



Denver Center for
International Studies at
Montbello

**Parent and Student
Handbook**

2014-15



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Our Vision

By 2015, the Denver Center for International Studies at Montbello (DCISM) will be nationally recognized for our academic achievement, student empowerment, innovative educational program, vital community partnerships, and global impact.

Our Mission

The Denver Center for International Studies at Montbello's mission is to create a diverse, respectful, and socially responsible community of learners where students and teachers are challenged and honored as individuals. We are committed to inspiring and empowering students to make critical decisions about their futures without fear of remediation. We believe it is the combined responsibility of teachers, parents, students and community members to create a safe and stimulating school environment.

DCISM Guiding Principles

- DCISM will provide a safe, innovative, and student-centered environment of excellence where all students develop the resilience and skills necessary to lead and succeed in our rapidly changing world.
- Our students will be known as learners and as individuals and are connected to significant adults who are invested in their futures.
- Our educators will support positive youth development and purposefully cultivate a common culture of respect, professionalism, collaboration, and shared decision-making.
- Our rigorous international studies curriculum will honor student voice, affirm cultural identity, interconnect knowledge, integrate new media, and make learning personally meaningful.
- We will foster partnerships that expand learning beyond school walls through career exploration, college immersion, and international travel.
- We will ensure that our stakeholder's thoughts, feelings, and interests are central to our educational environment.

Administration

DCISM administration for the 2014-15 school year is:

Julie Murgel	HS Principal
Ruben Morris	MS Principal
Natalie Fickes	HS Assistant Principal
Stephen Chang	HS Assistant Principal
Guerin Gray	MS Assistant Principal
Tim Fitzgerald	Administrative Assistant
Kevin Wilson	HS Dean of Students
Thomas Fraguada	MS Dean of Students
Gary Johnson	MS Restorative Justice Coordinator
Carmen Cereceres	HS Restorative Justice Coordinator
Kate Farmer	Communications and Special Projects Director
Ellene Hernandez	Office Manager
Claudia Koesler	College Counselor
Hannah Shevel	College Counselor



Staff and Faculty

Administration and support staff contact details are listed below:

Julie Murgel	Principal	Julie_Murgel@dpsk12.org
Ruben Morris	Principal Resident	Ruben_morris@dpsk12.org
Stephen Chang	HS Assistant Principal	Stephen_Chang@dpsk12.org
Natalie Fickes	HS Assistant Principal	Natalie_Fickes@dpsk12.org
Guerin Gray	MS Assistant Principal	Guerin_Gray@dpsk12.org
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Gary Johnson	MS RJ Coordinator	Gary_Johnson@dpsk12.org
Ellene Hernandez	Office Manager	Ellene_hernandez@dpsk12.org
Claudia Contreras	Secretary II	Claudia_contreras@dpsk12.org
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Claudia Koesler	College Counselor	Claudia_koesler@dpsk12.org
Hannah Shevel	College Counselor	Hannah_Shevel@dpsk12.org
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Sara Endicott	HS Social Worker	Sara_Endicott@dpsk12.org
Grant Marsik	School Psychologist	Grant_Marsik@dpsk12.org
Michelle Young	MS-Math Lab Coordinator	Michelle_Young@dpsk12.org
Jamie Spears	HS-Math Lab Coordinator	Jamie_Spears@dpsk12.org
Hattie Bailey	AP Psych/CR	Hattie_Bailey@dpsk12.org
Sarah Bergman	11 th grade Science	Sarah_bergman@dpsk12.org
Krista Bratton	9 th grade Social Studies	Krista_Bratton@dpsk12.org
Tony Brown	9 th grade Math	Anthony_Brown@dpsk12.org
Jose Canas	Spanish	Jose_Canas@dpsk12.org
Linda Castillo	English Lang. Dev. (ELD)	Linda_castillo@dpsk12.org
Kendra Chalk	Special Education	Kendra_chalk@dpsk12.org
Katrina Christoper	ELD	Katrina_Christopher@dpsk12.org
Kelton Coppinger	AN Teacher	Kelton_Coppinger@dpsk12.org
Laura Devanon	9 th Grade Lang Arts	Laura_Devanon@dpsk12.org
Liz Dilley	Media Arts	Elizabeth_dilley@dpsk12.org
Randall Duval	9 th grade Lang. Arts	Randall_duval@dpsk12.org
Nicole Dvorak	Math ELA-S	Nicole_dvorak@dpsk12.org
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Saul Escobedo	MM	Saul_Escobedo@dpsk12.org
Scott Frank	12 th Grade Math	Scott_Frank@dpsk12.org
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Jennifer Gonzales	6 th Grade Math	Jennifer_Gonzales5@dpsk12.org
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Karla Ortiz	8 th grade Math	Karla_Ortiz@dpsk12.org
Cody Ostenson	7 th grade Lang Arts	Cody_Ostenson@dpsk12.org
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Juanita Valdez	7 th grade Social Studies	Juanita_valdez@dpsk12.org
Kim Vanderweert	11 th grade Lang Arts	Kimberly_vanderweert@dpsk12.org
Carrie Wilson	6 th grade Science	Carrie_Wilson@dpsk12.org
Celine Wuarin	Special Education	Celine_wuarin@dpsk12.org
Emily Yerkes	6 th grade Lang Arts	Emily_Yerkes@dpsk12.org
Aubrey Zimmerling	7 th grade Math	Aubrey_zimmerling@dpsk12.org
Robert Russell	Tech Specialist	Robert_Russell@dpsk12.org

DSSN/ISSN Networks

DCISM is part of two networks that provide professional and strategic development support. The Denver Summit Schools Network (DSSN) works with 10 schools including DCISM in Denver’s Far Northeast to ensure that we are giving students the best chance at on-time graduation, and ultimately college and career success. The International Studies Schools Network (ISSN) is a national network of 34 schools in 8 states that have a similar model to give students the opportunity to become globally competent as well as college and career ready. The ISSN model integrates the following four global competencies – Investigating the World, Recognizing Perspectives, Communicating Ideas, and Taking Action.

School History

Based on the highly successful Denver Center for International Studies (DCIS) located in downtown Denver, DCIS at Montbello was opened in 2011 with 235 students in grades 6 and 12. In the 2014/15 school year we will reach our full capacity with approximately 850 students in grades 6 through 12. In total there are four DCIS schools in Denver – the original DCIS on 6th Ave, DCIS at Fairmont (grades K-5), and DCIS at Ford (grades K-5).



Montbello Campus

DCIS at Montbello shares the Montbello campus with Noel Community Arts School (grades 6-12). The leadership teams of the two schools on campus work closely to make sure systems are well coordinated in terms of shared spaces (cafeteria, gym, auditorium), safety and security, and student support.

International Studies Model at DCISM

We believe it is imperative that our students are equipped not only to successfully complete college but also to be leaders in the world they will be entering. This means an emphasis on the integration of 21st Century technology, language, and leadership skills. DCISM offers French, Spanish, and Chinese, and students can choose from electives such as Digital Photography, Global Service-Learning, and Global Arts. With the support of the DCIS Foundation, students also have the option to apply for travel scholarships to further their experiential learning whether it's here within the United States or as far away as Japan, Cambodia, and South Africa.

Special Education Services

Our Special Education team works with students who have an Individualized Education Plan (IEP) to ensure they are meeting the goals outlined in this document. The team pushes in to general education classes so that students can access curriculum as well as holding small groups throughout the day. The Affective Needs (AN) center classroom is for students with emotional disabilities and provides a strong emphasis on affective education, academics, and social skills programming. Please see the staff and faculty contact list for ways to reach our Special Education team.

TNLI Designation – English Language Learner (ELL) Services

DCIS at Montbello is designated as a Transitional Native Language Instruction (TNLI) school. We are pleased to be able to offer a broad range of services for English Language Learners. Second language learners will be enrolled in both a regular education language arts course as well as an additional English Language Development (ELD) course each semester. ELL students will be assessed using the ACCESS state assessment once a year to track their English language development in Reading, Writing, Listening, and Speaking. Spanish-speaking second language learners with limited English proficiency will be cluster-grouped in “ELA-S” classrooms in all major content areas. Spanish-support will be provided in these classrooms as students are in the process of acquiring English.

Professional Staff Culture

To help students to meet or exceed our academic, attendance, behavioral and presentation expectations, as a staff we will:

- Honor Diversity
- Build Positive Relationships and Communicate Peacefully
- Be Present and Listen
- Honor Our Time Together



DCISM Theory of Action

In relation to academic and behavioral excellence-

1. **We craft exemplary lessons that are engaging, standards-based, as rigorous as AP tasks, and global in scope,** *because our children’s achievement is proportional to the quality of our lessons*
2. **We ensure that students read closely and write clearly,** *because reading and writing are the primary gatekeepers to postsecondary success.*
3. **We purposefully develop respectful relationships,** *because humans thrive when they are heard, known, respected, and connected*
4. **We expect and insist upon an orderly, professional, student-centered environment,** *because innovative, high-quality work occurs when learners are engaged, supported, organized, and feel safe to be who they are.*
5. **We learn beyond school walls,** *because the real world contains an infinite number of pathways to deep, transformational learning.*
6. **We know that without GREAT teachers, nothing else matters,** *because teaching and learning is our core business.*
7. **We observe, gather data, diagnosis, plan, implement, and monitor students,** *because we know that we must understand the student as an individual in order to differentiate to meet their learning needs.*

DCISM will achieve this culture of excellence when we effectively, efficiently, and consistently respond to students’ academic and behavioral growth needs with proven interventions that are monitored and re-evaluated based on student progress. This is a team effort and everyone is part of the team.

School Main Office Hours

The office is open from 7am-4pm and the main school phone number is 720 423 5900.

Bell Schedule

Our school day starts at 7:30am and ends at 3:15pm. It is very important that all students arrive on time and are either leaving campus right at 3:15pm or going straight to an after-school club through the ticket-booth doors/sports.

Period 1	7:30-8:16 am
Period 2	8:20-9:06 am
Period 3	9:10-9:56 am
Period 4	10:00-10:46 am
Period 5	10:50-11:36 am - MS Lunch
Period 6	11:40-12:26 pm – HS Lunch
Period 7	12:30-1:16 pm
Period 8	1:20-2:06 pm
Period 9	2:10-3:15 pm
	3:15-4:00 pm (Credit Recovery, Refocus, Tutoring, Enrichment)



Transitions

Passing periods are 4 minutes and identified by bells. It is essential that students move swiftly and quietly throughout the hallways between classes. Students who are passing to/from PE (held in the gym on the upper level of the building) are given additional minutes to get to their next class on time. Students are asked to walk on the right-hand side of the hallway whenever they are passing between periods.

Lunch/Cafeteria

During the 2014-15 school year, supervision in the cafeteria will be a shared responsibility amongst administration and staff members.

DCISM has two lunch periods to accommodate middle school students and high school student separately. The lunch hour is from 10:50am to 11:36 for middle school and MS outdoor recess from 11:16 until 11:36. HS lunch is from 11:40-12:26 alternating lunch and global seminar between 9th & 10th with 11th & 12th. The schedule is as follows:

	Lunch	Recess/Global Seminar
Middle School	10:50-11:16	11:16-11:36
High School	11:40-12:08	12:08-12:26

Lunch Costs: for 2014-15: \$1.85 (MS), \$2.45 (HS), Reduced Lunch (.40c)

Topping Up Student Lunch Accounts: please go to www.mylunchmoney.com to add money to your student's account.

Transportation

Schools in the Far Northeast, including DCISM, are part of the DPS Success Express bus system. Students residing in Montbello or Green Valley Ranch can get a Success Express bus to the school before and after school. For full schedule please see <http://transportation.dpsk12.org/success-express/far-northeast/>. Students receive a +Pass Card at the beginning of the school year that grants them access to the buses. More details on the +Pass can be found here - <http://transportation.dpsk12.org/pass/faqs/>.

Release of Students During the School Day

Whenever possible we ask that you please refrain from pulling your child(s) during the school day. We place high value on your child being present with us every day all day - each minute of lost instruction is critical. If there is no alternative and you need to pull your child during school hours, please note that it is very difficult to get your child in a timely manner during their lunch period (10:50-11:36 am for middle school and 11:40-12:26 pm for high school.) Only parents/guardians/family members who are listed as primary contacts in IC will be allowed to take students out of school. All adults must provide an official photo ID before we will release students.



Supervision

It is important to note that DCISM supervision of your child(ren) is provided from 7:15am until 3:15pm (or 4:00pm if students are in Credit Recovery or Refocus) on regular school days. Outside of these hours, DCISM does not provide supervision and it is the responsibility of parents to know where their child is, pick them up and ultimately be liable for their child's safety. If students stay for extra-curricular activities provided by Beacons or the Zoom Center, they are supervised by employees of these organizations and not DCISM staff members.

Sports

Our middle school students participate in the DPS Prep League which includes soccer, flag football, softball, etc.) and high school students play all sports with the Montbello Warriors (volleyball, soccer, softball, cheerleading, football etc). Athletic fees are required for all sports - \$25 for middle school students and \$60 for high school. If students are not able to pay the fee, there is financial aid available.

Extra-Curricular Activities

Together with the sports opportunities listed above, students also have access to a wide variety of extra-curricular activities through partnerships with the Beacon Neighborhood Center and Zoom Center. Updated after-school clubs/activities schedules can be found at http://www.dcismontbello.org/student_life.

Student Excursions

During registration at the beginning of the school year, parents sign a general permission form for their students to be able to go on school excursions. A small number of parents choose not to sign this form. As fieldtrip opportunities arise and funding is available, we will coordinate experiential programs that enrich the academics of our students. Parents will receive an individual permission form that gives specific details on each trip. Please sign promptly and return with your student.

Student Travel Opportunities

As an international studies school, we are committed to offering opportunities for our students to travel both domestically and internationally. Traveling while attending DCISM is not a requirement but it is encouraged. We understand that traveling can be expensive and so we do our best to find scholarships and other low-cost ways for students to see other parts of the country/world. We are especially grateful to the DCIS Foundation for all they do to provide our students with travel scholarships. For more information see www.dcisfoundation.org.

Health Services

Provided on the Montbello campus are the following health services:

- Denver Health school clinic located on the upper level of the Montbello campus facility.
- Health and Development Advisor
- School-Based Therapist
- Social Workers
- Psychologist



In order to access the Denver Health School Clinic, parents must complete paperwork available during registration at the beginning of the school and in the main office throughout the school year. Sports physicals are also offered at the clinic. To contact the clinic, please call 720 423 5808.

Bullying

DCISM has a zero-tolerance policy towards bullying of any type (including social media.) If you are aware that your child has experienced or is experiencing bullying please let us know as soon as possible so that we can deal with the situation accordingly. Disciplinary consequences will be strictly enforced in accordance with the DPS disciplinary ladder of response.

Student Parking

1. DCISM students must park in the back student parking lot (by the swimming pool area).
2. Once issued, parking passes are both FREE and **MANDATORY**.
3. Please get a PARKING PASS from the DCISM main office. All you need to do is show your driver's license, and provide your license plate number. This is for our school's safety.
4. School Resource Officers (campus police officers) will be notified of vehicles without a pass, and may be ticketed, booted, or towed.
5. Searches of vehicles, while parked on campus, are allowed with the approval of the Principal or designee.

Attendance

At DCISM we strive for overall attendance of 95% or better. Although we recognize the legitimate need for students (and staff) to stay home when they are genuinely sick and that occasional emergencies occur, on-time attendance is an expectation and leads to high level of student achievement. We ask parents to refrain from taking vacations on school days and to ensure that their student gets to school on time every day ready to learn. Students are expected to be in their classroom between 7:15am and 7:30am for breakfast and to get organized and prepared for the day. **If you know your child will not be attending school please call the attendance line at 720 423 5901 as soon as possible.**

- Attendance Recognition

Awards Assemblies: Each semester we will recognize students who achieved Perfect Attendance as well as "Attendance Improvement" awards at a special school assembly.

Special Incentives: Special and occasional incentives will be created throughout the year to recognize excellent attendance (above a certain percentage). For example, students who reach a certain attendance percentage in combination with a behavior recognition will be able to attend a special dance or event.

Tardies

Any student who arrives after 7:30am is tardy. Any student who does not arrive to each period's class promptly on time when the bell rings will be considered tardy. A tardy will be entered by the teacher into IC. Students who are tardy more than 5 minutes will be assigned REFOCUS from 3:00-3:45pm Students who receive excessive tardies will be seen by the Dean and an attendance plan created, including goals and consequences. The teacher is responsible for notifying parents and discussing the importance of on time arrival once a student is tardy 3 times. The teacher will notify the Dean once a student has been tardy an additional three times for further intervention. Periodically, random tardy sweeps will be conducted. If a



student is late to class during a tardy sweep, they will be assigned refocus for that day. A parent or guardian will be notified that the student must report to detention by 2:55. If a student makes a choice not to attend detention, they will receive an in-school suspension the next day.

Uniform

DCISM has a Middle School and High School uniform in order to ensure the safety of our students and to reinforce the value that the way we present ourselves results in others' opinions of us as students and professionals, which can impact our success and opportunity. Uniform tops can be bought either on Mondays from 6:45-7:45 am at DCISM or online at <http://www.saiteamsportsnorth.com/school-uniforms-dcis-montbello-c-61.html>. If a student needs financial assistance or a uniform provided to them, the school will do their best to provide assistance. ALL students must wear their student IDs around their neck each day and will be checked for being in proper uniform as they enter the school in the morning.

Middle School and High School Uniform:

Tops

Under layer: DCISM Logo Shirt (old or new – see uniform order form)

Outer Layer: DCISM logo hoodie (old or new – see uniform order form) OR honors cardigans if students have earned one.

*Note: It gets cold in the building! Students will be required to have a long-sleeved outer layer with DCISM logo in their backpack or locker!

College Fridays: Students may wear a college T-shirt or sweatshirt with uniform bottoms.

Jeans Days and Career Dress Days: There will be special incentivized jean days and Career Dress Days throughout the year.

Bottoms

Solid dark black or khaki pants, denim (black or khaki), skirts, shorts or capris worn at waist. *Note: Skirts and shorts should be no shorter than 3 inches above the knee.

If a student is not in uniform we will:

1. Give the student a chance to fix the issue.
2. If the student cannot fix the issue, they will report directly to the Main Office, to receive a “loaner” uniform item or until a parent can bring the appropriate school uniform. If none of these are possible, the student will sent home.
3. If there are multiple uniform violations in a week, there will be a mandatory parent conference before the student can move from in school suspension.

IDs

Every student is given a DCISM student ID for safety and security. All students are expected to have their ID with them each day. If they lose their ID, they must buy a new one from the main office for \$5.00 that same day. If the ID is at home, students are required to call home and ask for someone to bring the item to school (to avoid having to buy a new one.)

Electronics Policy

The use of cell-phones, portable music players, and other electronics are strictly prohibited in the classroom. (Teachers may not allow the use of cell phones for academic pursuits ie. Use of



calculator in math, or use of internet search if laptop is not available.) Students are responsible for turning off all electronic devices and storing them in their backpack before they enter the classroom. If an electronic device is seen or heard, the following steps will be taken. If a scholar refuses to hand over an electronic device, he/she will be referred to the dean or admin.

First Offense	Student will be asked respectfully to put it away.
Refusal to put away	Electronic device is taken by teacher and returned to student at the end of the class period.
Second Offense	Electronic device is taken by the teacher and delivered to the front office where a parent must pick up at their convenience.

Lockers

Every student is given a shared locker at the beginning of the school year. Parents must sign a Locker Permission Form prior to the student being given their locker code. Lockers are usually shared between two students. Please help your student understand that lockers are a privilege and if not used correctly, this privilege can be taken away. It is also strongly advised that students do not bring electronics or other items of value to school.

Your Property on School Property (*Electronics, Lockers, Backpacks*)

Please note that ANYTHING you/your child brings to school is YOUR responsibility

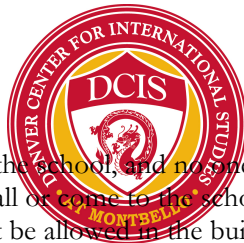
- a. Students are advised not to bring electronics to school.
- b. Our SRO's (school police officers), Restorative Justice, and Deans are not intended to deal with items lost or stolen. We will do our best to help with an initial search if it is a theft **off someone's person or in a bag they are carrying**, but not from unattended bags, items left around the building, items in lockers, items in cars outside the building, or items outside the building.
- c. Thefts should be reported to the local police department.
- d. Please avoid bringing money to school above and beyond daily need
- e. Anything in your lockers is subject to search by school staff, without notification

Security

There are 4 security officers on the Montbello campus and one School Resource Officer (police officer). The security officers are distributed throughout the facility and are present outside for the beginning of the school day and for dismissal. Teachers and staff are at their classroom doors or in the hallways during passing periods for supervision.

Lock-Down Procedures

Should it become necessary to place the school on lock-down, students and staff will either be in Modified Lockdown or Full Lockdown. In a Modified Lockdown, the exterior doors are locked, nobody can come in/out of the school, and students and staff follow their regular schedule within the school building. In a Full Lockdown situation, students and staff are securely locked in their classrooms away from doors and



windows, nobody is allowed in/out of the school, and no one is following a regular schedule. Please note that we kindly request parents do not call or come to the school unless you receive information from DPS Communications to do so. You will not be allowed in the building and phone calls will not be answered during a lockdown. Parent communications will come from the DPS Communications Office.

Emergency Contact Details

Having up-to-date emergency contact information is vital to the safety of your child. Please ensure that all emergency contact information provided to the office is accurate and up-to-date throughout the year. If your phone number or address changes, please notify the school immediately.

School Closings Due to Winter Weather

The decision to keep schools open or to close them during winter weather conditions is not a simple one, but it is made with one overriding factor in mind: the well-being of our students, their families and staff. It is a good idea to decide in advance how to best keep up with the changes, what childcare arrangements are needed, and how to adjust if schools closed due to inclement weather. Detailed DPS winter weather and snow day information, including information on how families can find out if school is closed, can be found on the transportation website [transportation website](#) or on the [DPS website](#).

Middle School Curriculum

All students in middle school will be enrolled in a course of study that includes language arts, math, science, and social studies. Most students will be enrolled in a second language (Spanish, French or Chinese) as well as at least one enrichment courses. Enrichment options include: physical education/health, computer technology, and art. Some students will be enrolled in a reading or math intervention class or English Language Development (ELD) course as needed. All 6th grade students will be enrolled in a math intervention/enrichment course taught by math fellows/tutors. Special education intervention classes are provided for those students who qualify.

High School Curriculum

All students in high school are required to take 4 years of math, including Algebra I, Geometry, and Algebra II as well as 4 years of a language arts course. Students must minimally take 3 years of social studies and science, as well as 3 years of a foreign language (Spanish, French, or Chinese). Enrichment options include: physical education, digital graphic design, computer technology, and global studies. Some students will be enrolled in a reading or math intervention course, English language development class, or credit recovery class as needed. All 9th grade students will be placed in a math intervention/enrichment course taught by math fellows/tutors. All 11th grade students will be enrolled in an ACT Test Preparation Class. All 11th and 12th grade students will take a Passages course as part of the school international focus. Special education intervention classes are provided for those students who qualify. Advanced Placement, College Concurrent Enrollment, and Honors courses are offered for students who qualify.

Standards-Based Grading

Standards-Based Grading is a way of reporting what students know and how they demonstrate their learning of the Common Core Standards. There are typically 4 different proficiency levels: Advanced, Proficient, Partially Proficient, and Unsatisfactory (some districts use Beginning Understanding. Traditional grading



averages all of the work and other subjective factors that a student has done over a semester or trimester. SBG removes extraneous factors and solely focuses on demonstration of mastery or proficiency. Standards-Based Grading assesses a student's overall work, emphasizing their most recent work so it really tells us what a student has learned and what they now know.

Grade Reporting

Students will receive mid-semester progress reports and end of semester report cards.

Middle and High School Grading

Converting Proficiency Scores to High School Letter Grades:

- An *A* means the student has completed proficient work on all course Common Core standards and advanced work on some course Common Core standards.
- A *B* means the student has completed proficient work on all course Common Core standards.
- A *C* means the student has completed proficient work on the most important Common Core, although not on all Common Core standards.
- An *F* means the student has completed proficient work on fewer than one-half of the course Common Core standards.

College and Career Readiness

At DCIS at Montbello we strive to prepare every student to graduate on time ready to make the choice of either attending college without the need for remediation or pursuing military service, trade school, or the career of their choice. To achieve this, we offer three distinct pathways grounded in an internationally focused college going culture. These pathways include:

- Advanced Placement Classes and Tutorial Labs
- Concurrent Enrollment Courses
- Career and Technical Education Classes

Academics

- Academic Recognition

- High School students will be eligible for National Honor Society and Middle School students will be eligible for Jr. National Honor Society
- Honor Roll and "Most Improved" Academic Awards will be given each semester.

- Academic Intervention

College Prep will serve as DCISM's after school tutorial and extended learning platform. College Prep provides:

- Daily academic support for all grade levels and all content areas (can be mandated for students who do not turn in homework or are failing a course)
- A teacher supported environment that is conducive for quiet work completion and studying
- A designated time and place for extended learning and completing any missed classwork
- Parents will be notified if their child has been assigned mandatory College Prep



Behavior Incentives

- Students will earn **RICH Coins** from teachers and staff for displaying positive behaviors. Students will earn one RICH coin for demonstrating the specific actions listed below. Staff members will distribute RICH Coins to students to use at the school store. Sample **RICH Behaviors**:

<u>Respect</u>	<u>Integrity</u>	<u>Creativity</u>	<u>High Expectations</u>
<ul style="list-style-type: none"> -Going the extra mile to help someone -Encouraging and supporting your peers -Excellent engagement, tracking the speaker etc. -Being an excellent team member -Excellent listening skills (pausing, paraphrasing, respectful body language) -Showing great manners: saying please, thank you, excuse me -Appreciating our resources and community -taking the initiative to welcome and assist community members -Displaying an acutely respectful tone and disposition in relation to issues of diversity and inclusiveness -Walking with respect and purpose in the hallways 	<ul style="list-style-type: none"> -Exercising discipline in situations when others would not -Speaking up; alerting staff when there have been or may be potential offenses against our school values -consistently telling the truth, even when difficult -Returning stolen items -Picking up trash or messes you see, even when it's not yours -Getting down to work without being asked -Encouraging or helping others to show good behavior -sharing your voice and passion respectfully in order to enrich our world 	<ul style="list-style-type: none"> -Adding insightful comments, asking deep questions in class discussions -Exceptionally neat notes, binders, or lockers -Representing the school, your schoolwork, your culture, or yourself in a unique and positive way -Adding extra touches to make a project a masterpiece -Being involved in the global community and school community through activities, volunteer work, etc. 	<ul style="list-style-type: none"> -Perseverance; finishing something challenging -Asking for help when you need it -Dealing with difficult situations in a mature way by seeking out mediation or support -Seeking out additional practice or support; coming to office hours -Improving your behavior or academic performance over an extended period of time. -taking responsibility to consistently do your best work -demonstrating resilience even in the face of adversity -consistently turning in high quality homework

Behavior Interventions

- Students who are unable to self-correct inappropriate behavior by using the progressive management approach (or in extreme verbal/behavior situations) will be issued a referral to the Restorative Justice Room (RJR) for conference and restorative justice consequences in alignment with DPS policy at the discretion of the Dean and RJ Coordinator
- After school detention (refocus) will be held daily in the RJR or another specified location from **3:00 to 3:45**. Any student referred to RJR automatically has a mandatory after school detention (refocus). Parents will be notified via a daily auto-dialer when their student is assigned detention.

Refocus (Detention): Demerits (what is given when a school expectation or core value is broken) are given to students as necessary. Students are assigned refocus based on three systems – automatic refocus, gradual refocus and administrative level.

- Automatic refocus: Uniform violation, in hallway without a pass, tardiness to school, tardiness to class, food/drink in the hallway, public display of affection, and targeted-flagrant language.



- Gradual refocus: 3 Demerits within a class period= Assigned Refocus
- Administrative Level: Assigned refocus based on response to referrals

Restorative Justice Approach to Behavior Intervention

Restorative Justice at DCISM affords students and adults an opportunity to give their side of the story and participate in a mediation to repair harm and be restored to daily school activities. Dean/RJ/admin may ask a staff member, parent, or other students to participate in a restorative justice conversation. RJ can also be requested by faculty/staff to the Restorative Justice Coordinator or Dean.)

What is Restorative Justice: **Restorative Justice** is an approach to **justice** that focuses on the needs of victims and offenders, instead of satisfying abstract legal principles or punishing the offender. Victims take an active role in the process, while offenders are encouraged to take responsibility for their actions, "to repair the harm they've done—by apologizing, returning stolen money, or community service". It is based on a **theory of justice** that considers crime and wrongdoing to be an offense against an individual or community rather than the state. Restorative justice that fosters dialogue between victim and offender shows the highest rates of victim satisfaction and offender accountability.

Math Lab Program

As a DSSN school we are fortunate to be able to offer 6th and 9th grade students an extra period of math tutoring each day. Students are paired/grouped with 2-3 students maximum who are at a similar level, and a Math Fellow guides them each day in the development of their math skills. This level of differentiation and small ratio of Fellows to students has proven to be successful at helping students reach proficiency at their grade level. The Math Lab Coordinators, Michelle Thomas and Jamie Spears, oversees the 21 Math Fellows and can be contacted at Michelle.Thomas@dpsk12.org or Jamie.Spears@dpsk12.org.

Parent Engagement Opportunities

There are a variety of ways for parents to be involved at DCISM. To view and complete a Parent Volunteer Survey, please download the form (in English and Spanish) at <http://www.dcismontbello.org/parents> and turn it in to the main office. We are excited to partner with parents to support student achievement and welcome your ideas for additional ways you'd like to be involved! The following are Parent Action Teams for which we are looking for parent volunteers ~ Teacher and Staff Appreciation, New Student and Parent Recruitment, Events and Celebrations, Parent Education Programming, Fundraising, and Office Help. There is also the opportunity to be a DSSN Parent Ambassador to represent DCISM at the District and Regional level. For more information please contact kate_farmer@dpsk12.org.

School Advisory Board

The School Advisory Board is a committee based organization that serves as a representative voice to provide school leadership with multiple perspectives when making decisions related specifically to the implementation of our vision, budget and staffing.

The membership of this important committee includes:



- The school principal
- middle school parent representatives
- high school parent representatives
- community leader/business owner
- middle school level teacher representative
- high school level teacher representative
- non-teaching staff member
- middle school student representative
- high school student representative

Terms for ALL elected and appointed candidates will be one (1) year.

Communications

As a parent/guardian, there are multiple ways to keep updated on DCISM happenings:

- Check www.dcismontbello.org
- 'Like' the DCIS at Montbello Facebook page
- Receive our Parent Email Updates (please inform us of your email address if you are not already receiving emails from us)
- Listen to robo-calls with pertinent information on events, deadlines, and announcements
- Check with your child on the last Friday of the month for a printed update that we will send home with students
- Call 720 423 5900 with any questions

Parent/Student Portal

Denver Public Schools has launched a new Parent/Student Portal this year. This system helps parents track their child's success and is provided in English, Spanish, Vietnamese, Arabic, and Somali. There are also resources to support student learning at home. To sign up or to access the Parent/Student Portal click here <http://myportal.dpsk12.org>. If you have questions or need help with the Portal please email dps_portalteam@dpsk12.org.

DPS Parent/Student Handbook and Policies

To access the **District's Parent and Student Handbook online** please click here: <http://www.dpsk12.org/cache/?https://communicationssp.dpsk12.org/CDEnglish/dps-handbook-english-final-lrweb.pdf>

To access the **Board of Education Policies** please click here: <http://www.dpsk12.org/policies/>