

# Valverde Parent Handbook

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



# VALVERDE

## Valverde TRACKS:

Tenacity   Responsibility   Academic Achievement   Curiosity   Kindness   Show Respect



## Valverde Personal Success Factors:

*Social Intelligence   Curiosity   Grit   Gratitude   Self-Control   Optimism   Zest*

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### **Message from the Principal**

Hello Parents and Guardians,

On behalf of the entire staff, I want to thank you for choosing Valverde for your child's education.

We are excited to partner with you in the development of your child, both academically and in a social-emotional sense. We hope you find this handbook helpful in understanding Valverde's systems, rules, and procedures. If you have any questions that are not answered here, don't hesitate to come into the office and ask.

We look forward to another wonderful year at Valverde!

Thank you,  
Mr. Schutz

### **Valverde - School Mission**

The mission of Valverde Elementary is to deliver rigorous, personalized instruction paired with strong character development and social emotional learning supports through project-based learning focused on cultivating 21st century skills to prepare our student for success.

### **Valverde - School Vision**

The Valverde community joyfully nurtures an inclusive, academically focused environment with high expectations to prepare our students for success.

### **Valverde - School Rules**

We have school-wide rules to help create a positive school community. The rules are as follows:

1. Take care of yourself
2. Take care of others
3. Take care of our school

### **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.).

### **Arrival and Dismissal**

Valverde utilizes an inside arrival and dismissal system to ensure the safety of all students.

All students should be dropped off in the school gymnasium by 7:55 each day. Please make sure to have your students here on time for arrival. Dismissal will take place from the gymnasium for all 1st-5th grade students who will be attending our extended day Power Hour Program. Students will be lined up by class in the gym at 4:00 Monday-Thursday and at 3:00 on Fridays. ECE and Kindergarten students will be dismissed from classrooms at 3:00 Monday-Friday. Students who are not picked up shortly after Power Hour has ended will need to wait with our Parent Liaison. Please be advised that our new policy for late pick up (within 10 minutes of release time) will be as follows:

- 1st late pick up will result in a warning
- 2nd late pick up parent/guardian will need to fill our Kids SmART emergency contact form
- 3rd late pick up student will be transferred to the care of Kids SmART, our on-site before and after school provider where the parent/guardian will be required to pay for care of your student.
  - The prices for their services are listed below.

Kids SmART Prices	Time	1st Child	Additional & F/R
Before School (Daily)	6:30am-8:00am	\$10.00	\$8.00
After School (Daily)	3:00pm-6:00pm	\$16.00	\$14.00
After School M-Th	4:00pm-6:00pm	\$13.00	\$11.00

They also take CCAP and other government subsidies if you qualify. We encourage you to register with the program and utilize their services when you know you need care outside of school times. Please contact them at 720-550-6728 to get more information and get registered or make an appointment with our Parent Liaison, Cynthia Eames, for help with the application 720-424-3288.

### **Parking**

Unfortunately, we do not have a lot of parking at Valverde. If you are dropping students off by car in the parking lot please do not park in the spaces as these are reserved for staff members. Please be aware that traffic should consistently flow through the parking lot so everyone is able to get in and drop off students easily. Stopping in this driveway will disrupt the flow of traffic so we ask that you please drop off students and continue driving through to make room for others. No car should be left unattended in the driveway area.


If you are ever going to be late to pick up your students, please call the front office at 720-424-3250 so we know when to expect you. It is important that we have all of your most up to date information in the system, if you change your contact information (e.g. phone number) at any time please notify the front office. We appreciate your support in ensuring that we are always able to reach you on behalf of your child.

### **Attendance Policy**

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.

- All Students need to be at school by 7:55 a.m. every day. The bell that starts instruction rings at 8:00 a.m. Any student that arrives after 8:00 a.m. 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 p.m. Monday through Thursday for grades 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup>. On Fridays dismissal is at 3:00 p.m. for all students. ECE & Kindergarten students dismiss at 3:00 p.m. every day.
- We celebrate perfect attendance! Students with perfect attendance will be recognized in school-wide assemblies every trimester. Students with perfect attendance for the month will receive a small reward. Students who have zero absences with fewer than 5 tardies will earn a trip to Elitches at the end of the year.....Classes will be competing for perfect attendance rewards as well!
- **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 Valverde App as soon as possible so that the absence can be documented and entered correctly.
- 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:
  - 3 absences or 10 tardies: Phone call from the teacher
  - 5 absences or 15 tardies: Required meeting with the school attendance team to address attendance concerns – absences will no longer be excused without a doctor’s note
  - 10 unexcused absences, 25 tardies, or consistent tardies of more than 15 minutes: Attendance team meeting with the Principal
  - 12 or more absences or excessive tardies in 1st-5th grade: Letter from the administrators and initiation of formal truancy proceedings which may result in truancy court
  - More than 20 unexcused absences in ECE & 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.

## Calendar



# Valverde Elementary School

First Day of School K-5 August 21st

First Day of School ECE August 22nd

JULY 2017							AUGUST 2017							SEPTEMBER 2017							OCTOBER 2017							NOVEMBER 2017							DECEMBER 2017														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
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23	24	25	26	27	28	29	27	28	29	30	31																																						
30	31																																																

JANUARY 2018							FEBRUARY 2018							MARCH 2018							APRIL 2018							MAY 2018							JUNE 2018														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
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28	29	30	31				25	26	27	28																																							

**NON-STUDENT CONTACT DAYS**

- Valverde Professional Days (No classes for students)**  
Aug 10-11, Jan 19, Mar. 15-16- TBD- City Year provided childcare on 2 of these days
- DPS Planning and Assessment Days (No classes for students)**  
Aug. 14-18, Oct 26-27, Jan. 5, Feb 2, Feb 20, Apr. 2, Jun 1 (1/2 day)
- Parent/Teacher Conference Day (No classes for students)**  
There will be no school on November 3, teachers will host parent/teacher conferences during the week.
- ECE Meet-The-Teacher Day (1st day of school for ECE= August 22)**
- Early Release Days (Students Dismissed at 12:00)**  
October 4, December 6, February 7, April 4, May 2

**END OF TERM-TO BE FOLLOWED BY REPORT CARDS**  
November 13; February 28; May 25

**VACATION/NO CLASSES**

**HOLIDAY/NO CLASSES**  
 Labor Day - September 4  
 Thanksgiving Day - November 23  
 Martin Luther King Jr. Day - January 15  
 Presidents' Day - February 15  
 Cesar Chavez Day - March 30  
 Memorial Day - May 29

▶ **Last Day of School: Half Day for Students-June 1st**

**SEMESTER DATES**  
 1st Semester Begins 8/21 (8/22 ECE); Ends 12/21  
 2nd Semester Begins 1/8; Ends 6/1

**STUDENT REPORT DAYS (8 hours/day)**  
 79 Days 1st Semester  
 89.0 Days 2nd Semester  
 168 Total Days\*

\*1st-5th grade incl. Power Hour=184 Total Days

**TEACHER REPORT DAYS**  
 90 Days 1st Semester  
 97.5 Days 2nd Semester  
 187.5 Total Days

## IMPORTANT DATES

### Dates Students will **NOT** be in School

- September 4th - Labor Day Holiday
- October 26th and 27th - DPS Planning Days
- November 3rd- Conferences
- November 20th-November 24th - Thanksgiving Break
- December 22nd-January 5th - Winter Break
- January 19th - Valverde Professional Day
- February 2nd - DPS Planning Day
- February 20th - DPS Planning Day
- March 15th and 16th - Valverde Professional Day
- March 26th-April 2nd - Spring Break

### Early Release Dates (Dismissal at 12:45)

- Wednesday, October 4th
- Wednesday, December 6th

- Wednesday, February 7th
- Wednesday, April 4th
- Wednesday, May 2nd
- Friday, June 1st (Last Day of School)

### **Other Important Dates**

- August 21st - First Day of School
- August 28th- First day of Power Hour
- October 4th - TRACKS Assembly
- October 12th-Academic Standards Night-Literacy
- November 3rd - Report Cards/Parent-Teacher Conferences (No School for Students)
- December 6th - TRACKS Assembly
- February 7th - TRACKS Assembly
- February 22nd- Academic Standards Night-Math
- April 4th - TRACKS Assembly
- May 2nd - TRACKS Assembly
- May 4th - Cinco de Mayo Celebration
- May 18th - Field Day
- May 25th- Last Day of Power Hour
- May 30th - ECE Promotion
- May 31st - Fifth Grade Promotion
- June 1st - Kinder Promotion
- June 1st - Last Day of School

## **BEHAVIOR MANAGEMENT AND DISCIPLINE PROCEDURES - VALVERDE**

### **Behavior Philosophy**

Valverde's behavior management system seeks to *educate* and *support* our students by equipping them with an understanding of their behavior and how it affects 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, assistant principal, or a member of the social-emotional support team, 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!*

### **Positive Behavior Interventions and Supports - TRACKS**

We will use the following system to reinforce positive character with our students. This will be the basis for our character education program. Please reinforce these ideas with your students at home and in the community to support a connection to the learning students will be doing with character at Valverde.

At Valverde we believe that all teachers have a right to teach and all students have a right to learn... Therefore we promise to strive everyday to show:

- Tenacity
- Responsibility
- Academic Achievement
- Curiosity
- Kindness
- Show Respect



### **Valverde Incentives and Rewards**

Our school often rewards reward good deeds, respectful behavior, and academic effort. Below are some of the ways in which students may be recognized:

- Awards Assemblies
  - Each month teachers select students from each class who have shown the TRACKS trait(s) that is the focus for that month.. The students receive certificates during a school PBIS Assembly.
- PBIS Boards
  - Students who were recognized during the awards assemblies will have their photos displayed on grade-level PBIS bulletin boards along with the “blurbs” written about them at the assemblies. Teacher are responsible to change these out monthly for newly awarded students.
- TRACKS Tickets
  - Special tickets are given out daily to students who are "caught" doing good deeds or showing respectful behavior, embodying the traits of TRACKS. Students are honored



with this ticket and it is best practice to ask a student how they earned their TRACKS ticket today.

- Making TRACKS Party
  - Everyday, classrooms compete for points by lining up in a straight line at a level 0 voice, using good manners, and following school rules. These points will equate to a puzzle piece on their classroom paw-print. Classes will be invited to the Making TRACKS Party when they complete their classroom puzzle. (Parties will be scheduled throughout the school year, when you classroom paw is filled you will then be invited to the next party scheduled on the calendar).
- Perfect Attendance Recognition
  - At the end of each month, all students who have had perfect attendance will be delivered a small reward on the last Thursday of the month!
- Classroom Attendance Competition
  - Each day, classes with all students present receive a letter to spell "Perfect Attendance." The first class to spell the phrase will receive a special reward.
- Jaguars of the Month
  - The school leadership team will select one student from primary and one student from intermediate to have their picture displayed on a bulletin board along with some comments about them. These students are invited to have lunch with the AP or Principal on the last Friday of the month. The first Jaguars of the Month will be selected for September (2 for the month) and each month thereafter.

### **Cell Phones, Electronic Devices, iPods, Toys, 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. Toys, fidget spinners, and other games are distractions for students and should be kept at home during the school day.

### **Communication between Home and School**

- Thursday Folders
  - 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.
- Valverde Cell Phone App
  - 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.

- Facebook Page
  - Follow us on Facebook for updates and events happening at the school and in the community. <https://www.facebook.com/Valverde-Elementary-School>
- 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. <http://valverde.dpsk12.org/>
- Robocall
  - 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 4:00 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. In the rare occasion that a decision is made to keep a student from attending a field trip, they will still be provided with some academic activities at the school.

### **DPS Food and Nutrition Services**

This year all students will be required to have an online lunch application filled out. Our School is moving away from paper copies and each family must fill out their application online. The main office and parent liaison are happy to help you fill out the application on a school computer or help answer any questions you may have. You may also visit the Food and Nutrition Services website <http://foodservices.dpsk12.org/>

As per DPS policy, our lunch room offers five meal components every day at lunch. Students must take three (3) of the five (5) components, including ½ cup of fruit and/or vegetable, for the meal to be considered complete. Most of the entrees we serve count as two components. For Free and reduced price eligible students in grades ECE-5, a complete meal is served at no charge.

If a free or reduced price eligible student brings a sack lunch, they can go through the salad bar and select ½ cup fruit and ½ cup vegetable and get a milk, all at no charge. If the student selects less than three (3) items there will be a charge for the items since it is not a complete meal. Paid students will be charged for a complete meal or for each item if a complete meal is not selected.

### **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. There will be no candy, cookies, or chips allowed during the school day (these will only be allowed for students who bring a complete, healthy packed lunch from home). Please do not send students with any of these items that are not part of a healthy complete lunch from home. Please communicate to your child that food should only be consumed in the cafeteria (not out at recess). 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. Items brought in must be commercially prepared to avoid potential personal liability and legal issues due to food poisoning. Classroom birthday parties should be held at the end of the day on a Friday. When planning 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. 3<sup>rd</sup> 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 student 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.

### **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 drugs or alcohol 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 the DPS website, as well as 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.

### **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](http://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](http://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.

## **Technology**

Valverde has invested a significant amount of money to make sure that our students have a 21st century educational experience. We ask that students sign a compact to support them in understanding how to properly care for technology. The compact includes information about ways that we can respect and take care of our Chromebooks and the importance of making sure the technology is in good condition for future students to be able to use. Students and parents will receive our Chromebook policy to read together at the start of the year, sign that all information is acknowledged, and return the signed policy to their classroom teacher.



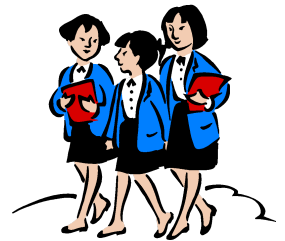
## **Uniforms**

Students are required to wear uniform T-shirts or Polo's (green, blue and purple) with our logo that can be purchased in the office. Valverde color T-shirts with logo will be sold in the office 1 shirt for \$7 or 5 shirts for \$30. Polo shirts can be purchased for \$10 or 5 for \$45. 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 per DPS Dress Code Policy:

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), bedroom slippers, or high heels are not allowed. Students need proper shoes for P.E. class and recess! Students are in PE 1-2 times per week and are playing at recess daily. Having the appropriate footwear is very important.
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. Please visit the Denver Public School Board of Education Policies and Procedures for more information.*

## **Valverde Parent Handbook Signature**

I have read, understand and will agree to all of the information provided in the Valverde Parent Handbook.

Student Name (Print)

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Parent Name (Print)

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Parent Signature

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Date

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