



# DR. MARTIN LUTHER KING, JR. EARLY COLLEGE

**Our Mission:** Our mission at Dr. Martin Luther King Jr. (DMLK) is not to punish but instead to change unwanted behaviors through the use of restorative practices and other non punitive interventions as our first response. As a result of these efforts students will not only be held accountable but taught other ways to deal with conflict. This ensures that students are their best selves to improve attendance and learning.

## General Student Culture Resources

- [Student Expectations](#)  
\*LINK ABOVE\*  
Document above details  
Attendance  
Backpacks  
Dress Code  
Cell Phones  
Lockers  
Lunch  
Student IDs
- [DPS discipline Ladder](#)

## PBIS SYSTEM

### P.A.W.S (Panthers Actively Winning)

#### PBIS

**Who:**

All students.

**What:**

Anytime a Staff Member or a Student is exhibiting our PANTHERS Core Values, they will get a Panther PAW slip to positively recognize them. Staff slips will be white, and student slips will be blue.

**Where:**

Staff will fill out a Panther PAW slip for another staff member or student, then give it to them. Staff and Students will be responsible for turning in their PAW slip to the designated box outside the office to be entered into the raffle.



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## When:

We will celebrate each other all year long.

Drawings for swag and prizes will take place every other week for staff members at staff meetings (beginning in September), and weekly during video announcements for students (beginning in October).

## Behavior Systems

### Restorative Practices at DMLK

Restorative practices seek to examine the harmful impact of an incident and then determine what can be done to repair that harm while holding the person who caused it accountable for their actions. Relationships and conversations with students are the key to helping students be their best each day and living out the PANTHER values.

The behavior systems below come after, or in tandem with, a restorative conversation / attempt to talk out the situation and how to repair harm.

## Attendance

**Rationale:** At DMLK we value community and learning. With these values, student attendance is incredibly important and we expect students to **maintain an overall attendance percentage of 92% or higher**. We are here to partner with students and families to ensure students are at school, in turn, maximize their overall success at school. The attendance team at DMLK includes the school counselor, 1 other mental health provider, grade level team leads and the SPED Assistant Principal. Families should not hesitate to reach out to the attendance team at 720-423-9600 if they need support at any time.

### Attendance Expectations:

- **Start Time:** School starts at 8:20
  - Doors to the cafe will be open for students to eat breakfast between 8:05 and 8:25.
  - These doors will close at 8:30. Students who arrive after 8:30 are expected to enter through the main entrance on the south side of the school.
- **Attendance Requirements:** Students should expect to use no more than **10 days of absence** during the school year. This will maintain their attendance percentage at **92% or higher**, which is the expectation for **all** DMLK students.
- **8th Grade Families:** In order for your student to participate in continuation week activities, they must have an attendance percentage of 92% or higher



- **12th Grade Families:** In order for your student to participate in graduation week activities, they must have an attendance percentage of 92% or higher
- **Absences:** If your child is going to be absent, it is critical that families communicate this with the front office. The attendance line telephone number is 720-424-0555 or you can excuse students through Parent Portal.
- **Attendance Incentives:** Each month, the attendance team comes up with a targeted incentive and goal around attendance. These incentives may include, but are not limited to
  - Gift Card raffles for
    - 92% attendance or higher
    - Most improved attendance
    - Most improved tardies
  - Monthly attendance award at awards assemblies
  - Events (baseball games, Defy, Nuggets games etc)
  - Family prize raffles for improved attendance
  - Ice cream bar
  - Popcorn parties

**Save the Date: No School For Students!**

*You can help maximize your student's attendance by scheduling appointments on the following days whenever possible.*

- September 4th
- September 22nd
- October 12th-October 13th
- October 16th
- November 20th-24th
- December 18th- January 2nd
- January 15th
- February 16th-19th
- March 25th-April 1st
- April 19th
- May 27th
- June 5th - Early Release



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## What Counts as an Excused Absence? What does not?

### Excused Absences

Absences are excused **only when there is family to school communication** and fall into the following categories:

- Illness or injury - you may be asked for a doctor's note
- Religious holiday or observance
- Death in the family
- Legal Obligations

Please call 720-424-0555 or excuse your student through the [Parent Portal](#) if your student will be absent for one of these reasons.

**\*\*Excused absence still count against a student's overall attendance percentage\*\***

### Unexcused Absences

- An unexcused absence occurs when a student is absent and the school is unaware.
- When your student is absent you will receive an automatic phone call
- Students with three or more unexcused absences or truanancies will be subject to disciplinary action which could include lack of eligibility to participate in school performances or suspension.
- Truancy can be **filed with 4 unexcused absences** in one calendar month
  - *Truancy is defined by the state of Colorado as - A student under the age of 17 who has been absent from school without permission for 4 or more days in a given month or 10 or more cumulative days.*

## Attendance Responsibilities

### Family Will...

1. Ensure their student is in attendance at DMLK everyday.
2. Help their student understand the importance of daily attendance.
3. If a family knows their student will be absent, they will contact the front office at 720-424-0555 or you may excuse your student through the [Parent Portal](#).
4. If families need assistance with transportation or other barriers: please contact the mental health and wellness team at (720)424-0544.
5. Families can support their child in checking their attendance percentage and tardies regularly through [DPS parent](#) or student portal

### Attendance Team Will...

(Hawkins, Lacy, Tyerra, Ashley, Jordon, Dominique, and Leonidas)

1. **Preventative measures:** Before the beginning of the 23-24 school year, Mr. Hawkins will pull the prior year attendance data for 22-23 and start students on an attendance contract.
2. The attendance team meets weekly to pull attendance data and reports for each grade level.
3. The attendance team will then email SEL teachers their list of students that need an attendance intervention.



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- 4. **Tier 2 Intervention:** The attendance team will identify students with 6-9 unexcused absences weekly and arrange a parent meeting. The student(s) will potentially be placed on an attendance contract at this time.
- 5. **Tier 3 Intervention:** The attendance team will identify students with 10 or more unexcused absences. Students may be assigned Arch Staffing, Referral to the FACE program and referral to Truancy Court at this level.

**Teachers Will...**

- 1. **Tier 1 Intervention:** Using the email from the attendance team, **SEL teachers will connect with their SEL families who have accrued 3-5 unexcused absences or have concerning attendance (below 92%).**
  - a. SEL teachers are expected to have 3 attempts to contact the family before the next grade level meeting. All attempts should be documented in IC in the conference tab.
  - b. At the next grade level meeting, SEL teachers will present their findings and the communication/ conversation with families to identify next steps.
    - i. This may include checking in on attendance plans to support families in improving their student's attendance.
- 2. Teachers will use progress reports as a touch point to support the SEL teachers that are communicating with students and families on being aware of their current attendance and problem solving together.
- 3. Will attend attendance based conferences with families and provide additional support to SEL teachers as needed.

**Admin Will...**

- 1. Will attend attendance based conferences with families and provide additional support to SEL teachers and the attendance team as needed.
  - a. This includes families whose SEL teachers have reached out to the student whose attendance continues to be concerning (Tier 2 or higher)

## FAQ's

**What interventions are put in place for attendance related concerns?**

- 1. **Tier 1:** SEL teachers will contact the family and partner with them (3 attempts)



	<ol style="list-style-type: none"> <li>2. <b>Tier 2:</b> Attendance team will take over communication; students will be assigned an attendance contract and parent meeting.</li> <li>3. <b>Tier 3:</b> Referring students to community hubs, etc.</li> </ol>
<p><b>What counts as tardy?</b></p>	<p>A student is tardy if they are not in your classroom by the time the bell rings. Teachers should mark these students as “tardy” in IC when taking attendance. Teachers should also include the timestamp the student entered in the comments.</p>
<ul style="list-style-type: none"> <li>● <b>What if a student’s parent excuses the absence?</b></li> </ul>	<p>Excused absences still count against a student's overall attendance percentage per DPS policy. <b>If a student is not in class, their attendance percentage will drop.</b></p>

## Lunch Detentions

**Who:**  
MS and HS Students. Supervised by Ms. Brigitte or ISS supervisor. Support of Admin on lunch duty.

**What:**  
A consequence for unwanted behavior that was not resolved with restorative conversation

**How:**

- Students go to the cafetorium to eat. No food trucks.
- Assigned table to eat lunch. Phones / chromebooks are put away
- Students remain in cafe the whole period
- After lunch is done students clean cafe and field with ISS kids for community service
  - If for some reason a parent refuses to have their student do community service, we will contact the parent for suggestions such as after school detention or Saturday school
- Lunch detention is assigned by SCT member and put into spreadsheet
- If a student does not attend, they get an automatic after school detention. If student does not attend after school detention then we conference with parents to find out what the issue is and work on an alternative consequence.

**When:**

Middle School: 11:05-11:50  
High School: 12:00-12:45



**FAQ:**

*What would constitute a lunch detention?*

- Excessive tardies
- Ditching
- Disrespectful Behavior

*What if a student is late? Do they get it reassigned the next day?*

- Depending on how late the student is, they might be assigned another detention for the following day.

*Can teachers assign lunch detention?*

- Teachers cannot add students to the list on their own. When a teacher needs support with a student (dials zero, talks to a member of the SCT or admin, etc.), the conversation may lead to the decision for a detention in which SCT or admin will assign (add to the spreadsheet for the day). With a large staff, anyone being able to assign could create inconsistencies with why the student is getting detention. A restorative conversation is always preferred.
- If a teacher is having an ongoing issue with a student in the classroom but does not feel like dialing 0 is necessary (not a "I need help right now" situation), then the teacher will email their grade level SCT member with the issue and the student will be pulled for a conversation. This may result in a detention if deemed necessary. The TEACHER calls home to notify about the detention. SCT or Admin will add to the detention list.

*Can grade levels come up with their own lunch detention system?*

- No. All teachers have an off duty lunch. One school-wide system that is adhered to by all parties involved helps with consistency. If you want to meet with a student for a restorative conversation (1:1 or lead by a member of the SCT) this is great and may replace a detention if the problem was resolved. This is the best case scenario!

*How do I know who was given lunch detention? How do I know if they attended?*

- There is a spreadsheet updated daily with the running list of students who need to serve and whether or not they attended.

*Who is updating the data each day?*

- MS: Each dean/admin will enter the data for the students they worked with



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- HS: Each dean/admin will enter the data for the students they worked with

*Who is calling parents to inform them that the student has lunch detention?*

- A member of the SCT or admin

### After School Detention

**Who:**

MS Students. Supervised by dean or admin

HS Students. Supervised by ISS supervisor

**What:** A consequence for unwanted behavior that was not resolved with restorative conversation.

**How:**

- HS Students go to to cafetorium
- MS Students go to 115
- Students sit at individual tables.
- Chromebooks and cell phones are put away until they are given instruction to do work if no RJ / work with custodians that day.
- Restorative aspect
- After school detention is assigned by SCT member and put into spreadsheet
- If a student does not attend after school detention, SCT will call home and address the issue where they will be assigned another detention during lunch.

**Where:**

Students meet in the cafeteria/115. Once seated with technology away, students will get assigned their restorative duties, such as assisting the facilities team with cleaning the cafeteria/building.

If the custodial staff is not available, students will have the opportunity to work on class work.

Games and videos will not be permitted. No earbuds or cell phones.

**When:** Thursdays 3:00-3:30 in the cafeteria/115.

**FAQ:**





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*What would constitute an after school detention?*

- Excessive tardies/absences list pulled by admin
- Ditching
- Behavior
- Ongoing classroom issues (that teacher emailed SCT / admin about or SCT / admin witnessed)

*What is the difference between lunch and after school detention? Is one more serious than the other?*

- It is based on the time of the incident that occurred resulting in the detention being assigned. If the incident occurs in the morning they get lunch detention. If the incident happens in the afternoon, they get after school detention. One detention can sub for another if a parent requests it.

*What if a student does not attend? le- Parent does not allow student to stay or student no show*

- Students will attend lunch detention in the following days.
  - 8th grade Friday
  - 7th grade Monday
  - 6th grade Tuesday
- Admin and deans will divide up the list of students that did not attend after school detention on Thursday and students will be collected at the end of 5th period and escorted to lunch detention.

*What if a student is late? Do they stay longer or get reassigned?*

- Depending on how late the student is, they might be assigned another detention for the following day.

*How do teachers check to see if the student attended?*

- The daily spreadsheet will be updated for the entire staff to see if students attended or not.

### In School Suspension / Restorative Justice Room

**Who:**

Supervised by Ms. Brigitte. If she is absent, then another member of SCT will supervise.

**What:**

In school suspension is a consequence for unwanted behaviors more severe than after school detention infractions. Students use this time to get work and there is also a restorative aspect to this that allows students to repair damage done and reflect on their actions.

**Where:**

Students will meet in the downstairs discipline center in the morning and Ms. Brigitte will walk students up to Room 210

**When:** Students are picked up by Ms. Brigitte between 8:35-9AM and remain in ISS until 3:35PM unless stated otherwise in the referral.

**How:**

- Assigned by deans/admin based on referral
- A student has to receive a referral in IC in order to be placed in ISS
- Students turn in cell phones and follow the [Schedule](#)
- Students may use Chromebooks for their school work. No videos. No games. No music.
- Brigitte takes lunch during period 7 and a SCT member will supervise ISS during her absence.

**FAQ:**

*Can teachers pull students out of ISS to attend class?*

- Teachers cannot pull students out of ISS for any reason other than state testing.

*What if a student does not attend ISS?*

- If absent, that counts as out of school suspension and they will not be expected to attend ISS the following day.
- If a student is in the building and ditching ISS, they will be escorted to ISS and be given one additional day. Parents will be notified.

*Where do students find the work to do?*

- Most work should be in Schoology.
- If you have paper work for students, the teacher will go to ISS and give the work to Brigitte.

## Saturday School

**Who:**

Supervised by ISS supervisor, SCT / admin rotation



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## What:

Students with severe attendance concerns. It can also be used as an alternative to detention if requested or communicated with parents.

## Where and When:

DMLK Library 8:00 AM - 12:00 PM starting in late September.

8:00-9:00 Parent meeting to discuss grades, attendance and behaviors (translators are provided)

## How:

- Assigned by deans/admin
- Parents are informed via letter and phone call.
- Students work on school work and community service with Z and his team

## FAQ:

*What if students and parents do not show up?*

- If students do not attend Saturday school we will contact parents and let them know that if they do not come in then we will have to move forward with attendance protocol such as filing truancy

## Phone Policy

1. Class reminder no phones IF you see phones out
2. 1:1 Student Conversation if phone is out
3. Ask the student to put it in the lockbox. If there is no lockbox, you can call 0 for the phone to be taken.
4. Give the phone back at the end of the period. If the team has decided that the student is habitual and the phone should remain in the box, then call students' parents to inform them of the phone being taken.

\*LOCKBOX MUST BE IN SECURE LOCATION\*

## Staff (not teachers) Lunch Duty Spots

[Assignments](#)

\*LINK ABOVE\*



All staff must be at their duty spot during lunch. Calendar invites will be sent. **If you need coverage please see the back up coverage list and email to ensure a staff member will be in your spot.** A list of available staff members for lunch coverage will be sent out in the calendar invites for lunch detention.

- Staff should be spread out
- Not on phones
- Aware of their surroundings
- All lunch duty staff will have a radio

Ideally, no meetings should be scheduled for this time.