

Godsman Elementary School
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Home of the Bulldogs



Godsman PRIDE

Staff Handbook
2011-2012

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DISTRICT MISSION STATEMENT:

The mission of Denver Public Schools is to provide all students the opportunity to achieve the knowledge and skills necessary to become contributing citizens in our diverse society.

District Goals:

1. High expectations for all students
2. Raising achievement for all students
3. Closing the gap between better performing and poorer performing students

Superintendent's Priorities for 2010-2011:

1. Define effective teaching; and design observation, coaching, professional development and evaluation systems to support quality teacher performance and improved student learning.
2. Improve instruction and student achievement outcomes for our English language learners through focused professional development for teachers and school leaders, educational resources, assessment and parent communication.
3. Align standards-based instruction, material and assessments to meet our diverse students' needs.
4. Provide all students access to high quality education by improving the lowest performing schools through turnaround strategies.

GODSMAN ELEMENTARY SCHOOL'S MISSION STATEMENT

Godsman educators, students and their families, and the broader community, develop the competence and confidence to engage in the world as critical and creative thinkers, problem solvers, and responsible community members.

GODSMAN PRIDE - OUR TOUCHSTONE

Perseverance- Try our best no matter what

Respect - Respect all students and staff by dealing with conflicts in appropriate ways

Integrity - Commit and uphold the values and beliefs of my school, community, family, and self

Diversity - Respect for all

Excellence - Improve myself academically and socially

ACADEMIC PROGRAMS AT GODSMAN SCHOOL

The emphasis at Godsman Elementary School is on *all* academic areas. They include: reading, writing, mathematics, science, social studies, English language development, art, music and physical education. Our teachers work collaboratively to ensure the success of student learning.

Godsman will continue to implement the Literacy Planning Guides, Everyday Mathematics, BSCS Science Tracks: Connecting Science and Literacy and TCI Social Studies Alive per the district structure and timelines. English language development will occur during literacy through Literacy Squared and science and social studies through GLAD.

Godsman proposes to implement the Literacy Squared program because of its potential to increase the literacy achievement of students in both Spanish and English. Literacy Squared, in its totality, has five components. These include:

1. Research
2. Biliterate assessment in reading and writing in Spanish and English
3. Professional development for teachers and school leaders
4. Instructional components including Spanish literacy, literacy based ESL and cross-language connections.
5. Parental involvement to understand and support the project.

Literacy Squared was designed for Spanish speaking emergent bilingual children and thus the model is compatible with the student population at Godsman. It supports the literacy development of emerging bilingual children in a culturally responsive way and its three instructional components are designed to accelerate literacy acquisition in both Spanish and English and in writing as well as reading. A cornerstone of the model is its professional development component that provides targeted professional development to teachers so that they can effectively implement the instructional components with fidelity.

This year we will have a new program, Project GLAD. Originally designed for a group of newcomer students with multiple languages, the GLAD philosophy of “Teach to the Highest and review so all students understand” led to development of a model where all learners benefit - including Gifted and Talented, English Learners, and students with special needs. Designated as a Program of Excellence by the U.S. Department of Education and a model professional development program for Title III, GLAD is an effective and empowering research-based model for professional development.

GODSMAN SCHOOL CALENDAR 2010-2011 (tbd)

Event	Date
Professional Development/Classroom Set Up	August 4-17, 2011
Back to School Meet and Greet	August 18, 2011
First Day of School	August 19, 2011
Labor Day	Monday, September 6, 2011
Back-to-School Night	September 10, 2011
Assessment Day	Friday, September 17, 2011
Teacher Planning/Professional Day	Monday, September 20, 2011
Literacy Night	September 23, 2011
Math Night	October 21, 2011
1 st Parent Teacher Conference	Week of October 25, 2011
Parent Teacher Conferences <i>Individual appointments will be scheduled by teachers</i>	Thursday, October 28, 2011
Vacation Day	Friday, October 29, 2011
Observance of Veteran's Day	Thursday, November 11, 2011
End of 1 st Term	November 12, 2011
First Trimester Award's Assembly (Grades K-5)	Friday, November 19, 2011
Thanksgiving Break	November 24-26, 2011
Winter Break	December 20, 2011 – January 2, 2012
Teacher Planning/Professional Day	Monday/Tuesday, January 3/4, 2012
Assessment Day	Friday, January 14, 2012
2 nd Parent Teacher Conference	Week of February 21, 2012
Martin Luther King Jr. Day	Monday, January 17, 2012
Presidents' Day	Monday, February 21, 2012
Teacher Planning/Professional Day	Tuesday, February 22, 2012
End of 2 nd Term	February 25, 2012
Second Trimester Award's Assembly (Grades K-5)	Friday, March 4, 2012
Field Day, 1 st -5 th grades (Back up day is 5/20/11)	Friday, May 13, 2012
Spring Break	March 28-April 1, 2012
Assessment Day <i>Individual appointments will be scheduled by teachers</i>	May 6, 2012
Third Trimester Award's Assembly (Grades 1-4 only)	Thursday, May 26, 2012
5 th Grade Continuation (6 p.m.)	Thursday, May 26, 2012
ECE and Kindergarten Continuations (during school day)	Friday, May 27, 2012
End of 3 rd Term/Last Day of School	Friday, May 27, 2012
Please continue to read our weekly school newsletter and bulletin for more upcoming school events!!	

Godsman Elementary School Parent/School Governance Meetings

School Leadership Team	2 times per month TBD
Godsman Neighborhood Association	1 st Thursday of each Month

SCHOOL DAY FOR TEACHERS AND STUDENTS

Teacher Day

The teacher work day is 7:30 a.m.-3:30 p.m. Teachers will be engaged in a school business meeting and professional development every Friday for 90 minutes. Please respect everyone's time and be prompt!

If you are ill, it is your responsibility to report your absence on the SmartFindExpress system by 6:30 a.m. or one hour prior to your normal start time. You may call in to 720-423-3231 or login at <https://sems.dpsk12.org/logOnInitAction.do>. Your access ID is your employee number. The first time you must call in at which time you will be assigned a PIN number. You will need this PIN number every time you login either by phone or on the web.

The office staff will request a guest teacher for any school business or personal days. There is a leave form in the office you must submit for principal approval at least 1 day in advance.

Paraprofessionals

Paraprofessionals must sign in **every day** at the beginning of their shift and must sign out at the end. This is a district policy that must be followed. If you are ill or need to miss work, please call the office one hour prior to your start time. We will notify your classroom teacher.

Student Day

Grade Level	Monday-Thursday	Friday
Full-Day Kindergarten	7:55 a.m. - 3:00 p.m.	7:55 a.m. - 2:00 p.m.
1 st Grade - 5 th Grade	7:55 a.m. - 3:00 p.m.	7:55 a.m. - 2:00 p.m.
Morning Kindergarten and Morning ECE	7:55 a.m.-10:25 a.m.	7:55 a.m.-10:25 a.m.
School Office	7:15 a.m. - 3:30 p.m.	7:15 a.m. - 3:30 p.m.

Student Arrival and Departure

Supervision on the playground begins at 7:40 a.m. (Please see supervision schedule on weekly bulletin.) Unless previously arranged with a teacher or administrator, please DO NOT allow students in the school building prior to this time. It is up to all of us to keep students safe and supervised at all times.

Students are dismissed at 3:00 p.m. Monday through Thursday and 2:00 p.m. on Fridays. All students should be off of the school grounds 15 minutes after dismissal unless they are participating in an after school program. If a student has not been picked up by 3:15 please escort the student into the office to call home. All students are instructed to go home immediately following dismissal from school. This Denver Public School policy is followed citywide and is urged by the police department. If a child needs to stay after school, arrangements will be made with the parent/guardian prior to dismissal. No child will be retained for more than 15 minutes after school without parental permission. If a student is still at Goddard 15 minutes after dismissal every effort will be made to contact the parent/guardian. If the parent/guardian cannot be located, the proper authorities will be called.

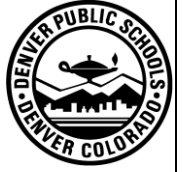
Student Arrival

- All students need to report to the playground and enter the building when the bell rings to report to class. Breakfast will be served in the classrooms. The cafeteria will not be open prior to school.
- During inclement weather, students are to report to the cafeteria. They will be dismissed when the bell rings to report to class.
- ECE and Kindergarten students will go directly to their assigned classrooms.
- The first morning bell rings at 7:55 a.m. indicating that students should enter the building and report to their classrooms. Teachers will supervise the hallways during this time.
- The second morning bell rings at 8:00 a.m. Students must be IN CLASS BY 8:00 a.m. Students must be marked tardy in IC if they are not in the classroom by the classroom teacher. Please do not accept student without a tardy slip from the office after 8:10 a.m.

Student Departure

- ECE and Kindergarten teachers will escort students out through their own classroom doors.
- 1st through 5th grade teachers will escort students out the front doors of the building.
- To keep our children safe and to avoid congestion in the hallway, we are asking parents/guardians to wait for their children outside of the school building. Please help us remind parents when you see them in the hallways.

2010-2011 Attendance-Taking Procedures



The assistant principal is responsible for the following:

1. Reading the Classroom Monitor report in Infinite Campus daily.
 - a. Quick training information is available here:
http://techtraining.dpsk12.org/ic/QRG_PDF/Attendance/QR-Classroom_Monitor.pdf
2. All teachers listed in the Incomplete Attendance report should be contacted before they leave school for the day.
 - a. Teachers must input the day's attendance into Classroom Monitor.
 - b. At the end of the school day, the Incomplete Attendance report should be clear and all attendance should be accurate.
3. Teachers who neglect to take attendance in a class 3 days in a row or 5 days in a month will be reported to the principal.
 - a. The principal will send a message to the teacher reiterating the importance of attendance-taking and reminding the teacher that it is a job responsibility to take attendance every class period.
 - b. If the teacher continues to neglect to take attendance, the principal will meet with the teacher to encourage better attendance-taking.
 - c. Further escalation will require the input of an Instructional Superintendent.
4. If teachers forget to take attendance in Infinite Campus, or if the class is taught by a substitute teacher or another staff member lacking IC login, the office staff (secretaries and registrars) can access the Classroom Monitor attendance-taking feature to register student attendance.

For all technical issues with attendance-taking, please contact the DoTS Hotline.

Teachers must take attendance in every class period, every day.

CLASSROOM MANAGEMENT: THE NO-NONSENSE NURTURER

Three Types of Classroom Managers

1. Unintended Enabler

- ✓ Allows students to engage in behavior that is not in the student's best interest
- ✓ Primary motivation is their need to be liked by their students
- ✓ Makes excuses for their student's misbehavior or lack of academic performance

2. Negative Controller

- ✓ Basic response is a negative, angry or sarcastic in manner
- ✓ Motivation is to maintain control at all times –their own needs are more important than those of their students
- ✓ They may not like their kids

3. ****No-Nonsense Nurturer****

- ✓ Makes no excuses for students engaging in disruptive behavior
- ✓ Maintains high academic achievement expectations for all students
- ✓ No-Nonsense in front of the class
- ✓ Nurturing 1-1 and/or small groups
- ✓ Culturally responsive

A. Attributes Of The No-Nonsense Nurturer (See page 2 for specifics)

- ✓ Gives precise directions
- ✓ Narrates
- ✓ Consistently takes corrective action
- ✓ Builds relationships with students

B. Beliefs Of The No-Nonsense Nurturer:

- ✓ I have to earn the respect of my students.
- ✓ I expect 100% compliance from all of my students, 100% of the time (this includes inappropriate talking).
- ✓ I know all of my students can behave and meet my expectations (except those with "organic issues").
- ✓ I understand the expanded role of the teacher

i. The Expanded Role of the Teacher:

- ✓ Earn the respect of your students
- ✓ Get to know your students
- ✓ Be authentic
- ✓ Engage in non-academic talk with students
- ✓ Contact after a difficult day
- ✓ Call when absent
- ✓ Attend extracurricular activities
- ✓ Have positive contact with families (Home visits when possible)

Attributes Of The No-Nonsense Nurturer Cont...

A. Gives precise directions related to:

- ✓ Verbal behavior (silent, level one voice etc)
- ✓ Movement (at your table, on the floor in a circle etc)
- ✓ Participation (ie: with a partner, in groups, independently)

Directions (Some things to consider):

- ✓ Attention getting signal
- ✓ Check for understanding (when appropriate/needed)
- ✓ Cue to start (ie-when I say 'go')

B. Positive Narration

- ✓ Don't respond to students who are off task
- ✓ Narrate behavior of students who are on task ("Tim has his book out")
- ✓ *Benefits:*
- ✓ Repeats directions in a positive manner
- ✓ Eliminates drawbacks of praise
- ✓ Creates positive momentum
- ✓ *Narration Guidelines:*
- ✓ Narrate immediately after giving directions
- ✓ Narrate 2-3 students
- ✓ Narrate BEFORE you correct
- ✓ Look for difficult students to narrate
- ✓ Pair with class wide reward
- ✓ Narrate approximately every minute during instruction

C. Consistently takes corrective action

- ✓ After narrating 2-3 students, immediately correct student behavior
- ✓ Calmly restate directions to the off task student, give a choice
- ✓ Less talk = more effective
- ✓ Use consequences from hierarchy (see *Sample Hierarchy: Grades K-5 below*)
 - 1stTime:**Warning
 - 2ndTime:** 10 minute time out (recess) or fill out "think sheet" for family to sign
 - 3rdTime:** Miss free choice time
 - 4thTime:** Call family member
 - 5thTime:** Referral to the office
- ✓ 100% of the time, correct behavior
- ✓ Correct inappropriate talking (80% of misbehavior is inappropriate talk)
- ✓ Catch "difficult" students on task
- ✓ *Be prepared for student to test...*
- ✓ Don't Engage, Move in and Move out

D. Builds relationships with students (See "The Expanded Role of the Teacher" (page 1))

Words To Leave You With... *"I have come to a frightening conclusion. I am the decisive element in the classroom. It is my personal approach that creates the climate. It is my daily mood that makes the weather. As a teacher I possess tremendous power to make a child's life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate or humor, hurt or heal. In all situations it is my response that decides whether a crisis will be escalated or de-escalated, and a child is humanized or de-humanized."*

-Interpretation of Goethe quote

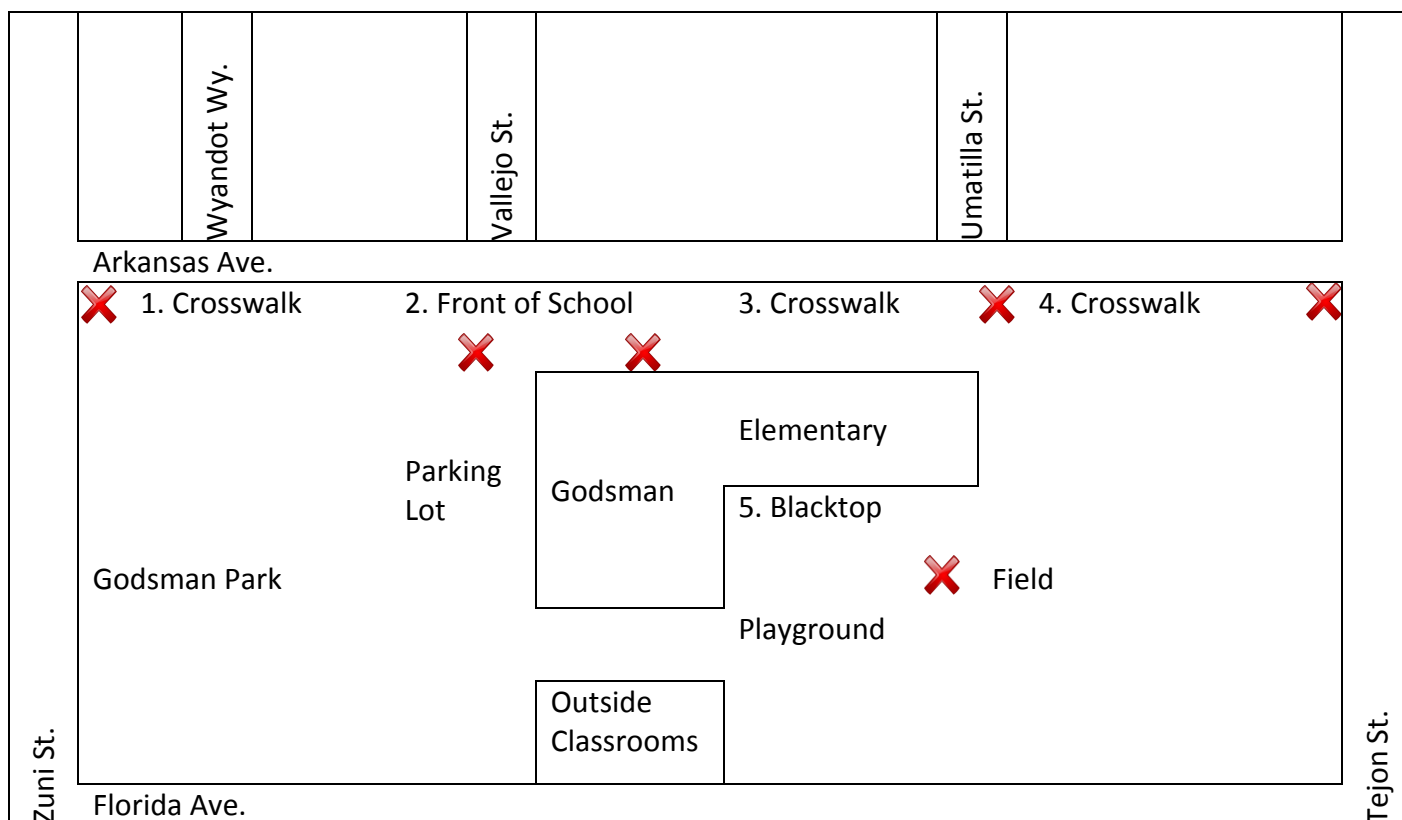
TEACHER DUTIES

Please give our students the “right of way” when they are crossing the road and in the parking lot. The traffic on Arkansas Avenue is very busy during arrival and dismissal times. Please drive with caution and use the cross walks. Denver Police and Denver Public School’s Safety and Security officers periodically visit our school to ensure our students’ safety. From time to time, the officers have and will continue to issue tickets to illegally parked automobiles and for jaywalking.

Before and after school duty is assigned weekly to all teachers. Please check the weekly staff bulletin for the duty schedule.

DUTY MAP

Before School Duty 7:40-7:55 ** After School Duty 3:00-3:15



Area:

1. Crosswalk at Zuni and Arkansas: 1 volunteer use stop sign at crosswalk to help students cross safely;
2. In front of the school: 1 teacher at Vallejo and Arkansas crosswalk with stop sign to help students cross safely; 1 teacher in front of the school reminding students and their families to cross at the crosswalk
3. Crosswalk at Umatilla: 1 teacher at crosswalk with stop sign to help students cross safely
4. Crosswalk at Tejon and Arkansas: 2 teachers at crosswalk with stop sign to help students cross safely
5. Blacktop/field areas: 1 teacher supervises area

COMMUNICATION

P.A. ANNOUNCEMENTS -- WEEKLY BULLETINS

Each day, at 8:05, there will be morning announcements. Teachers are to ensure that all students listen to and comply with the morning announcements.

In addition to the daily announcements, a weekly bulletin will be e-mailed to staff members each Friday. This bulletin will give the weekly calendar of events as well as special information reports. At times there will be items in the weekly bulletin that should be read to students. Teachers are to discuss such items with their students.

Communication with any staff member is always very important. We solicit your cooperation in using the weekly bulletin and daily announcements. It is imperative that these bulletins be read carefully and that students be encouraged to listen to the daily announcements. Bulletins will be sent VIA e-mail.

Email/Internet

DPS email and internet are services provided to us by the district. Do not abuse these services. Access proper internet sites only and use at proper times, not during instructional time. Email only appropriate material and messages; some jokes, pictures and messages may be considered offensive by others. Do not email inappropriate materials. Use email at proper times, not during instructional times.

Mailbox

A mailbox is provided in the office for each teacher. It should be checked each day upon arrival, during planning, during lunch periods and prior to leaving school for any messages.

Telephone/Voicemail

Each classroom has a private phone number. Respect the educational environment at all times. Do not call classrooms and create unnecessary disruptions. Limit personal calls to times when students are not in class. To limit disruptions when instructing, put phones on voice mail to receive calls.

A student may use the phone in the classroom if the call is monitored by you. We request that adults answer the phone; if you have a student answer the phone, teach the student proper phone etiquette. Do not let students call home to request parents to pick them up for any reason, including illness, during the school day. Calls regarding student illness and requests that parents pickup students due to illness or injury must come from the school nurse, clinic or main office.

DO NOT LET STUDENTS USE THE PHONE IN YOUR ROOM UNLESS IT'S INITIATED BY YOU AND YOU ARE MONITORING THE CALL.

Mail

Mail may be placed in the basket desk in the main office.

DPS mail is delivered every other day from the school administration building. Interdepartmental, Denver Public School mail, may be sent through school mail. Interoffice envelopes are available in the main office.

Friday Folders

At Godsman, we believe communication between staff and parents is of vital importance to each child's education. Godsman provides Friday Folders to keep parents informed of school activities.

PLEASE MAKE SURE THESE ARE SENT HOME EVERY FRIDAY. Include:

- Homework and graded papers
- The Godsman weekly newsletter Paw Prints
- Notices, flyers, letters
- Home visits, phone calls, conferences

Collect the Friday Folders every Monday or the following school day if there is not school on that Monday.

Please submit all notes home for principal approval. The office needs to keep a copy on file so we may provide it to parents as needed.

Parent/Teacher Conferences

Parent/teacher conferences take place in the fall and spring. During these conference times, students are not in school. Teachers will schedule appointments for each student with the parent/guardian. As needed, additional conferences may be scheduled.

Standards Based Progress Reports (Report cards)

Report cards are sent home three times per year for students in grades K -5th. See calendar for the grading periods.

BUDGET PROCEDURES

REQUEST FOR REIMBURSEMENT

Effective March 1, 2010 the District implemented a new process for employee's requesting reimbursement. Instead of issuing individual checks for multiple reimbursements submitted throughout a month, all reimbursements will be combined and reimbursed on your 'end of month' pay check.

Guidelines for Requesting Reimbursement

- Complete Request for Reimbursement Form (See Attached)
- Original receipt **MUST** be attached to the completed form
- No Sales Tax can be reimbursed

Submit the completed form and receipt to Isabel Lucero for processing.

STUDENT ACTIVITY PROCEDURES (ABC Money)

All moneys derived from any "SCHOOL-SPONSORED" activity shall be collected, accounted for and deposited to the designated bank for their school. The Principal or (designee) is responsible for receipting and accounting for all money in the School Activity fund. The principal must approve all expenditures over \$500.00.

Collecting Money from Students

- All teachers must complete the "Student Activity Deposit" form (See Attached)
- All money collected must be given to the school Secretary or Business Manager daily if the amount is over \$20.00; in any event, all collections must be turned in at the end of each school day.

Requesting Reimbursement

- All staff must complete the "Student Activity Fund Request for Reimbursement" form. (See Attached)
- Original receipt **MUST** be attached to the completed form
- No Sales Tax can be reimbursed

REQUEST FOR REIMBURSEMENT

STUDENT ACTIVITY DEPOSIT FORM

Name of Teacher _____ **Room Number** _____

Date _____ **Amount Submitted by Teacher \$** _____

Purpose (Activity) _____

Deposit Money To:

Faculty Pepsi _____ **Incidental** _____ **Transportation** _____ **ABC** _____

Student Council _____ **Social Committee** _____

[illegible]

Amount Counted/Deposited by Office \$_____ **Receipt Number** _____

Employee Self-Service

What is the Employee Self-Service site?

DPS Employee Self-Service provides employees with on-line access to a variety of personal information; such as benefits, payment history, leave balances, and tax information. Employees can update their home address, home phone number, emergency contacts, dependents, and W-4 information. Employee Self Service is available from any PC, 24 hours per day, 7 days per week.

<https://employeeinfo.dpsk12.org>

What is my Password?

Your username and password are the same as your Outlook email login. If you do not have an Outlook email login OR have forgotten your password, please contact the DoTS Hotline at 720-423-3888 or email the Hotline at DOTS_Hotline@dpsk12.org

Employee Assistance Program (EAP)

The EAP is a free, confidential, referral and counseling service available to balance the challenges of home, work and contemporary life.

You may call 1-800-640-7690 to speak with a counselor 24 hours a day, and you also can schedule a confidential appointment.

Areas the EAP can help you with include:

- Marital and relationship counseling
- Child and elder care
- Alcohol and drug abuse
- Emotional stress
- Legal assistance
- Debt management

You may receive up to three counseling sessions per situation. After that, the counselor may refer you to another resource for additional assistance. Most importantly, EAP services are completely confidential.

More information can be found at: <http://hr.dpsk12.org/eap>

SAFETY AND SECURITY

Emergency Card

Please make sure you have a current emergency card in the office with your current information, cell phone number and car license plate number.

Visitors

All of our doors are always locked to protect our students and staff members. If you need to enter the building, please use the buzzer located on the right hand side of the front doors.

For security reasons, all visitors in the school are asked to sign in at the office to get a visitor's badge. Godsman staff members should approach visitors who do not display a badge. Please ask the visitor to return to the office and sign in to receive a visitor's badge. Please explain it is intended as a safety precaution for all of our students.

Emergency Procedures

School Cancellation or School Delays

If the district closes school due to bad weather or other emergencies, closures are announced by 5 a.m. on the district's main phone line at 720-423-3200 and on the DPS website at <http://www.dpsk12.org>.

Severe Weather Procedures

Tornado Watch

- Office staff will consistently monitor the weather.

Tornado Warning

All staff members and students will go to their classrooms. Outside activities will be brought inside. Students will Shelter-in-Place (if needed) or will go to assigned places in the halls. Students will not be dismissed until the weather danger is over.

Lightning in the Area

Outside activities will be brought inside.

Snow

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

Evacuation

Fire Drill

- All students and staff will exit the school and go to a designated location. Please refer to the chart in each classroom as to the evacuation area for the classroom you are in.
- Everyone will remain outside until the “all-clear” message is given. This is usually the bells ringing but sometimes is just an announcement.
- If students are allowed to re-enter the building, they will then return to class. If not, information will be available at the school or through the DPS Communications Office.
- Please practice evacuating with your class during the first week of school. There will be monthly unannounced drills.

Off - Campus Evacuation

- If we need to leave school grounds, we will go by bus to our designated off-site evacuation locations.
 - Location 1: Goldrick Elementary School (1050 S. Zuni Street, Denver, CO 80223).
 - Location 2: Schmitt Elementary School (1820 S Vallejo Street, Denver, CO 80223).
- Information will be available at the school or through the DPS Communications Office.

Lockdown

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

- All exterior and interior doors will be locked.
- No one may enter or leave the building. To keep our students safe as possible, there will be NO EXCEPTIONS.
- No students will be dismissed until the situation is over.
- Information will be available through the DPS Communications Office or the DPS website. Please do not call the school as we will be working with authorities to ensure the safety of the students. You will receive announcement from the office or command center with clear and specific instructions. Code words or phrases will not be utilized in any case.
- A sign will be posted on the windows of our doors stating if we are in a lockdown.

For more information on any safety situation

- Contact the DPS Communications Office at 720-423-3414
- Any weather-related schedule changes will be posted on the DPS website at www.dpsk12.org
- Weather related school closures may be heard on local radio stations and televisions stations.



Release of Students

In any emergence situation, we can only release students to the names of persons listed on the Registration/Emergency form unless special arrangements have been made. Students should only be released if the adult has an office slip. Please sign the purple slip and have the parent return it to the office.

PARKING

In order to keep our students safe, please remind parents not to park in front of the school. We understand that parking can be difficult due to parking restrictions and limited space. Streets near the school are: Tejon, Arkansas, Vallejo, and Umatilla. They can park on any one of these streets EXCEPT on street sweeping days. The following is a map and schedule of street sweeping days:

Parking Map



Street	Street Sweeping Days (Do not park on these streets on these days!)
Tejon	<ul style="list-style-type: none"> West Side (School Side) 2nd Tuesday of the month East Side (Side Across the School) 2nd Wednesday of the month
Arkansas	<ul style="list-style-type: none"> South Side (School Side) 2nd Friday of the month North Side (Side Across the School) 2nd Thursday of the month
Vallejo	<ul style="list-style-type: none"> West Side (School Side) 2nd Wednesday of the month East Side (Side Across the School) 2nd Tuesday of the month
Umatilla	<ul style="list-style-type: none"> West Side (School Side) 2nd Tuesday of the month East Side (Side Across the School) 2nd Wednesday of the month

GODSMAN POLICIES AND OTHER INFORMATION

FIELD TRIP POLICY

Field trips are intended to allow students experiences that provide them with insight, information, or knowledge that might not be learned within the classroom. As it is widely acknowledged that not all children learn in the same way, field trips allow students the opportunity to expand their learning in ways different from those typically available inside the classroom. As such, field trips are considered part of the student's core curriculum. All students should participate in all field trips to the extent possible.

If you have a student with behavioral concerns, please work with the school's administrators to ensure that field trips are included in the student's behavior plan should the student have such a plan. If not, please work with the student's parent(s) and, if necessary, with the school administration to create a plan for the student. Please make every effort to include the student in the field trip as it is a part of the student's classroom instruction.

These trips must be approved by the principal or assistant principal. The procedure is outlined below:

1. Submit bus requisition to office at least three weeks prior to the field trip for approval. If you are traveling by another means, such as, RTD, please notify the office at least three weeks prior to the scheduled field trip for approval.
 - a. The office will add the trip to the master calendar once it is approved by both the administration and the district. The district approves the bus request after the principal and schedules the bus.
2. Once approval is received notify the lunchroom manager.
 - a. Students may bring their lunch or you may order sack lunches if desired.
 - b. Notify the lunchroom manager if you will be here during your regular lunchtime and do not need sack lunches.
3. Notify the school nurse so she can gather any medicines that you may need to administer to students on the field trip.
 - a. The school nurse or health aid will provide you instructions on how to administer the medication.
 - b. The nurse or health aid will provide you with the day's medication on the morning of the field trip.
4. Send home a field trip note with all of the information needed: date, time, mode of travel, how lunch will be handled (sack lunch from home or cafeteria), destination and a short permission slip for the parent to sign and return. Please keep these permission slips in you classroom file until the end of the school year.
 - a. If the permission slip is not returned, please make sure to confirm with the parent with a phone call.

STUDENT ATTENDANCE POLICY (Signed by parents at registration yearly)

- The goal for the Denver Public Schools and Godsmen Elementary School is to achieve 97% student attendance!! Please help us reach this goal by following the guidelines below:
- Students must be at school by 7:55 AM each day. The first bell rings at 7:55 AM and the tardy bell rings at 8:00 AM. Any student arriving after the tardy bell will be marked “tardy” on his/her attendance for that day. Students should report directly to the classroom until 8:20 a.m. The teacher taking attendance will mark students tardy until that time. After 8:20 a.m. the students should report to the main office for a tardy slip.
- Students who need to be picked up early from school must be signed out by a parent or guardian listed on the child’s contact information. If someone who is not listed on the contact information attempts to pick up the child, regardless of relation to the child, then the child will not be released from school.
- If your child must be absent for any reason, please notify the school’s attendance line as soon as possible at 720-424-7069, or the assistant principal at 720-424-7099 so that his/her attendance can be documented accordingly.
- For illnesses that result in your child being absent from school for more than three consecutive school days, please bring a note from your child’s doctor or health care provider as soon as the child returns to school.
- In accordance with Denver Public Schools attendance intervention guidelines, any student who has missed 5 or more days of school, for any reason, or who have arrived to school late on 10 or more occasions, will receive a “5-day letter” from the student’s teacher. Please sign this letter and return it to the teacher or assistant principal. For any questions about the letter, please notify the assistant principal at 720-424-7099.
- In accordance with Denver Public Schools attendance intervention guidelines, any student who has missed 15 or more days from school (or who demonstrates excessive tardiness, where the student consistently arrives to school more than 20 minutes late) will receive a certified “truancy letter” from the assistant principal. The assistant principal will also attempt to contact parents for a conference and to put the student on an Attendance Contract. If your child has been absent for several days due to illness, please make sure that the assistant principal has received documentation from the child’s doctor or health care provider so that attendance can be marked accordingly.
- In accordance with Denver Public Schools attendance intervention guidelines, any student who has missed 25 or more days from school may receive a summons to appear in juvenile truancy court.
- Perfect attendance will be celebrated! Students with perfect attendance will receive awards each trimester at a school awards assembly.

Attendance Policy for ECE and Kindergarten

The **philosophy** of the Early Education Department is to create an integrated and comprehensive system of diverse, high quality early education and care services. This system of services will enhance the development of young children so they succeed throughout their academic career; support families in their role as nurturers and first teachers; and meet the financial abilities of Denver's working parents.

The Early Childhood Education Program **goals** include:

- providing a broad range of developmentally appropriate educational experiences for preschool children that support emergent literacy skills and future school success
- actively involving parents in the education of their children both at home and at school
- supporting children's emerging sense of self in an environment that promotes the development of confidence and competence and fosters skills for healthy social interactions.

At Godsman Elementary we expect all students to attend every day and recognize that regular daily attendance is necessary for satisfactory academic progress. Absences resulting from injury, illness, or family emergencies will under normal circumstances be excused with proper notification/documentation such as a doctor's note.

Godsman Elementary has established the following attendance policy for Early Childhood Education and Kindergarten students to ensure regular attendance and the opportunity for students on the wait list to participate in the ECE/Kinder programs if other students don't attend regularly.

If a student has unexcused absences totaling more than 20% of the days enrolled, then the parents of the student will be notified about the concern and placed on an attendance watch for improvement.

If the attendance does not improve during the given amount of time, two weeks for example, then the student will be dropped from the program if there is a wait list or reduced to half day for kindergarten if there are more than 25 students enrolled in the class. In ECE, students will be dropped from the program if there is a wait list, if there are 16 students enrolled in the class. (The maximum class size for ECE is 16 students.)

STUDENT DRESS CODE (PLEASE HELP US REMIND STUDENTS OF THESE EXPECTATIONS)

The Godsmen School Dress Code is in accordance with the Denver Public Schools Dress Code. Our student dress code is an essential aspect of creating a safe and respectful school environment, which is conducive to learning. During the school day and at all school-related activities or functions, students shall adhere to a standard of dress and appearance that is appropriate.

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

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



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

NUISANCE ITEMS

Nuisance items such as toys, trading cards, and electronics should not be brought to school. If nuisance items are brought to school, they will be taken and kept until the parent/guardian picks the item(s) up. If the item is not picked up by the end of the year, it will be donated to a non-profit organization. The school is not liable for any stolen item(s).

LOST & FOUND

All articles found on the school grounds should be turned in to the front desk. Unclaimed items will be donated to a charitable organization at the end of the school year.

PERSONAL PROPERTY

Godsman Elementary School will not replace lost/stolen articles or make reimbursement for lost/stolen articles. Students and their parents are responsible for damaged property, (personal, school, or staff) whether damage was willful or accidental.

MEALS

Breakfast will be served in the classroom on a daily basis. Please keep accurate records of pupil's attendance on the form provided. Teachers are also offered breakfast free of charge. Please be sure that students only use the trash receptacle provided for all trash resulting from breakfast as it will be emptied right after breakfast each day. Breakfast will be delivered prior to 7:50 each morning.

Lunch can be purchased in the cafeteria with or without milk. Please see the lunchroom manager for further information.

COPY MACHINES

Copy machines are located in the Staff Lounge and in the Office. You will receive a copy number from Betty Schaal. This number will allow you to make 1500 copies, 1000 in the Lounge and 500 in the Office. Call the Office for paper delivery or jams. Please treat the machines with care as they are fragile and take some time for repairs when needed.

HEALTH SERVICES

A school nurse or health aide is on duty everyday at Godsman Elementary and handles all clinical needs. When the nurse or health aide is not present, our office staff, which has received clinical training and certification, will be responsible. Please send students to the clinic with a green slip if a child does not feel well or is injured.

Temperatures are always checked when a student feels warm. If a parent contacts you regarding their child's health, please refer them to the health office, please send them to the clinic. They are not to call home. The clinic staff will contact the parent if the child needs to go home.

If a student is going home due to an injury teachers are always notified. Parents are always notified if it is a substantial injury resulting in swelling, limited range of motion, or discoloration. Student return to class from the clinic with a note or the teacher is called or visited to communicate what has happened. We do not do this if there is none of the above symptoms because at lunch time alone we see 20 kids or more (many who come in with their friends) who bumped someone's head, knee, elbow, etc. and have no markings (but it is a good reason to come into the clinic). If the injury is as a result of an incident between students, they are seen, but the Assistant Principal contacts the parents.

If the student is Medicaid eligible, then the green slips are used to file the school's Medicaid charges. If not and there is a health concern, the slips are kept in the office for a couple months.

Downtown is hoping that next year health visits will be put into IC, but only the nurse has access to that info....not administrators, secretaries, or any other staff personal due to Heppa. Entering the health visits will not be mandatory though.

Medication: For the safety of all children, students may not bring over-the-counter medication of any kind to school. This includes aspirin, cough drops, eye drops, and medicated chewing gum. The school cannot administer over-the-counter medicines.

If it is necessary to give medication during school hours, a written request from parent/guardian and a doctor's medication release form must be registered with the school nurse. A form is available in the nurse's office. It is the student's responsibility to remember when to take the medication. Medication is never released to children and must be transported to and from school by an adult. The prescription medication must be provided to the clinic in a pharmacy labeled container. State law requires that the medication be labeled with:

1. The child's name
2. Name of prescribing doctor
3. Name of the medicine
4. Dosage to be taken
5. Length of time to be given
6. Time of day to be given.

If the medication is not labeled correctly or the form is not filled out, the medication cannot be given.

Medical Emergencies

Whenever a child becomes seriously ill at school, parents or designated persons on the emergency card will be called and transportation arranged. We need to have at least three emergency numbers (relatives, friends, neighbors) we can contact in case we are unable to reach the parent. Therefore, it is vital for the school to have the correct information in case of an emergency. Please notify the school if changes occur in address, telephone numbers, or emergency procedures.

SCHOOL ORGANIZATION/GOVERNING STRUCTURE

DENVER PUBLIC SCHOOLS (DPS)

Godsman Elementary is under the jurisdiction of the Denver Public School District No. 1. We have several committees that guide our decisions in regard to students and staff.

SCHOOL LEADERSHIP TEAM (SLT)

The SLT Consists of at least 3 teacher representatives representing a cross section of the faculty including grade levels, specials and special service providers. They are elected by a majority of the faculty voting by secret ballot. Reviews and collaborates with principal in development of school improvement plan, professional development plan, review and collaborate with the principal on budget expenditure for materials, review implementation of district's instructional programs, identifies strategies for increasing enrollment; develop communication strategies for regularly reporting student progress to parents; collaborates with principal to implement best instructional practices.

PERSONNEL COMMITTEE (PC)

Selects candidates for vacancies and reduction in building (RIBS) staff at the school building; composed of the principal, and three (3) teachers chosen by a vote of the faculty; may have one (1) or more of the teacher assignments filled, on a rotating basis, by (a) teacher(s) in the grade, team or department in which the vacancy exists. PBS

POSITIVE BEHAVIOR SUPPORT (PBS):

Assists with the development and implementation of PBS expectations throughout the school, including grade-level or school-wide projects, school assemblies, celebrating student and staff successes around PBS, and helping to create other systems of support for staff and students around PBS

TECHNOLOGY COMMITTEE

Allocates tech resources within the school, collaborates to create a tech plan meeting the state standards for ECE-5th grades, plans for future purchases. This committee is made of our STR, and administrator and 2-3 teachers.

SOCIAL COMMITTEE

This committee organizes celebrations and other types of recognitions for staff members.

PARENT LEADERSHIP TEAM (PLT)/PARENT ADVISORY COUNCIL (PAC)

This team works as a group with our family tech to increase parental involvement. The purpose of the PAC is to promote the welfare of Godsman students through communication among parents, teachers, and school officials. PAC provides parent education, family recreation/entertainment, and school spirit functions. All parents and guardians of the children enrolled in Godsman Elementary, members of the faculty, and students are welcome to attend. Meetings will be held monthly; more information to follow.

VOLUNTEERING AT GODSMAN

We are always looking for volunteers to contribute at Godsman Elementary. Volunteers can function as student tutors, hall monitors, teacher helpers, computer/technology supports, classroom visitors, special project coordinators, and so on. Regular volunteers must complete a background check. The forms are available in the office. Please remind your volunteers to sign the volunteer notebook in the

main office so we may provide them with a volunteer badge to wear for the time they are at Godsman. The notebook will be used to recognize the gifts of time given by volunteers at recognition celebrations. Any amount of time volunteered will be appreciated and recognized in April. Note too, that volunteers will be asked to complete a simple volunteer safety orientation.

CLASSROOM AND PROGRAM INFORMATION

In addition to our full time staff of classroom teachers, we have the following: Spanish literacy instruction for students who require support in acquiring English, Gifted Talented Teacher, Intervention Teacher, Special Education Teachers, Art Teacher, Music Teacher, Physical Education Teacher, Humanities Facilitator, Library Teacher and Technology Para



SPECIAL EDUCATION

Classroom teachers and the special services team work together to provide services for children who are identified as having special needs. There are two special education teachers who work together to meet the needs of the students in special education. They assist and support students within classes throughout the day.

Student Support Process (Student Intervention Team)

When there is a concern about a child's learning or behavior, a procedure may be initiated which may or may not result in the child's placement in Special Education. During each step, the parent/guardian is invited to become involved in the decision-making. The following steps are required by law:

1. The teacher will first contact the parent to notify them of any concerns.
2. The parent/guardian and teacher work together to discuss concerns. Then, the teacher prepares a Request for Assistance and refers the child to the SIT meeting of fellow teachers and counselors. Together, they offer suggestions to help the child in the school setting.
3. The teacher implements these suggestions during a specified time period.
4. A follow-up meeting is held to determine whether the interventions have been effective. If so, the process ends at that point.
5. If concerns remain, the team, with parent permission, may refer the child for an evaluation by the special services team.
6. The child is assessed by the nurse, psychologist, social worker, speech/language specialist, and the special education teacher.
7. A placement meeting ("staffing") is held to determine whether the child qualifies for services due to an identifiable disability or disabilities. If so, a plan (IEP) is created with goals and accommodations specified for meeting the child's needs.
8. An annual meeting is held to review progress, and design up-to-date objectives. Every three years, a re-evaluation is done, and a meeting convened, where it is decided whether the student continues to qualify for services.
9. Parent(s)/guardian(s) are involved throughout the entire process.

ENGLISH LANGUAGE LEARNERS

The ELA Department is responsible for providing English language acquisition services to more than 13,500 English language learners in the Denver Public Schools. More than 137 languages are spoken in DPS. As of October 1, 2008, Spanish is the primary language for 11,924 of the 13,639 English language learners.

The goal of the ELA program is to use efficient and effective educational methods to provide students with the English language skills they need to meaningfully participate in the district's mainstream

English language instructional program. Parents of students who speak a language other than English choose whether or not they want their child to participate in the ELA program. For those children who do participate in the ELA program, it is expected that they will have sufficient proficiency in English to meaningfully participate in supported English language classrooms after three years in the program. Students are evaluated for program placement by the ISA Team to determine a student's readiness for exit.

GIFTED AND TALENTED PROGRAM

Godsman Elementary has a Gifted and Talented teacher who will visit our school once a week. The GT teacher will work with students requiring additional academic challenges and rigor. He/she will also collaborate closely with the classroom teacher. Students identified as GT, are done so by Godsman staff, parent recommendations, and test data.

AVID

All fourth and fifth grade students will be introduced to the AVID Elementary program this year. AVID stands for Advancement Via Individual Determination, and its mission is to close the achievement gap by preparing all students for college readiness and success in a global society. This is accomplished by teaching students study skills, organizational skills, note-taking skills, and how to collaborate with others.

AVID Elementary classrooms encourage:

- Organizational tool accountability and responsibility
- Use of a planner to foster a "plan-ahead" mentality
- Communication skills (writing, listening, speaking)
- Note-taking strategies
- Inquiry method to learning
- Collaborative learning
- Goal-setting skills
- Time management skills
- Effective reading strategies for comprehension
- Building community with open communication