



The Girls Athletic Leadership Schools of Denver

Family/Caregiver Handbook

2025-2026

GALS Student Pledge

I know who I am.

I know that I matter.

I know what matters to me.

I pay attention to what I feel and what I need.

I make choices and decisions that are good for me.

I take good care of my body.

I stand up for what I believe in.

I let people know what I think, even when I'm angry or confused or in disagreement with
everyone else.

I am a valuable friend.

I know I can make a positive difference in the world in my own unique way.

GALS Denver Mission

GALS Denver empowers students to Succeed Academically,
Lead Confidently, Live Boldly, and Thrive Physically

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WELCOME TO THE GIRLS ATHLETIC LEADERSHIP SCHOOLS!

We are so glad you joined the *MOVEMENT*! Our focus remains on academic achievement while ensuring our students are well-prepared for success as leaders and contributing community members, in college and the world beyond. Our goal is to ensure they have built a platform from which they truly know they can succeed in any endeavor they choose. Additionally, they will be self-assured and be able to self-advocate within the community.

When you make the choice to come to GALS, you are doing more than simply joining another school; you are becoming part of a movement. GALS is a vibrant community of faculty, administrators, family members, and students bound together by a common commitment to the unique and powerful vision and mission of our school.

Our Vision

The Girls Athletic Leadership School envisions a world where all young women, regardless of their background, are given access to a personalized and holistic education that provides them the opportunity to access the skills, knowledge, and self-determination to succeed in college and to develop as leaders in their communities and the world.

Our Mission

GALS Denver empowers students to succeed academically, lead confidently, live boldly, and thrive physically.

Our Philosophy

GALS believes that in order to ready the mind, to optimize learning, to engage in self-development as a positive image-building process, we must use the entire body and educate the whole person. We draw on the physical, social, behavioral, and cognitive benefits of movement and physical activity to optimize academic achievement.

GALS World View:

- Feminism-We define feminism as the belief in and advocacy for (1) equal rights for all girls and women, and transgender individuals and (2) physical and emotional safety of all girls, women, and transgender persons.
- GALS's pedagogy is "Embodied Education", which promotes the synergy between movement, academics, and positive gender focus.
- GALS creates space in which all genders can fully become themselves and better navigate the gender stereotypes which are still our societal norm.
- GALS has created an educational model that serves students from all backgrounds. It is a model that can exist in multiple educational contexts and governance structures. In opening schools, GALS considers the needs of the local community and works within the local context to help the school achieve its goals.

- GALS believes that standardized, prescriptive approaches to teaching and learning are antithetical to what we know about human development. GALS believes that relationship-based schools focused on meaningful and relevant work will produce empowered human beings capable of leading in our communities and industries.
- At its core, GALS schools are about personalization, which is defined as all students being known well by the adults in the building. As a result, the schools can effectively differentiate and provide challenges and supports based on the strengths and talents of each individual.
- GALS schools strive to be intentionally inclusive of all backgrounds – socioeconomic, religious, ethnic, gender identity, sexual orientation, and special learning needs. GALS believes that this diversity is the foundation for a strong learning environment in which students develop skills to engage in civil discourse and become civically active in our local, national and international communities.
- All GALS schools will meet or exceed local achievement standards and requirements of operation.
- GALS graduates are able to make choices and take actions that are aligned with their own personal values and aspirations. GALS graduates have deep self-knowledge along with strong skills in critical thinking and collaboration, which prepares them to make authentic choices and pursue their goals for the future.
- GALS embraces the concept of ‘choice’ in education, which provides families with the opportunity to choose a school model that best fits their student’s needs. GALS is committed to each student and family that chooses one of our schools and commits to working alongside families to ensure that each student is supported based on his or her individual strengths and needs.
- GALS is a learning organization and as a result, will continually assess, learn, and refine our practices based on results and future needs.
- GALS recognizes the impact of sports participation as a key factor in the success of women in leadership, particularly in women holding C-suite roles in corporations.
- GALS views not only the classroom, but also all physical spaces in and around the school as important components in a holistic learning environment.
- GALS uses its resources to develop a platform for public engagement and discourse in the areas of gender equity, civil discourse and public education.

We want everyone to have a clear understanding of the structure, rules, policies, and procedures that enable a healthy, cooperative and high achieving learning community. The Family Handbook contains this key information. The pages that follow reflect the values of our school and the rules that support and protect those values. It is our hope you will refer to this handbook often to find answers to your questions. We look forward to sharing this journey with you.

Timeri Tolnay, Executive Director
Leah Bock, Head of School

SCHOOL POLICIES

Every student at GALS is academically responsible for themselves. Each student must meet their academic commitments in a timely manner, communicate directly with their teachers, and uphold the GALS Code of Conduct.

EDUCATIONAL PHILOSOPHY

GALS provides a rigorous, standards-based education that supports every student to reach her highest potential.

Our curriculum and pedagogy builds on the inherent capacity of students to become engaged as lifelong learners through self-expression grounded in mind/body development and best practices in movement-based learning. Modern brain research supports the intrinsic connection between the brain and the body. The role of movement in education optimizes the brain's learning potential and boosts students' overall physical health and wellness.

GALS believes that if you have a body, you are an athlete. Accordingly, the Girls Athletic Leadership Schools uniquely focuses on the seamless integration of academics and physical fitness in a healthy, competitive environment allowing the emphasis of knowledge gathered through the body.

MOVEMENT REQUIREMENT

Morning movement is a required cornerstone of the GALS experience. Accordingly, all students are required to participate daily. Activities are modified to fit all needs and abilities, but if a student has a health or injury concern, they must inform their coach/movement instructor immediately with a written note from a parent/guardian/medical provider that details any limitations. Any concern that prohibits a student from participating for more than two days must be documented by a doctor's note.

Students receive the benefits described above when they push their own physical and mental limits and find individual areas for growth. Thus, morning movement is NOT assessed based on athletic ability; rather it relies on effort, participation (based on attendance and actual participation in physical activities), and individual improvement.

SCHOOL HOURS

For the 202-2026 school year at the time of publishing of this handbook, the school day runs:

- M, T, Th, F: 8:30am to 4:00pm. **The building opens at 8:10am.**
- W: 8:30am to 1:45pm. We close early for professional development of staff.

Please note that students will be engaged in learning activities until the end of their school day, and it is of the utmost importance that they are in school, on time, all day, every day.

DISMISSAL POLICY

For the 2025-2026 school year, the Girls Athletic Leadership Schools will dismiss all students at 4:00 p.m. on Monday, Tuesday, Thursday and Friday. Some afterschool activities dismiss at 5:00pm, and some at 5:30pm. On Wednesday, school is dismissed at 1:45 p.m. Afterschool activities dismiss at 4:00 p.m.

If your student is not picked up within 15 minutes of dismissal, GALS cannot provide ongoing supervision of students, undertakes no responsibility for after-hours supervision of students, and will assume no costs or liability arising from events that may occur as a result of lack of supervision after hours. However, students will be held accountable for their behavior while present on school grounds.

Students who have not been picked up after regular dismissal by 4:00pm; or after after-school activities by 5:15pm (M, T, Th, F) or by 4:15pm (Wed); may go to the Boys and Girls Club located at 808 Inca St. for homework help and quiet reading time.

Students may also walk to the Byers Branch Public Library at 7th and Santa Fe. Staff members are not responsible for drop off at the library or Boys and Girls Club.

If an employee of GALS elects to remain with a student past the 15 minute window for pickup that does not reflect a practice of the School and does not guarantee that supervision will be provided on any future occasion. Your child's safety is your responsibility, beginning at the end of every school day.

ADMINISTRATIVE SCHOOL HOURS

The Girls Athletic Leadership Schools' administrative team is available between 8:00am and 4:30pm Monday through Friday. The administrative staff is happy to meet with parents/guardians, but you must email or phone ahead to **make an appointment**. Our administrators may not be available at all drop in times. Please check in at all times at the front office when you enter the building for scheduled meetings. If you come in and do not have a scheduled meeting, please understand that you may be asked to schedule a meeting and may need to return for that meeting at a later time.

ATTENDANCE

GOALS OF GALS ATTENDANCE SYSTEM:

- Students maximize academic potential by being in classes as much as possible
- Students get daily movement because we believe that is key to their academic success

To fully benefit from, be enriched by, and enjoy the GALS experience, it is imperative that students be present at all school functions. Attendance is taken in all classes and activities.

Students must attend all required events at school. These events include but are not limited to: school hikes, team-building days, assemblies, and field trips.

ATTENDANCE POLICY:

Regular attendance has a direct correlation to high levels of student learning and we encourage students to be in every class, on time, every day of the school year. GALS has a 95% school-wide attendance rate goal. This percentage is equal to five (5) absences per semester. An absence is defined as non-attendance in class. An absence can be either “excused” or “unexcused” as outlined below.

GALS will contact parents regarding student attendance concerns and will respond with appropriate resources and interventions when non-attendance becomes problematic. Parents and guardians can request their student’s attendance report in the main office and an attendance report can be obtained from the student’s Infinite Campus account.

To Excuse an Absence

- Leave a message on the GALS attendance line: (303) 282-6437 by 8:30 am each and every day the student is absent
- Email the GALS Main Office at office@galsdenver.org

When possible, communicate excused absences to the main office prior to the absence or the day of the absence. Absences will remain “unexcused” if the request for an excuse is not received within one/two days of the absence.

All “excuses”, either written or verbal must include:

- Parent/Guardian's name
- Student's full name (please spell last name) and ID number
- Date(s) of the absence
- The reason for the absence
- Telephone number where the parent/guardian can be contacted during the day

If a student is absent for three or more days, a doctor’s note must be provided.

The following reasons constitute an excused absence:

- Illness (physical, mental, emotional)
- Medical/dental appointment
- Court date
- Funeral
- Religious Holiday
- Personal reasons/Extenuating circumstances

PARTIAL DAY ABSENCES

Please provide 24-hours notice when possible. All partial absences must be confirmed by a parent/guardian before a student can be dismissed. Students returning from a partial day absence must check back in with the GALS main office. Students must sign in and out of the GALS main office when they leave and when they return. Leaving school without checking out through the GALS main office is considered an unexcused absence.

EXCESSIVE ABSENCES

Excused

When a student has five or more excused days of absence during a quarter, the Attendance Team will complete a student review. This means the student engages in a data cycle (staff collect the attendance data, analyze the data, find trends, take action/respond, follow-up, and communicate to all stakeholders).

Unexcused

An Attendance Review may be conducted for one or more periods of unexcused absence (truancy) and will be made in response to more than five unexcused absences in any quarter. Students with more than 20 unexcused period absences, tardies, or combination of both per semester could lose privileges, are in jeopardy of not earning credits, and/or may fail classes.

Students with excessive absences may receive several interventions which vary based on the severity of the attendance concern.

ATTENDANCE PROCESS

1-5 unexcused period absences in a 9-week period

- Automatic phone call and email from IC/GALS Main Office for unexcused absences
- Referral to the Attendance Specialist or school administrator with appropriate interventions/supports

6 or more unexcused period absences in a 9-week period

After the initial referral to the Attendance Specialist, successive unexcused absences will result in an increase in the level of intervention/support and will generate consequences, including but not limited to the following:

- Student Conference with Attendance Specialist and School Guidance Counselor (including parent contact)
- Attendance Contract
- Loss of Off-Campus Privileges (including lunch and all other periods)

- Lunch Detention or a similar loss of personal time
- In-School Suspension or Alternative (Community Service)
- Parent Conference/Home Visit
- Loss of Privilege to Attend School Athletic and Social Functions
- Referral to MTSS
- Referral to Appropriate Agency for Support
- Truancy Notice
- Filing in Juvenile Attendance Court

When the truant student is under 16 years of age and has accumulated 20 absences during the school year the School Social Worker will automatically evaluate the initiation of judicial proceedings under the Compulsory Attendance Law.

Students who are 16 years and older, who have been absent from school 20 or more consecutive days and who cannot be located, and students who are enrolled in an alternative placement such as day treatment, may be withdrawn from GALS until further notice.

Any student who is found off campus while their privileges have been denied will receive further consequences. The parent will be contacted, and the Attendance Specialist may decide to revoke the student's off-campus privilege for the following nine-week period.

TARDY POLICY

Being punctual is necessary for both college and career. A student is considered tardy if they are not in the classroom at the time of the bell. Within the first ten minutes of the period, teachers will mark the student tardy in IC. After this time, students are required to go to the front office for a tardy pass. Students arriving to class 10 minutes after the bell will be marked absent.

Tardies will be excused with a note or phone call from the parent/guardian at the time of arrival. Please check in with the GALS Main Office. Excessive excused tardies (seven within a nine-week period) may result in a referral to the Attendance Specialist.

Unexcused Tardies:

- Four (4) unexcused tardies – lunch detention/similar consequence the next day and parent notification
- Five (5) unexcused tardies – lunch detention/similar consequence the next day and parent notification
- Six (6) or more tardies – lunch detention/similar consequence, scheduled meeting with Attendance Specialist (could result in loss of privilege to walk independently from class to class), and loss of all off campus privileges, and parent notification

These counts and consequences reset every quarter.

DPS POLICY INFORMATION

For detailed descriptions of DPS policies regarding attendance, conduct, discipline, health-safety, and interscholastic activities please download the DPS Parent Handbook at: <http://communications.dpsk12.org/languages/>

Colorado Revised Statutes, 22-33-102, provides that school districts will establish policies for attendance. The Denver Public Schools (DPS) board policy JE directs that schools develop specific guidelines and policies around student attendance. GALS aligns to DPS policies.

Make-up Work for Excused and School-Related Absences

The student or family is responsible for initiating make-up work when absent. For each excused absence or school activity absence, students will be permitted two days (48 hours) to complete and submit course work unless other arrangements are made with the teacher. Teachers may decide to give equivalent work, not necessarily identical assignments, given to students who were present in class. It is up to the teacher's discretion whether or not an unexcused student is allowed to make up any missed work. Students who are attending a school activity may make arrangements with teachers to turn in work before their absences.

Movement Participation

If a student is unable to participate in a Movement class due to an injury, a note signed by the parent/guardian must be given to the class teacher in advance. If a student fails to participate in a class two or more consecutive times, a doctor's note is required. If non-participation becomes excessive, a doctor's note may be required for each day of non-participation.

Missing Assignments

It is the student's responsibility to meet promptly with the teacher to discuss a plan-of-action to resolve missing coursework. If late assignments are accepted by the teacher, coursework will only be accepted within one week of the assignment due date. All missing coursework will be recorded in the teacher's grade book as a "zero" or "m" until the agreements of the action plan have been met. If the agreements of the action-plan are not met, the coursework grade will permanently reflect the grade of zero in the grade book.

Homework Request for Extended Absences

Students who will be on an extended absence, more than three days, from school due to illness or other approved reasons may request make-up work from their teachers.

COMPETITIVE ATHLETICS

GALS will make known to all students which competitive sports it will offer during the school year. Any student wanting to participate in a competitive sport not offered at GALS is welcome to do so according to the DPS policy at their neighborhood school, or at a GALS Partner school. GALS will do its best to accommodate all students who wish to participate in

competitive sports.

Tryouts for all sports are closed to parents/families/peers as to uphold the focus of the participants and the integrity of the tryout session. Only students participating in tryouts, coaches, and administrators are permitted.

Eligibility is a requirement to practice and participate in any athletic events.

Parents/guardians & student athletes will receive eligibility regulations at the start of each respective season.

AFTER SCHOOL ACTIVITIES AT GALS

GALS offers a variety of after-school activities in which students are encouraged to participate! These offerings will change each semester. Activities take place Monday, Tuesday, Thursday, and Friday from 4:05-5:00pm, and sometimes Wednesdays from 1:55-4:00.

Students must formally sign up to attend classes and pay the necessary fees by the third week of class in order to secure their spot. Scholarships are available upon request.

Students must be picked up from after-school activities by 5:15pm. If a student cannot be picked up by that time, they will be asked to walk to the Boys and Girls Club at 800 Inca Street.

Students may not leave and reenter the building before activities start. Any student that attends an after-school class must sign the attendance log and remain in the session for its entire duration. If a student is seen wandering around the building or being disruptive to others, they will be asked to call a parent to get picked up. If the parent is unable to pick the student up by 5:15pm, the student is to remain in the front office until a parent enters the building and signs them out. No student asked to leave a class will be allowed to leave the building until a parent picks them up. If a student is asked to leave a class more than three times throughout the semester, the student will no longer be allowed to attend after-school activities until the following semester.

Any questions or concerns are to be directed to the Office at 303-282-6437.

FIELD TRIPS

GALS makes use of community and regional resources to enhance its curriculum. Teachers plan field trips that support students' understanding of key academic and cultural concepts.

Students are expected to attend field trips as they are expected to participate in all other academic activities. Field trips are not optional attendance activities, and GALS is not responsible for providing individualized instruction to students who are unable, for approved reasons, to attend. Instead, such students will be supervised in another classroom while doing independent work.

Family/caregivers must sign a permission slip and submit fees prior to a student's participation in a field trip. GALS will never deny participation to a student based on funding. Families for whom the field trip fee is prohibitive should speak directly with their classroom teacher or GALS' administration. Students without a signed permission slip turned in by the due date will not be permitted to attend the field trip.

Teachers may, as part of their classroom instruction, take their classes outdoors, to our field, to Sunken Gardens Park, or anywhere within a two mile walking radius as a part of their regular classes. No separate permission is required for these excursions.

Students must follow the school dress code and uphold all school-wide behavioral expectations while on GALS sponsored field trips including while being transported to these activities. The school will apply its discipline policy consistently while students are on the field trip (including during bus transportation).

LOST AND FOUND

Lost clothing, notebooks, and other items will be gathered in a designated bin and kept near the front office. Valuable items will be kept in the office and identification will be required for their return. Unclaimed lost and found items are given to charity.

SCHOOLWIDE ACADEMICS

GALS GRADING AND ASSESSMENT POLICY

Values and Philosophy

At GALS, we strive to ensure that our policies and practices align with our values. We believe that every student is capable of success with support and practice, and that families and students need and deserve a consistent system for grading and assessment. Grading and assessment show a student's ability to demonstrate growth over time and proficiency on academic standards.

Grading Overview

Standards-Based Grading

Grades at GALS are standards-based. Standards-based grading is an educational system that focuses on the effectiveness of instruction and the mastery of skills or standards for a specific subject. This grading system allows students to understand which standards/content language objectives they have already mastered and which of the given standards still need to be improved. At GALS, this means that every grade students earn is aligned to one of the mastery standards (Common Core or from the Colorado State Standards) named in the [GALS 6-12 Scope & Sequence](#). Individual grades within a standard will be averaged to generate one overall

grade for that standard. Student report cards will show grades for each mastery standard assessed. An overall grade for the course will be generated quarterly by averaging the scores for each standard.

Grading Structure

Grades will be composed of formative assessments (during the learning process) & summative assessments (at the end of the learning process). Assessment grades demonstrate academic performance and reflect evidence of the learning of standards & competencies. Students will also receive classwork/homework grades, which demonstrate the intentional academic behaviors students need to be college and career ready. Formative assessments will make up 55% of a student's overall grade in any standard, summative assessments will make up 35%, and classwork/homework grades make up 10%.

Standards-Based Grading Scale

Grades will use a 4.0 standards based scale. General descriptions for each score are below; more detailed rubrics by content and standard are at teacher discretion.

Grade	Description
4	Advanced: Student independently demonstrates mastery of an above grade-level standard.
3.5	Advanced Proficient: Student demonstrates some mastery of an above grade-level standard.
3	Proficient: Student independently demonstrates mastery of a grade-level standard.
2.5	Approaching Proficient: Student demonstrates some mastery of a grade-level standard, but may require revision and/or adult help.
2	Partially Proficient: Student demonstrates partial mastery of a grade-level standard.
1.5	Not Yet Proficient: Student demonstrates limited mastery of a grade-level standard, but may require revision and/or adult help.
1	Not Yet Proficient: Student has not yet demonstrated mastery of a grade-level standard.
0 - 0.5	No Evidence: Student has not shown enough evidence to support an understanding of their mastery of a grade-level standard.

How We Will Grade: The Mechanics

Please see this document for [school-wide rubrics](#)

Naming Assignments in Infinite Campus

Assignment names will include a descriptor indicating the assignment type as a formative assessment (F), summative assessment (S), or classwork/homework (CH). Assignment names will also include a brief description of the assignment. The assignment names shall be structured as follows: [assignment type]-[assignment description]. For example, a formative assessment entry in the gradebook may be "F - Vehicle Maintenance Essay".

Homework Grades and Expectations

Students are expected to complete homework to reinforce their content knowledge and ensure they have mastered the skills necessary to be college and career ready. At GALS, students are assigned reading and math homework four days each week (Monday-Thursday), and may have additional homework, per the chart below. Students will not receive homework on weekends.

Grade	6	7	8
Minutes Independent Reading/Night	20	25	30
Minutes of Math Skills Practice/Night	20	25	30
Minutes of Additional Homework/Night	Up to 20	Up to 25	Up to 30
Total Minutes/Night	40-60	50-75	60-90

ELA: Independent Reading

Students will read independently for a set number of minutes each night (Monday-Thursday), and complete a [reading log](#) to show their comprehension using: “**CCSS.ELA-LITERACY.CCSS.R.10** Read and comprehend complex literary and informational texts independently and proficiently.”

Math: Skills Practice

Students will work on math skills for a set number of minutes each night (Monday-Thursday). Grades will be given in math courses for this homework using: **CCSS.Math.MP.1** Make sense of problems and persevere in solving them.”

Frequency of Grading - Content Courses

Students will be given a formative or summative assessment grade at least once per week (with exceptions for the first week of a quarter or any week with three days or less), aligned to the standards taught in a course. Students should have multiple attempts to show mastery of a standard; this means each standard should have at least two or more associated grades per academic quarter. In addition, students will receive a classwork/homework grade at least once per week (again, with exceptions for the first week of a quarter or any week with three days or less). Staff are expected to update gradebooks weekly.

Frequency of Grading - Movement

Students will be given two grades for movement each week: one aligned to each of the CDE Physical Education standards listed below:

- Movement Growth & Challenge
Standard 1. Movement Competence & Understanding - Apply movement concepts, principles, strategies, and tactics to learning and performing physical activities.
- Collaboration & Leadership

Standard 3. Social & Emotional Well-being - Demonstrate collaboration, cooperation, and leadership skills.

Frequency of Grading - MS Intervention and Elective Courses

Students will be graded once per week in MS intervention and elective courses. These courses will use the GALS 6-8 Habits of Balance & Focus.

Frequency of Reporting

Formal progress reports will be given to students during Wellness Squad halfway through each quarter. Students will be required to bring these home and have them signed. Report cards will be mailed home to student families at the end of each academic quarter; grades are final at the end of each quarter.

Standards-Based Grading | Overall Course Grades

Standard grades for each course will be averaged at the end of each quarter to generate an overall course grade, which will be entered in Infinite Campus for transcript reporting.

Revision Opportunities

- Students will be allowed to revise/retake any formative assessment within a window of time, determined by the individual teacher.
- Students will be allowed to revise summative assessments provided that they have first set-up a conference with the teacher within a week of receiving their original feedback. Summative assessment revisions will not be accepted without this feedback conference first.

Late and Missing Work

Individual teachers will have a clear policy regarding late and missing work. This policy will be communicated to students and families via the course syllabus.. If a student proactively communicates with a teacher that there are circumstances that will result in an assignment being turned in late, the teacher shall use their discretion to appropriately accommodate the student.

An example of a policy may read as follows:

“All assignments will be given a due date. The grade on the assignment will be adjusted by -10pts for each week that is late. The final deadline for all assignments is two weeks after the original due date. After that date, the assignment may not be turned in for credit and the assignment will be marked as Missing, which receives a grade of zero.”

Course Syllabus

Each course will have a syllabus document given to students & families during the first week of school. The syllabus should include the following components:

- **Course Description**
The things a student may expect to learn during the course: topics, big ideas, essential questions, and kinds of activities & assessment.
- **Teacher Contact Information**
- **Google Classroom Code**
- **Grading Information**
The teacher's late/missing work policy, revision opportunities, and grade calculations
- **Classroom Policies**
Important routines, course materials, etc.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Colorado Multi-Tiered System of Supports (CO-MTSS) is a prevention-based framework using team-driven leadership and data-based problem solving to improve the outcomes of every student through family, school, and community partnerships, comprehensive assessment, and a layered continuum of supports. Implementation science and universal design for learning are employed to create one integrated system that focuses on increasing academic and behavioral outcomes to equitably support the varying needs of all students.

At GALS, students are selected for the MTSS process based on data that indicates they are struggling across multiple domains: academics, behavior, and/or attendance. Staff work together as a team (across content areas and including support staff), along with students and their families, to create support plans and improve student success and outcomes. This process includes goal setting, leveraging research-based intervention strategies, and progress monitoring. Students may be supported in this process multiple times; if a student fails to respond to intervention strategies through MTSS over time a referral may be made to our Exceptional Student Service team to investigate other root causes and consider more intensive support.

SPECIAL EDUCATION and/or 504 Plans

Staff and faculty are not permitted to diagnose students with specific behavioral or academic concerns, for example ADHD, nor are they permitted to make diagnostic suggestions to parents. Should an employee or a parent have a concern about a specific student, this student will be referred to our DDSS Team. This team promotes early identification and intervention for students experiencing behavioral and/or academic struggles at GALS. If necessary, this team also serves as the referral source to the Special Education Team (Inclusion Team) and will make recommendations to pursue testing and evaluation. Parents can also request for their student to be tested.

Students arrive at GALS with widely divergent skills, abilities, values, experiences, maturational levels, aspirations, interests, and learning styles. Many will find school an overwhelming experience from which they will withdraw if they do not receive more individualized attention than is typically received in the traditional classroom. Each withdrawal represents the loss of human potential. The school will make every effort to prevent failure and ensure that all students experience success in our school in the most inclusive environment.

GALS is obligated and committed to providing special education services to students who qualify for such assistance. If a student has been through the three levels of the DDSS process and a minimum of 90 days of Level 3 interventions and is still not making adequate growth, the student may be considered for Special Education testing. The time frame from the convening of the DDSS Team and special education testing can take up to ten months.

Such testing cannot be conducted without prior written consent from a parent/guardian. A special education evaluation might result in the creation and implementation of an Individualized Educational Program (IEP). This document outlines strategies and services for meeting the student's academic needs and provides legal support to ensure that they receive such assistance.

ACADEMICS

STANDARDIZED TESTING

In addition to classroom and curriculum based assessments, the Girls Athletic Leadership Schools students take several standardized assessments each year. All students take grade level designated CMAS (Colorado Measures of Academic Success) in the spring (subject to Colorado Department of Education and Denver Public School contract requirements), and students will likely also take an interim assessment such as RI (Reading Inventory) and MI (Math Inventory) in the fall, winter, and spring, and class interim benchmarks periodically. GALS uses the results of these assessments to triangulate data, determine academic services for students, support differentiation, and strategize for individual student and school-wide improvement. Additionally, results will be shared with families to support student achievement.

TUTORING

Tutoring sessions may be assigned and required by faculty members as part of a designated plan to support a struggling or failing student. In such cases, parents/guardians will be notified in advance, and attendance is required. In some cases, students and parents/guardians may be able to opt into tutoring sessions with prior teacher approval.

Students may only attend tutoring sessions held by one of their teachers. They may not accompany a friend or sibling to a tutoring session.

Any student attending a tutoring session must report immediately to their tutoring location. Students are not permitted to leave the building and come back. Students must remain in their tutoring rooms until dismissed. Tutoring is an extension of the school day. Students who are not in their assigned locations and/or are not in compliance with after-school behavior expectations will be asked to call home and leave early.

GALS COUNSELING AND WELLNESS

GALS Denver houses a robust and innovative counseling program, which is unique in the public school system. We offer:

- Individual and group counseling
- Family support and parent education
- Resources and referrals
- Body Centered, Mindfulness Based and Creative Arts Therapies
- School Counselor focused on Life Skills and Post-Secondary Planning
- Bilingual (Spanish-English) clinician

As GALS Denver is committed to holistic education and so that students may reach their full academic potential, social and emotional development is valued. Our school-based mental health team offers a range of services from wellness and prevention, supporting students with the short-term problems of growing up, to more intensive support including crisis intervention and response to family challenges and emerging mental health issues that may require outside referral.

The GALS school pledge begins with “I know who I am. I know that I matter”, which is aspirational. The reality is that most adolescents do not yet know who they are, and many do not feel that they matter. Our team works with students on self-awareness and creative expression to explore emerging identity. Students learn what feels good and what does not, how to set boundaries when necessary and how to best take care of themselves physically and emotionally. Students learn self-management, decision- making, relationship and self-advocacy skills, so that they may thrive in the classroom and beyond.

Our model is collaborative, working closely with teachers, deans and members of the inclusion/special education team. Counselors are integrated into the school environment, supporting in GALS Series, participating in morning movement and staffing lunch and recess. This collaborative approach allows for counselors to witness and address concerning behaviors in the school environment as they arise, and to focus counseling support outside the classroom in the service of academic growth.

Students may request counseling support or be referred by a teacher or parent.

GALS BEHAVIORAL EXPECTATIONS AND COMMUNITY VALUES

GALS SCHOOL-WIDE APPROACH TO DISCIPLINE

GALS values a systems approach for establishing the social culture and behavioral supports needed for it to be an effective learning environment for all students. Students will be regularly recognized at GALS for behavior that embodies the Habits of Heart and Mind. Students will also be recognized for academic excellence, effort and improvement. These recognitions will occur through teacher contact, phone calls, community meetings, peer recognition and school-wide awards ceremonies.

GALS is committed to providing a safe, respectful learning environment. Staff use positive behavior management strategies, collaborative problem solving, and restorative practices to ensure that students meet expectations and follow school rules and policies.

For chronic and severe behaviors, GALS utilizes the DPS behavior matrix and behavior ladder (DPS Board of Education Policy JK and JK-R) to address student behavior at varying levels and assign consequences as appropriate. All of Denver Public School policies will be followed with respect to student discipline. For a complete description of DPS' policies see their Parent Policy Guide at: <http://www.dpsk12.org/parents>. You can find a current list of student discipline procedures here: <https://go.boarddocs.com/co/dpsk12/Board.nsf/Public?open&id=policies#>

ANTI-BULLYING POLICY AND BYSTANDER RULE

ANTI-BULLYING POLICY

All members of the Girls Athletic Leadership School are committed to making the school a safe and caring place for all students. Everyone is expected to be treated with respect, and bullying is not tolerated in any form in any way at GALS. GALS defines bullying as when a student is the target of any behavior that is harmful or intended to be harmful, is repeated regularly or occurs over a period of time, and involves an imbalance of power such that the victim does not feel that they can stop the interaction. Such negative behavior can take a variety of forms such as:

- Pervasive intimidation, teasing, coercion, humiliating or harming of another.
- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person's property.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs.

- Spreading rumors and gossiping about someone.
- Leaving someone out on purpose or trying to get other students not to play with someone.

All *adults* at our school will do the following things to prevent bullying and help children feel safe:

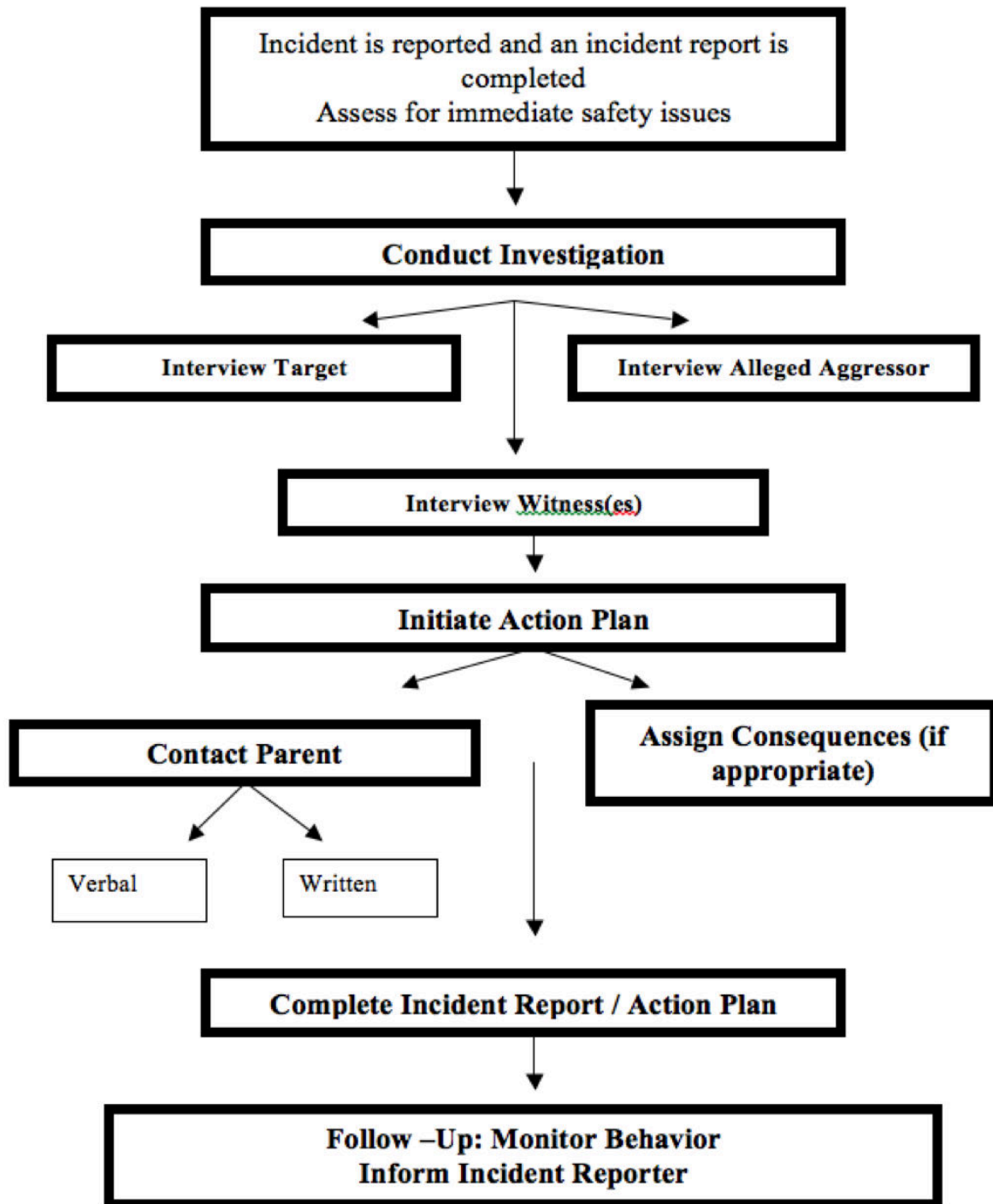
- Assure that our community has a clear understanding of how we define bullying.
- Closely supervise students in all areas of the school and recess areas.
- Watch for signs of bullying and stop it when it happens.
- Teach and model appropriate behavior for all students all of the time.
- Respond quickly and sensitively to bullying reports.
- Take families' concerns about bullying seriously.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Assign immediate consequences for retaliation against students who report bullying.

All *students* at our school will do the following things to prevent bullying:

- Model GALS' core values and GALS Habits in all areas of the building.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in activities, especially those who are often left out.
- Report bullying immediately to an adult.

Repeated acts of bullying will result in severe consequences.

BULLYING INVESTIGATIVE PROCESS



BYSTANDER RULE

Every Girls Athletic Leadership School student is expected to act conscientiously and courageously in situations where they perceive the following:

- Another person is the subject or instigator of teasing, bullying, verbal abuse, harassment, physical abuse, unsportsmanlike conduct, lying, cheating, stealing, or vandalism;
- Another student's behaviors are clearly disrespectful of another person or person's property.

Courageous action in these situations often requires overcoming fear of being wrong or being belittled by peers. Students are expected to report any witnessed infraction. Teachers will foster the students' understanding of these situations and of appropriate actions through our GALS Series courses, role-playing, and revisiting specific situations. When, however, the student bystander is deemed to be an enabler or encourager in such situations, she will be subject to disciplinary action at a level less than or equal to the person(s) actively involved.

TEXTBOOKS, LIBRARY BOOKS, AND SCHOOL SUPPLIES

All basic texts are on loan to students for their use during their unit of study or during the school year. Students are reminded that all books have a written number in them and students must check in the book with the corresponding number at the end of the school year. Fines may be levied against students who either lose books or return books that show excessive damage as a result of use from that school year.

Students will be assigned a locker but must provide their own lock. Student lock combinations must be reported to student wellness coaches, who will record them in an operations spreadsheet visible only to staff.

ALCOHOL, DRUGS, AND TOBACCO

GALS is a no-use campus and does not condone the use of any kind of substance by its students. Possession, distribution, or use of alcoholic beverages, illegal or controlled drugs of any kind (including tobacco) while under school jurisdiction is forbidden. There are no circumstances under which it is permissible to have alcoholic beverage containers or other drug paraphernalia on any part of our campus. Repeated suspicion of drug, alcohol or tobacco use may result in disciplinary consequences.

The school reserves the right to conduct searches as needed and determined by the administration. All searches will be conducted with at least two employees present. The school follows DPS policy on the right to request a drug/alcohol screening.

Misuse of over-the-counter (OTC) medications (e.g. cold medication or pain relievers) is strictly forbidden. A student possessing any medication (prescription and/or OTC) without the required medicine form on file with the nurse is subject to consequences of the DPS matrix. Possession and/or use of any other medicinal substances are also strictly forbidden. This includes, but is not limited to, herbal substitutes for prescription medication, herbal supplements of any kind, diet pills and diet aids, laxatives, caffeine pills, sleeping pills, or anything deemed inappropriate or dangerous.

STEALING/STOLEN PROPERTY

Unauthorized taking or use of personal or school property is prohibited. Acts of stealing include, but are not limited to, borrowing items without the owner's permission, unauthorized use of a phone, or other credit card, pin number, or another's property and unsanctioned removal of books or materials from academic areas. Consequences are dictated by the DPS matrix. Students should label their property to protect against loss and leave all valuables at home. GALS is not responsible for damage to and/or loss of student property, including property stored in lockers. GALS reserves the right to conduct random searches at any time.

GANG-RELATED BEHAVIOR AND DRESS

This policy has been adopted pursuant to the requirements of state law, in recognition of the fact that gang activities at school impose a threat to the welfare and safety of students and others in the school community and cause substantial disruption to the educational process.

The term "gang" as used in this policy refers to all groups of three or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

Gang activity in schools is often marked by the prominent display of certain colors or other indicia in wearing apparel by students, graffiti with distinctive symbols, and the use of signals and gestures known to denote gang membership. Students who adopt a dress style suggestive of such displays, even when unassociated with gang activity, may become targets of antisocial behavior.

The purpose of this policy is to protect the health, safety, and welfare of those in the school community and to prevent the initiation or continuation of gang membership and gang activity in our school.

1. Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, and badges which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang will not be allowed in school buildings, on school grounds, at school sanctioned activities and events, or while being transported in school-approved vehicles.

2. Gestures, signals, or graffiti which denote gang membership or activities are prohibited in the school building and on school grounds, at school-sanctioned activities and events, and while being transported in school-approved vehicles.

3. Gang graffiti on school premises will be quietly removed, washed down, or painted over as soon as discovered and photographed. The photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal actions against the offenders.

4. Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership will be referred to the administrative team for disciplinary action.

5. Disciplinary action for violation of these standards will include notification of the violation where applicable; the requirement that the apparel be changed before reentering class, and, at the discretion of the administrative team, a parental conference. More severe disciplinary consequences, including suspension or recommendation for expulsion will result from repeated or serious violation.

6. The GALS administration will establish open lines of communication with local law enforcement regarding this policy in order to further its purposes.

DISHONESTY AND DECEPTION

Misrepresentation of the truth, either through lying or lying by omission, or through acts of deception, is destructive of trust, can be dangerous to others, and is absolutely unacceptable, for it undermines the spirit of the community that we all must work to maintain. Consequences are dictated by the DPS matrix.

ACADEMIC INTEGRITY

Trust and integrity are components of a school community, and intellectual honesty is essential. Each student is responsible for completing her own academic work and may not receive help or help others without a teacher's expressed consent.

Recognized as a very serious offense, academic dishonesty includes, but is not limited to, falsifying or fabricating information presented in oral or written form, cheating on assessments, on other assignments, and plagiarizing papers. Plagiarism is the use of someone else's ideas as your own and includes copying information and ideas out of a book or off of the Internet. Every student will have access to information about avoiding plagiarism in each academic discipline. Plagiarism also includes turning in the same work for more than one class without prior approval from your teacher.

While taking a test or doing any type of course work, the student is allowing themselves to be involved in cheating even if they are the one whose knowledge is being used. They have a responsibility to say "no" by refusing to supply their knowledge, by changing their seat, or by removing their papers. In addition, outside the classroom, they should make sure that their work is not readily available to others. Teachers have the responsibility of informing their students when it is permissible to do assignments cooperatively. Unless notified otherwise, students are expected to do their daily homework independently.

SCHOOL SECURITY

The school responds seriously to any behavior that jeopardizes the safety of anyone on school grounds.

All parents/guardians and visitors are required to sign in at the GALS front office. Students should report any security concerns or incidents immediately to a staff member.

GALS Denver must follow DPS Safety and Security protocol.

ENDANGERING ONESELF OR OTHERS

This includes, but is not limited to, the following, which are subject to disciplinary consequences per DPS matrix:

- Possession of weapons of any kind on campus is not allowed under any circumstances.
- Climbing on the roof
- Leaving school property during school hours and taking another student with you.

SEXUAL BEHAVIOR

Sexual activity of any kind, between anyone, including public displays of affection, is inappropriate and unacceptable on school grounds or during school activities. Consequences are dictated by the DPS matrix.

DESTRUCTION OF SCHOOL PROPERTY

Students are expected to treat personal and school property with care. Anyone defacing or damaging property will face consequences which are dictated by the DPS matrix.

BEHAVIOR AGREEMENT

A student may be asked to sign a document that details the expectations that must be met following a behavior infraction.

REMOVAL FROM CLASS

Any student whose behavior consistently disrupts the learning of other students may be subject to removal from class. The student will report to a neutral space, and a process will be set in place to determine the cause of the disruption. Parents/guardians may be

contacted. If the disruption continues, other discipline responses will be implemented congruent to DPS matrix.

SUSPENSION

Suspension policies and procedures will follow the DPS Matrix.

EXPULSION AND EXPULSION PROCEDURES

The decision to expel a student rests with Denver Public Schools, not with the Girls Athletic Leadership School. Expulsion means the permanent exclusion of a student from attending school at GALS and participating in school activities. Denver Public Schools controls and runs all expulsion processes for expulsion. To more information on this process, go to: https://www.dpsk12.org/wp-content/uploads/JK-R-Student_Conduct-Discipline_Procedures_English.pdf

USE OF RESTRAINT

Persons employed by the school may, within the scope of his/her employment, use reasonable physical restraint and/or time-out as a means to protect the student being restrained or others from an emergency described as a serious, probable, imminent threat of bodily harm. Restraint may be used only in cases of emergency when other less restrictive alternatives have failed or the staff member determines that such alternatives would be inappropriate or ineffective under the circumstances. The purpose of using restraint shall be to prevent the continuation or renewal of the emergency. Restraint shall only be used for the period of time necessary to accomplish its purpose. Key staff at GALS have been trained in proper physical restraint techniques through Denver Public Schools.












STUDENT SEARCHES

The Girls Athletic Leadership Schools reserves the right to conduct searches of the students and their property, including backpacks and journals. Searches will be conducted so as to respect the privacy and interests of the students to the fullest degree possible, but will balance such concerns with its predominant interest in maintaining student safety and discipline. The parent(s) or guardian(s) of a searched student will be notified as soon as possible to inform them that a search is about to or has just occurred. Should a student refuse to cooperate with a search request, the school will confiscate the property in question. School lockers and desks, which are assigned to students for their use, remain property of the Girls Athletic Leadership Schools. Such areas are subject to searches by school officials at any time. There will be two GALS' staff members present at a search. All students are required to demonstrate the combination to their locks to their wellness coaches before they have permission to put them on their lockers. All lock combinations will be kept on file in the office.

USE OF OUTSIDE AUTHORITIES

In the case of a severe behavioral infraction, emergency, or crisis situation, GALS retains the right to utilize outside authorities at its discretion. Such authorities include, but are not limited to, police officers, juvenile officers, members of the DPS Office of Safety and Security, members of the Office of Student Equity and Opportunity, or area experts. The school maintains the right to provide crisis intervention for students when, in our best professional judgment, it is deemed necessary. The school will make all reasonable efforts to communicate details about such interventions to parents ahead of time. However, extenuating circumstances may render this impossible in certain instances. Any time outside authorities are used, the student's parent or guardian will be contacted.

GALS 5 Expectations 2025/2026 (G5)

1: Device Free Campus		
Cell phones and devices get in the way of learning, being present, and participating in class.		
Cell phones, smart watches and headphones should be kept at home. If you bring them to school to use after school, you must turn them in to staff upon arrival to school every morning for safe keeping until the end of the school day.		
In the case of an emergency, students will be permitted to use the phone in the front office.		
2: Dress to move		
The GALS dress code is designed for us to be ready to move and exercise.		
Monday, Tuesday, Thursday, Friday		
<ul style="list-style-type: none"> ★ Movement tops and bottoms designed for exercise (no jeans, pajamas, or loose metal hardware) ★ GALS tops include a t-shirt, long sleeve, or sweatshirt that contains a GALS logo permanently attached, or another reference to our school, such as a team jersey. ★ Students may wear a jacket when participating in movement outside. ★ Athletic shoes with a closed toe and closed heel 		
Wednesday		
<ul style="list-style-type: none"> ★ Wednesday is Dress Down Day ★ On Wednesday, students are allowed to wear jeans, sandals, pajamas, etc. ★ All clothing must be school appropriate, with no foul language or drug/violent references. 		
3: Eat food that nourishes the body and mind		
Food is fuel for our brains and bodies. In GALS Series we learn to drink lots of water and eat fruit, vegetables, popped popcorn, crackers, granola bars, sports drinks, etc. throughout the day. Gum is permitted.		
Foods that are not permitted:		
<ul style="list-style-type: none">  Energy drinks  Nuts and sunflower seeds (to protect those with allergies)  Unpopped popcorn 		
4: Be in the right place at the right time		
Being in class on time is correlated with higher grades and greater preparedness for college and career.		
<ul style="list-style-type: none"> ★ Students must be in class before the bell rings and hallways should be clear for the first 10 minutes and the last 5 minutes of class. One student may be out of each class at a time with the standard pass. A second pass may be given if the first student is out of class for an extended period or time. ★ Students must hold or wear a visible pass when in the hallway during class time. ★ Other than walking from one space to another, students must be supervised by an adult at all times while in the building. 		
5: Use language that is appropriate for a school setting		
The way we talk to each other matters. We demonstrate respect for ourselves and others in the way we speak to each other.		
Some words are not a match for a school environment, and should not be used at school. These include but are not limited to:		
<ul style="list-style-type: none">  Identity-based slurs  Hate speech  Swear/curse/cuss words directed at someone 		

SCHOOL RULES AND PROTOCOLS

Phones and Technology

- Cell phones, smart watches, and headphones are not allowed to be used by students at GALS at any time during the school day. Watches are allowed if not connected to the internet and without the capability to text or place calls. We highly encourage students to leave these devices at home, and to instead use the GALS phone line to contact parents/guardians as needed.
- Students will be issued a GALS Chromebook and charger at the start of the year, which may be used during classes as directed by teachers. Chromebooks will not be allowed to be used for social purposes, during breakfast, passing periods, or lunch. Students will be responsible for keeping their Chromebook and charger in working condition, or families will be contacted to pay replacement fees.

Policy Rationale:

GALS cell phone and device policy supports healthy adolescent development by helping students focus on academics, limit their exposure to social media, and grow positive pro-social skills with their peers.

- Students are encouraged to leave cell phones, smart watches and headphones at home. If these are needed for after school use, and if families choose to allow students to bring them to school for after school use purposes, then GALS will collect all phones, smart watches, and headphones upon arrival by our Dean or an Administrator.
- Devices will be checked-in and secured in labeled plastic bins, so that they can be returned at dismissal. Late students will check their devices into the front office.
- During the day, all student devices will be stored in a locked closet behind the front office.
- Devices will be returned to students in squad between 3:50-4:00PM on Mondays, Tuesdays, Thursdays, and Fridays and between 1:35-1:45PM on Wednesdays using the check-out sheet. No students will be dismissed until all devices are returned from their room.
- Classroom sets of headphones will be available for students to use in classes as needed.
- Students can call home at any time on a school phone.
- Parents/guardians can contact students by calling school, and the front office will connect them.
- **Students who are seen with a phone or device after arrival will be pulled from the community by our Dean or an administrator.** This includes using their school-issued Chromebook at any time outside of classes when permitted by teachers. They will be

required to turn it in and the student's family will be immediately contacted before the student returns to class.

- If any student is found with a phone or device three times in a semester, families will be required to attend a meeting with Administration to develop a support plan.

Dress Code

Student Dress Code on Mondays, Tuesdays, Thursdays, and Fridays:

Students must wear athletic and movement-based clothing with a GALS shirt.

Students must be in a GALS shirt.

- This means that the student's outer layer must be GALS gear (whether a t-shirt, long sleeve, or sweatshirt). GALS Gear contains a GALS Logo, or another reference to our school, such a team jersey.
- Shirts can be purchased from our in-person school store at any time, or can be ordered online and delivered to your home.
- Students can create their own GALS shirts as long as the GALS logo and/or "GALS" is on the front. They can be screen printed or created using iron-on transfers or patches. Pinned on patches or hand-written shirts are not allowed.
- GALS gear includes any shirts that are from a GALS sponsored event (Odyssey of the Mind, state cross country meet, etc.).
- Students may wear any jacket for movement when we are outside.

Students must wear athletic bottoms.

- This includes leggings, sweatpants, athletic skirts, or joggers.
- If students have a GALS logo on their pants, that is great! However, it can not substitute for the GALS shirt requirement above.
- Jeans or any bottoms with buttons are not allowed.
- Pajama bottoms are not allowed - this includes anything fuzzy or designed as sleepwear.

Students must wear sneakers or tennis shoes.

- Vans, Converse, or tie-up sneakers are allowed.
- No Crocs (even in sport mode) are allowed.

Students can wear hats, bandanas, and jewelry.

- If students have a GALS logo on a bandana or socks, that is great! However, it can not substitute for the GALS shirt requirement above.
- No chains or spikes are permitted at school.

Student Dress Code on Wednesdays:

On Wednesdays, we do not have morning movement, and encourage students to be their unique selves and dress how they'd like.

- This includes jeans, sandals, pajamas, etc.
- All clothing must be school appropriate, with no foul language or drug/violent references.
- Crop tops and spaghetti straps are allowed.

Policy Rationale:

GALS dress code supports our unique school model by ensuring that students are ready and able to move throughout the day and have a sense of team and community.

Logistics & Implementation:

- Students will be checked for dress code upon arrival by our Dean and/or Administrators, and throughout the day by teachers.
- **Students who are out of dress code** will be asked to change, and can borrow clothing as needed from the GALS Dress Code Closet.
- If students refuse to change or have three referrals for dress code in a semester, families will be contacted to implement a support plan.

Food Policy

Students are encouraged to make healthy choices to fuel their bodies throughout the day. Therefore, students are allowed to eat snacks at various times during the day. If students choose to bring food from home, the food must fall within the constraints below. We strongly encourage students to bring healthy options including fruits, vegetables, crackers, and nut-free granola bars. Students may also chew gum.

Items not allowed at GALS:

- Energy drinks
- Sunflower seeds, nuts or any food with nuts in it (due to severe allergies)
- Unpopped popcorn (popcorn as a healthy snack is permitted but must be popped before students arrive at school)

Hallway and Indoor/Outdoor Community Space

Students must hold a standard, visible pass when in the hallway during class time. Each classroom has one standard pass, and staff must know which student has the pass at all times. In addition, students may use individualized passes assigned and tracked by the therapeutic counseling team or the inclusion team. During class time, students cannot work in the hallway without direct adult supervision.

If students are in the hallway or in a community space (the gym, cafeteria, outdoor picnic tables, etc.) without a pass, staff will walk or send them back to class immediately. Chronic misuse of the hallways or community spaces will result in parent/guardian contact and the establishment of a behavior plan.

Appropriate Language Use

At GALS, we ask that all students use language that is “time and place” appropriate. This means that we expect student language to reflect the learning environment and community of our school. The following are not allowed inside or outside the building during school hours or after school activities:

- Cuss/swear words directed at someone
- Identity-based slurs
- Hate speech

If students are overheard using inappropriate language in a non-targeted way, staff will acknowledge the break in expectations and ask students to fix it immediately (either by picking another word and restating their sentence and/or by repairing any harm caused by the word that was used).

If the language used is explicitly targeted toward a specific individual or group of people, expresses a threat, or diminishes the identity of someone else, staff will report the incident to the Head of School, who will use guidance from the DPS matrix to investigate and assign consequences.

TECHNOLOGY AND INTERNET AT GALS

TECHNOLOGY ACCEPTABLE USE POLICY

Girls Athletic Leadership Schools provides students and staff with a variety of technology resources for the purpose of supporting our educational mission. All GALS Students will be provided a chrome book to use for academic purposes in and out of school. We also acknowledge that some students may choose to bring technology from outside of GALS. Any personal technology that a student brings to school is the student’s responsibility. GALS does not accept any responsibility for personal items. This acceptable use policy is intended to explain the responsibilities and limitations of technology use at GALS.

Additional rules may be added as necessary.

The Girls Athletic Leadership Schools provides access to the internet while students are in school, which offers vast and unique resources to both students and teachers. The school’s goal in providing this service is to promote educational opportunities to the school community by facilitating resource sharing, innovation, and communication.

The school provides filtering to restrict access to obscene, pornographic, or other material that is harmful to minors. The school does not guarantee that such material will never be encountered. On a global network it is impossible to control all materials, and even casual users may easily discover or come across controversial material. The school believes that the valuable information and interaction available on the internet far outweighs the possibility

that users may access material that is not consistent with the educational goals of the school.

Access to GALS technology resources is given to students with the expectation that they act in a considerate and responsible manner with the devices. Users of technology are expected to exhibit appropriate behavior and care in the use of computers. Still, as technology is integrated into the fabric of virtually all instruction at GALS, and appropriate use is critical to ensure learning happens for all, **violation of these policies will be treated as a disciplinary issue.**

CHROMEBOOKS

- Students will be issued a GALS Chromebook and charger at registration. They are responsible for it for the duration of the school year.
- Each teacher will also receive 5 additional Chromebooks and chargers, with a power strip and desk organizer, to keep and loan to students who need them. Loaner devices will be tagged with a large GALS sticker to help identify them. Teachers need to keep track of their assigned loaner devices (to the best of their ability), and stay in contact with Dolores if anything is missing.
- Chromebooks may NOT be out or used without teacher permission. If staff see a student using a Chromebook during any time outside of classes (arrival, movement, lunch, community meeting, etc.) they will notify the Dean or Administrator, who will remove the student from the community, collect the student device and immediately contact parents/guardians before the student returns to class.
- If students repeatedly need a loaner device, the teacher will contact the student's parents and guardians to help problem solve and get information. Then, the teacher will alert Dolores.
- If a student loses or damages their device, Dolores will work with them and their family to replace it (\$475 for a Chromebook, \$25 for a charger).

GALS TECH POLICIES

1. Reference to computers/laptops also includes chrome books, tablets or other kinds of technology provided or authorized by GALS
2. Inappropriate usage of technology will lead to serious disciplinary consequences. We expect students to apply the values of responsibility, integrity, and respect to govern their use of GALS' computers.
3. GALS staff reserves the right to define inappropriateness in this context and to check any student chrome book or laptop at any time.
4. General school rules and expression of core values apply to all use of technology.
5. All work created on or by or stored on any GALS equipment belongs to GALS and may be reviewed and/or retained for any purpose in line with its educational mission.

6. All files (including email and internet) viewed and stored on GALS servers or computers will be considered public, and may be viewed by a GALS staff member at any time.
7. At school and/or during school hours, students will use computers and other technology resources for **school related purposes only**, unless they receive specific permission to do otherwise. During class time, students will use technology **only as directed by the teacher**.
8. **In the event of loss or damage to the computer or its peripheral parts, either payment for replacement/repair of the damage or the cost of the deductible may be charged.**
9. Additional consequences may be levied in the event of multiple damage incidents by a given student.

STUDENT APPROPRIATE USE

It is the student's responsibility to ensure the following:

1. Materials printed at school are to be academic in nature. Documents not pertaining to school are not to be printed from the GALS computer. Teacher permission is required to print.
2. Students will respect the intellectual property of others by using appropriate citation, refraining from all forms of plagiarism, and abiding by federal copyright laws.
3. All students must log on with their own username and password. Passwords must be kept confidential. Users are responsible for all actions that occur with their user account and computers.
4. Students must not attempt to access or tamper with files, folders, programs, drives, or any equipment on the network that do not belong to them.
5. Students will conserve the use of technology resources such as bandwidth, printing supplies, etc. Personal files, music, video, or other personal multimedia files unrelated to school may NOT be saved on the computer or the GALS server.
6. Students may not **download or install programs, inappropriate media, or info**. NO PROGRAM OR PROGRAM ENHANCEMENTS ARE TO BE DOWNLOADED or installed from any source. If a program, or any portion of it, is on your hard drive without permission, it constitutes computer misuse.
7. **The Internet is available to students for academic pursuits only while at GALS.** Students may not use it in an inappropriate manner, or give out personal information about themselves or classmates over the Internet without specific staff permission. Students may not use their laptop for any streaming content unless it is specifically for an academic class.
8. The school will provide all students with access to the Internet and an e-mail account. These are privileges and may be rescinded if used in an inappropriate manner. Any student who uses inappropriate language or uses the Internet or their e-mail to harass, attack or defame another person or send inappropriate pictures in any communications faces disciplinary action. Email is an educational tool provided

for the express purpose of furthering GALS' educational mission. As such, GALS reserves the right to inspect any GALS email messages, to rescind or modify privileges in any way or at any time in the enforcement of this policy.

9. Emailing during class, and playing music or videos out loud during school hours are not acceptable.
10. Students may not subscribe to Listserv services on a GALS account, in which mail is automatically sent to a student account, without expressed written permission from the students' teacher.
11. Students will not use technology for illegal or commercial enterprise.
12. Students will take all precautions with computers to avoid and/or report any damage, theft, or malfunction immediately to their teacher.

INAPPROPRIATE INTERNET USE AT GALS INCLUDES:

1. Using the school's network for or in support of any illegal, inappropriate, or obscene activity, including pornographic websites.
2. Using the school's network for any non-school-related business and/or commercial purpose, product advertising, or support of any political or lobbying activity.
3. Vandalizing the network or network resources, which includes, but is not limited to, any malicious attempt to harm, destroy, or alter data on the school's network, including introduction of any computer virus.
4. Attempting to access restricted data or to disrupt the use of the network for other users.
5. Using profanities or language that is generally offensive, defamatory, harassing, or threatening to another individual and/or group.
6. Creating or accessing dangerous information.
7. Violating copyrights or interference with license agreements. This includes, but is not limited to, software, unaccredited use of text, graphics, photographs, electronic data, or interference with the privacy rights of individuals or entities without their authorization. Plagiarizing any information gathered via the school's network is also prohibited. Users have no proprietary ownership of materials placed on the school's network, unless such material is otherwise covered by copyright.
8. Providing access to the school's network to unauthorized users.
9. Sharing email account passwords, leaving passwords available in obvious locations, or leaving "signed on" computers unattended.
10. Compromising personal safety.
11. Allowing minors to access inappropriate material on the Internet.
12. Disclosure, use, and dissemination of personal information regarding minors.
13. Downloading inappropriate software.
14. Use of GALS computers without permission.

Communication conducted over the school's network is not private and school staff may, in conducting network supervision and maintenance, review and inspect directories or messages. The school reserves the right and will access stored records with or without reasonable cause to assure compliance with this policy. The school makes no warranties

that the functions of its network system will meet any specific requirements. Nor will the school be responsible for any damages suffered through the use of the network. This includes loss of data, non-deliveries, miss-deliveries, or service interruptions. Use of any information obtained through the school's network is at each user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Students should have no expectation of privacy in anything they create, store, send or receive using the Girls Athletic Leadership School's computer equipment. The computer network is the property of the Girls Athletic Leadership School and may only be used for school-sanctioned activities.

Users agree to know, understand, and follow all legal and ethical rules regarding computer use. Students agree to use their computers in accordance with all school rules and expectations. Misuse of the computer will result in restricted use and disciplinary consequences.

Computers are to be used for classwork and homework purposes only and not for entertainment (either games or social interaction) during the academic day.

USE OF SOCIAL NETWORKING WEBSITES

Each student has the responsibility to use Internet services carefully and safely. **At no time may an individual post private information on a public website**; all students must understand that no website is private space. This policy is in place to protect both individual students and the school community as a whole.

Students must exercise caution when using any social networking sites, keeping in mind that these sites are public viewing spaces and that posting personal private information is not safe. Students must remember that once information is posted to a website, it is on a public site and control over the material has been relinquished. Students may not post any information that would allow unknown persons to contact or locate a student, or place a student or the school in danger.

Students are not allowed to use any social networking site that is determined to be unsafe. Students may not use GALS' e-mail addresses to gain access to a site not determined to be safe and secure for student use.

GALS' faculty and administrators reserve the right to screen these sites. All information posted must be in accordance with school rules. Students may not post on a website:

- any references to rule-breaking behavior.
- personal contact information of themselves or peers. Information may not be posted that allows outsiders to infiltrate either our network or our campus.

- derogatory comments about themselves, other people or about the school. Students may not present information that is damaging to their own reputation, to the reputation of other members of the GALS community, or to that of the school.
- inappropriate artwork or photographs.
- personal ads. Students may not advertise themselves or present a sexualized version of themselves on any website.

Any infraction of the expectations regarding use of social websites is a major school rule violation and could result in disciplinary action.

USE OF AI

At GALS Denver, we believe AI can be a powerful tool when used thoughtfully. Students and staff should understand not only plagiarism, but also how to appropriately use AI during the creation process. This includes talking openly about **when** it's helpful, **why** it's being used, and **how much** of the final work is AI-generated.

As formal guidelines continue to develop, it's important to **cite AI tools** when they contribute to your work. This ensures transparency and upholds our values of integrity and respect for original thinking.

For examples of how to ethically reference AI, check out *Brown University's Guide for Generative Artificial Intelligence*, which offers tips and citation formats across different styles.

Using AI on Class Assignments

At GALS Denver, we know that how—and if—you use AI tools will depend on the purpose of your class activity or assignment. Your teacher will make it clear when AI is allowed, how it can be used, and what rules apply.

When AI is used, it should support your learning and follow the guidelines for that specific task. You'll also need to follow our privacy and data safety rules.

Use the chart on the following page to help you and your teacher set clear expectations for AI use and understand when you need to share that AI was part of your work.

Level	Description
0 - No AI Use	Complete independence—no generative AI used in any part of the assignment.
1 - AI-Assisted Ideation	AI may support brainstorming or outlining, but the final submission must be entirely original.
2 - AI-Assisted Editing	Use AI tools for refining language, structure, or tone. Students must review changes and submit edits alongside their original draft.
3 - AI Tasks; Human Evaluation	AI-generated content can be used for learning or comparison purposes. The student's main task is to evaluate or critique that content.
4 - Full AI Co-Creation (AI Exploration)	AI is used throughout the assignment as a true co-creative partner—what matters is the student's oversight, critical thinking, and transparency in use. (library.andersonuniversity.edu , Leon Furze , arXiv)

Why use this scale?

- It helps **teachers and students communicate clearly** about how much AI support is acceptable for any given task.
- The scale promotes **academic integrity** by ensuring that AI use remains transparent and purposeful.
- It encourages a shift from banning AI outright to thoughtfully **integrating AI as a learning tool**, with built-in acknowledgment and oversight. ([Leon Furze](#), [arXiv](#)).

STUDENT HEALTH

It is imperative that the health and safety of all GALS students be protected at all times.

When school is in session, students should come to school adequately rested, dressed for the weather (we will be outside everyday barring snowstorms, lightning, and tornadoes). Plan on your student being outside every day at recess, and dress them appropriately.

All students need a healthy food plan. GALS will offer a free and nutritious breakfast and hot lunch every day through DPS. Students who qualify for free or reduced meals will have that option available at GALS, and forms are available through the office at the beginning of the school year, and online through DPS registration. Please make sure that if arrangements for your student to eat at GALS have not been made, you send them with plenty of healthy and nourishing food to eat. Parents/guardians will be responsible for paying for lunch if adequate food from home is not sent. If you need support in this area, please call or email the front office.

STUDENT ILLNESS

Students who become ill or injured during the school day are sent to the front office/nurses office where GALS offers limited nursing services to its students. Our nurse is available Monday and Friday during the week. Front Office staff are trained in first aid and medication for all other times. Parents/guardians are notified, by telephone or note, if a student:

- Has an elevated temperature.
- Has visited the office for illness or injury more than once in a day.
- Is injured and needs medical attention.
- Receives non-routine treatment (routine treatment includes administration of a band-aid, distribution of water, rest, ice, etc.).
- Has a condition which the office and/or nursing staff believes warrants notification.

If a student is injured or ill and requires immediate medical attention, 911 will be called. Please help keep GALS informed by providing the school office with updated contact information and an emergency phone number for your family. These are collected through the DPS registration process annually. Your child must be picked up within 30 minutes of receiving a call from the school. GALS does have an isolation room for students with Covid 19 symptoms.

The only staff able to administer medications of any kind to a student are the school nurse (who is at GALS two times per week,) and trained front office staff. Therefore, a parent must deliver all medications to the front office personally with the following:

- The proper DPS medication form (obtained from DPS Nursing Services or the GALS front office)
- All medication must be in its original bottle, properly labeled with a physician's instructions and a student's name.
- Written authorization and directions from the doctor who prescribed the medication.

Do not send medications, including over the counter drugs such as Tylenol, herbal remedies, vitamins, or prescription medication with children in backpacks or to your child's teacher. The teachers may not dispense medication.

There can be no exceptions made to this request. The Girls Athletic Leadership Schools will dispose of any medication not following the proper procedure for safety reasons. The Girls Athletic Leadership Schools will be happy to provide your doctor with a fax number to receive the information from the doctor.

DO NOT SEND YOUR SICK CHILD TO SCHOOL

Students must be fever-free, free from vomiting, and exhibiting no symptoms of illness for 24 hours before returning to school. Do not send a child to school who has had a fever or who has vomited within the last 24 hours. Children with fevers and persistent, productive coughs will be sent home. It is the parent/guardian's responsibility to pick up a sick child from school as soon as possible. GALS does not have the capacity to have sick kids at school, and they pose a health risk to other students and staff.

Please inform GALS of any health related issue occurring within your home or family that might pose a general health risk to the GALS community.

If you have been treating **head lice** at home please notify the school so that other children in the classroom can be monitored. In general, it is important that students do not share their hair brushes, hair bands, and hats with one another.

There may be times within the school year when a student's health must take precedence over her school responsibilities. GALS will intervene when a physical or emotional illness begins to either:

- impact directly on a student, rendering them incapable of meeting their commitments
- impact directly and detrimentally on others within the community.

In such cases, the school will place the student on a medical leave of absence in order to ensure that she receives specialized help. Many times a medical leave is misunderstood and perceived as a punishment, when in actuality it is a caring response and an attempt to help a student get well.

Student illnesses that may warrant a medical leave can include severe depression, attempted or threatened suicide, other types of self-injurious behaviors, alcohol or drug addiction, eating disorders, emergency medical surgery, other serious illness, or any situation requiring extended medical care.

In all cases, whenever possible, the school will work to formulate a plan of intervention, evaluation, and treatment for the student.

CHILD ABUSE REPORTING

The Colorado Child Protection Act specifically requires school officials and employees to report known or suspected cases of child abuse (including emotional, physical, or sexual abuse) or neglect and circumstances which might reasonably result in abuse or neglect. As an automatic reporting agency, it is our obligation to report any reasonable suspicions (C.R.S. 19-3-307).

It is not the responsibility of school employees or officials to contact the child's family or any other persons to determine the cause of the suspected abuse or neglect, nor is it the responsibility of school officials or employees to prove that the child has been abused or neglected. Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

SELF-INJURIOUS BEHAVIOR

Students who engage in any kind of physically or emotionally self-destructive behavior, including suicide gestures or attempt or other self-harming behaviors, need in-depth psychological or psychiatric treatment. GALS will utilize the DPS Suicide Risk Assessment in order to determine threat level and an action plan. According to the assessment, if a student is deemed "high-risk," they may need to be separated from the GALS community in order to receive appropriate treatment. Please reach out to the school psychologist or Director of Counseling and Wellness for more information.

SELF-DESTRUCTIVE BEHAVIOR

Self-destructive behavior is defined as including but is not limited to suicide attempts, direct written or oral threats, self-inflicted physical harm (e.g., intentional cuts, ingestions of toxic substances, burns, etc.).

When health concerns regarding a student are brought to the school's attention, the following takes place:

- A designated GALS staff member receives, gathers, and validates information from other members of the community (i.e. advisor, faculty, or others.)

- If intervention is determined to be necessary, appropriate staff members will have a discussion with the student as well as with the student's parents/guardians.
- A determination will be made as to whether the student can continue with her school requirements and commitments or if she needs to be placed on a medical leave of absence.

The school works to protect the privacy of a student coping with an illness. Information regarding the student's health is not made public unless the illness negatively impacts others in the community. Even then, information will not be disseminated with specific names—except on a need-to-know basis. If a student's treatment is interfering with other school responsibilities, then specific faculty are informed.

Students who have concerns regarding a friend are expected to tell an adult within our community who will facilitate that student receiving the proper help. Individual students who have questions about a friend's situation should ask the Head of School.

PROCEDURE FOR MEDICAL LEAVE OF ABSENCE

- A recommendation for a medical (physical or psychological) leave of absence will be made by the GALS administration.
- School administration will inform the parents/guardians of the conditions of the leave. A follow-up phone call will confirm the understanding of all parties.

When GALS administration hears from the treating physician and is satisfied with the return plan, the Head of School is then informed of the student's requested return date and follow-up treatment plan. The Head of School will consult with the Executive Director, school psychologist or the Director of Counseling & Wellness and treating physician, and the staff will make the final decision regarding the conditions of the student's return to school.

While the school supports brief medical leaves for emergency reasons, the length of the absence can impact negatively on the student's return and resumption of academic work. Sometimes the length or conditions of a medical leave can compromise the integrity of a student's academic work. In these cases, alternative academic plans must be explored, including summer school, repeating a class or, in extreme circumstances, repeating a grade or withdrawal from school. (GALS may make recommendations for repeating course work, but that determination lies with the family.) The school will take into consideration what best meets the needs of the student – academically, physically and emotionally - in determining an academic and behavioral plan.

IMMUNIZATIONS

All students will furnish the required **Certificate of Immunization** or they will be excluded from attending school. Immunizations are an important part of our children's health care and

Colorado law requires all students attending Colorado schools to be vaccinated against certain diseases, unless they have a certificate of medical or non-medical exemption on file. You must file a certificate of exemption with the school. To protect unvaccinated children, students with an exemption from one or more vaccines will be kept out of school during a disease outbreak. **The GALS school Nurse is in charge of this compliance.** A student will be exempted from this requirement only upon submission of:

1. Certification from a licensed physician that the physical condition of the child is such that immunization would endanger the child's life or health.
2. A statement signed by one parent/guardian that he/she is an adherent to a religious belief whose teachings are opposed to immunizations; required each school year.
3. A statement signed by one parent/guardian that he/she is opposed to immunization for personal reasons; required each school year.

Following is the list of required vaccines for a student to have in order to attend a Colorado school:

- **Hepatitis B** (Hep B) – 3 doses are required for all students K through 12th grade. This vaccine protects against a serious liver disease that can lead to liver damage, liver cancer or death. (*There is a specific 2-dose series for ages 11-15)
- **Tetanus/Diphtheria/Pertussis** (DTaP/Tdap/DT/Td) – 4 to 5 doses of DTaP are required for children under 7 years of age and one dose of Tdap is required for students in 6th through 12th grades. DT or Td may be administered to children who did not complete the full series of DTaP. These vaccines protect against three diseases, which are: Tetanus - a disease that causes painful stiffening of the muscles leading to the inability to open the mouth, trouble swallowing or breathing and possibly death; Diphtheria - a disease that can cause difficulty breathing, heart failure, paralysis or death; and Pertussis (whooping cough) - a disease that causes violent coughing and makes it hard to breathe, eat, and drink. Tdap vaccine will protect adolescents from pertussis disease and it will prevent them from infecting infants and smaller children in the family (for whom whooping cough can be extremely serious causing pneumonia, seizures, brain damage or death).
- **Polio** (IPV) – 3 to 4 doses of the vaccine are required and it protects against this disease which can cause paralysis, typically in the legs or arms and of the breathing muscles, and it can cause death.
- **Measles/Mumps/Rubella** (MMR) – 2 doses of this vaccine are required to protect against three diseases. Measles cause fever, runny nose, cough, red & watery eyes as well as a rash - and can lead to ear infection, pneumonia,

seizures or death. Mumps cause fever, headache and swollen salivary glands under the ears - and can lead to deafness, meningitis, and painful swelling of the testicles or ovaries, or death. Rubella causes fever, sore throat and a rash; it may cause arthritis in teenage and adult women; in pregnant women rubella can cause miscarriage or serious birth defects to the unborn child.

- **Varicella** or Chickenpox (Var) – 2 doses are required for children in kindergarten through 12th grade. This vaccine protects against chickenpox disease which causes a blister-like rash, fever and headache - it can lead to skin infections, pneumonia, swelling of the brain or death. (*No vaccine required if there is laboratory documentation of disease from a health care provider)

GALS works hard to ensure compliance with the immunization laws and your help in providing updated immunization records at school registration is greatly appreciated.

*Please discuss your child's vaccination needs with your child's health provider or local public health agency. Denver School Based Health Clinics serve all DPS students at **no charge**, call 303-436-4949 to schedule a vaccination appointment. (To find your local public health department's contact information or to locate low cost vaccines contact the Family Health Line at 1-303-692-2229 or 1-800-688- 7777). **Please bring your child's updated immunization records to the school each time your child receives an immunization.***

SEXUAL HARASSMENT POLICY AND RESPONSE PROCEDURE

GALS is a community in which all members have rights to feel safe and respected and to live, work, and learn in an environment that is free from sexual harassment. Inappropriate behavior of a sexual nature can undermine these rights. It is the policy of GALS that no member of the school may sexually harass another.

The sexual harassment policy is intended to educate students, faculty, and staff about the nature of sexual harassment, to encourage members of the GALS community to discuss offensive conduct early to prevent such behavior and stop it from escalating and to eliminate any harassing behavior that may already exist.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such that:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement;
- Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting an individual; or
- The conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive environment in which to live, learn, and work.

Sexual harassment may take many forms and may include unwelcome sexual or lewd jokes and remarks, unwelcome physical contact, such as patting, hugging, or touching, as well as unwanted requests or demands for sexual activity, and coerced sexual activity. Sexual harassment can be of a heterosexual or homophobic nature; it is prohibited regardless of sexual orientation.

Sexual harassment encompasses behavior that is subtle and ambiguous as well as that which is direct and overt. It may involve peers, but it is especially serious when it involves a relationship of authority. Under no circumstances will a sexual relationship between an adult member of the community (someone over 18 not in the status of student) and a GALS student be construed as consensual; such an instance would result in the adult's dismissal.

In determining whether behavior deemed offensive by the individual to whom it is directed constitutes sexual harassment and, if so, the severity of the harassment and the school's response, a range of circumstances will be considered. These may include the frequency of the discriminatory conduct, its severity, whether it is physically threatening or humiliating, or an offensive utterance, and whether it unreasonably interferes with an employee's work performance or a student's educational advancement.

Offenders, as well as victims, of sexual harassment can be male or female, students, faculty, spouses, partners or staff and, in addition, sexual harassment can occur involving persons of the same or opposite sex. Those who engage in sexual harassment will be subject to discipline up to and including dismissal.

Sexual harassment is illegal and is prohibited by Title VII of the Civil Rights Act of 1964 (Section 42 United States Code Section 2000e et seq.) and the Colorado Rev. Stat. Section 24-34-402, the basic prohibition on "discriminatory or unfair employment practices". Courts have recognized two kinds of sexual harassment — "Quid pro quo" sexual harassment and hostile, work-environment, sexual harassment. In compliance with Colorado law, all members of the faculty and staff who are "supervisory employees" have received training in issues of sexual harassment and are available to the GALS community for consultation.

Suspected child abuse will be reported promptly to appropriate authorities in accordance with Colorado State Law. In a school, it is a teacher's responsibility to report suspected cases of abuse to the appropriate community agency as well as to the GALS administration (as written above).

No one should be inhibited from making a complaint of what he or she considers to be harassment for fear of reprisal. Therefore, any form of retaliation against anyone who makes a complaint of sexual harassment is itself a violation of this policy and will result in discipline up to and including dismissal.

Online programs are held to the same standards and expectations as in-person classes and any harassment that occurs in the context of online instruction will be addressed by GALS[school].

Online harassment includes, but is not limited to, remarks, gestures, communications, or writings displayed on school IT systems or programs used for instructional purposes. Online activities that are not associated with sanctioned instructional platforms by [school] do not fall within this policy and the school will encourage community members to direct those complaints to appropriate authorities (such as law enforcement). Community Members who believe they are victims of harassment should report such occurrences to the Title IX Coordinator (Director of Operations).

Violations of this policy will not be tolerated.

EMERGENCY PROCEDURES

BUILDING EMERGENCY/CRISIS/LOCKDOWN DRILL

GALS has a comprehensive plan for safety and security. If it were to become necessary to invoke a "lockdown", the cooperation of parents is extremely important. No one will be allowed in or out of the building until a danger assessment has been conducted and the situation deemed safe. No exceptions will be made to this policy. In general, GALS will send a robocall or robo email when lockdowns or modified lockdowns have occurred.

FIRE DRILLS

GALS conducts fire drills every month that school is in session. ALL people in the building, including volunteers and parent visitors, must exit at that time in compliance with fire department regulations. Students are to follow the instructions of their teacher, remain silent, and leave the building single file in an orderly manner. Any deviation from this procedure will result in an automatic disciplinary action.

OFF-SITE EVACUATION

Should GALS ever need to evacuate the facility, students would be transported to a facility designated by Denver Public Schools. All parents will be notified when this decision is made via robocall or roboemail.

TORNADO DRILLS

A drill for this emergency will be conducted twice a year.

COMMUNICATION BETWEEN FAMILIES AND GALS

The Girls Athletic Leadership Schools is dedicated to a high level of communication between parents, students and teachers.

INCLEMENT WEATHER CLOSURES AND DELAYS

The Girls Athletic Leadership Schools will follow all inclement weather school closures and delays made by Denver Public Schools, this includes protocols implemented by DPS during virtual and hybrid learning. (When DPS schools are closed, GALS will also be closed.) Broadcasts are usually made by 6:00am on the three major news networks and periodically thereafter until 9:00am. When DPS district schools are closed, all school-sponsored activities, including the before and after school programs, are also canceled.

In situations where weather may cause a school closure and Denver Public Schools has a planned, non-student contact day (either for a holiday or for teacher in-service) and the Girls Athletic Leadership Schools is otherwise scheduled to be open, the GALS administration will make a decision about whether school will be closed. In this case, information about the Girls Athletic Leadership Schools specifically will be sent to families via robocall and robo email and text.

When DPS calls a **delayed start** due to weather-related delays, GALS will also have a delayed start.

CONFERENCES

Family/Caregiver-teacher-student conferences and presentations of learning provide needed opportunities for family/caregivers and teachers to exchange useful information about the educational and social needs and progress of students. At conferences, teachers will review student progress and note any areas of special concern. By attending conferences, family/caregivers have the opportunity to assist in catching and correcting any academic or behavioral problems early in the school year so that they do not accumulate to have a negative impact on a student's overall performance. By attending conferences, parents/guardians send a clear signal to their students that school is important and that they are willing to partner with teachers to further their child's education. Student conferences are listed on the school calendar, and GALS will do our best to accommodate your request for time during our school conference days.

OBSERVATIONS

While GALS encourages family/caregivers presence in the school building, out of respect for our teaching faculty and student body, we must insist that you arrange for classroom

observations twenty-four hours in advance. Please arrange your observations with your child's classroom teacher. The administrative team and the front office will be notified of your appointment. More often than not, your request for an observation will be accommodated. However, due to assessments, special schedules, and the nature of certain classroom activities, we may on occasion have to ask that you find an alternate time.

Family/caregivers who want to drop in for an impromptu visit with their children are encouraged to do so during lunch and recess, but still must check in with the front office or an on-duty administrator.

Family/caregivers wishing to visit a classroom other than the class their child attends must receive permission from GALS' administration.

FAMILY/ PARENT GROUPS - GALS PTO and SAC

Starting in 2024-2025, GALS started growing an active and empowered Parent Teacher Association. To get involved, please contact the Executive Director, Timeri Tolnay at timeri.tolnay@galsdenver.org.

PARENT REPRESENTATION TO THE BOARD OF DIRECTORS

Two parent representatives sit on the Board of Directors. These are chosen when open seats terms become available per GALS Bylaws. There are also opportunities for parents to serve on a committee of the Board of Directors. Parents interested in joining the Board of Directors may reach out to the GALS Chair of the Board by emailing board.chair@galsdenver.org.

EMAIL

Email is the preferred way of contacting a faculty or staff member at GALS. All employees have email addresses with firstname.lastname@galsdenver.org. An updated email list is on our website. Teachers are expected to respond within 48 hours.

GALS' STUDENT EMAIL POLICY

All students are assigned an email address per DPS policy, using their six digit student identification number (lunch number). GALS also assigns an email using this same format, at galsdenver.org. This allows them to access documents that are used as part of instruction at GALS, and allows for easy file sharing and eliminates the need for students to have flash drives and print documents. Students can type and publish in Google Documents and share writing with teachers and other students. Using an email address, the Google platform, and the Google Calendar, also allows the school to send a group email to inform students of deadlines, dates, and other events.

If you want to "opt out" of the DPS email address, please sign and date the slip that you will get in the registration process. There is no need to sign and return this slip if you approve of your child having a DPS email address.

TELEPHONE USAGE AND MESSAGES

You may call the school's main number at 303-282-6437. Messages for teachers will be sent to them via email. All teachers are asked to respond to family messages within 48 hours. If you are having trouble connecting to a teacher, please email the Head of School.

SOCIAL MEDIA

Follow us on most social media outlets to stay informed, see what's happening in the school, and for pertinent information and articles related to our school model. There is a Facebook page where we post most pertinent information.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Education Rights and Privacy Act of 1974 (FERPA). FERPA applies to all schools that receive federal education funds, including the Girls Athletic Leadership Schools. Non-compliance with FERPA regulations can result in the loss of those funds.

Confidential education records include student registration forms, contact information, graded papers, academic records (including report cards), discipline files, social security numbers linked to names, and student information displayed on a computer screen. All school employees and school volunteers are required to keep student information secure and confidential, and to protect the rights of all students.

The essence of this act is that:

- Parents/guardians have the right to inspect and review their own child's educational records (any records from which the student can be individually identified), to the exclusion of third parties. Students also have this right when they reach age 18. GALS has committed to responding to parental requests for student information only when they have been put in writing and, then, within 72 hours.
- When copies of student records are requested, GALS charges an administrative fee of \$0.50 per photocopied page to cover the expense of time and resources involved in providing such records.
- Parents/guardians and eligible students have the right to request that a school correct records believed to be inaccurate or misleading.
- Parents/guardians have the right to file with the U.S. Department of Education a complaint concerning alleged failures by the Girls Athletic Leadership Schools to comply with the requirements of the act.

Institutions and their employees may not disclose information about students nor permit inspection of their records, without the parent or student's written permission unless such action is covered by certain exceptions as stipulated in the Act.

Practically speaking, FERPA prohibits all employees from discussing confidential student information with third parties, including parents and guardians. For instance, should two students engage in a disciplinary act together, the school is prohibited from naming or discussing the other involved student in conversations with parents/guardians. Similarly, should a parent request an explanation of a discipline or academic event that did not involve his/her child, but which transpired in her child's classroom, the school is not permitted to disclose any names or details of events nor disclose the resultant consequences.

Please understand that school officials—teachers, administrators, staff, Board members, and volunteers—must all comply with the expectations of FERPA and, therefore, may not discuss any student other than your own with you at any time or for any reason.

CORA

GALS will comply with the Colorado Open Records Act. Any CORA request requiring more than one hour of staff work will result in a \$30 per hour charge for preparing a response. A deposit based on the estimated time this will take is required before the work will commence.

STUDENT INFORMATION CHANGES – OFFICE NOTIFICATION

Please notify the office of any and all changes of information regarding your child's address, phone number, emergency number, parent work numbers, etc., as soon as possible. It is vital that the office keeps this information up to date and your prompt notification regarding any changes is sincerely appreciated. If GALS is consistently unable to reach parents/guardians due to inaccurate household information, it may be considered negligence and the Department of Social Services may be called. Our obligation to contact the family is only to the primary household.

VOLUNTEER COMMITMENT TO INFORMATION PRIVACY

At GALS, we believe, and the research supports, that our community and school is stronger when families volunteer their time to the school.

All information gained by volunteers while on site performing volunteer hours is strictly confidential. This means, for instance, if you witness a student behavioral incident while volunteering at recess, you are not permitted to discuss the incident in a manner that would betray the student's privacy right.

WITHDRAWALS/TRANSFERS

Should a student desire to withdraw from the Girls Athletic Leadership School, withdrawal forms must be completed and filed with the school office in order for the school to release academic records. In addition, the school will not release academic records until all fines have been paid and all schoolbooks and property checked out to the student have been returned and/or paid for.

Please note, after enrolling at the Girls Athletic Leadership School, it becomes your home school. All transfers not made during the assigned DPS choice period must be approved by GALS' administration, as well as by the principal of the school to which you are transferring your child.

GRIEVANCE POLICY AND PROCEDURES

The Girls Athletic Leadership Schools values open communication within its school community, including parents/guardians, students, faculty, staff, administration and the Board of Directors. GALS' grievance policies and procedures pertain to grievances of varied natures; they regulate how parents and students are expected to express grievances about faculty, staff or administrators, and they regulate how faculty and staff are expected to express grievances about other members of the professional community, including peers, supervisors or the administration. Grievances may pertain to interpersonal disputes, to the violation of other GALS policies and procedures, or to perceived or real discrimination or disparities.

The objectives of the Girls Athletic Leadership School grievance policy are threefold: 1) to help members of our community resolve conflicts in an open and direct manner; 2) to provide a safe avenue for members of our community to express grievances or report alleged or actual wrong-doing, including behaviors considered discriminatory; 3) to prompt, when necessary, further investigation and outside resolution.

1. If a student has a concern with a teacher or administrator, we strongly encourage the student to set a meeting with the teacher/administrator first. Students are encouraged to advocate for themselves in a respectful, thoughtful manner.
2. Parents/guardians should first speak *directly* to the person with whom he or she has a concern. Please schedule a meeting with the specific teacher or administrator first.
3. If, after the initial meeting, the conflict is not resolved, the parents/guardians should contact the administrative team and Head of School to set up a meeting. A plan will be put into place to resolve the issue.
4. If time has passed and the conflict is still not resolved, parents/guardians should follow the formal grievance policy below.

FORMAL GRIEVANCE PROCEDURE

The formal grievance procedure is intended to provide an opportunity for grievances that are either not resolved via the informal process or are significant enough in the mind of the grievant to require a formal investigative and resolution process that is documented in writing.

1. To initiate the formal grievance process, a grievant should submit a signed and dated grievance to the Executive Director. The written grievance should detail the allegations of dispute, breach of policy, or discrimination and should cite the contract, policy or procedure that has been violated.
2. The resolution team will provide acknowledgement of receipt of the written grievance within 5 work days. In addition, within 5 work days, the resolution team will provide a copy of the written grievance to the individual(s) named in the grievances as well as to the Head of School and Executive Director. If the Executive Director is the named party in the grievance, a copy of the grievance will be provided to the Chair of the Board.
3. Within 30 work days, the resolution team will conduct its own internal investigation, including conducting interviews with all relevant parties, reviewing pertinent documents, reviewing policy, etc.
4. Within 45 work days of the submission of the written grievance, the resolution team will issue a written resolution plan that might include plans for facilitated conflict resolution meetings, recommendations for change in policy or procedure, or suggested next steps.
5. Should a grievant not be satisfied with the manner in which the school's resolution team handles the grievance, he or she should bring the matter to the attention of the board by contacting the Board Chair.

It is important to the integrity of our school that grievances be handled in an informed, direct, fair, and equitable manner. The administration and board share responsibility in ensuring the integrity of the vision and its implementation through the system of due process described in this grievance policy. The final forum for conflict resolution, after a grievant has followed the steps outlined above, will be at the level of the Board of Directors at board.chair@galsdenver.org.