

**Denver Street School  
2024-2025  
Student Handbook**



**West Campus**

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## **Introduction and History**

The Denver Street School is a Christian alternative high school dedicated to providing inner-city students with the opportunity to complete their high school education. Founded in 1985 by Mr. Thomas Tillapaugh, the Denver Street School has graduated over 200 students. Many of these graduates have gone on to college, junior college, vocational schools, the military and the job market. The administration and faculty of the Denver Street School are dedicated to helping students rise above obstacles. We believe that with the help of Jesus Christ students can excel in school and go on to become great successes in life.

The Denver Street School is accredited by Cognia and governed by a board of directors composed of concerned men and women from our community who share with the administration the vision that quality Christian education is the key to breaking the cycle of poverty and dependence.

## **Purpose Statement**

The mission of the Denver Street School is to bring hope, a second chance, and the love of Christ to Denver's struggling students through quality education in a safe environment and a supportive network of loving caring adults.

## **Mission Statement**

Students will become productive citizens by:

- acquiring tools to problem solve and set goals
- identifying and overcoming negative habits
- having a vision for a positive future
- working to develop and maintain healthy relationships
- knowing the Gospel and understanding how to enter into a relationship with Jesus Christ
- finding and ethically using relevant information from multiple sources
- mastering course content
- earning a diploma

## **Admission Policy**

The Denver Street School admits students of any race, color, religion, and national and ethnic origin to all of the rights, privileges, and activities generally accorded or made

available to the students of this school. It does not discriminate on the basis of race, color, religion, and national and ethnic origin in administration of its educational policies and school administered programs.

**The principal owns the right to deny enrollment to an applicant.**

## Registration Process

Denver Street School may accept students for enrollment at the beginning of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters of the school year, depending on their current enrollment. Please see the current school calendar for specific start dates for each quarter.

*Because of our limited class sizes, occasionally a student will be placed on a waiting list for the upcoming quarter. We suggest filing an application for a student as soon as possible to provide the greatest opportunity for enrollment in the quarter desired. Students on the list who are not placed are given priority for the next enrollment period.*

1. Students wishing to enroll may obtain an application packet by
  - Downloading one from our website at [www.denverstreetschool.org](http://www.denverstreetschool.org). [Note: before an interview can be scheduled, a completed application must be submitted.]
  - Contacting the school directly and requesting an application be mailed to them.
  - Coming by the West campus to pick up a packet.

**Note:** Where possible, please return your application with a current copy of your school transcripts for any high school credit received and immunization records. Any delay in such documentation will slow down the enrollment process.

**We are not staffed to accommodate intensive IEPS and/or 504 plans established with public schools and/or Special Education documents.**

2. Once the completed application packet has been returned and evaluated by the principal, students will be contacted to schedule an informational interview. The interview will be conducted with a parent/guardian present. A tour and a meeting with the school counselor will be included.
3. After a discussion between the principal and counselor, the next steps will be initiated.
4. If the principal deems the applicant is not well suited for attendance at DSS, the parent/guardian of the applicant will be notified of the denial of enrollment.
5. Students who are chosen for enrollment will review this **Student Handbook**, in person, with the principal/counselor and signatures will be required at the time of the meeting.
6. At this time, any additional information that pertains to attendance at DSS will be shared.

## Tuition and Fees

The cost of educating a student at the Denver Street School is approximately \$11,000 yearly. Because we realize that most of our students are financially unable to pay that amount, funds are raised from a variety of sources to make up the difference.

The student's family is responsible for tuition in the amount of \$50.00 per quarter payable upon receipt of billing. The school also charges a \$25.00 technology fee and an additional \$25.00 insurance fee once each school year.

**Students have the option of completing 8 hours of community service in exchange for one quarter's tuition. The hours need to be documented and signed by an employee at the organization. Documentation needs to be submitted to the principal prior to the end of the quarter to pay that quarter's tuition. The \$25.00 technology and insurance fees must be paid via cash or check.**

If the student expects to be late with his or her tuition, it is the responsibility of the student to make arrangements with the principal in advance. Should a student become more than 2 quarters behind in their tuition, they are subject to being dismissed from school. **Official student records may be delayed in release to parents or other institutions if there is an outstanding account balance.**

## Parental Involvement

The administration and faculty of the Denver Street School invite and welcome the involvement of parents and guardians of our students. The school will offer periodic parent-teacher conferences, back to school events, and additional activities for parents to become involved with. Parents are also encouraged to attend our weekly chapel. The principal and advocate will communicate regularly with parents about student success and also patterns of concern. Parents and guardians are welcome and encouraged to call or write at any time concerning their child's academic standing and progress.

## Chapel

Our school-wide chapel is held each week. This is a time of togetherness where we pray and hear a message of truth from God's Word. **Attendance at our school-wide chapel service is required of all our students.** While this school is an academic institution providing a quality high school education, it is also a Christian ministry. We believe that an education is incomplete without God. It is therefore our desire that all our students will come to a personal knowledge of Jesus Christ as their Lord and Savior. Bible study and Chapel is a **requirement for graduation. Attendance during Chapel time is mandatory as well as Bible Class.**

**Students who are interested in being baptized and making their personal knowledge of Jesus Christ a permanent relationship may be baptized within our local Church School, New Life in Christ Church. Family members are encouraged to attend the Baptism Ceremony as it will be conducted during school hours wherein the students will attest to their desire to know Jesus as their personal Savior before their peers at school.**

## **Athletics**

The Denver Street School endeavors to offer various sports depending on our students' interests, and availability of resources. Should we not be able to offer a sport, every effort is made to connect our students to a program where they can participate. Students may participate provided they meet eligibility in attendance, academics, and behavior. Students with successful participation in athletic programs will receive  $\frac{1}{4}$  of an elective credit for every 30 hours of participation.

If a student signs on with his/her local high school or other athletic program, credit may still be awarded. **A signed document must be presented before credit is issued to the principal from the head coach or governing authority of the location of the sport.** No exceptions will be made.

Currently, there are no sports programs at DSS.

## **Discipline Policy**

Our goals as they relate to discipline are to preserve and maintain high academic standards and integrity, to protect the learning environment, and to create a safe place for students and faculty. If a student causes a problem, they will be asked to fix it, with appropriate support from the school. If a student cannot or will not fix a problem, the school will intervene and take corrective action. What the school does will depend on each unique situation. The principal holds the right to determine appropriate consequences.

## **Standards of Conduct**

It is the desire of the administration and faculty to treat the students as adults. In return, the students are expected to behave maturely, obeying all rules and expectations of the school. It is in this atmosphere of mutual respect that the learning process will be most enhanced. **Each student is required to read, agree to, and sign the Standards of Conduct Contract included in the application packet.** No student will be permitted to remain enrolled without a signed contract on file. **Please be advised that...**

The following choices may result in suspension:

- Cheating or consistent refusal to complete assignments or work in class
- Attending school high or drunk

- Insubordination to a faculty member or administrator
- Damaging school or church property
- Repeated inability to follow school rules
- Threatening anyone at the school
- Refusal to comply with technology policies

The following choices may result in expulsion:

- Failure to take responsibility for an ongoing problem
- Threatening anyone at the school
- Weapons possession at school or school event
- Drug possession or use at school or school event
- Physical harm to or sexual harassment of a student or faculty member
- Gang activity or recruitment at school
- Selling or distributing drugs at school or school event

## **Specific Policies relating to Drugs/Alcohol**

If we suspect that a student is under the influence of alcohol or drugs, because they smell like it, are acting like it, or have any physical manifestation of it, parents will be called and

the student will be suspended for the rest of the day. No drug tests will be administered at school. If a student brings certified results of a clean UA that was taken within 24 hours of the incident at school, the suspension will be revoked and will not count against the student toward dismissal. Please know that parents are always welcome to come to school and meet with the principal and your student if you feel that s/he is not being treated fairly or appropriately.

In addition to the suspension, the first incident will result in the student being placed on a drug contract which will remain in effect for the rest of their time at the school. A second incident will result in another suspension. A third incident will result in dismissal for the rest of the quarter and loss of that quarter's credits. A conference with the student's parents or guardians will be required for readmission the next quarter.

## **Specific Policies relating to Gang Activity**

The Denver Street School is a safe, neutral territory for all students. Our basic policy is that no gang-related activity is allowed. We will give students a written warning the first time anything occurs including, *but not limited to*:

- gang-related language, whistling, or other "signals or signs"
- wearing predominantly gang colors
- wearing clothing with any sort of gang symbols or signifiers
- wearing their clothing in a way that signifies a gang affiliation
- writing any kind of symbols, names, numbers, etc. on anything in the building including their notebooks, papers, etc.

- using fonts, file names or anything else gang related on the school computers and/or on any work done on the school computers

A second offense of any kind will result in a probationary contract. A third offense of any kind may result in dismissal from school for the remainder of the quarter resulting in a loss of credit. The ability to return the following quarter will be at the discretion of the principal and will require a conference with the student and his or her parent/guardian.

## **Additional Policy Information**

### **Phones and Electronics**

Phones and electronics' usage will be at the discretion of the academic staff.

### **Dress Code**

Though the Denver Street School does not require a uniform, it does have some general guidelines concerning dress for school. Students are to wear modest clothing that appropriately covers the body in a Spirit of Christ setting. Clothing is not permitted that has

- a gang affiliation
- obscene language, symbols, or pictures
- drug or alcohol related symbols or slogans

Approval of dress is at the discretion of the principal.

### **Attendance and Tardy Policy**

Consistent attendance is expected of each student at DSS. If a student indicates to us by his or her lack of attendance or tardiness that he or she is not serious about getting an education, that student will be subject to dismissal for the remainder of the quarter in which the attendance problem occurs, resulting in the loss of credit.

- **Absences:** Should a student exceed four (4) absences, excused and/or unexcused, in a class during a quarter, they will be dropped from that class and will not receive credit in it. The principal has discretion regarding consequences; however, if there is any absence from ditching (AD) or failing to work in class (AW), it may result in an immediate drop on the 5th absence.
- **Tardy to Class:** Because being on time is an important workplace skill, we treat being late as an employer would. Any student exceeding six (6) tardies in a class will be subject to dismissal from that class for the remainder of the quarter.
  - Students arriving up to 10 minutes late for class will be marked as "Tardy" and will receive notification of the number of tardies they have used of the six allotted.
  - Students arriving 11 – 30 minutes late for class will receive a half-absence.



- Students arriving more than 30 minutes late will be considered “absent tardy” for attendance recording purposes; however, this level of tardiness will count as a full absence.
- **Tardy for Advocacy:**
  - If a negative pattern occurs in a student’s Advocacy attendance, action will be taken.

### **Ditching**

Ditching class, study hall, detention, advocacy, chapel or any other required activity is considered serious and will result in an unexcused absence/ ditching attendance code. If a pattern of ditching continues, consequences will be determined for the specific student.

Parents will be notified by email, phone, or text message for any consistent attendance issues and/or if a student receives an attendance code regarding any form of unexcused absence.

### **Study Hall**

Study Hall is a mandatory part of the school day for any student who is not passing classes or has 2 or more missing or incomplete assignments. Once a student has turned in all necessary work, he or she may be excused from Study Hall until the next weekly progress report.

## **General Information**

### **School Contact Information**

#### **West Campus:**

Phone: (303) 847-7582 (principal’s #)

Email: west.principal@denverstreetschool.org

Fax: (303) 942-6055

School phone: (303) 860-1702

### **School Hours**

- 9:00am to 3:30pm Monday through Thursday
  - An optional early Study Hall is available at 8:30 a.m. until 8:55 a.m.
- 9:00am to 12:30 on most Fridays.
  - Friday schedules vary.

## **School Supplies**

Each student is requested to bring his or her own paper, pencils, pens, and other school supplies. DSS will provide any student with school supplies if s/he is unable to get them on his or her own.

## **Lunch**

The Denver Street School has an open campus during lunch. Students are welcome to eat and drink in designated rooms or outside the building. A refrigerator, freezer, and microwave oven are available. Students may bring a bag lunch or purchase their lunch at local stores. Students are expected to be back on time for the beginning of class after lunch. DSS is not responsible for accidents that may occur to students once they leave the facility.

## **Field Trips**

The permission slip for all field trips is included in each student's application. Additional permission slips will not be sent home for each individual field trip. Students will be informed of any upcoming trips and are requested to inform their parents.

## **Advocates**

Each student will have an advocate assigned to him or her. The purpose of the advocate is to provide additional support and encouragement for students at DSS and to provide direct and immediate intervention for a student in crisis.

## **Inclement Weather**

Principal will make the determination for a late start or school closure.

The Denver Street School will announce inclement weather-related school closures on its Facebook page. See the Bell Schedules for the late start schedule.

## **Lost and Found**

The school is not responsible for lost or stolen items. Students should pay close attention to their possessions, including books, purses, phones, sunglasses, etc. A lost and found box is in the principal's office. Items left unclaimed will be donated to charity at the completion of each quarter.

## **Fire Readiness**

Students will be informed of the fire exits and escape routes for the various rooms. They will be expected to familiarize themselves with these in case of a fire or other emergency. There will be two fire drills (fall and spring) and two active shooter drills (fall and spring) per year.

## **Volunteers**

Denver Street School is honored and privileged to enlist a number of part-time volunteers to help carry out our mission of providing a quality education to our students. These volunteers serve as tutors, nursery workers, secretaries, food providers, as well as in other capacities. Students are expected to treat volunteers with consideration and respect and utilize the time spent with the volunteers. All volunteers are screened by the Resource Manager before having any student contact.

## **Visitors**

The school policy is that there are to be no unscheduled visitors in the building at any time. Friends may meet students at the door of the school following the end of school provided they do not create a problem for you or anyone else at school.

## **Building Security**

North and south doors will be locked at all times. No unannounced visitors will be allowed into the school property or allowed to pick up students.

# Bell Schedules

<u>DSS Normal Day Schedule</u>			
<u>Monday/Wednesday</u>		<u>Tuesday/Thursday</u>	
8:30 - 8:55	Study Hall a.m.	8:30 - 8:55	Study Hall a.m.
9:00 - 9:30	Advocacy	9:00 - 9:30	Advocacy
9:35 - 11:05	A Block	9:35 - 11:05	D Block
11:10 - 12:40	B Block	11:10 - 12:40	E Block
12:45 - 1:20	Lunch	12:45 - 1:20	Lunch
1:20 - 2:50	C Block	1:20 - 2:50	F Block
2:55 - 3:30	Flex	2:55 - 3:30	Flex

## Half Day Friday Schedule \*8:30 -

8:55 Study Hall

9:00 - 10:00 Block I

10:00 - 10:15 15-minute break

10:15 - 11:15 Block II

11:15 - 11:30 15-minute break

11:30 - 12:30 Block III

12:30 Dismissal

## Late Start Schedule

10:00 - 10:20 Advocacy

10:25 - 11:40 A/D Block

11:45 - 1:00 B/E Block

1:05 - 1:35 Lunch

1:35 - 2:50 C/F Block

2:55 - 3:30 Flex

If a Holiday falls on Monday, the normal schedule will be adhered to starting with Tuesday and ending with a Half Day Friday.

# Academic Requirements and Procedures

## Graduation Requirements

For a student to graduate from the Denver Street School they must have earned at least 23 credits. Following is a list of required credits.

<u>Subject</u>	<u># Credits Needed</u>	<u>Subject</u>	<u>#Credits Needed</u>
English	4	Social Sciences	3
Math	3	Bible	2
Science	3	Electives	9

**NOTE:** Students are required to have 23 credits to graduate.

## Grading System

A system of letter grades and conferences is used to inform parents of student progress. The letter grades are based on the following percentage groupings.

A= 90-100%

C= 70-79%

B= 80-89%

F= Below 70%

- **All class work must receive a 70% or above to receive credit.** Revision is required for any assignment failing to meet that standard.
- **Missing and incomplete class work** may only appear once on a missing assignment list. If it is not completed and resubmitted for grading by the next list deadline, it may receive a zero for a grade.
- **All tests and major assignments must receive a 70% or above** to receive credit. Revision and retesting are required for any test or assignment failing to meet that standard. Students who fail to satisfactorily complete any tests or major assignments by the end of the quarter will not receive any credit for that class.

## Last Week of Quarter/Final Exams

- The last 2 days of each quarter will be for final exams only in each class.
- All other tests, quizzes, and make-up work must be done by 3:30 on the Friday before finals. Students must have a 60% or higher in the class to take the final.
- Only major concepts will be tested on final exams. Teachers will provide students with a review sheet. Students are strongly encouraged to keep all class work, tests, etc. to use for review.

**PLEASE SIGN PAGE IN PERSON AND GIVE TO  
PRINCIPAL/COUNSELOR**

**To be signed by a parent or guardian and returned:**

I \_\_\_\_\_ have read the Denver Street School Student Handbook in its entirety and understand the expectations and policies for students enrolled at the Denver Street School.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/ Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**To be signed by the student at school:**

I \_\_\_\_\_ have read the Denver Street School Student Handbook in its entirety and understand the expectations and policies for students enrolled at the Denver Street School.

Student signature \_\_\_\_\_ Date \_\_\_\_\_