






Family Handbook and Calendar



## Our Vision:

We are a diverse learning community—a safe place, set apart. As a community, we partner together to guarantee that every child succeeds in every classroom, every day.

-  We are responsive to the academic and emotional needs of every learner.
-  We are committed to meeting students where they are, without exception.
-  We are relentless in pushing every student to realize his or her highest potential.

We are honored to be your neighborhood school, your home away from home!

**We are excited and honored to be partnering with your family this 2017-2018 school year as your child learns, grows, and finds success!**

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

## **DAILY SCHEDULE**

Office Hours Open.....	8:15
Teacher Day Begins.....	7:45

Front Doors Open.....	8:30
Breakfast (students are allowed into the cafeteria).....	8:30
ECE Classrooms Open to Students.....	8:30

First Bell (classes begin).....	8:45
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<b>Tardy Bell</b> .....	<b>8:50</b>
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*Students who arrive after this time are considered late.*

### **Lunch/Recess**

- ECE lunch in the classroom (see schedule from teacher)
- Kindergarten/1<sup>st</sup> Grade: 10:50am – 11:35am
- 4th/5<sup>th</sup> grades: 11:35am – 12:20pm
- 2nd/3<sup>rd</sup> grades: 12:20pm – 1:05pm

<b>Student Dismissal (classes end)</b> .....	<b>3:30</b>
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*Students are dismissed through pre-assigned exits  
onto the playground. (Kearney St.)*

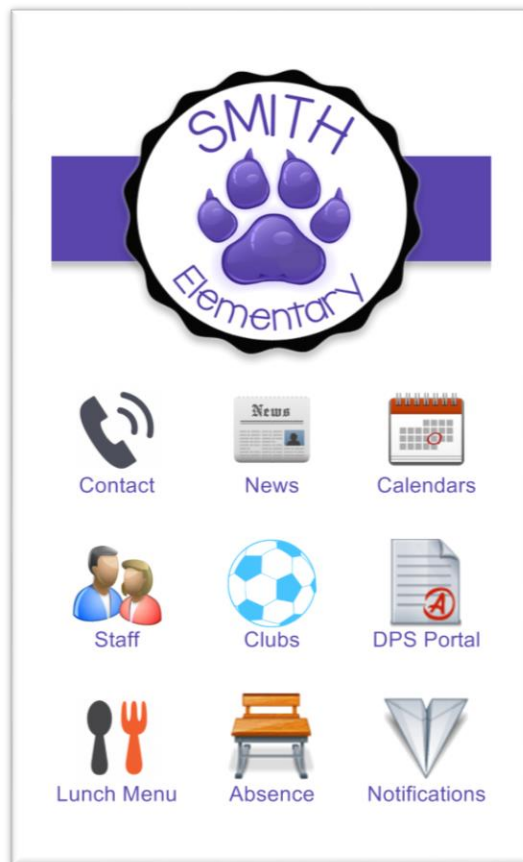
***Re-entry into the building is permitted from the main, front  
door only.***

Teachers' Duty Ends.....	3:45
Office Hours Close.....	4:00

## How to Stay Informed:

Smith flyers, event information, and reminders will be sent electronically through Smith's FREE phone app. Additionally, families can check the lunch menu, log on to Parent Portal, view the school events calendar, and notify the office of absences!! Be sure to download the FREE app on your phone to stay updated with all of the school's messages, notifications, and flyers. [Search: Smith Elementary](#)

This year, parents of students in grades kindergarten through 5<sup>th</sup> will ALSO have the opportunity to track their child's on-task behavior, rewards and consequences using the platform called Kickboard. This mobile app can be downloaded for FREE on Android and Apple devices. [Search: Kickboard](#)



## Smith Elementary School

Call (720) 424-4000

August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Notes:

Aug. 17<sup>th</sup>: Back to School Night @ 5:30pm-7pm

Aug. 21<sup>st</sup>: First Day of School

# **ARRIVAL AND DISMISSAL PROCEDURES**

## **ARRIVAL**

The front doors on the west side of the building (Jasmine Street) **open each day at 8:30am**. Children are welcomed into the building and complete a uniform check before they can choose to go to the cafeteria to eat breakfast, or go directly to their assigned classroom. ECE children will report directly to their assigned classroom (ECE students will eat breakfast in their classrooms).

At **8:30am**, K-5<sup>th</sup> grade students are to report to the cafeteria for breakfast or directly to their assigned classroom with the exception of ECE (ECE students will report to their assigned classroom).

- **For safety reasons, please do not congregate in the main lobby between 8:30-8:55am (students and parents are to report directly to the cafeteria for breakfast or parents can escort their students directly to the appropriate or assigned classroom).**
- After the 8:50am tardy bell, parents may exit the building through the front door.
- Any parents wishing to stay in the school after the 8:50am tardy bell will report to the office to sign in and obtain a visitor badge.
- As a reminder, when dropping children off at school by car, please pull all the way to a curb and NEVER stop in the middle of the street. Additionally, ensure all people (adults and children) use the crosswalk when crossing the street.

## **DISMISSAL**

- No students will be dismissed from the front doors (Jasmine Street).
- ECE students will be dismissed from the east-facing exterior doors (Kearney Street) at **3:25pm under the "Peace Tree" on the playground** - All ECE students must be signed out before being dismissed to families.
- Students in grades K-5 will be dismissed from the east-facing exterior doors (Kearney Street) at **3:30pm**.
- There is NO RE-ENTRY into the building by students or families from the east-facing, exterior doors.
- Students and families needing to come back into the school building should report to the west-facing main door and buzz into the main office for access.
- All other children meeting siblings will arrange to meet up outside on the playground, at another designated location outside, or at the dismissal door of the younger sibling who will be waiting with the teacher (kindergarten).
- Students who attend an after-school program will meet a representative from their program outside each day. Those students will only re-enter the building with their after-school program.
- Bus riders (Boys and Girls Club and DPS busses) will also be dismissed through the east-facing exterior doors. Busses will be located in the back of the building.

**\*\*In the morning and afternoon, teachers are preparing lessons and meeting to discuss best instructional practice to ensure all students are making academic progress. To minimize unexpected disruptions, parents and students are not permitted to pass through the hallways to classrooms before or after school hours unless they have an appointment and have checked into the office. Thank you for supporting our time to plan for your child's success! ☺**

## Smith Elementary School

Call (720) 424-4000

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
2	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30

### Notes:

Sept. 4<sup>th</sup>: Labor Day (No School)

Sept. 5<sup>th</sup>: No School for ECE

## **SAFETY TO AND FROM SCHOOL**

Children develop safety habits by practicing them. Please encourage your child(ren) to cross streets only at the crosswalks/corners. If you pick up your children at school, please pull up to the school side of the street or have your children walk to the corners or crosswalk and meet you there.

- **Please do not pick up children in the school's parking lot.**
- **ECE and Kindergarten students must be picked up at the designated dismissal areas**
- **Older siblings must pick up younger siblings K-5<sup>th</sup> from the exterior dismissal door and not inside the building.**
- **No students are allowed to sign out ECE nor Kindergarten students without a discussion with school administration explaining why it is necessary.**

Plan with your child the safest route to and from school. Plan where younger children should meet older children.

### **REPORTING HOME**

Students are to report home immediately after school or to the destination or the activity you and your child have previously agreed upon.

Please note that teachers' duty ends at 3:45pm. Any students not picked up will be escorted to the office at that time. If you anticipate that you will be late to pick up your child, please call the office at 720-424-4000, so we can notify your child and arrange to have them come to the office after dismissal.

#### **STUDENT PICK-UP TIME IS 3:30pm.**

The late pick-up protocol is as follows:

1<sup>st</sup> Offense: **Family Warning** and student is signed out from the office

2<sup>nd</sup> Offense: **Required Meeting** with School/Family and Written Agreement

3<sup>rd</sup> Offense: Violation of Written Agreement documented in student's file and **Required Intervention Plan**

***\*\*Any student left at school after 4:10pm without parent contact will be released to police custody, regardless of offense number.***



# Smith Elementary School

Call (720) 424-4000

October 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
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29	30	31				

## Notes:

Oct. 26<sup>th</sup>-27<sup>th</sup>: PD Day for Teachers  
(No School)

Oct. 12<sup>th</sup>: Fall Festival 4-6 PM

Oct 24<sup>th</sup>-25<sup>th</sup>: Parent Teacher Conferences (4-7:30pm)

Oct. 31<sup>st</sup>: Fall Party & Costume Parade @ 2:45pm

### **ABSENCES, TARDINESS, AND EARLY DISMISSALS**

Daily, on-time attendance is very important. Our goal for each student is that he or she is in attendance 97% of the school year or more. For this reason, after five days absent, families may be contacted by the school to remind you of the school goals and offer any support to maximize school attendance.

The school day begins at 8:45am. Students arriving after 8:50am should report to the main office so they can be accounted for in the attendance system. Students arriving after 8:05am will be marked tardy.

A student cannot be released to anyone who is not identified in the Infinite Campus system through Parent Portal. At any time, a legal guardian can update this information as circumstances change. Please contact the main office if you need assistance in changing contact information or identifying who can pick your student up from school.

Picking up students before the end of the school day is very disruptive to his/her learning. Please ***LIMIT*** early pick up as much as possible. Minutes absent from school due to an early dismissal will be treated in the same fashion as minutes missed from school due to an excused late arrival in a student's attendance record.

### **LEGAL CUSTODY**

The school must have a copy of a student's custody papers for our files when a divorce or separation occurs. Documents must be notarized or be from legal proceedings. It is the responsibility of families to notify the main office of any changes in custody.

### **Smith App: NOTICES, DIGITAL FLYERS AND NOTIFICATIONS**

Please download the Smith app to receive the most current notices, flyers and school notifications/reminders. This app will be the primary method for communicating about events, school news, and opportunities. Search "Smith Elementary" on both Apple and Android devices to download the FREE app. If you need support or assistance, please contact the main office and we will be happy to assist you with the app. For those families without access to the Smith app, a Family Communications Board is located outside of the Community Room in the main hallway with information about events and flyers.

### **THURSDAY FOLDERS**

Students will also have Thursday Folders that go home every Thursday with contents that cannot be posted on the Smith App, or forms that require a parent signature. Please read the materials and return the Thursday Folder on Friday. Please call the office if you have questions about any of the information sent home in the folder: (720) 424-

# Smith Elementary School

Call (720) 424-4000

November 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
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26	27	28	29	30		

## Notes:

Nov. 6<sup>th</sup>: No School for ECE

Nov. 10<sup>th</sup>: Fall Movie Night

Doors open @ 5pm, movie starts @ 5:15pm

Nov. 20<sup>th</sup>-24<sup>th</sup>: Thanksgiving Break  
(No School)

# DRESS CODE POLICY

Smith Elementary is a uniform school. Please expect this dress code to be STICTLY ENFORCED by school personnel in the 2017-2018 school year. Required school dress for all students attending Smith will be as follows:

Uniform Tops	Uniform Bottoms
<ul style="list-style-type: none"><li>• Only <u>Smith</u> shirts (current or prior years) are allowed</li><li>• Shirts can be purchased in the main office at Registration or year-round. (\$10 – Short Sleeve, \$12 – Long Sleeve and \$20 – Hoodies/Zip-Ups)</li></ul>	<ul style="list-style-type: none"><li>• The following bottoms may be worn: pants, shorts, jumpers, leggings and skirts (the colors must be khaki/brown, navy, or denim)</li><li>• Dark blue jeans (no tears, holes, designs, or wording)</li></ul>

**Wearing a school uniform is an expectation at Smith.** Each day students will be complete a uniform check before they enter their classroom. The following protocol will be taken when a student does not comply with our uniform policy:

**1<sup>st</sup> Offense:** Parents/guardians will be contacted. *Students will be loaned a shirt or pants to be in uniform compliance. Students will return borrowed uniform at the end of the day.*

**2<sup>nd</sup> Offense:** Parents/guardians will be contacted. The student will use his or her free time (lunch, recess or after school) to write a letter of explanation to his or her family. *The school will loan a uniform to the student and he/she will be required to change clothes. Children are responsible for returning the uniform to the office at the end of the day.*

**3<sup>rd</sup> Offense and Thereafter:** Parents/guardians will be contacted to schedule a family conference to discuss our uniform policy and provide support. *The school will loan a uniform to the student and he/she will be required to change clothes. Children are responsible for returning the uniform to the office the end of the day.*

## **LOST AND FOUND**

Lost articles are taken to The Lost & Found located outside the lunchroom. If clothing is marked with your child's name, it makes identification easier and it can be returned to the owner. Clothing that is without a name will be held for a reasonable length of time. Unclaimed clothing will be given to a worthwhile charity at school breaks and the end of the school year.

# Smith Elementary School

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December 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## Notes:

Dec. 20<sup>th</sup>: Semester 1 Awards Ceremony  
(ECE: 2pm, 4<sup>th</sup>/5<sup>th</sup>: 2:45pm)

Dec. 21<sup>st</sup>: Semester 1 Awards Ceremony  
(K/1<sup>st</sup> @ 1:15pm; 2<sup>nd</sup>/3<sup>rd</sup> @ 2pm)

Dec. 21<sup>st</sup>: Winter Party @ 2:45pm

Dec. 22<sup>nd</sup>-29<sup>th</sup>: Winter Break (No School)

[illegible]

## **CELEBRATIONS**

There are 4 dedicated days for class parties throughout the school year. Class parties will only take place on the following dates:

**Fall Party & Costume Parade: Oct. 31<sup>st</sup>**

**Winter Party: December 21<sup>st</sup>**

**Valentine's Day: February 14<sup>th</sup>**

**End of Year: Last Week of May**

- Teachers will communicate with each family prior to the date about the details of the party.
- Parties will begin promptly at 2:45pm.
- All non-Smith children under the age of 18 must be accompanied by an adult at all times.

### **Birthday Celebrations:**

If you would like to bring in a treat to celebrate your child's birthday, please follow these rules:

- Ensure you have enough treats for the entire class
- Classroom teacher will distribute treat at dismissal
- Healthy snacks are best, but cupcakes, cookies, etc. are permitted.

# Smith Elementary School

**Call (720) 424-4000**

# January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## Notes:

Jan. 1<sup>st</sup>-5<sup>th</sup>: Winter Break  
(Teachers report on the 5<sup>th</sup>)

Jan. 5<sup>th</sup>: PD Day for Teachers (No School)

Jan. 15<sup>th</sup>: Martin Luther King Jr. Day  
(No School)

# **HEALTH PROGRAM**

1. **Only prescribed medications** will be given to a pupil at school. Over the counter cough or cold medications, aspirin, etc. are not given, **with or without** parent permission, during the school day except with written physician order. All medication must be kept in the clinic and dispensed by either the school nurse or her designee. If a pupil **MUST** receive medication during school hours, the parent or guardian must furnish the medicine in the prescription container. The container must be plainly marked with the pupil's name, physician's name, and name of the medicine, dosage, and time to be taken. The physician must fill out a school form detailing the name of the medicine, dosage, timing, and possible adverse reactions. The form, Request for Giving Medicine at School, must be filled out completely by the parent or guardian and the doctor.
2. All students must have a current emergency card that details who is to be called in the event of an emergency or illness. It is **CRITICAL** that this card has current phone numbers and contact information. If you do not have a phone, please make arrangements with a relative or neighbor to be a message center for you. No child will be dismissed from school until an adult has been contacted. We would prefer that a child be picked up at school by an adult in the case of an illness or injury.
3. Good attendance is crucial to academic success. Children need to realize that school is their "job" and they need to be in class and learning. It will help a lot if you help your child "think healthy." If they are positive thinkers and try to "tough out" their minor aches and pains, they will actually feel healthier. Also important is that children eat breakfast so they don't have "hunger" stomach aches, and get enough sleep so they don't have "tired" headaches. On the other hand, please don't send your child to school sick and hope they can make it through the day. Keep your children home for the following reasons:
  - a. Fever over 100 degrees
  - b. Vomiting in the last 12 hours
  - c. Persistent cough, this spreads germs and is distracting to the class
  - d. The first 24 hours of antibiotics treatment or until the child feels better
  - e. Pink-eye, if treatment has not been started or during the first 24 hours of medication
4. If your child has a chronic health condition – i.e. asthma, seizures, migraine headaches, ADHD, etc., please schedule an appointment with the school nurse to discuss the health conditions and develop a health care plan.
5. Hearing and vision screening is done yearly for all ECE, Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 5<sup>th</sup> grade students. You will be notified in writing if there are any concerns about your child's vision or hearing. Please contact the school nurse if you would like to have your child's vision or hearing tested outside of the time when the school-wide screening takes place. The school nurse also has resources available that can assist families financially with eye exams, glasses, and dental care.



# Smith Elementary School

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## February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## Notes:

Feb. 2<sup>nd</sup>: PD Day for Teachers (No School)

Feb. 7<sup>th</sup> & 8<sup>th</sup>: Parent Teacher Conference  
Conferences (4-7:30pm)

Feb. 14<sup>th</sup>: Valentines Party @ 2:45pm

Feb. 17<sup>th</sup>: No School for ECE

Feb. 19<sup>th</sup>: Presidents Day (No School)Feb. 20<sup>th</sup>: PD Day for Teachers (No School)[illegible]

# PERSONAL SUCCESS FACTORS

At Smith, we use the following personal success factors to promote a positive and safe school culture:

## Growth Mindset • • •



### Optimism

- Believes that effort would improve the situation
- Stays motivated, even when things don't go well
- Believes in possibility of improvement



### Gratitude

- Recognizes other people's efforts
- Shows appreciation for opportunities
- Says thank you or does nice things for people



### Curiosity

- Eager to explore new things
- Asks questions to learn more
- Takes an active interest in learning



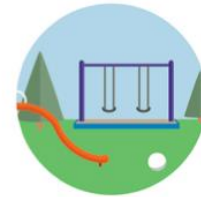
### Grit

- Finishes projects even when feeling like quitting
- Sticks with a project or activity
- Stays committed to goals, even after experiencing failure



### Zest

- Actively participates
- Shows enthusiasm
- Approaches new situations with excitement and energy



### Social Intelligence

- Able to find solutions during conflicts with others
- Cares for others' feelings
- Adapts to different social situations



### Self-Control

#### *School Work*

- Comes to class prepared
- Remembers to follow directions
- Gets to work -right away- instead of waiting until the last minute
- Pays attention and resists distractions

#### *Interpersonal*

- Remains calm even when criticized or otherwise provoked
- Allows others to speak without interrupting
- Is polite to adults and peers

# Smith Elementary School

Call (720) 424-4000

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
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25	26	27	28	29	30	31

## Notes:

Mar. 16<sup>th</sup>—No School for ECE

March 16<sup>th</sup>: Spring Movie Night March  
doors open @ 5:00, movie starts @ 5:15pm

Mar. 26<sup>th</sup>-30<sup>th</sup>: Spring Break (No School)

## **SMITH CULTURE**

Smith Elementary believes that every child has the ability to be successful! To ensure a positive and safe school and classroom environment each student will participate in a morning Class Council meeting. These meetings are designed to promote positive behavior and classroom culture. Additionally, every Friday we will have a school community meeting to celebrate student successes and promote positive culture!

In order for every classroom to be managed and structured to ensure academic excellence, each classroom teacher will use a behavior ladder. These steps will ensure consistent consequences are implemented for all students. This is a sample of the behavior ladder that will be used in your child's classroom.



Ready to Learn!



Warning



Reflection



Consequence



Family Notification

## Smith Elementary School

Call (720) 424-4000

April 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
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29	30					

### Notes:

Apr. 2<sup>nd</sup>: PD Day for Teachers (No School)

# **GENERAL POLICIES**

## **SPECIAL VISITATION AND CONFERENCES**

**In order to ensure student safety**, all visitors **must** sign in, in the school office, obtain and wear a Visitor's Pass. Conferences may be requested either by the teacher or by the parent. Arrangements for conferences may be made in person, email, by a hand-written note or by telephone.

School-wide parent/teacher conferences will be held twice a year. It is our school policy that parents (legal guardians) must pick up their child's report card for the first and third grading periods. Report cards will not be sent home with students at these times, as we believe it important for teachers and parents to discuss student growth together.

Parents are welcome and encouraged to visit classes anytime. Please respect the essential time teachers have with our students and make an appointment if you feel you need some individual attention from the teacher.

## **Contacting Students and Teachers During the School Day**

In order to maximize instructional time and minimize disruptions, all telephones in classrooms will ring directly to the office during student contact time if you choose not to leave a message directly with the teacher. The office will deliver messages to teachers, if necessary. Due to the busy nature of a school office at the end of the day, any change in pick up routines must be communicated to the office by 2:15 to guarantee the message gets to your child before the day ends. Unless there are extraordinary circumstances, teachers will return messages within one school business day.

## **Electronics/Cellular Phones—NEW POLICY!!**

The use of electronic devices is prohibited at school. Cell phones must have the student's name or ID# written or etched on it and must be turned off/silent once in the building. Phones will not be accessible to students during school hours, including in the building and outside at recess. A student may NOT use their cell phone inside the building during school hours. Once school is dismissed, students may use their cell phones outside the building. If students are unable to demonstrate responsible cell phone use, a behavior contract will be initiated. In case of an emergency, please contact the office at 720-424-4000 and we will be sure to relay the message to your student.

# Smith Elementary School

Call (720) 424-4000

May 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30	31		

## Notes:

May 3<sup>rd</sup>: Smith Talent Show Tryouts (ECE-5<sup>th</sup> Grade) after school by appointment

May 10<sup>th</sup>: Spring Learning Celebration 4-7pm

May 16<sup>th</sup>: ECE Field Day

May 17<sup>th</sup>: K/1/2 Field Day

May 18<sup>th</sup>: 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> Field Day

May 24<sup>th</sup>/25<sup>th</sup>: Field Day Make-ups (if needed)

May 24<sup>th</sup>: Smith Talent Show at 6pm

May 28<sup>th</sup>: Memorial Day (No School)

May 30<sup>th</sup>: Continuation/Graduation (ECE 4's @ 9am)

May 30<sup>th</sup>: 2<sup>nd</sup> Semester Awards Ceremony (1<sup>st</sup>/2<sup>nd</sup> @ 1:15pm; 3<sup>rd</sup>/4<sup>th</sup> @ 2pm)

May 31<sup>st</sup>: Continuation/Graduation (Kindergarten @ 9am; 5<sup>th</sup> Grade @ 10am)

May 31<sup>st</sup>: Last Day of School for Students (Full Day)

# **GENERAL POLICIES**

## **FIRE DRILLS AND SECURITY DRILLS**

Regular, periodic drills will be held during the school year in order to accustom the children to disciplined behavior in case of an emergency and to aid them in adjusting to changing conditions with calmness and understanding. Necessary instruction in connection with School Defense Plans will be given to all children in the form of a safety training program. As always, we believe it is good judgment to be prepared.

## **LOCKDOWN PROCEDURES**

There might be a time during the school year that we will be in “lockdown.” This would happen when an occurrence in the Smith neighborhood might pose a threat to the students if they were allowed to exit the building or if the community was allowed to enter. A lockdown occurs when the *Denver Police Department* and/or *DPS Safety and Security* order us to lockdown. If we are in “lockdown” there will be signs on every entrance door to Smith saying we are in lockdown. Please understand that your child’s safety is our first priority and if a lockdown occurs, no one will be allowed to enter or exit the building for the safety of your children.

Students will be dismissed when the *Denver Police Department* or *DPS Safety and Security* gives us the okay that children will be safe to exit the building. We understand that parents worry about the safety of their children. Remaining calm during this situation is of the utmost importance. We will remove the lockdown signs when the situation is resolved and parents can reunite with their children when they are dismissed. Thank you for your cooperation.

## **MISCELLANEOUS ITEMS**

Miscellaneous items such as toys, trading cards, electronic games, etc. should NOT be brought to school. If these items are brought to school, they will be confiscated and a parent will need to pick the items up from the front office. If they are not picked up by winter break or the end of the school year, they will be donated to a non-profit organization. The school is not liable for any lost or stolen miscellaneous items or cell phones.



## Smith Take-Home Book Program

At Smith, we are committed to doing EVERYTHING we can to grow our learners into confident, successful readers who LOVE books!! Research indicates that re-reading texts you have already practiced has a significant impact on reading proficiency. Toward that end, this school year, all students will TAKE HOME their book from small group reading every day—the book they read, discussed and practiced with their teacher earlier in the school day. In partnership with families, we will give students every possible opportunity to become rock -star readers!

### Here's is what we're asking from you, Smith families:

- Listen to your child read his or her take-home book EVERY NIGHT.
- Complete the reading log to document your reading!
- Send the book back to school EVERY day, so other Smith children can use the books in their reading groups.
- Send the reading log back to school each month.



All students who return books on time, as well as complete the reading log every month, will earn the chance to visit the Ben Carson Reading Room at Smith and get their very own book to take home and keep!

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I am committed to partnering with Smith Elementary to grow my student into a successful, confident reader. Toward that end, I will listen to my student read his or her reading group book every night. Additionally, I will ensure that the reading book is sent back to school each morning.

I understand that this is a critical component of my child's nightly homework. Moreover, if books are not sent back to school, I recognize that other children will not have the reading books they need for instruction at school the following day. Therefore, if my child does not return his or her reading book daily, the school will set up a meeting with me to create a plan that holds my child and my family accountable.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

Student(s) Name:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **DISTRICT'S DISCIPLINE POLICY**

## **I. Introduction**

The Board of Education supports the mission of the Denver Public Schools ("District"), which is to provide all students the opportunity to achieve the knowledge and skills necessary to become contributing citizens in our diverse society. Students should have the opportunity to develop their skills, knowledge, and competencies in a nurturing and accountable school setting. Students should receive effective and engaging teaching, with differentiated curriculum, instruction, and assessment designed to address the needs of our diverse learners. Students have a right to attend schools that are safe and free from unnecessary disruption. The Board believes that proper student conduct, reinforced by an effective discipline program, is essential to create and maintain a positive school climate. This is the joint responsibility of students, staff, parents, and the community.

## **II. Purpose**

- A. The goal of student discipline is to teach students to behave in ways that contribute to academic achievement and school success, and to support a school environment where students and staff are responsible and respectful.
- B. The purpose of this policy is to support school discipline that:
  - i. Maintains safe and orderly learning communities;
  - ii. Assures consistency across all schools in the district;
  - iii. Defines and communicates expectations for student behavior;
  - iv. Defines and communicates expectations for staff responsibility related to school discipline;
  - v. Balances the needs of the whole child, the needs of those directly affected by the behavior, and needs of the overall school community;
  - vi. Assures equity across racial, ethnic, and cultural groups, as well as all other protected classes (gender, color, national origin, ancestry, religion, age, disability, sexual orientation, and gender identity).

## **III. General Principles**

- A. School discipline is best accomplished by preventing misbehavior before it occurs, and using effective interventions after it occurs.
- B. School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- C. Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students cause disruption or are removed from their classrooms due to misbehavior.
- D. School discipline should be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehavior. School discipline that is paired with meaningful instruction and guidance offers students an opportunity to learn from their mistakes and contribute to the school community, and is more likely to result in getting the student re-engaged in learning.
- E. Effective discipline is built on consistent and effective classroom management, and is supported by a positive school climate. The vast majority of disciplinary issues should be addressed at the classroom level by teachers; however, behaviors that cannot be addressed at this level should receive more targeted and intensive interventions, as determined by an individualized assessment.
- F. The District serves a diverse community. In order to serve all students and to prepare them to be members of an increasingly diverse community, school and staff must build cultural competence. We must strive to eliminate any institutional racism and any other discrimination that presents barriers to success.
- G. Student conduct which may be subject to disciplinary action includes those occurring during either curricular or extracurricular activities, in classrooms, in school buildings, on school grounds, or in school vehicles, when such conduct is detrimental to the school environment and to the welfare or safety of other students or school personnel.

- H. Positive experiences in school and with teachers, beginning with the earliest exposures to school, lay a foundation for engagement with and connection to school throughout a student's academic career. These early experiences have the most critical impact on students' perceptions and trust of school and teachers, and are fundamental to the development of the social and academic skills necessary to support them through school and beyond. Removal from school during this time period negatively impacts a student's opportunities for success.

#### **IV. General Statement of the Policy**

- A. The District's system of discipline is built on personal accountability, which is understood to mean:
  - i. Recognizing that misbehavior damages relationships between the person or persons who misbehaved, the person harmed by the behavior, and the community as a whole;
  - ii. Having an opportunity to repair harm done and restore relationships whenever possible, as opposed to excluding the person who misbehaved;
  - iii. Building personal responsibility by helping individuals develop empathy, self-control, and motivation.
- B. School discipline interventions should be guided by the following principles:
  - i. Practicing early identification and assessment of struggling students before they fall behind;
  - ii. Using a problem-solving process to provide interventions matched to student needs;
  - iii. Ensuring timely progress monitoring and feedback;
  - iv. Delivering scientific, research-based interventions with fidelity.
- C. There are three types of intervention strategies that are available: Administrative, Restorative, and Skill-based/Therapeutic. Teachers and administrators should consider utilizing different types of strategies, or multiple strategies simultaneously, to deal with misbehavior, especially for 2nd or 3rd offenses.
- D. The District will make every reasonable effort to correct student misbehavior through school-based resources at the lowest possible level, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior.
- E. District employees must abide by all applicable federal and state statutes and city ordinances, plus all relevant Board policies and procedures when dealing with disciplinary matters.
- F. Every student is required to follow this policy and accompanying procedures.
- G. All students are held to high standards of behavior, and adults maintain such standards by teaching, modeling, and monitoring behavior, and by correcting misbehavior as necessary. Students should have input in the development of discipline rules for their school and classrooms.
- H. Schools should minimize the use of out-of-school suspensions, recommendations for expulsion, and referrals to law enforcement, to the extent practicable while remaining consistent with state statute, local ordinances, and mandatory reporting laws. It is a goal of the Denver Public Schools and the Board of Education that the juvenile and criminal justice systems be utilized less frequently to address school-based misconduct.
- I. For students in early childhood education programs through third grade, suspension from school is reserved for only the most severe behaviors impacting staff or student safety. For these young learners, it is essential to provide developmentally appropriate strategies and supports for student behaviors; removals from the educational environment should be rare, and should be accompanied by intentional planning to address behaviors.
- J. Denver Public Schools policy does not support expulsion of students in ECE through third grades, except as provided herein.
- K. Discipline procedures must guarantee due process to all students and must be enforced uniformly, fairly, consistently and in a manner that does not discriminate on the basis of ethnicity, race, color, religion, national origin, ancestry, gender, sexual orientation, age, or disability.
- L. This policy and accompanying procedures are intended to help the District eliminate racial and ethnic disparities, and any other protected class disparities, in school discipline, while improving behavior, school climate, and academic achievement for all students.

- M. Accurate and complete data collection is essential for administering an effective school discipline policy. It assists with identifying problems, crafting solutions, and monitoring progress.
- N. The Board of Education hereby adopts this policy and accompanying procedures / regulations as the safe schools plan for the District as mandated by state law. Schools are free to implement their own Codes of Conduct so long as those plans are not in conflict with this policy, accompanying regulations, or other Board policies, and those codes have been approved by the Superintendent or a designee.
- O. The District shall post this policy on the District web site and in each school. A copy of this policy and accompanying procedures shall be readily available in each school's administration office, in both Spanish and English. Copies of this policy, its accompanying procedures / regulations, and school rules will be made available, upon request, to each student and parent/guardian, and, upon request, promptly translated in a language that the parent/guardian can understand.
- P. The Superintendent, or a designee, shall develop such procedures as may be needed for the implementation of this policy.