

KCAA Elementary School

PARENT and STUDENT HANDBOOK 2016/17



Khristian Brace, Elementary School Principal
Cori Herbst-Loehr, Elementary School Assistant Principal
Pete Castillo, Executive Principal
John Delaney, Middle School Assistant Principal
Marcelle Irvine, High School Assistant Principal

School Year at a Glance

Please note, we do our best to ensure accurate dates are published to our families. Some of the dates below may be adjusted for the school calendar. Families will be notified in a timely manner should we need to make adjustments.

August 18	Elementary Back to School Lemonade (4:30-6:30pm)
August 22	First Day of School 1st-5th Grade
August 23	First Day of School Kindergarten
September 5	Labor Day - No School
September 15	Early Release Day- 12:30 Dismissal
October 13	Early Release Day- 12:30 Dismissal
October 25-26	TENTATIVE: Fall Parent Teacher Conferences (4:00-7:30) *We will confirm and send information in September
October 27-28	Teacher Planning Days - No School for Students
November 4	Teacher Professional Day Compensation for Students - No School for Students
November 14	Trimester One Progress Reports
November 21-25	Thanksgiving and Fall Break - No School
December 8	Early Release Day- 12:30 Dismissal
December 22-Jan 6	Winter Holiday - No School
January 16	MLK Jr. Holiday - No School
February 3	Assessment Day - No School for Students
February 20	President's Day - No School
February 27	Trimester Two Progress Reports
March 2	Early Release Day- 12:30 Dismissal
March 27-March 30	Spring Break - No School
March 31	Cesar Chavez Day - No School
April 3	Assessment Day - No School for Students
May 25	Early Release Day - 12:30 Dismissal
May 26	Trimester Three Progress Reports
May 29	Memorial Day - No School
June 2	Last Day of School

IMPORTANT PHONE NUMBERS

(Numbers are subject to change)

Attendance: 720-424-0207

Cafeteria: 720-424-0216

KCAA FAX: 720-424-0415

Parent Liaison: 720-424-0218

Bus: see +PASS on DPS website or call 720-423-4609, -4610, -4611, or -4612

Main Office: 720-424-0200

DPS Safety and Security: 720-423-3911

ATTENDANCE:

Please call 720-424-0207 if your child will be absent or tardy. Attendance is the responsibility of students and parents. If you receive a call from the school stating that your child missed all or part of the school day please contact the front office as soon as possible at 720-424-0200.

Number of Absences

- Students should expect to miss no more than 10 *excused* absences during the *entire* year. Absences in excess of 10 may result in a student's referral to truancy court.
- Beginning at 3 *excused* absences teachers are instructed to contact parents and check in on attendance plans to ensure good attendance during the rest of the year.

Excused Absences

We expect students to be in class and on time every day of the school year. No absences are excused unless the school has been notified that a child is ill, has a family emergency, or when the absence has been pre-arranged.

The only excused absences per DPS policy are the following:

- Temporary illness or injury, or family emergency
- Physical, mental or emotional disability or condition
- School approved field trips or school business

In order for students to participate in school activities they must be present in all classes for the activity day.

Unexcused Absences

Students with three *unexcused* absences or trancies will be subject to disciplinary action which could include lack of eligibility to participate in school performances or suspension. The consequence will be determined in a parent/administrator conference.

Partial absence during the school day

- Early removal from school interferes with a student's ability to learn and be successful in school.
- Parents/guardians must sign the student out in the office prior to leaving the building. *Please limit early removals to urgent family matters.*

Tardiness

To set your child up for success, it's important that your child arrives to school on time. In the event that your child is **more than 5 minutes** tardy, parents must accompany their child into the building to retrieve a tardy pass. **New this year**, elementary students will retrieve the tardy pass from the new elementary greeting station on the **lower floor** across from the elementary library. If your child is less than 5 minutes tardy, they may enter independently and walk straight to class.

KCAA GENERAL INFORMATION, POLICIES AND PROCEDURES

DPS Policy Information

For detailed descriptions of DPS policies regarding attendance, conduct, discipline, health-safety, and interscholastic activities please download the DPS Parent Handbook at:

www.dpsk12.org/parent_handbook

KCAA Procedures

KCAA follows all district policies. Specific detailed emphasis is described below for the most reviewed items. A complete list of policies is available on the KCAA website.

Academic Achievement Expectations

KCAA students must maintain appropriate academic achievement to be eligible to participate in performances and clubs. Teachers will work together to ensure each student has met academic standards to remain eligible for performances.

Arrival at School/Dismissal from School:

School begins at 8:35a.m. The first bell rings at 8:30am. The playground opens at 8:00 a.m., unless the weather indicates an inside day. Children are not allowed to enter classrooms before the first bell at 8:30 a.m. unless involved in scheduled extra-curricular programming. Please be sure that your child arrives on time; students who are late to class miss vital information to start the day. Students dropped off before school hours pose a safety concern.

School is dismissed at 3:49 p.m. Parents picking up students should pick them up from the blacktop off of Patton or the lower parking lot off of Patton. During inclement weather, signs will be displayed on the exterior doors and students will be dismissed from their classrooms.

Driving/Parking Guidelines

- NO PARKING or drop off is allowed in the bus zone on Patton Street.
- Bussed children will exit the playground doors of the school and go directly to the buses on Patton. Teachers will be on duty to supervise that children board buses or are picked up safely by parents.
- Unsafe drivers will be reported to DPS Security and/or Denver Police Department.
- NO U TURNS are allowed. Tickets will be issued by Denver Police Department if necessary.
- Do not wait in a car across the street and ask a child to cross to you. Students who cross streets should do so with an adult and/or at the proper crosswalk.

Late Pick Up

Students not involved in extra-curricular activities must leave school grounds by 4PM. Please be prompt in picking up students, as no extended supervision is available. If an emergency is going to cause a late pick up, please notify the office immediately (720-424-0200). During after-school programs, students are NOT allowed to be in any area of the school other than the room being used for the class. Parents are required to come to the designated room to pick up students promptly after the class.

Early removal from school interferes with a student's ability to learn and be successful in school.

Parents/guardians must sign the student out in the office prior to leaving the building. Please limit early removals to urgent family business.

ARTISTIC ETIQUETTE:

Student work is displayed and celebrated continually at KCAA. Students, parents, and all visitors to our school should respect other students' work by leaving displayed work intact and untouched. During performances, students, parents, and all visitors should treat the performers with respectful attention and polite response.

- Talking during performances is rude;
- Coming into or leaving a performance should only happen before it begins or in between acts/songs/etc. No one should enter or leave during a performance.

The theatre and the dance gym are special venues where the furnishings and floors are to be treated with great respect.

- No food or beverage except water; no feet on furniture etc.
- Use of electronics by student audience members during performances will result in immediate disciplinary actions. Use of electronics by adults will be immediately addressed, for the sake of student performers.

BEHAVIOR EXPECTATIONS:

At KCAA Elementary, PBIS (Positive Behavior Intervention Support) uses the SMART incentive system to encourage positive character traits. SMART stands for Safe, Motivated, Artistic, Responsible/Respectful, and Trustworthy. We hope that our students internalize these character traits as they grow and mature.

Disruptive behavior that is not aligned to the expectations within PBIS are not tolerated and may result in referrals to the Restorative Intervention Office (RIO) or conferences with teachers and parents, to determine the root cause and solutions. Artistic expression requires that all students feel safe to take risks, so KCAA staff is committed to helping students find and implement alternate behaviors to those that negatively impact other students or staff. Habitually disruptive students will be removed from environments they are disrupting and may face suspension proceedings for behaviors including but not limited to: defiance/disrespect, non-compliance with teacher instructions, and habitual failure to come prepared for class. Students and parents have the freedom of choice in education and if students are unhappy with KCAA should seek time to confer with an administrator about enrollment options instead of seeking to undermine the artistic opportunities of other students.

Bullying/Fighting: Students will likely be suspended if involved in a fight, agitating a fight, engaging in bullying or other intimidating behavior(s) under the following circumstances:

- before during and/or after school hours;
- on or off school property;
- at school activities and/or bus stops;
- at areas which endanger other students or the community.

BUS QUESTIONS/INFORMATION:

All parents should obtain the +PASS offered by DPS to allow real-time, instant communication regarding their child's bus route. For more information visit the DPS website or contact the KCAA office. KCAA office will not be able to provide bus route information.

Bus Behavior

Rules of safety and conduct set by the Denver Public Schools transportation department and the bus drivers are to be obeyed by students at all times. *Riding the bus is a privilege that can and will be terminated with reports of inappropriate behavior.* Riders are to use good manners and treat others on the bus as they would like to be treated. Students are NEVER to be cussing, rowdy, bullying, tossing objects or out of their seats. Incidents of inappropriate behavior should be reported both to the bus driver and the principal. See the DPS website and transportation link for more information.

<http://transportation.dpsk12.org/>

CAFETERIA - Breakfast and Lunch:

A free breakfast is available for all students. In elementary, breakfast is served in the classroom from 8:35am-9:00am. No payment or paperwork is needed. KCAA students may purchase hot meals for lunch at school or may receive assistance. Students may pay daily or by the month with a check made to the KCAA Lunchroom.

If you think you might qualify for free or reduced lunches, please complete the application form to apply. Whether or not your child then chooses to eat hot lunches, the school receives extra funding for free and reduced lunch students. We welcome parents who would like to join their child for lunch, but they must order adult lunches by 9:00 a.m.

The Cafeteria is managed by the DPS Food Service Department and not the KCAA administration. Please direct complaints directly to the Cafeteria Manager, Maria Soto, at 720-424-0216.

Behavior Expectations in the Lunchroom

We strive to provide lunch periods that are orderly and conducive to quiet conversation while eating. Students are to line up quietly while purchasing lunches and to use time in the cafeteria to eat, not play. Students are to touch only their own food and to clean up their space at and under the table before going outside.

COMMUNICATION:

KCAA considers our community a vital part of each child's learning. Please help us by being active participants in our communication plan.

- Thursday folders: K-5 teachers will send a weekly newsletter.
- Please contact the office if you are not receiving *regular and consistent* teacher communication.
- **Accurate phone numbers and emails are vital.** Student backpacks are also vital communication devices. Please help us ensure we are communicating and check backpacks regularly.

CONTRACTS

All students and parents sign the KCAA contract when they register for school in the fall. Students and parents are bound by this contract. Since KCAA is a magnet school, violations of the contract can result in losing a spot at the school. Note the contract items below and the expected role of school administration, teachers and parents:

School Responsibilities

- Provide high-quality curriculum and instruction in a supportive and effective learning environment;
- Hold Parent Teacher Conferences to discuss the individual child's achievements;
- Provide parents with frequent reports on their child's progress through newsletters, phone calls, and progress reports;
- Provide parents reasonable access to staff;
- Provide parents opportunities to volunteer and participate in their child's class.

Teacher Responsibilities

- Hold high expectations to promote academic achievement and behavioral success for all students;
- Implement rigorous, standards based curriculum and instruction infused with the arts;
- Make academic and behavioral expectations clear and understandable;
- Determine each student's educational needs and adjust instruction to assure continuous progress;
- Establish caring, positive relationships with students;
- Continue professional development to enhance teaching practices.

Student Responsibilities

- Engage with and participate in your own learning, through classwork, group work, and homework;
- Be willing to take academic and artistic risks to further your learning and development as a student;
- Adhere to behavioral expectations in order to support a safe and creative learning environment;
- Self-advocate for support from teachers and parents to ensure a successful academic path.

Parent Responsibilities

- Maintain and communicate positive academic and creative goals with your children;
- Support your student's learning and growth through regular review of assignments, grades, and attendance;
- Support your student in getting to school on time in the morning and scheduling appointments outside school hours whenever possible;
- Positively support and collaborate with teachers so they can provide the most appropriate support for your student's success.

Attendance Contract

Students who have excessive tardies or absences will meet with KCAA support staff to create a plan that will help with overall attendance. Follow-ups may be with KCAA administration and require meetings with parents, social worker and student. Violations to an attendance contract will be referred to Truancy Court.

Behavior Contract

When a student has been suspended from school they must sign a contract before returning. The contract deals specifically with the area(s) of concern that resulted in the student's suspension and helps to provide redirection.

Intervention Plan

KCAA students who fall below the academic or behavior expectations may be placed on an intervention plan to support the success of the student. The school team will work in partnership with the parents and students to determine interventions and other supports.

DENVER HEALTH:

KCAA hosts a school-based health clinic provided through Denver Health. This is a helpful service for physical and mental health services. Families must complete the necessary consent forms prior to scheduling and appointment. No students will be allowed to visit the clinic without an appointment. All appointments need to be scheduled ahead of time and teachers must be notified of the absence. Please contact Denver Health directly as 720-424-0156.

DRESS CODE:

In art, as in the rest of life, appearances count and first impressions do matter. Students are reminded that a part of professional training is learning to present oneself well. The following rules apply to the daily dress of staff and students:

- For safety and health reasons, everyone is required to wear footwear, shirts and appropriate clothing while on school grounds.
 - Students wearing clothing that "makes a statement" are expected to respect the rights and beliefs of our diverse school community.
 - Clothing that is disruptive to the educational climate is not appropriate and students will be asked to change and parents may be asked to deliver appropriate clothes to the school before the student will be able to return to classes. A second infraction may result in disciplinary consequences. Disruptive clothing includes but is not limited to:
 - Sexually provocative or immodest clothing. [Shorts and skirts need to be at least fingertip length, when arms are extended at the sides. Shoulder straps will measure at least two finger widths. Pants will be worn at the waist;
 - Clothing exhibiting obscene wording or graphics or promoting illegal activities;
 - Gang identifying clothing/styles;
 - Pajamas/slippers unless a part of an approved school event;
 - Hats and hoods from hoodies are not allowed unless part of a specific school activity;
 - Knowing that fashion changes quickly, keep in mind this is not an exhaustive list, but highlights the most common wardrobe issues that present themselves as disruptions;
 - Students are expected to come prepared to be outside during the winter months.
- Parents may be contacted to pick up students for ALL reported violations.

ELECTRONICS:

Due to the nature of increased technology and the current capabilities of devices being used in multiple ways, there are a few rules that must be followed:

1. Any use of an electronic device in the classroom is at the discretion of the teacher. This includes personal music devices, hand held computers, recording devices or any other instruments of electronic technology.
2. Cell phones are not to be seen or heard in classrooms. Cell phones are not to cause any disruption or distraction to students during any part of the school day, and they are the sole responsibility of the student and parent.
3. Parents should not call or text students on cell phones during the school day as it poses an academic distraction. Cell phone disruption will be treated like any disruption and may result in disciplinary action. Students may use cell phones before or after school to arrange rides or for safety reasons. Parents should contact the front office if they need to reach their student.
4. Technology that is used for instructional support of a student and is noted in that student's IEP/504 will be authorized by the Special Education/Administrative team for allowance in the classroom.
5. Students who do not comply with a teacher's request, regarding any electronic device, shall follow the discipline ladder for detrimental behavior which includes contact with parent and possible referral to the RIO office for further intervention. The device may be confiscated by the teacher and/or staff member and could result in having a parent come to the school for parent conference before the device is returned.
6. Students are responsible for the security of any and all electronic devices brought to school. KCAA will not be responsible for the loss or theft of cell phones or any other electronic devices.

FEES:

Parents pay an arts fee for each child to enable teachers to obtain many of the extra art supplies that are not funded by the DPS budget. These fees are collected at Registration. All fees are added to the student's account and receipts can be printed in the office at your request.

FIELD TRIPS:

Students and parents sign a general field trip permission form when they register. This form covers field trips within the Denver area that are a part of the school program. All field trips are a privilege and students could be denied permission to participate due to academic eligibility expectations or discipline proceedings such as multiple referrals or suspension.

Overnight field trips must be approved through both Principal and the Assistant Principal and require completed district extended forms including a notarized medical release. All school behavior expectations will be extended to ALL field trips, whether during the school day or overnight. If a student cannot follow these expectations, he or she will be sent home at the family's expense.

FOOD AND BEVERAGES

Healthy food is always encouraged at school. Unless a part of a school event or teacher arrangement, we do not allow students to bring sodas, chips, candy, birthday cakes, etc. in the classroom. Additionally, there are many students with food allergies and this could present a serious health issue for students.

HOMEWORK:

KCAA expects parents to communicate regularly and constructively with teachers regarding homework loads so that teachers can effectively help the child.

INTERNET USE:

KCAA computers are available for student use. However, students are expected to use the computers for school use only. If a student uses the computer to visit unauthorized sites or for personal use they may lose the privilege of using school computers.

LOCKERS:

KCAA students enjoy the use of unlocked locker bays in grades 3-5, and combination lockers in grades 6-12. Personal locks are not allowed on school lockers. Lockers are school property and subject to search per DPS policy. Violation of locker rules, including but not limited to sharing/switching lockers not assigned to you or adding personal locks, may result in appropriate disciplinary action.

LOST AND FOUND:

Lost and found items will be held in the KCAA wooden box in the cafeteria hallway. Items will be held for three weeks and then given to a charity. Please label your child's clothing clearly. While it is not the responsibility of KCAA staff to track down lost items, we do try to assist families as much as we can.

MEDICAL INFORMATION:

Medical Release/Signed permission from a doctor:

KCAA students are not allowed to carry any medicine at school. Parents must have a medical form signed by a doctor on file at the school granting permission for the nurse to dispense any medication to students during school hours. This includes aspirin, Advil, Tylenol, cough syrup, etc. If no doctor release is given, the school cannot dispense medication to students even when a parent calls to give permission.

Medical Needs

In the event that a child becomes ill during school, parents will be notified and expected to pick up their child as soon as possible. Please be sure that you update your emergency information on record in the school should there be changes during the year. If a student experiences a life threatening injury or illness, 911 will be called first, then the parents will be called. If the situation is not life threatening the parent will be called to determine the course of action. Students must be sent to the nurse's office by an adult – students may not self-refer.

OFFICE HOURS:

KCAA office hours are from 8:00a.m.- 4:30p.m.. Buzzers are used for the safety of our students during those hours. Please be kind when using the buzzer and state your name, the name of the person you are visiting, as well as your child's name, when appropriate. All visitors **must** report to the office to sign in and receive a visitor badge.

PARKING:

See "Arrival at School" for details: Parking is limited. High School students must pay to park at school. See the KCAA office. *Proof of insurance and a copy of the student's driver's license must be kept on file in the office.*

PERSONAL PROPERTY AND VALUABLES:

Please do NOT allow your child to bring large amounts of money or valuable items to schools – NO radios, electronic games, trading cards, or expensive toys. KCAA is not responsible for replacing lost or stolen items.

PETS:

Dogs and other pets are not allowed on school grounds, inside or outside, unless a guide dog or at the express, pre-arranged consent of KCAA administration as a part of a school activity.

PLAGIARISM:

Plagiarism is stealing! A student caught plagiarizing (copying work from a book or other source without appropriately giving credit to that author) will receive a failing grade for the project plagiarized and could face further disciplinary action. Cheating will result in the same consequence. Students unsure of what plagiarism is should see a teacher prior to completing an assignment.

POSTERS AND FLYERS:

Posters and announcements should not be posted anywhere but on approved spaces and on bulletin boards. All posters and flyers must be approved by the administration and receive an approved KCAA stamp as appropriate BEFORE being posted.

SAFETY AND SECURITY:

KCAA enjoys the services of a DPS campus security officer. The security officer works in relationship with school administration and follows DPS policies and procedures.

SPORTS:

Physicals Prior to Participation: Students are not allowed practice or participate in games for KCAA without an approved physical examination. Sports physicals are available from the Denver Health Clinic by appointment. Students must not walk down to the clinic but have a parent/guardian set an appointment.

See athletics.dpsk12.org/ms_sports/

Fees: Students participating in sports programs are assessed a \$25 fee to assist with programming costs. The fee can be made payable to the coach or office and is due at the start of the season.

STUDENT COUNCIL:

Student council is available for grades 3-5, 6-8 and High School in their respective groups. All student council groups will develop school community activities under the direction of an adult sponsor. Look for details during the year.

TELEPHONE MESSAGES:

Only EMERGENCY messages will be delivered to a student by calling the main office at 720-424-0200. An emergency is a situation that requires the student to leave school during the school day.

TESTING:

KCAA abides by state laws that require CMAS and PARCC testing, English Language Acquisition testing for non-English speaking homes, and the gathering of literacy and math data in the fall and spring. Failure to attend testing sessions and/or lack of support during testing only hurts the child and KCAA. Please help us to meet state and district testing requirements. Any testing missed due to a medical appointment must be made up. Please help us by avoiding medical appointments during testing. Selecting KCAA is part of the school of choice process. Success for our school is embedded in all district and state assessments. We will expect all students who choose into KCAA to take all district and state based assessments.

THEFT AND VALUABLES:

Students and parents are cautioned not to bring large amounts of money or valuable items to schools – NO radios, electronic games, trading cards, or expensive toys. KCAA is not responsible for replacing lost or stolen items.

TUTORING:

KCAA teachers are available on a limited basis for tutoring at school. Check the KCAA website for specifics as they change during the year.

UNSUPERVISED STUDENTS – BEFORE AND AFTER SCHOOL:

Students left unsupervised before or after official school hours pose a major safety hazard. **DO NOT** drop children off early in the morning without supervision or ask children to wait after school for you on the playground. There is NO supervision before 8:00 a.m. or after 4:00pm. If a student is left unattended by the parent or guardian, the office will attempt to contact the parents but, for the child's security, may have to contact DPD if parents cannot be reached. In habitual or extreme cases, KCAA will notify DPD and Human Services and make a report.

VISITORS:

Parents are welcome to visit the school and the classrooms of their children at any time; however, all visitors, including parents, must sign in at the main office and wear an appropriate badge while in the building. All visitors are reminded to abide by all KCAA school rules and policies. Students are not allowed to have school-age friends or relatives from other schools visit at any time unless approved in advance by KCAA administration. It is also helpful for the teacher if you schedule your visit with them in advance.

Visitors: Using the Buzzer

For the safety of our students, KCAA keeps all entrances locked except during arrival and dismissal. All other times require the use of a buzzer to be allowed into the building. Please note, we are unable to buzz any parents or visitors into the building during the day from the lower entrance. You will need to enter at the main entrance. Visitors are asked to state their name and the name of the person they are visiting. We appreciate your patience with the buzzer, as we have a small office staff.

Visitors Picking Up Students Early

Parents/guardians should only remove a child from school early for medical reasons or urgent family business. Adults who are not listed in the emergency contact section of the child's registration forms will not be allowed to pick up a child, in accordance with DPS policy.

VOLUNTEERING:

Parents are always welcome to volunteer at the school. KCAA welcomes the assistance of parent volunteers in many roles.

- Please make prior arrangements;
- For certain roles, volunteers are required to fill out a background check;
- Parent volunteers will never be asked to supervise children or be alone with a child;
- Parent volunteers are never to discipline a child.

KCAA parents are led by our Parent Liaison, Rachel Moen. She can be reached at 720-424-0218.

WEATHER PROCEDURES

All decisions to close school due to weather are made by the district office. Visit www.dpsk12.org or watch your local TV stations to see if DPS has canceled school for the day. Weather related school closures may be heard on KOA 850, KMXA 1090, KCUV 1150, or KJMN 92.1 FM.

WINTER WEATHER DRESS CODE:

WEAR A GOOD COAT. Students are expected to come prepared to be outside during the cold months of October-April. KCAA students may have recess outside and should be prepared every day. KCAA K-5 students will go outside for recess unless it is below 20 degrees and/or actively precipitating.

PLEASE SIGN, DETACH AND RETURN THIS PORTION to the Main Office our during school registration.
I have read this handbook in its entirety and understand the expectations of the school as it adheres to DPS policy.

(Student Name)

Student Grade _____ Student ID _____

(Parent Name)

(Student Signature)

(Parent Signature)

