



KUNSMILLER

CREATIVE ARTS ACADEMY

Parent & Student Handbook 2023-2024



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kunsmiller.dpsk12.org

[ReachWell](#)

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[Yearbook's Instagram](#)

Welcome to KCAA!

Kunsmiller Creative Arts Academy is a magnet school designed to prepare students in grades kindergarten through 12 for creative and artistic careers while also providing a rigorous college-prep education. We are a dynamic model of successful arts infusion, developing creative, curious and courageous learners. Click on this link to learn more about [KCAA's Mission and Vision](#).

Our goal is to create an enriching educational environment that promotes student achievement and success by addressing individual student needs, integrating technology, providing meaningful authentic experiences in art, and promoting safety throughout the school. Students have the opportunity to showcase their creativity in various formats within visual and performing arts fields.

Educating your students in a safe and respectful environment is our top priority. The School Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our school. In order for our school to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. This handbook's content may be changed from time to time throughout the school year. The student handbook summarizes district policy and contains general guidelines and 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 and [DPS Board Policies](#)

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BELL SCHEDULE:

Elementary

8:20-10:40	Breakfast/SEL/Morning Instruction
10:40-11:20	Lunch/Recess
11:20-3:20	Afternoon Instruction/Specials/Closing

6th Grade

8:20-9:20 (60 mins)	Period 1
9:23-10:23 (60 mins)	Period 2
10:26-11:26 (60 mins)	Period 3
11:29-12:29 (60 mins)	Period 4
12:29-1:01 (32 mins)	Lunch/Recess
1:04-1:14 (10 mins)	Home room
1:17-2:17 (60 mins)	Period 5
2:20-3:20 (60 mins)	Period 6

7th/8th Grade

White Day (M,W, ALT F)	Blue Day (T, TH ALT F)
Period 1 8:20-9:54 (94 mins)	Period 2 8:20-9:54 (94 mins)
Period 3 9:57- 11:31 (94 mins)	Period 4 9:57- 11:31 (94 mins)
Lunch/Recess 11:31-12:06 (35 mins)	Lunch/Recess 11:31-12:06 (35 mins)
Period 5 12:09- 1:43 (94 mins)	Period 6 12:09- 1:43 (94 mins)
Period 7 1:46-3:20 (94 mins)	Period 8 1:46-3:20 (94 mins)

High School

White Day (M,W, ALT F)	Blue Day (T, TH ALT F)
Period 1 8:20-9:54 (94 mins)	Period 2 8:20-9:54 (94 mins)
Period 3 9:57- 11:31 (94 mins)	Period 4 9:57- 11:31 (94 mins)
Period 5 11:34-1:08 (94 mins)	Period 6 11:34-1:08 (94 mins)
Lunch/Recess 1:08- 1:43 (35 mins)	Lunch/Recess 1:08- 1:43 (35 mins)
Period 7 1:46-3:20 (94 mins)	Period 8 1:46-3:20 (94 mins)

ACADEMIC ACHIEVEMENT and EXPECTATIONS:

KCAA follows the Denver Public Schools grading system.

For 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.

ACADEMIC EXPECTATIONS: Elementary School:

Grades are standards-based, each of these same subject areas is divided into a list of skills and knowledge that students are responsible for mastering. Students receive a separate indicator for each learner expectation. Each trimester a student's *progress* toward mastery of the grade-level standards is reported for student performance in relationship to the grade level expectations. Progress is rated on a scale of 1 to 4 with the following indicators:

- **Exceeds Expectations (4)** - Student is on track for exceeding grade-level expectations; skills and concepts are accomplished independently and consistently; creates products that are exceptional and demonstrate in-depth thinking.
- **Meets Grade Level Expectations (3)** - Student is on track and/or achieving grade-level expectations; skills and concepts are consistently accomplished with minimal assistance; creates high quality products.
- **Approached Expectations (2)** - Student has made some progress and demonstrates partial proficiency of grade-level expectations; skills and concepts are emerging with practice and teacher assistance; not yet on track and may need extra support to reach the standard.
- **Partially Meets Expectations (1)** - Student is not yet on track but demonstrates beginning states of grade-level expectations; skills and concepts need repeated practice and frequent guidance from teacher; may need extra support to reach the standards.
- **Not Assessed at this Time (N/A)** - Not all learner expectations are addressed during reporting periods.

ACADEMIC EXPECTATIONS: Secondary:

In middle and high school, students' grades are finalized at the end of each of the semesters. There is a mid semester grade check that is posted for the 9 week mark. Progress eligibility grades for sports and other activities are posted every Thursday at the end of the day. Students' grades can be viewed in the student and parent portal. If you have any questions regarding your students' grades please contact your students' teacher directly.

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.

ARRIVAL AND DISMISSAL FROM SCHOOL:

Elementary (K-5)

- Elementary Drop off: 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.
- The playground opens at **8:00 a.m.** for elementary students. Please do **not** drop your elementary student off before 8:00, as there will not be supervision for them. Students dropped off before school hours pose a safety concern.
- At **8:20**, 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 **8:20**, 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 **8:20 a.m.**
- Please be sure that your child arrives on time; students who are late to class miss vital information to start the day.
- Breakfast for Elementary students is offered as a “grab-n-go” breakfast on their way into their classrooms.



- School is dismissed at **3:20p.m.** Students not picked up from KCAA Elementary by 3:24 will need to be picked up from the front office. The Lower Lot and Playground will be cleared by 3:24. If your child walks home they will be asked to leave the premises by 3:24. Our teacher work day contractually ends at 3:25.
- 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. Unless weather permits an inside release.
- Bussed children will enter/exit the playground doors of the school. When they are dismissed they go directly to buses on Patton. Teachers will be on duty to supervise children when they board buses.
- **NO PARKING or DROP OFF** is allowed in the bus zone on Patton, or the upper staff parking lot (Iliff).
- Any student-controlled transportation (skateboards, scooters, bicycles, etc.) must be stored in the bicycle cage, located on the playground, for the duration of the school day. A lock is strongly recommended, and students must provide their own.

Secondary (6-12)

- School building doors will open at **8:15 a.m.** There is no supervision before **8:15**. First class starts at **8:20a.m.**
- Middle school students enter and are dismissed through the main (Quitman) entrance. Middle school students can be dropped off and picked up on the school side of Quitman Street.
- High school students enter and are dismissed through the South (Iliff) entrance. High school students can be dropped off and picked up on the school side of Iliff Street.
- Breakfast is available in the cafeteria and opens for secondary students at **7:45 a.m to 8:05 a.m.** and must enter and exit through the outside door. Students are not allowed anywhere else in the building before **8:15a.m.**
- **NO PARKING or DROP OFF** is allowed in the bus zone on Patton, or the upper staff parking lot (Iliff).

Driving/Parking Guidelines

- 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.
- No Parking or Drop off is allowed in the bus zone on Patton, or the upper staff parking lot (Iliff).
- See the “Parking” section for student parking rules.

Late Pick Up

Students not involved in extracurricular activities must leave school grounds by **3:30 p.m.** **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 unexcused absences/tardies** students and parents will be contacted by a school staff member.

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. In order for students to participate in activities they cannot have a F, two D's, or a behavior

referral. High school students who participate in sports at a different high school must comply with that school's athletic guidelines and CHSAA rules.

Partial absence during the school day

- Parents/guardians must sign the student out in the office prior to leaving the building.
- Only people listed in the infinite campus application can sign out students. Please make sure your information is correctly updated in IC. Older siblings who attend KCAA cannot sign out younger siblings.
- ***Please limit early removals to urgent family business.*** Early removal from school interferes with a student's ability to learn and be successful in school.

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.

ART PROGRAMMING

Click on the following link to view our art programming: [KCAA Art Pathways K-12th Grade](#)

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. 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.

KCAA follows the DPS discipline policies that can be found on the [commons page](#). Disruptive behavior will not be tolerated and may result in referrals or conferences with teachers, staff, and parents. 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.

Students can receive behavior referrals for the following reasons:

- Bringing prohibited items, including weapons or facsimiles ([see below](#))
- Fighting
- Gang related items and activities
- Bullying, harassment, or other intimidating behavior
- Drugs, tobacco, vapes, alcohol, and other paraphernalia
- Vandalism of any kind including tagging or graffiti
- Continually missing classes
- Reckless driving
- Social media
- Other items as outlined in the DPS matrix

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.

Any safety concerns can be anonymously reported through [safe-2-tell](#)

CAFETERIA - Breakfast and Lunch:

The cafeteria is managed by the DPS Food Service department and not the KCAA administration.

A free breakfast is available to all secondary students from **7:45-8:05**. All elementary students will be offered a “grab-n-go” breakfast on their way into their classrooms.

Lunch is provided by the district and students will have the opportunity to have a free hot lunch provided by the cafeteria. Students may also bring their own lunch to eat in the cafeteria. All students are expected to clean up after themselves.

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 on time will lose their off campus privileges.

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. 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* communication.** Accurate phone numbers, emails, and addresses are vital. Please make sure they are updated in Infinite Campus. For elementary students, backpacks are vital communication devices so please check backpacks daily.
- **Portals-** Parents and students should be checking their 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.
- For secondary students (6-12th grade), Parent and Student Portal is the online gradebook that should be used to monitor the student's progress as well as other information. Parent Portal provides important resources for inducing student attendance, on track to graduation information, state assessments, and current student grades.

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.

CUBBIES:

For elementary students, backpacks and coats are kept in cubbies (3-5) or cubbies (K-2) in the hallway. Do not allow your student to bring any items to school that are not requested by the teacher, as non-learning items quickly become a distraction. For safety reasons, personal locks may not be put on cubbies. If a lock is found on cubbies it will be promptly removed by our facilities team.

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 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. 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. As outlined in the board policy, 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
- No Heelys/ shoes with wheels are allowed at KCAA.

Winter 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.**

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

EMERGENCY DRILLS:

Fire drills are conducted each month of the school year. Emergency drills such as Lockdowns are conducted a minimum of two times each school year. This DPS [poster](#) explains the different types of responses to possible emergencies. If the school does experience an emergency protocol communication will be sent out to families after the event via Reachwell.

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, could result in a parent communication and/or behavior referral.

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.

FAMILY CONFERENCES:

We hold family conferences twice per school year. Please see the KCAA family calendar for those dates and times. Conferences enable your child's teacher to better understand how he or she can help your child succeed and for you to learn about your child's progress in their classes. Conferences are held in person, but can be held virtually upon request. In order to ensure all parents get time to meet with their students' teachers, a sign up will be sent out ahead of the conference and parents must sign up for an allotted time slot.

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.

Students may not sell food, candy, drinks, or other items to their classmates unless it is part of a school-sanctioned activity.

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. Accessing the internet for illegal, obscene or inappropriate purposes is prohibited. DPS filters internet content in an effort to prevent illegal, obscene and inappropriate materials. All accessed internet content can be investigated by DPS and should not be considered private.

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.

KCAA COMMUNITY COMPACTS:

All students and parents sign the KCAA community compact when they register for school in the fall. Students and parents are bound by this compact. Since KCAA is a magnet school, violations of the contract can result in a parent meeting with the Dean of Culture and/or Administration.

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.**

Elevators:

Elevators are only to be used if a student has a medical need or they require an elevator per ADA. Please contact the nurse if your student needs to use the elevator for a medical reason such as an injury that prevents them from using stairs, etc.

Lockers are available upon request for students who have a documented medical need.

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 7:30-4:00. 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.

PARENT CONDUCT

KCAA encourages all families to engage in their children's education. We expect parents and guardians to model professionalism and respect, and refrain from disrupting teaching or school-support operations. Such behavior can create an unsafe, unproductive or threatening environment for our students and staff members. We have many opportunities for parents to participate in the school and with our performing arts events.

PARENT TEACHER HOME VISIT PROGRAM:

KCAA participates in the The Parent Teacher Home Visit Program (PTHV) which is focused on building positive relationships between families and educators. Visits are voluntary for families and are hosted somewhere outside of school, such as at home, a park or a library. The PTHV program is a great opportunity to get to know your child's teacher and for the teacher to learn more about your child's hopes and dreams for the future.

PARKING:

Student parking is limited. Students will be issued a KCAA parking sticker which must be visible at all times. 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.

PERSONAL PROPERTY AND VALUABLES:

Students are encouraged to use much caution when bringing personal items (such as electronic devices, skateboards, collectable cards, large amounts of money, and toys) to school. Any wheeled transportation (i.e. bikes, skateboards, etc.) need to be locked up outside at the bike racks on the playground. The school is not responsible for loss or damage to personal items. If toys and personal items become disruptive to the learning of others, the item will be taken from the student and will be returned to a parent or guardian. **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/CHEATING:

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.

PROGRAMS AND SERVICES:

- **MLE** -The Multilingual Education programing serves all Language Learners with home languages other than English.
- **SPED/IEP**- Special education services provide a quality educational experience based on the individual needs of each child to support the students in the general education classroom.
- **504s**-Ensures that students with disabilities are provided with services, modifications, and accommodations, to help mitigate the barriers caused by the impairment(s).
- **GT/ALP** - Provide programming for identified gifted and talented students so they are engaged, rigorously challenged and supported to reach their full emotional, intellectual, and creative potential.

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.

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.

All school staff members are mandatory reporters. They are required to complete mandatory reporter training every year and are required by law to report child abuse or neglect if they reasonably suspect abuse or neglect is occurring.

SCHEDULE CHANGE:

For Secondary students, schedule 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 behavior referral in order to participate. HS Students who participate in sports at different HS's must follow school and CHSAA 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 MySchoolBucks 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.

TRANSPORTATION:

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/>

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 3:30 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:

School doors are kept locked at all times. Please use the buzzer to request access. All non-DPS visitors must check in at the Main Office and show ID to receive a visitor pass that must be worn at all times while on the KCAA campus. Visitors will be escorted by a staff member to all meeting locations to ensure the safety of our students.. While we strongly encourage community and parent visits, all classroom visits, lunch visits, and meetings must be scheduled with the teacher and school administration 48 hours prior to occurring.

For Elementary School, families visiting classrooms/ bringing treats for student birthdays - must prearrange a day and time with the classroom teacher. Please limit the number of classroom visitors to 3, and remember that healthy snacks are always welcome!

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 **at 720-424-0200**

WEAPONS:

Any item that resembles a weapon of any kind will be addressed 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.

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.

