot have an F, 2 D's, or a referral in order to participate. HS Students who participate in sports at different HS's must follow school and CHASSA rules.

See athletics.dpsk12.org/ms_sports/

Fees: Students participating in sports programs are assessed a \$25 fee to assist with programming costs. The fee must be paid by using the DPS MySchool Bucks app through the Parent Portal.

TESTING:

KCAA abides by state laws that require CMAS/PSAT/SAT testing, English Language Acquisition testing for non-English speaking homes, and the gathering of literacy and math data in the fall and spring. Failure to attend testing sessions and/or lack of support during testing only hurts the child and KCAA. Please help us to meet state and district testing requirements. **Any testing missed due to a medical appointment must be made up. Please help us by avoiding medical appointments during testing.** Selecting KCAA is part of the school of choice process. Success for our school is embedded in all district and state assessments. We will expect all students who choose KCAA to take all district and state-based assessments.

TUTORING:

We have a partnership with college students from Metro State University that provides tutoring every day (may be canceled due to inclement weather). KCAA teachers are available on a limited basis for tutoring at school. Check the KCAA website for specifics as they change during the year.

UNSUPERVISED STUDENTS – BEFORE AND AFTER SCHOOL:

Students left unsupervised before or after official school hours pose a major safety hazard. DO NOT drop children off early in the morning without supervision or ask children to wait after school for you on the playground. **There is NO supervision before 8:15 a.m. after 4:00 pm.** If a student is left unattended by the parent or guardian the office will attempt to contact the parents but, for the child's security, may have to contact DPD if parents cannot be reached. In habitual or extreme cases, KCAA will notify DPD and Human Services and make a report.

VISITORS:

All non-DPS visitors must check in at the Main Office and show ID to receive a visitor pass. While we strongly encourage community and parent visits, all classroom visits must be scheduled with the teacher and school administration 48 hours prior to occurring.

VOLUNTEERING:

We will have volunteering opportunities at KCAA for any parent. DPS procedures require a background check for any parent wanting to be a volunteer. Please contact the main office for more information.

KCAA parents are led by our Parent Liaison who can be reached at 720-424-0200

WEATHER PROCEDURES

All decisions to close school due to weather are made by the district office. Visit www.dpsk12.org or watch your local TV stations to see if DPS has canceled school for the day. The KCAA app will also send a 'push' notification in the event of a school closure or delay. Weather-related school closures may be heard on KOA 850, KMXA 1090, KCUV 1150, or KJMN 92.1 FM. Late starts or Delayed starts are also made by the district. This will result in all three KCAA levels being delayed for 2 hours.

WINTER WEATHER DRESS CODE:

Please make sure your student has appropriate attire to go outside during recess. Students are expected to come prepared to be outside during the cold months of October-April. Students should bring appropriate outdoor clothing. KCAA students will have recess outside and will not be allowed in the building outside of school hours. **All students will go outside for recess unless it is below 30 degrees and/or actively precipitating.**