

Smith Elementary

2021-2022

Family handbook



Message from our Principal

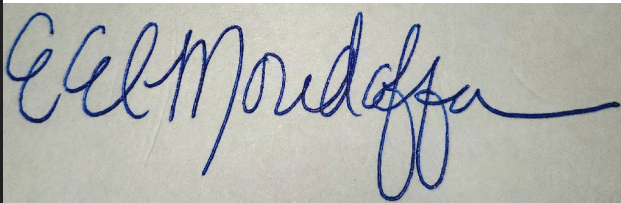
Smith Families,

It is with gratitude and excitement that I welcome you to the 2021-2022 school year at Smith Elementary School. We're honored to come alongside you as we nurture, challenge and motivate your children to chase wild dreams and push themselves to achieve bold goals.

As a team, not only are we committed to cutting-edge, research-based instructional practices, but we're invested in developing life-altering relationships with our students and their families. In these uncertain times, Smith is taking the utmost care in implementing and maintaining protocols to foster a safe, healthy community.

If have questions, concerns, or need support of any kind, please don't hesitate to reach out to me directly. We're eager to hear the joyful buzz and energy of children filling the halls and confident Smith will quickly grow into their home away from home.

In Partnership,



Emily El Moudaffar
Principal
720.424.4002
emily_elmoudaffar@dpsk12.org



Table of contents



Smith Mission & Vision	1
Temporary COVID Guidelines	2
Hours, Schedules, & Calendars	6
Daily Routines	6
Family Communication	13
Social Emotional Learning & Supports	16
Food & Health	18
General Smith Policies	20
Safety & Weather	24
Before & After Care	27

Smith Mission and 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.

At Smith, we not only echo, but intentionally align with and embrace DPS' vision and core commitments: "Every single one of our students thrives not by accident, but by design. Our students graduate ready for college and career because our schools are joyful places that create excellence for all, especially for our students of color. Our children experience both meaningful rigor and support from teachers, support providers and leaders. Students, families and staff work together to build vibrant school cultures designed to ensure our community thrives."

Temporary COVID Guidelines

FACE MASKS

To begin the school year, DPS is requiring all students and adults to wear masks to prevent the spread of COVID-19. Smith will follow this recommendation while meeting children where they are, developmentally, in learning this new life skill. Therefore, Smith teachers will work to support students' individual needs toward mastery.

- Children will be provided the choice to take their masks off when outdoors.
- Students will have space inside the classroom to take off masks if and when needed, apart from their classmates and at 6 feet distance.
- Adults will wear masks at all times they are with children and/or adults.
- In the event of a forgotten or soiled mask, Smith has extra masks on hand for children and/or adults to use if needed.

**PROTECT OTHERS
AND YOURSELF**



**WEAR
A FACE MASK**



**WASH
YOUR HANDS**



**WAIT
6 FT. APART**



Handwashing

All individuals will be asked to wash hands upon arrival, before eating, and as necessary. All classrooms follow hand washing guidance as prescribed by Colorado Rules and Regulations for Licensing Child Care Facilities (7.702.53A1) and the Colorado Rules and Regulations Governing the Health and Sanitation of Child Care Facilities (7.10.3).

All classrooms have a sink and the Smith facilities team checks the soap dispensers nightly. Teachers have set schedules with built-in transitions to provide opportunities for handwashing.



Cleaning & Sanitization

Cleaning and disinfecting will be executed as prescribed by the state health and sanitation guidelines (7.10.5 and 7.10.6) as well as when deemed necessary by the teacher or paraprofessional.

Toys and materials will be rotated when teachers observe that a child may have placed the item in his or her mouth or after coughing or sneezing.

All classrooms will adhere to the cleaning and disinfecting guidance outlined by the Colorado Rules and Regulations Governing the Health and Sanitation of Child Care Facilities (7.10.5 and 7.10.6).



PPE Use for Adults

Personal Protective Equipment (PPE) & Hygiene Protocols

Masks: All adults and students are required to wear masks or face shields when on school grounds, with the exception of time for eating or other designated “mask breaks” that would take place outside, and except where doing so would inhibit the individual’s health, in which case reasonable accommodations will be made to maintain safety and health. All persons will follow the CDC guidelines for facial coverings.

Gloves: At Smith and in DPS, teachers and other staff will not be asked to wear gloves. Cleaning and kitchen staff, as well as others such as health care providers, OT/PTs, etc. will wear gloves, based on health guidelines.

Face Shields: Smith is providing face shields to any staff member who requests to have and use one, even though the use of face shields is not required.

Staff Aprons or Smocks: In addition to face masks and shields, Smith has provided all EE staff (teachers and paras) with two sets of the smock, apron or scrub of their choice. This added layer of protection makes it easier for staff to remove and replace should it become dirty, soiled or unsanitary from the direct cough or sneeze of a child.



Visitors & Building Access

Per DPS guidelines, for the health of students and staff, visitors, including parents, are not allowed past the main entrance vestibule at Smith Elementary School. Should a family need to come to the school for any reason, they will ring the main buzzer and share their need, question or concern via buzzer call.

If possible, office staff will address the concern, question or need without ever allowing entrance to the vestibule. However, if support is not possible remotely, from the buzzer camera and microphone, Ms. Maria our secretary will be able to help families from the office window in the vestibule only.

Please know that this remote support is in no way a reflection of lack of concern or unwillingness to connect, but rather, it is a health and safety precaution. Whenever possible, we would encourage families to seek office support via phone call, text or Parent Square message. The main office phone number is 720.424.4000.

Managing Traffic Flow

Smith is committed to ensuring that students are able to practice safety measures with adequate support. In addition, we have ordered and affixed the following signage:

- 48 of the Smith Logo affixed to the floor for social distancing of students
- 18 enter arrows for classrooms and shared spaces (hallways)
- 18 exit arrows for classrooms and shared spaces (hallways)
- 4 paw print stencils for outside that we can spray paint for social distancing during student drop off and pick up.
- Purple social distancing spots for students to wait on during transitions and lunch



Hours, Schedules, & Calendars

School Hours

7:20am Morning Entry & Breakfast

7:30am School Starts & Learning Begins

7:45am Absence Notifications Sent to Families

2:25pm ECE Dismissal

2:30pm K-5th Grade Dismissal

2:40pm LATE PICKUP



Daily Routines

ARRIVAL PROCEDURES

Doors open to children at 7:20AM daily. Please remember to wear a mask when escorting your child to morning entry at the front door or an ECE drop off location!

K-5th Grade Morning Entry

K-5th graders will enter in through the main entrance off Jasmine Street at 7:20AM with a warm welcome and grab and go breakfast that will be located in the main lobby. As of now, health screenings and temperature checks are NOT required. When students enter the classroom, they will immediately wash their hands.

Smith staff will be at the ready to support in escorting children to class who need assistance. Families are welcomed to drop off children at the curb from their cars, or walk students up to the front doors.



ECE Morning Entry

ECE students will have separate morning entry locations at 7:20am (not the front doors), where families can choose to drop children at the curb from their cars (teachers will help kiddos get out of the car) OR walk children up to their teachers who will be waiting in the designated locations.

A quick sign in will be required each morning via ParentSquare for ECE students only, per ECE licensing requirements.

ECE children will be accompanied inside by their teacher or paraprofessional at 7:30am. When students enter the classroom, they will immediately wash their hands in preparation for breakfast in the classroom.

If you arrive to school for ECE drop off AFTER 7:30am the staff and children will already be inside. Please park and walk your child to Smith's main entrance on Jasmine Street for late morning entry. Buzz into the office, sign in your child, and an adult will gladly escort him or her to class.



Multiple Children (Including ECE) for Morning Drop Off?

Please remember that morning entry is from 7:20–7:30, so if you have an ECE child and older students, you can decide to stop at the front door first for K–5th, and then proceed to the ECE drop off location, or vice versa. Families are also welcomed to park and walk to both drop offs, as well.



2021 Fall Daily Schedule

	ECE	K ELA-S	K ELA-E	1st ELA-S	1st ELA-E	2nd ELA-S	2nd ELA-E	3rd ELA-S	3rd ELA-E	4th ELA-S	4th ELA-E	5th ELA-S	5th ELA-E
7:20	Entry & Breakfast												
7:25	Entry & Breakfast												
7:30		SEL	SEL	SEL	SEL	SEL	SEL	SEL	SEL	SEL	SEL	SEL	SEL
7:35													
7:40													
7:45		Spanish Reading Skills & Phonics	Reading Skills: Phonics	Spanish Reading Skills	Reading Skills: Phonics	Spanish Reading Skills	Spanish Reading Skills	Reading Whole Group	Reading Whole Group	PE	PE	Class Meetings	Class Meetings
7:50												math whole group lesson	math whole group lesson
7:55													
8:00													
8:05													
8:10													
8:15		writing	writing			PE				Reading Whole Group	Reading Whole Group		
8:20				READING small groups	READING small groups			READING small groups	READING small groups				
8:25													
8:30													
8:35													
8:40													
8:45													
8:50		PE				Reading Whole Group	Reading Whole Group						
8:55													
9:00													
9:05													
9:10		AM snack	AM snack	ELD & AM snack	AM snack & SEL			transition to PE		READING small groups	READING small groups		
9:15													
9:20													
9:25		Reading Whole Group	Reading Whole Group					PE					
9:30													
9:35													
9:40				essentials	essentials								
9:45													
9:50	PE							Spanish Advanced Phonics & English Morphology	Intervention or Extension Small Groups	ELD	writing	essentials	essentials
9:55													
10:00													
10:05													
10:10		READING small groups	READING small groups										
10:15				ELD	Intervention or Extension Small Groups	writing	writing						
10:20								writing	writing	writing	Spanish Advanced Phonics & English Morphology	PE	PE
10:25	essentials (art, STEM, library only)												
10:30													
10:35													
10:40													
10:45													
10:50				PE 1st Grade Teachers' Lunch until 11:30	PE 1st Grade Teachers' Lunch until 11:30								
10:55						lunch recess	lunch recess						
11:00		lunch recess	lunch recess					lunch recess	lunch recess	lunch recess	lunch recess	lunch recess	lunch recess
11:05													
11:10													
11:15													
11:20													
11:25													
11:30				lunch recess	lunch recess								
11:35													
11:40		math whole group lesson	math whole group lesson					math whole group lesson	math whole group lesson	math whole group lesson	math whole group lesson	ELD	Advanced Phonics & English Morphology
11:45													
11:50													
11:55													
12:00													
12:05													
12:10				math whole group lesson	math whole group lesson							Reading Whole Group	Reading Whole Group
12:15						ELD Winokur	Intervention or Extension Small Groups						
12:20		math small groups	math small groups					math small groups	math small groups	math small groups	math small groups		
12:25													
12:30													
12:35													
12:40													
12:45													
12:50													
12:55				math small groups	math small groups	math whole group lesson	math whole group lesson					READING small groups	READING small groups
1:00													
1:05													
1:10													
1:15		essentials	essentials										
1:20								ELD	RGR & AP	essentials	essentials		
1:25													
1:30													
1:35									Class Meetings				
1:40				Reading Whole Group	Reading Whole Group	math small groups	math small groups					writing	writing
1:45													
1:50											Class Meetings		
1:55		ELD	Intervention or Extension Small Groups							Spanish Advanced Phonics & English Morphology			
2:00													
2:05													
2:10				writing	writing			essentials	essentials				
2:15													
2:20		Class Meetings	Class Meetings			ELD	Class Meetings			Class Meetings			
2:25	dismissal												
2:30													
2:35													

Dismissal Procedures

All students are dismissed from the building to the playground. Children in 1st-5th grades are permitted to walk independently to the bus, aftercare, a parent/sibling/designated adult who is waiting on campus, or home. Kindergarteners require an adult or older sibling to accompany them after school. ECE students must be signed out by a designated adult over 16 years of age. All students are expected to leave school grounds at dismissal time, unless participating in a school-sponsored activity or after care.

ECE Dismissal

- ECE classes will dismiss at 2:25 to the playground.
- All children will wait with their teacher and class until someone arrives for pick up.
- All ECE students must be signed out by a parent or designated adult before leaving the care of the teacher.

K-5th Grade Dismissal

- Students in grades K-5 will be dismissed from the east-facing playground doors (Kearney Street) at 2:30pm.
- Students 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 on Kearney Street.

Families LATE for pick up!?

- Students not yet picked up are brought inside to the school lobby by the classroom teacher or paraprofessional at 2:40pm daily.
- Inside the lobby, students will be socially distanced and wait by for an adult to arrive for pick up.
- After 2:40, parents should come to the main entrance of the school and push the buzzer for late pick up.
- The secretary or office staff will take the child's name and may REQUIRE PARENTS TO SHOW ID before releasing the child.

Families who are habitually late for pick up will be required to meet with school leadership to create and commit to following a pick up plan. This plan includes criteria for timeliness and supports access to family resources, as well as the protocols school personnel will follow if the pick up plan is not adhered to with fidelity.

2021-2022
School
Year

Smith Elementary Uniforms

Smith Elementary is a uniform school. Required school dress for all students attending Smith will be as follows:

Policy

Uniform Tops

- Students must be in a navy, light blue, gray, white, or purple polo or t-shirt
- Navy or Khaki Jumpers

Uniform Bottoms

- Solid colored pants, shorts, or skirts (Khaki or Navy preferred)
- Jeans, free of holes

Examples:



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:

- **1st Offense:** Students will be loaned a shirt or pants to be in uniform compliance. Students will return borrowed uniform at the end of the day.
- **2nd Offense:** Parents/guardians will be contacted via a note home with their child. 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.
- **3rd Offense and Thereafter:** Parents/guardians will be contacted to have 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.

Family Communication

School to Home Communication

Below are the five ways our school communicates with families:

1. Website:

Our website is an important form of communication and will have all of the latest updates and information for our school (Calendars, schedules, etc). Check it out and bookmark it as a favorite! <http://smith.dpsk12.org/>



2. Parent Square:

ParentSquare is a one-stop shop for school happenings, school wide communication, coordination, and engagement between home and the school community. Smith provides the ability through Parent Square for families to directly message teachers, staff, and administrators through the site.



4. Monthly/Weekly Classroom Parent Square Posts:

Classroom Teachers will be communicating with all families at least once weekly via Parent Square posts, pictures, and/or messages. Posts will include classroom updates, celebrations, and upcoming classroom events.

ParentSquare

3. Thursday Folders:

Every Thursday, a folder will go home with any classroom specific information and school information (extra advertising for school events, etc). Remember, all school-wide information is posted on Parent Square, so please do not depend on receiving all things in the Thursday Folders regarding school events.

5. Facebook:

We encourage everyone to “like” our Facebook Page <https://www.facebook.com/SmithElementaryDenver>. We will be posting various things throughout the year and you don't want to miss out on the fun!



Parent Square

Smith is dedicated to providing a quick and easy way to communicate with all families and students. ParentSquare is our school adopted communication tool that is used for all grade levels. Each family is encouraged to sign up to receive the most current, Smith-specific information. Teachers and parents are able to connect instantly through direct messages and teachers are able to send out whole classroom reminders, pictures, and more! Additionally, Smith Elementary will also send out whole school announcements, posts and tutorials to keep you informed, up to date, and prepared to support your child in his or her elementary school learning.



ParentSquare

Please make sure that you are checking ParentSquare daily (or you have the Parent Square notifications turned on.)

How to sign up for ParentSquare:

- Send an email to Amanda_romero@dpsk12.org with your name, your child(ren)'s name(s), your email, and cell phone number.
- In 1-2 days, you will receive a text message alert from ParentSquare; follow the link and registration process.

ParentSquare Troubleshooting:

- Forgot your password?- Send an email to Amanda_romero@dpsk12.org; include your first and last name, child's name, phone number and a new password.
 - Ms. AJ will text you when the new password has been activated.
- Need help with Parent Square? Send an email to Amanda_romero@dpsk12.org; include your first and last name, child's name, phone number and the specific concern.
 - A Smith staff member will text or call you to offer step-by-step support.

Contacting Students and Teachers

In order to maximize instructional time and minimize disruptions, all telephones in classrooms will go to voicemail during student contact time. If it's an urgent matter, and you choose not to leave a message directly with the teacher on voicemail, the main office will happily deliver messages to teachers, if necessary. Finally, teachers will be outside at dismissal each day and are happy to connect with families to address questions and/or quick concerns.

We encourage families to utilize ParentSquare or email to communicate with teachers. Families can expect a return email within one business day.

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 2:00 to guarantee the message gets to your child before the day ends. Unless there are extraordinary circumstances, teachers will return voicemail messages within one school business day.

Monthly Parent Principal Coffee Meetings & ELA PAC

Please join Ms. El Moudaffar and other school staff on the 2nd Tuesday of each month at 6:00pm for our monthly coffee meetings! Following DPS guidance, these sessions will take place virtually via Zoom. We'll discuss a different topic each month, as well as provide time for open forum questions and answers.



Topics include:

Social Emotional Learning, Early Literacy, English Language Development, Math Instruction, School Performance and Goals, School Improvement Plans, Budget, Safety, Staffing and School Policies. Meeting details will be released on Parent Square each month in advance of the meeting.

Collaborative School Committee

The Collaborative School Committee (CSC) brings together Smith families, staff and community members to create and implement a plan to promote high academic achievement in our school. This committee meets on a regular basis throughout the school year and is an opportunity for stakeholders to have a voice in the school.

Members are elected to two-year terms and may be elected to no more than 3 successive terms. The constituent group elects new members to fill vacancies during the school term. CSC members will nominate and approve individuals to fill vacant business representative positions. CSC meeting agendas, minutes, and summary are made

Social Emotional Supports

A WORLD-
RENOWNED
LEARNING
PROGRAM



Social and emotional learning (SEL) is a critical component of the educational experience that is proven to foster healthy relationships at home and school, lead to improvements in student behavior, reduce classroom disruption, and accelerate academic achievement.

Daily Social Emotional Lessons

Smith Elementary utilizes PATHS as our school wide social emotional curriculum, in addition to Personal Success Factors, and authentic texts leading to discussions about inclusivity and belonging. We provide daily, evidence-based social and emotional learning (SEL) lessons that cultivate a safe and positive learning environment. We build community, inclusivity, and interpersonal skills together each morning alongside classmates and adults.

Inclusivity & Belonging Topics of Discussion and Texts:

SEL texts and discussions focus on safety, belonging, community, empathy, race, diverse families, complex identities, respecting differences, bias, prejudice, stereotypes and advocacy.

Families are encouraged to stop by the office for a book list and/or to borrow and read the books we share with children, as well as the accompanying discussion questions.

Friday Community Meetings

For 20 minutes each Friday morning, the whole school meets outside for community-building activities and routines, celebration, and FUN! We celebrate our people, our values, and our accomplishments. As the seasons change, who hope to be able to safely bring our community meetings inside to the gym!

Because visitors are not yet allowed to attend community meetings due to Covid restrictions, we will often live-stream portions of the meeting via Facebook, so be sure to like our page and tune in around 7:35am on Friday mornings!

This is a difficult time for many students and the transition back to school can be scary, overwhelming or bring about confusing emotions. Compounding a pandemic and current events may cause some children and/or their families to want additional social emotional supports.

- Emotional support and counseling is available by appointment for students who need assistance managing stress, anxiety, or would like 1:1 check-ins with support staff. Please email Ms. AJ Amanda_romero@dpsk12.org if you want to request help for your child.
- We offer weekly, play-based therapy for children. If you would like to learn about therapy support for your child, reach to Ms. Aj to get you connected!
- Smith staff will monitor student interactions, behaviors and academic performance in order to conduct 1:1 or small group intervention, based on the unique needs of the student



How can I talk to my child?

Having explicit conversations with children around race reduces bias in children. Thank you for engaging this difficult, yet invaluable work of having brave conversations. Parent resources to help you talk with your children about the COVID-19 pandemic and social distancing or race, racism and discrimination can be found here:

<https://www.amaze-works.org/hot-topics/resource-hub/>

Food & Health

School Meals & Snacks

BREAKFAST

- All Smith students are offered free breakfast daily.
- K-5th grade breakfast will be served in a grab and go fashion. Students will grab their breakfast after entering the front door and then eat in the classroom.
- ECE students will be served breakfast in the classroom.



AM SNACK for ECE-1st GRADE

- Due to our early start time, all ECE-1st grade students will be provided an AM snack
- Monthly snack schedules will include a daily fruit or vegetable plus another item
- Optionally, families can choose to send a healthy snack to school with their child to eat during AM snack time.

LUNCH

- K-5th students will eat with their grade level peers either in the cafeteria, gym, or outside. These three locations will allow us to have children maintain more space while unmasked and eating.
- ECE students will be served lunch in the classroom.
- Lunches will be served in individual and self-contained portions, rather than the more traditional lunch line and salad bar. There will not be family-style dining in classrooms, to reduce cross contamination.
- Adults and children will wash hands before and after mealtime.
- Furthermore, all tables and/or surfaces that may come into contact with food will be cleaned and sanitized, as per state licensing requirements prior to dining.

Children will not be masked while eating and therefore, will be spaced 6 feet apart or more during mealtimes. Every effort will be made to foster and encourage social interactions, even while at a distance, during meals.



Nursing/ Health Areas

Health Office Regulations: At Smith, we have a health office with 1 cot per 400 students, a dedicated bathroom within 50ft for health office use only, a sink with running hot and cold water, easily cleanable surfaces, and an isolated area for sick students to be separated from well students.

Our designated additional areas for isolating students, should there not be enough capacity in the health office, is in another office with a restroom, sink and cot.



Student Medication

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.

Annual Health Screenings

Hearing and vision screening is done yearly for all ECE, Kindergarten, 1st, 2nd, and 5th 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.

General Smith Policies

Attendance Policies

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.

Tardies

The school day begins at 7:30am. Students arriving after 7:30am should report to the main office so they can be accounted for in the attendance system. Students arriving after 7:45am will be marked tardy.

Absence Notification Timeline

Safety is our number one priority at Smith Elementary School. In order to ensure that we are diligent and certain that your child is present and in our care, we have put the following timeline for absence notification into place:

- 7:30 School Begins
- 7:30 - 7:45: Teachers submit attendance to the Infinite Campus System
- 8:00: Automatic Dialer (robocall)- If we have not received a phone call about your child's absence that morning, the automatic dialer goes out to alert you that your child is not at school. This is our way of double-checking that your child is safe. If you receive this phone call, please call us back to let us know that your child is in your care.



Early Dismissal

A student can only be released to the individuals 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 a student 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 tardy in a student's attendance record.



Smith Field Trips and Excursions

Classroom learning takes on a whole new meaning when put into the context of first-hand discovery and experiences shared with experts. Field trips are a way of taking the classroom into the community and are therefore regarded as an integral part of the educational experience. These trips also serve to heighten community awareness, involvement, appreciation, and commitment.

We do not allow siblings to accompany students on field trips. Field trips are meant as an opportunity for children to engage with peers, teachers and parent chaperones (once Covid protocols allow visitors as chaperones).



Homework

Because students engage in rigorous, authentic, learning activities at school for several hours each day, we want them to have the freedom to explore other interests and activities at home. For this reason, Smith students will not be assigned homework in ECE-5th grades, with rare exceptions.

- Teachers will gladly provide families with resources, materials and/or activities to reinforce learning and practice skills at home.
- Children will never be penalized for failing to engage in the practice activities provided by the teacher, even if the additional resources were requested by the parents. Without homework, there's one less obligation on families' plates each night and hopefully, this promotes earlier bedtimes for children-- our start time is EARLY!!

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.

Tabacco-Free Campus

Denver Public Schools is a tobacco free district. No tobacco products are allowed on school grounds, including E-Cigarettes.

Pets

For safety and health reasons, animals are not permitted on school grounds. This includes pets on a leash during arrival and dismissal times. Denver City Ordinances prohibit having dogs or other animals on the playground and at no time should an animal be off leash on campus. Please respect this ordinance even after school hours and on weekends. We recognize that some dogs are service animals and are exempted from the above policy.

What to Send to School

Winter/outdoor coats, hats, gloves, as needed

Wear or bring tennis shoes for daily PE

2nd-5th grades only:

Bring your fully charged device

ECE & Kindergarten:

Keep a clean set of clothes in your child's backpack



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 is required to pick the items up from the front office. If not picked up by winter break or the end of the school year, they will be donated. The school does not take responsibility for lost, damaged or stolen items.

Electronics/Cellular Phones

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 20-424-4000 and we will be sure to relay the message to your student.



Lost and Found

Every year the school lost and found contains many personal items of clothing that are never claimed. To avoid losing your valuable clothing, parents are asked to clearly label all personal belongings with the child's name so that lost items may be returned promptly. Please talk to your child to not bring valuable items such as jewelry, watches, electronic games, etc. to school. These items are easily misplaced and easily picked up.

Staff and students can take articles of clothing, water bottles, lunch pails ect. that remain unclaimed to the "Lost and Found" area located outside the cafeteria and hang them on the coat racks. Money and small objects may be taken to the main office with staff member permission. These items remain in the office until claimed.

If your child is missing a sweater, jacket, clothing, backpack or lunchbox, please encourage your child to check our "Lost and Found." Each season, any items remain unclaimed. Remaining items will be donated twice a year to a local charity.

Schoolwide Celebrations & Parties



There are four dedicated days for class parties throughout the school year. While we are committed to celebrating these holidays with our students, celebrations will look different this year than they have in the past. More information to come as the celebration dates approach.

Fall Party & Costume Parade:
10/29

Winter Party: 12/17

Valentine's Day: 2/14

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 1:30 PM
- All non-Smith children under the age of 18 must be accompanied by an adult at all times.

Optional Birthday Treats!

As always, we are happy to celebrate birthdays with our students but it will look a little different this year. If you wish to bring a birthday treat to share with classmates, they must be store bought and in their original packaging. No homemade birthday treats will be permitted. We will need to limit our birthday celebrations to treats this year and all other birthday items (balloons, stuffed animals, ect.) will not be permitted. Teachers will pass out birthday treats at the end of the school day in ECE-3rd and at the end of homeroom class in 4th/5th grades.



Safety & Weather Protocols



Evacuation Procedures

If it is unsafe for students, staff, and visitors to remain inside the building they will evacuate to designated evacuation locations on campus or off-site. The most common evacuation is a fire drill.

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

If students and staff need to leave school grounds, we will walk or go by bus to our designated off-site emergency evacuation locations.

Students will be released to parents or guardians who are listed in Infinite Campus and have proper I.D.

There are two off-site emergency evacuation locations for Smith Elementary and parents will be notified via ParentSquare of these locations should an emergency evacuation occur.

Lockout Procedures

Threat is definitely away from the school. School administration secures the building and safely shelters all students, staff and visitors INSIDE the school building. A school will go on "Lockout" if a threat is in their neighborhood and does not endanger the occupants of the school. NO person is allowed to enter or leave the building. Additional precautions are taken inside the building.

Fire Drills

Fire drills are required by law and are important practice in the event that an actual emergency should occur. Students learn the evacuation path established for each room they occupy. All building occupants must move silently and in an orderly fashion to a specified area where they will remain until instructed to return to the building. Practice drills are conducted on a regular basis as required by Denver Public Schools.

In a serious emergency, school administrators must decide to Lockdown, Lockout, Evacuate or Shelter.

Shelter in Place

Severe weather is any weather condition that may cause injury to students and staff or damage to structures. Different types of weather call for different type of actions. Schools will go into shelter if the threat of severe weather is in the area. Examples of severe weather are:

- High winds
- Thunder and lightning storms
- Hail
- Tornadoes

Smith leaders will monitor the National Weather Service announcements and will notify staff and students to move away from rooms on the perimeter and go to the designated Inside Safe Assembly Locations as necessary. School leaders will direct students and staff to take the protective kneeling position if indicated.

In the Event of a School Emergency

We understand that every parent's first reaction is to come immediately to the school site to make sure their child is safe. In order to increase the chances of all students remaining safe during an emergency, we ask the following of our parents:

- DO ensure your ParentSquare phone number is up to date and be on the lookout for emergency alerts and/or posts from the school with updates.
- DO check the DPS website for updated information (<http://www.dpsk12.org>).
- DO tune into local TV/radio stations for school news alerts.
- DO listen for information regarding reunification with your child.
- DO contact DPS Communications at 720.423.3414 should you need to talk to someone
- Refrain from going to your child's school. This will create traffic congestion hampering the efforts of first responders.
- Refrain from calling your child or your child's school. Excessive phone calls could jam the phone system and interfere with emergency communications.

As soon as we are safely able to do so, communication will be sent to families via ParentSquare emergency alerts or posts with the most up to date information on the situation. Please ensure your ParentSquare phone number is up to date.

Safety Video Resources

- Go to <http://riskmanagement.dpsk12.org/parents> to see the following resources:
- Preparing for Emergencies: What Parents and Guardians Need to Know
- Getting to School Safely: Traffic safety videos for parents and students.
- 3 Steps Back Video and Curriculum: This video is about personal safety for kids and adults. It teaches children what to do if approached by a stranger, or someone other than a trusted adult.

If, at any time, your child feels unsafe at school, please contact their teacher and/or the principal right away. It is difficult for the school to intervene if we are unaware of situations occurring. If your child feels uncomfortable telling someone at school, they can contact Safe2Tell, a way in which students or parents can make an anonymous report. You can reach them at 1.877.542.SAFE or find more information at www.safe2tell.org


safe tell[®]

Make a Call. Make a Difference.

1-877-542-SAFE

Winter Weather Policy

- Arrival on Cold and Snowy Days- Arrival time remains at 7:20. Students can enter the building and go straight to class as they would any day. Because staff are not in the building to supervise children before 7:20am, we will allow students inside the building until 7:20am, so please do not send your child early.
- Weather Delay Schedule: When all DPS schools are on a 2-hour delayed start due to winter weather and road conditions, all schools will start two hours later than their normal start times, with bus routes adjusted accordingly. Smith's 2-hour delay start time is 9:30am.
- Winter Gear- Please dress your child in warm winter gear as we only call indoor recess when it is extremely cold. Otherwise, you can assume your child will be outside playing in the fresh air! They will need coats, gloves, hats, and any other outdoor winter clothing you see fit.

The decision to keep schools open or to close them during winter weather conditions is not a simple one, but it is made by DPS leaders (not individual school leaders) with one overriding factor in mind: the well-being of our students, their families and staff. It is a good idea to decide in advance how to best keep up with the changes, what childcare arrangements are needed, and how to adjust if schools are closed due to inclement weather.

School Closure Communication

- If the decision is made to close school, the DPS Communications Office will immediately notify local television and radio stations, which will broadcast regular announcements of school closures or delays. Information is also available at DenverChannel.com, 9News.com, KDVR.com and denver.cbslocal.com. Notifications in Spanish will be made on radio newscasts on 1150 AM, 1280 AM and 1090 AM.

Smith will post any and all closure updates to ParentSquare and also accompany the posts by emergency alerts through ParentSquare.

- Emergency school closures will be posted on the district's homepage (www.dpsk12.org) and the DPS transportation homepage (<http://transportation.dpsk12.org/>) immediately.
- Announcements to close school will also be posted to the district's Facebook (www.facebook.com/DenverPublicSchools) and Twitter (@DPSNewsNow) pages, as well as the DPS Transportation Facebook (www.facebook.com/DPSTransportation) and Twitter (@DPSSchoolbus) pages.
- A message announcing the closure or late start will also be left on the school district's closure hotline at 720-423-3200, as well on the DPS Transportation hotline at 720-423-4699.



DENVER
PUBLIC
SCHOOLS

Before and After Care

Smith Elementary School offers two before and after care programs. We believe that a quality Before & After School program should provide enriching experiences which facilitate a child's cognitive, social, physical and emotional growth. We strive to meet the developmental needs of each individual child by working in partnership with before and after care programs offered in our building.



Colorado Institute for Early Learning

Making education fun before & After School program

CEIL is a before & after school STEAM program; located at Smith Elementary school. Before care runs 6am-7:30am and aftercare runs 2:30pm-6:00pm Monday-Friday. Our program explores science, technology, engineering and math. CEIL invests in children's character by encouraging children to have integrity, honesty, kindness, etc. We instill techniques to cope and deal with bullying, read along and literacy activities. We offer S.T.E.A.M activities and are involved in the community. Each child will be honored as a future leader.

Rates:

We DO ACCEPT: CCAP and DPP

Free for qualifying* 3 & 4 years olds. (Children that qualify must live in the Denver area, only a few spots available for DPP children)

- Before Care :\$10.00 Daily & After Care: \$10.00 Daily= \$20 for BOTH before and after care

If you have questions or would like to sign up please contact the Director of CEIL Tara Smallwood @720-477-8072, or visit; coloradoinstituteofearlylearning.org. You can also contact the Dean of Students at Smith; AJ Romero @ 720-292-8889.

Heart & Hand



Heart & Hand

Center for Youth and Their Families

Heart & Hand creates a nurturing after school environment where everyone gets a meal, help with homework, exposure to new passions, and a healthy dose of love.

Each day, Heart & Hand provides three hours of daily afterschool programming for youth 2nd-5th graders at Smith Elementary School. Hours: 2:30pm-6pm daily-- NO FEE!

To learn more please visit our website; <https://www.heartandhand-center.org/>. If you are interested in signing up for our Heart and Hand Program please contact the Dean of 202Students at Smith; AJ Romero @ 720-292-8889.