

Valverde Parent Handbook

(Addendum to the DPS Parent Handbook that will be sent to students' homes)



VALVERDE

Valverde Personal Success Factors:

Curiosity Gratitude Grit Optimism
 Self-Control Social Intelligence Zest

Accidents/Illnesses/Medications

When minor injuries occur at school, the school staff will administer first aid. In the event of a serious accident, paramedics will be called and parents will be contacted. **Keeping your phone number and your emergency number current is extremely important.** Parents will be called to pick up a child who has a fever above 100 degrees, or who is obviously in pain, stressed, or who has a contagious disease. As a general rule, a student ill enough to require several doses of medication during the school day should probably stay home. If your child requires medication during school hours, please contact the school nurse. If your child has any existing medical problems or allergies, please notify the school. If necessary, an ‘emergency medical plan’ should be on file (such as a child is asthmatic, is allergic to bee stings, etc.).

Attendance

In order for us to ensure the DPS Vision that “Every Child Succeeds” the district as well as our school require 97% student attendance (**no more than one absence per month**). Please help us achieve this goal by following the guidelines below.

- At Students need to be at school by 7:55 AM every day. The bell that starts instruction rings at 8:00 AM. Any student that arrives after announcements were made needs to go to the office for a tardy slip and will be marked “tardy” in our attendance system for that day. Instruction ends at 4:00 PM Monday through Thursday for grades 1st, 2nd, 3rd, 4th, & 5th. On Fridays dismissal is at 3:00p.m. ECE & Kindergarten students dismiss at 3:00p.m. every day.
- **If your child will be absent for any reason, please call and leave a message on our Attendance Line 720-424-3260 or report it on our cell phone application as soon as possible so that the absence can be documented and entered correctly.**
- We celebrate perfect attendance! Students with perfect attendance will be recognized in school-wide assemblies every trimester. We also recognize most improved attendance.
- When an illness causes your child to be absent for more than three days, you need to bring a doctor’s or health provider’s note when your child returns to school for the absences to be excused.

- **For anticipated appointments (vaccinations, dentists etc.),** DPS' expectation is that you schedule appointments on early release Wednesdays, during vacations, or on professional development days when we don't have school. When it is not possible to schedule appointments on those days, the expectation is that students only miss the necessary amount (a few hours) to attend the appointment and not the whole day.
- When students have to be picked up early due to an emergency or urgent situation, parents or guardians have to sign them out from the main office. If the adult is not on the list of authorized people, no matter if s/he is related to the child, s/he will not be permitted to take the child with them.
- According to the Denver Public Schools' attendance intervention policies, we implement the following official steps:
 - 5 absences or 10 tardies: letter from the teacher
 - 10 absences: formal letter from the psychologist or the administration – absences will no longer be excused without a doctor's note
 - 10 unexcused absences or consistent tardies of more than 15 minutes: meeting with the psychologist or social worker to create an attendance contract
 - More than 15 unexcused absences or excessive tardies in 1st-5th grade: notarized letter from the administrators and initiation of formal truancy proceedings which may result in truancy court.
 - More than 20 unexcused absences in ECE y Kinder: If there are children on the waiting list or in half-day programs, ECE students will be unenrolled and their spot given to a new student, whereas Kinder students will be moved to the half-day program to give someone else the full-day spot.
 - *Please be advised that in some cases court proceeding can occur after 10days of being absent.

The Valverde Way: Behavior Management & Discipline Procedures

Mission:

Valverde's behavior management system seeks to **educate** and **support** our students by equipping them with an understanding of their behavior and how it effects their education, relationships, and opportunities. It gives them the tools to understand the perspective of others, advocate for themselves, and stay focused on achieving their goals.

Behavior

Every student has a right to obtain an education in an orderly, safe environment and to be treated with respect by others. Combined with this right is the responsibility to conduct oneself in an appropriate manner. Students are expected to respect themselves, each other, and their school property and environment. We have numerous PBS (Positive Behavior Support) systems for recognizing individual and whole class positive behaviors on a daily, weekly, and monthly basis.

In DPS, we use three basic discipline processes – *preventative, informal, and formal*:

Preventative measures, as the term implies, can be very successful in preventing discipline problems before they happen. Preventative measures include class and school reward systems, positive reinforcement and praise, and teaching conflict management strategies to students. *Informal* processes are necessary at times to deal with minor discipline problems that inevitably arise. As a general policy, violations of classroom rules will be dealt with by the teacher through the use of this informal process. The key to successful implementation is to make the consequences fit the behavior so that both are seen by the student as logically related. When this happens, the conditions are right for real learning and meaningful behavioral changes to take place. The *formal* discipline process constitutes a “referral” to the principal or assistant principal for serious or repetitive violations of school rules. The process provides a series of steps for dealing consistently, fairly, and effectively with serious or repetitive rule violators. According to DPS policy, formal discipline steps are differentiated based on the developmental readiness and age of the child, based on the amount of previous incidents, and based on special needs (if applicable).

It is our hope that the majority of our students will go through all grade levels without a “referral”. *By far, the biggest factor in determining a student’s success with school discipline is the level of support we receive from the families!*

Cell Phones, Electronic Devices, iPods, Games, and Weapons,

These items are not permitted at school under any circumstances. They cause distractions to the learning environment and we cannot be responsible for losses, damages, or theft. If students require a cell phone to communicate with parents to and from school, they may check in their cell phone with a teacher or in the main office and check it out at the end of the school day. Weapons and knives are never allowed in school. Bringing in a weapon or something that could be mistaken as a weapon of any kind will be considered a punishable offense and may result in suspension and/or expulsion from school.

Communication between Home and School

Thursday Folders (Green)

We at Valverde believe that communication between our team members and the home is essential for the successful education of our students. Valverde provides de Thursday Folders to keep families informed about all school activities, official notes, announcements, and letters from the school or the teachers. We ask parents if they have any questions to please write your comments on a note for the teacher.

Cell phone notifications

A new way in which we are reaching out to parents is through the cell phone application available for download. Whether you have an iPhone or android, you can keep up with the most recent news, attendance, school calendar, surveys and much more. Simply download this application to by visiting your playstore.

School Website

Our school website is filled with information for parents and our community that will help you to stay informed about school events, news and access to DPS resources. It is our belief that increasing ways in which parents can readily access our school material, will assist in answering questions you may have.

Robocal

Automatic robo calls will be administered periodically if there is an important message we need to send out to all parents and guardians.

Parent Teacher Conferences & Academic Standards Night

We consider the collaboration between families and our teachers essential. We will be adding parent teacher conferences twice a year to discuss your child's progress individually, which is separate from Academic Standards Night (ASN). Academic Standards night occurs twice a year (October, February) we share data of our student evaluations with families during our Academic Parent Teacher Team (APTT) nights. Together, as a team, we come up with a shared goal for our classroom or grade level that we want to achieve. We also share strategies of what we will do at school and ideas and games of what parents can do at home to help their children. Your attendance on these nights is key for our goal of working together as a team so that our students will truly have a bright future!

Progress Reports

Progress reports are sent home three times a year for students in Kindergarten through 5th grade and twice for ECE. Please see the annual school calendar for the dates.

Protocol for addressing concerns

If you have a concern or question, please start your inquiry with the staff member directly involved. Together, every effort will be made to clarify or resolve the issue. If the issue is not resolved and still is of concern, please contact either the principal or assistant principal for assistance.

Contacting your child's teacher

Our teachers really like to hear from you and want to be in close communication. At the same time, they want to take advantage of every minute of instructional time throughout the day. Even though the beginning and end of the day are convenient times for parents to check in, those times are difficult for teachers. Those are the times that teachers are getting ready for the morning or end of day circle. Also, our teachers frequently have professional development meetings from 3:00 to 3:30 PM. If you would like to contact our teachers to make an appointment, you can leave a message at their direct line or email them (see list provided or visit the website or cell phone app), or call the office (720-424-3250).

Visiting the School

Our doors are open! We invite parents to visit our classrooms and any other area any time. This is one of the best ways to get involved and learn about your children's daily life at school. If you are observing a class, please talk to the teacher to see if there is something s/he would like you to help with. Please do not interrupt instruction to discuss personal matters. Per DPS Policy, for the protection of our students, all visitors must ring the bell, identify themselves and the purpose for

their visit, and pass by the office to get a visitor's pass before entering any of our work spaces. Signing in is also important so that we know who is in the building in case of an emergency such as a fire.

Transitional Native Language Instruction (TNLI)

The TNLI program supports students' native language development as they learn English so that students become bilingual and biliterate. Students enrolled in the TNLI program will receive instruction in Spanish and English in kindergarten through fifth grade. Over time, instruction will move from being primarily in Spanish to being primarily in English. Every grade level incorporates the strategic use of two languages, with the ultimate goal being proficiency in both languages. We know that building conceptual knowledge in students' native language helps them be more successful in English and their native language.

The benefits of the TNLI Program:

Students who have been in a TNLI program until they are ready to transition into mainstream classes score higher on standardized assessments, have higher graduation rates and have lower dropout rates than students who do not. When your child enters mainstream classes, he or she will be fluent in two languages, a significant advantage for colleges and careers in the 21st century.

TNLI Options at Valverde

OPTION 1: ELA-S

English Language Acquisition (ELA) – Spanish: Student learns English while receiving English and Spanish instruction to become biliterate and bilingual with teachers trained to provide extra support

- As student moves from grade to grade, more instruction will be in English and less in Spanish
- Teacher and classes are bilingual
- English materials adapted to language levels
- 45 minutes of English Language Development (ELD) daily
- Spanish and English language are used strategically in every subject at every level from Kindergarten to 5th grades to support student success
- Teachers are trained to support Spanish and English instruction for English learners

OPTION 2: ELA-E

English Language Acquisition (ELA) – English: Student learns English in English-only classes with teachers trained to provide extra support

- All classes are taught in English
- Students receive 45 minutes of English Language Development (ELD) daily
- Teachers use a wide range of strategies to support student success and adapt lessons to help students understand material

- Teachers are trained to provide English instruction for English learners

Excursions (Field Trips)

Field trips are intended to allow students experiences that provide them with insight, information, or knowledge that might not be learned within the classroom. Every grade level plans 1-3 field trips per year that are connected to Common Core Standards.

If there are concerns about a particular student's behavior that could affect his/her safety or that of his/her peers, the teacher will work with the administration and the parents to see if participation is possible. If it isn't, it is the school's responsibility to provide equitable access to information and tasks at the school.

Food

We provide breakfast in the classroom to every child at our school daily. It is free of charge if you have filled out the district's lunch application form. Lunch is served to all students courtesy of Denver Public Schools. It is a fully balanced, nutritious meal that includes a fruit and salad bar. Families need to fill out a lunch application before the first day of school or during registration. Lunch costs are assessed by Food Services based on family income. Food may not be sold on school grounds during lunch hours by any other person or vendor.

We encourage parents to join their children for lunch at the family table. Please model healthy living by eating our lunches or bringing home-cooked meals. For health reasons, we would prefer that you do not bring fast food to our school. Also, please note that parents or guardians are not allowed to share the food they bring in with children other than their own. This includes classroom parties. Items brought in must be commercially prepared to avoid potential personal liability and legal issues due to food poisoning. When considering classroom birthday parties, please talk to your child's teacher before bringing in food as we have students with food allergies.

Homework

Homework is a consistent and purposeful extension of school learning. Teachers will inform students of any assigned work and students will note assignments. It is the child's responsibility to ask for clarification concerning the assignment. Responsibility for completing and submitting homework lies with the student. Specific homework standards and consequences will be established by teachers. In general, educational research suggests that it should be about 10 minutes per grade level (e.g. 3rd graders do 30 minutes). Doing hours of more homework had no notable effect on students' academic achievement. It is more important that children use their free time to develop their creative, physical, and social skills. Students should never have more than 90 minutes of homework.

In addition to homework, every students must read for at least 20 minutes a day at home and write or draw a response. This is why it is important that all students have a book that they

love and that encourages them to read. If your child does not have a book they like, come to the library! Mrs. Barboza will be happy to help your child find a great book.

Parents are encouraged to set aside a consistent time, and possibly a place, for assignments to be completed each evening. Parents should see the product and give acknowledgement for the work that was done. We would encourage parents to spend some time each evening involved with their child's learning.

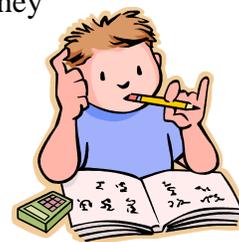
In Colorado, the pursuit of excellence in all curriculum areas of education has been greatly assisted by a service offered throughout the state in all grade levels. *Homework Hotline* is a telephone homework help service coordinated by Denver Public Schools and utilized by students throughout Colorado. Licensed teachers field upwards of 600 calls per night from students of all grade levels who are unable to fully grasp math, science and language arts concepts in homework assignments. With great skill and patience, teachers guide students to the answers they seek.

Homework Hotline Hours of Operation

4:00 to 8:30 p.m. Monday through Thursday (throughout the school year)

Local calls: 303-322-PASS

Calls outside the metro area: 800-825-PASS



Parent and Community Involvement

Get involved! All of the meetings of the following groups are conducted in English and Spanish when necessary. Parents are always welcome to join and we urge you to participate.

Collaborative School Committee (CSC) is the governance committee of the school. This committee includes the Principal, four parent representatives, four teacher representatives, a classified staff member and a community/ business representative. Elections are held yearly for open positions. Members of this committee provide input regarding staffing, budget, discipline, policies, and other activities that occur in school. They promote the achievement of educational goals set forth by the School Improvement Plan, consider issues related to the quality of education, encourage community involvement, and recommend activities that create positive human relations.

Monthly Parent Meetings – ELA PAC are monthly informal conversations and formal presentations that allow for learning, sharing ideas, asking questions, and getting answers about the programming and education of children who are learning English. These monthly meetings include topical information for parents such as homework help, CSAP information, nutrition/wellness speakers, and informative discussions with community members as well as information about how Valverde and DPS work.

Parent Teacher Leadership Team (PTLT) - This is a group of teachers and parents who work together to improve communication between teachers and parents and to share ideas about how to build strong connections between students, parents, and teachers. The team will work on the planning of APTT Nights, Parent/Student Workshops, and our Volunteer Program.

Superintendent Forum Committee-Superintendent Parent Forums are regular sessions to share information with parents and families. The forums are attended by parents who have been chosen by their schools, and they learn about district initiatives and information that will help them support their child's success at school and at home. The parent representatives take that information and share it with the rest of the parent community.

Public Conduct on School Grounds

According to DPS Policy KFA, persons using or upon school district property for any purpose shall not engage in:

1. Any conduct intended to obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.

2. Physical abuse of or threat of harm to any person or school district owned or controlled property or at school district sponsored or supervised functions.

3. Threat of damage or damage to property of the school district regardless of the location or property of a member of the community or a visitor to the school when such property is located on school district controlled premises.

4. Forceful or unauthorized entry to or occupation of school facilities, including both building and grounds.

5. Unlawful use, possession, distribution or sale of drugs and other controlled substances, alcohol and other illegal contraband on school district property, at school sponsored functions, on any school bus transporting students or within 1,000 feet of the perimeter of the school grounds. (Persons known to be under the influence of liquor shall not be permitted to enter the school building or grounds.)

6. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings unless the person falls within one of the exceptions in state law for possession of a deadly weapon.

7. Profanity or verbally abusive language.

8. Any conduct constituting a breach of any federal, state or city law or duly adopted policy and/or regulation of the Board.

9. Loitering, (to stand idly around, to linger, delay, or wander about, or to remain, abide, or tarry in a public place).

Recess

Physical exercise is essential for our students' health. We teach them how to safely use our playground equipment and how to play games with good sportsmanship. The school's expectation is that all students are engaged in a physical play activity while they are outside. We do not allow "hanging out" and "chat circles."

School Closings or Late Starts

Announcements of school closings, delayed opening or early closing due to hazardous weather or other conditions are made on radio stations KOA –AM 850 and KHOW – AM 630 and on local TV stations. During bad weather, please keep your radio or TV on for pertinent information. We will also strive to notify parents as soon as information is available to us via a robo call or push notification on the cell phone application.

School Policies

Attached is a list of Denver Public Schools policies. They are available online as well as in our office and we are glad to make you a copy of any policy you like

Security

Severe Weather Procedures

Tornado Watch

- Office staff will consistently monitor the weather.

Tornado Warning

- All Staff and students will go to their classrooms. Outside activities will be brought inside.
- Students will *Shelter-in-Place* (if needed) or will go to assigned places in the halls.
- Please do not come to the school as weather danger is in the school area. Your child will be in the safest place at the school.
- We will not dismiss students until the weather danger is over.

Lightning in the Area

- Outside activities will be brought inside.

Snow

- The district will determine if the snow is severe enough to cancel school. Please watch your local TV station or visit www.dpsk12.org to see Denver Public School activity and school cancellations.

Evacuation

Fire Drill

- All students and staff will exit the school and go to a designated location.
- Everyone will remain outside until the "all-clear" message is given.

- If students are allowed to re-enter the building, they will then return to class. If not, information will be available at the school or through the DPS Communications Office

Off - Campus Evacuation

- If we need to leave school grounds by foot, we either go to St. Rose Catholic School or to Florence Crittendon School.
- If we have to leave the school by bus, we would go to Goldrick or Munroe Elementary School.
- Information will be available at the school or through the DPS Communications Office.

Lockdown

We will lock our school doors if danger in our building or neighborhood compromises the safety of our students.

- All exterior doors will be locked.
- All interior doors will be locked.
- No one may enter or leave. To keep our students safe as possible, there will be no exceptions.
- No students will be dismissed until the situation is over.
- Information will be available through the DPS Communications Office or the DPS website. **Please do not call the school** as we will be working with authorities to ensure the safety of the students.
- A sign will be posted on the windows of our doors stating if we are in a lockdown.

For more information on any safety situation

- Contact the DPS Communications Office at 720-423-3414
- Any weather-related schedule changes will be posted on the DPS website at www.dpsk12.org
- Weather related school closures may be heard on KOA 850 AM, KXPK 96.5 FM, and KJMN 92.1 FM.



Release of Students

In any emergency situation, ***we can only release students to the names of persons listed on the Registration/Emergency form unless special arrangements have been made.*** It is vital that our school office always has a current contact telephone number.

Uniforms

Valverde's dress code follows the DPS dress code implemented across the district. In 2009, our families voted to have school uniforms. The uniform is a selection of the Valverde colors (green, Blue, Purple) color polo shirt with our logo that can be purchased in the office for \$10 or two for \$15. Valverde color T-shirts with logo will be sold in the office 1 shirt for \$7 or 5 shirts for \$30. Students may also wear solid colored polo shirts or T-Shirts that they purchased elsewhere that are school colors. Uniform shirts are mandatory and part of the expectation for students. The school uniform policy was designed to provide students with a safe and orderly learning environment. It also instills the students with a sense of pride and unity.

During the school day and at all school-related activities or functions, students shall adhere to a standard of dress and appearance that is appropriate.

The following are the requirements for clothing worn on school grounds and at school functions:

1. Be dressed in school uniform.
2. Shorts, dresses, skirts or other similar clothing must be longer than mid-thigh length.
3. Sunglasses, hats, or headscarves must be taken off, and kept off, inside the building.
4. Inappropriately sheer, tight, loose, or low-cut clothing that bares or exposes the stomach, back, and inappropriately shown areas are not acceptable. (For example: garments made of fishnet, mesh, or similar material, midriffs, halter tops, backless clothing, tube tops, muscle tops, revealing tank tops or sundresses, etc.)
5. Inappropriate footwear, including rubber sole thongs (flip-flops) or bedroom slippers are not allowed. Students need proper shoes for P.E. class!
6. Students may not wear or bring clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are, or contain any words, symbols, or pictures that:
 - a. Refer to drugs, tobacco, alcohol or weapons
 - b. Are of a sexual nature
 - c. Are obscene, profane, vulgar, lewd or legally libelous
 - d. By virtue of color, arrangement, trademark or other attribute denote membership in gangs, associations with violence or disruptive behavior
 - e. Threaten the safety or welfare of any person
 - f. Promote any activity prohibited by the student code of conduct
 - g. Pose a threat or potential threat to the safety or welfare of any person
 - h. Otherwise disrupt the School's mission in delivering education services



Exceptions to this policy may be made by the principal or his designees to address a specific student's medical, religious, or other similar needs.

Denver Public Schools has student policies and regulations that are implemented at all of its schools. In addition to attendance, behavior, adult behavior, and dress code, below is a list of additional student policies. They are available online and in our office. We are happy to make you a copy.

JB- Equal Educational Opportunities

JBA- Discrimination on the Basis of Race, Ethnicity or Sex (Sexual Equity)

JBB- SEXUAL HARASSMENT (Student)

JBB-R- PROCEDURES FOR THE INVESTIGATION OF COMPLAINTS OF HARASSMENT

JBBA- HARASSMENT BASED ON RACE OR COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, GENDER IDENTITY, DISABILITY, OR RELIGION (STUDENT)

JBBAA- Nondiscrimination of Students on the Basis of Disability (Grievance and Impartial Hearing Procedures)

JC- Pupil Assignment

JC-R - All Schools- PUPIL ASSIGNMENT PROCEDURES All Schools

JE- Student Attendance

JE-R- Student Attendance Procedures

JEA- Compulsory Attendance Ages

JEB- Entrance Age Requirements
JEC- Tuition Based Programs
JEC-R- Tuition for Early Childhood Education and Full Day Kindergarten Procedures
JF- Student Admissions to/Withdrawals from School
JFAB- Admission of Nonresident Students
JFABB- Admission of Non-immigrant Foreign Students
JFABB-R- Admission of Non-immigrant Foreign Students Procedures
JFABD- Homeless Students
JFABD-R- Homeless Students Procedures
JHCA- Open/Closed Campus
JHD- Exclusions and Exemptions from School Attendance
JHD-E- Exclusions and Exemptions from School Attendance
JI- Student Rights and Responsibilities
JIB- Student Involvement in Decision Making
JIBA- Student Government
JIBA-R- Student Government (Student Board of Education)
JICA- Student Dress
JICC- Student Conduct on Buses (1214F)
JICC-R - Student Conduct on School Buses
JICDE- Bullying Prevention and Education
JICEA- School-Related Student Publications (School Publications Code)
JICEA-R- School-Related Student Publications (School Publications Code)
JICEC- STUDENT DISTRIBUTION OF MATERIALS
JICG- Use of Tobacco by Students
JICH- Drug and Alcohol Use by Students
JICH-R- Drug and Alcohol Use by Students
JIE- Pregnant Students
JIH- Student Interrogations, Searches and Arrests
JJ- Student Activities (Cocurricular and Extracurricular)
JJA- Student Organizations
JJF- Student Activities Fund
JJH- Student Travel
JJH-R- Student Travel
JJIB- Interscholastic Sports
JJIC- Eligibility/Minimum Standards for Participation
JJID- Student Physicals for School Athletics
JJIE/JJIF- Drug and Steroid Use/Student Conduct in School Athletics
JJIE/JJIF-R- Drug and Steroid Use/Student Conduct in School Athletics
JK- Student Discipline
JK-R- Student Conduct and Discipline Procedures
JKA- Restraint of Students
JKB- Detention of Students
JKC- Staff Use of Physical Intervention or Force / Student Discipline
JKF- DISCIPLINE OF STUDENTS WITH DISABILITIES
JLC- Student Health Services and Requirements
JLCA- Physical Examinations of Students (Swim Program)
JLCB- Immunization of Students
JLCC- Communicable/Infectious Diseases
JLCCA- Students with HIV/AIDS
JLCCA-R- Students with HIV/AIDS
JLCD- Administering Medicines to Students
JLCDA- Students with Food Allergies
JLCE- First Aid and Emergency Medical Care
JLCE- PRIMEROS AUXILIOS Y ATENCIÓN MÉDICA DE EMERGENCIA
JLCE-R- First Aid and Emergency Medical Care (First Aid Kits)
JLE- Student Social Services (Pupil Assistance Fund)
JLF- Reporting Child Abuse/Child Protection
JLF-R- Reporting Child Abuse/Child Protection

JLI- Student Safety
JLIB- Student Dismissal Precautions
JLIC- Safety Patrols
JLID- Student Bicycle Use
JLIE- Student Automobile Use and Parking
JLJ- Physical Activity
JO- Employment of Students
JQ- Student Fees, Fines and Charges
JRA/JRC- Student Records/Release of Information on Students
JRA/JRC-R- Procedures for Student Records/Release of Information on Students