

Godsman Elementary School

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Home of the Bulldogs



Godsman PRIDE

Student and Family Handbook
2011-2012

DENVER PUBLIC SCHOOLS 2011-2012 School Year Calendar

Adopted by School District No. 1 in the City and County of Denver and the State of Colorado

1st Day of School



NON-STUDENT CONTACT DAYS

Planning/Professional Days (No classes for students.)

August 11, 12, 15, 16, 17; September 19; January 3; February 21; May 20
Total of 4 planning days - teacher self-directed planning. Total of 5.0 professional days - 3 principal directed and 2 SLT directed. SLT to determine which non-student contact days are planning and which are professional.

Parent/Teacher Conference Days (No classes for students.)

October 28 (Schools may modify the daily schedule for parent/teacher conference to meet the needs of the school community. Schools will also determine date and time for parent/teacher conference during 2nd semester.)

Assessment Days (No classes for students. See * and ** below for exceptions.)

September 10; November 10; January 13**; May 4*

** January 13--No Classes for Middle School and High School Students

* May 4--No Classes for Elementary and K-8 Students

END OF TERM-TO BE FOLLOWED BY REPORT CARDS

ES, ECE-8 and MS Trimester: November 10; February 24; May 25
6-12, High School 6 Weeks: Sept. 30; Nov. 10; Dec. 16; February 17; April 6; May 25
6-12, High School 9 Weeks: October 7; December 16; March 9; May 25

MS/HS WALK-IN REGISTRATION

August 9, 10,

VACATION/NO CLASSES

HOLIDAY/NO CLASSES

- Independence Day - July 4
- Labor Day - September 5
- Veterans' Day - November 11
- Thanksgiving Day - November 24
- Christmas Day - December 25
- New Year's Day - January 1
(Observed January 2)
- Marlin Luther King Jr. Day - January 10
- Presidents' Day - February 20
- Cesar Chavez Day - March 31
(Observed March 20)
- Memorial Day - May 28

SEMESTER DATES

First Semester Begins 8/18; Ends 12/16
Second Semester Begins 1/4; Ends 5/29

STUDENT REPORT DAYS

77 Days 1st Semester
94 Days 2nd Semester
171 Total Days

TEACHER REPORT DAYS

86 Days 1st Semester
96 Days 2nd Semester
184 Total Days

The Calendar for the 2011-2012 school year is adopted by the Board of Education subject to the provision that if for any reason the School District must close schools for more than the time provided by the statutes, the adopted 2010-2011 calendar may be amended by the Board of Education to provide enough additional school days on Saturdays, during vacation, or at the end of the present calendar to meet legal requirements as required by the statutes.

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Greetings from the Principal

Welcome back to those of you returning to our school and to those of you attending Godsman for the first time. The staff and I are looking forward to a very successful school year full of learning with some fun along the way! We will continue to offer monthly family activities, such as, Family Literacy Nights, Family Math Nights, Mother and Father Nights. In addition, we will offer parenting classes in response to the families who have requested additional information.

This year all students will wear uniforms. The uniforms consist of a polo shirt in navy or light blue with a Godsman logo. These will be available for purchase from the office. Students should wear khaki or navy blue bottoms. Students will be sent to the office for a loaner shirt if they come school out of uniform. Please speak to our family liaison if help is needed purchasing the shirts. Thank you for your support in creating the best academic setting possible for learning!

The school day Monday through Thursday is 7:55 a.m. - 3:00 p.m. On Fridays, students are dismissed at 2:00 p.m. This structure provides our staff the opportunity to meet for 90 minutes each week. This time is used to closely look at what and how students are learning and what we can do to make sure our students are learning what they need to know by the end of the year. Please call the office if you have any questions.

A little about myself: This will be my fifth year as principal at Godsman. I have been an assistant principal at a middle school and a literacy coach and reading teacher at the elementary school level. I worked collaboratively with teachers to increase the academic achievement of ALL students. Prior to that, I taught kindergarten and first grade for seven years in a bilingual classroom.

The first time I walked into Godsman I felt right at home. The students, staff and community are most welcoming! I know that, by working together, we will see the achievement of our students increase dramatically by expanding and increasing family involvement and after school opportunities. We truly appreciate your support!

I eagerly anticipate working with each and every student, family and staff member and look forward to building, not just a community of learners, but an entire Godsman family as well! I know that, **WHATEVER IT TAKES OUR KIDS ARE WORTH IT!!**

Sincerely,



Patricia Hurrieta
Principal, Godsman Elementary School



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, Respect, Integrity, Diversity, Excellence

Godsman Elementary School's Vision:

By May of 2014, we envision that Godsman Elementary has:

- Fully implemented an instructional system that assures that all students have fully mastered reading, writing, and oracy skills in English, and that all of our students meet or exceed grade level expectations in mathematics (Literacy Squared and Everyday Math, described below);
- Fully implemented an instructional system that assures that all students have acquired in-depth content knowledge, and the ability to apply that knowledge, in science and social studies, while further developing their English language reading, writing, and oracy skills (Guided Language Acquisition Design (GLAD) described below);
- Provided our native Spanish speaking students with opportunities to further develop their native language literacy skills to become fully biliterate;
- Developed, at a very early age, the expectations and academic and social supports that establish our students on a course that will lead to high school graduation and that will have them prepared to succeed, without remediation, in a post-secondary program leading to their economic and social success.

Academics and Learning at Godsman Elementary

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.

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 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.

Godsman School Calendar 2011-2012 (to be updated)

Godsman Elementary School Event Calendar

Event	Date
Back to School Meet and Greet	August 18, 2010
First Day of School	August 19, 2010
Literacy Night	September 23, 2010
Math Night	October 21, 2010
1 st Parent Teacher Conference	Week of October 25, 2010
First Trimester Award's Assembly (Grades K-5)	Friday, November 19, 2010
2 nd Parent Teacher Conference	Week of February 21, 2011
Second Trimester Award's Assembly (Grades K-5)	Friday, March 4, 2011
Field Day, 1 st -5 th grades (Back up day is 5/20/11)	Friday, May 13, 2011
Third Trimester Award's Assembly (Grades 1-4 only)	Thursday, May 26, 2011
5 th Grade Continuation (6 p.m.)	Thursday, May 26, 2011
ECE and Kindergarten Continuations (during school day)	Friday, May 27, 2011
Last Day of School	Friday, May 27, 2011

Please continue to read our weekly school newsletter for more upcoming school events!!

Godsman Elementary School Parent/School Governance Meetings

Collaborative School Committee	2 nd Wednesday of each Month
Godsman Neighborhood Association	1 st Thursday of each Month

Godsman Elementary End of Term – To be Followed by Report Card

End of 1 st Term	November 12, 2010
End of 2 nd Term	February 25, 2011
End of 3 rd Term	May 27, 2011

Grade cards will be sent home following the grading term.

No School for Students

Event	Date
Labor Day	Monday, September 6, 2010
Assessment Day	Friday, September 17, 2010
Teacher Planning/Professional Day	Monday, September 20, 2010
Parent Teacher Conferences (Individual appointments will be scheduled with parents.)	Thursday, October 28, 2010
Vacation Day	Friday, October 29, 2010
Observance of Veteran's Day	Thursday, November 11, 2010
Thanksgiving Break	November 24-26, 2010
Winter Break	December 20, 2010 – January 5, 2011
Teacher Planning/Professional Day	Monday/Tuesday, January 3/4, 2010
Assessment Day	Friday, January 14, 2011
Martin Luther King Jr. Day	Monday, January 17, 2011
Presidents' Day	Monday, February 21, 2011
Teacher Planning/Professional Day	Tuesday, February 22, 2011
Spring Break	March 28-April 1, 2011
Assessment Day (Individual appointments will be scheduled with parents for students.)	May 6, 2011

Student Arrival and Departure

School Hours

Our schools hours are Monday through Thursday, 7:55 a.m.-3:00 p.m. On Fridays students will be dismissed an hour earlier, at 2:00 p.m. This allows our staff members to meet for a longer period of time to plan for instruction and better meet the needs of each child. Teachers will be engaged in professional development every week for 90 minutes. We appreciate your support!

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 7:40a.m. Unless previously arranged with a teacher or administrator, please **DO NOT** bring or send your child(ren) to school prior to this time. **There is NO supervision prior to 7:40 a.m.**

Students are dismissed at 3:00 p.m. Monday through Thursday and 2:00 p.m. on Fridays and should be off of the school grounds 15 minutes after dismissal. 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 Godsman 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 and Departure Routines

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 7:55a.m., indicating that students should enter the building and report to their classrooms.
- The second morning bell rings at 8:00a.m. **Students must be IN CLASS BY 8:00 a.m.** to be considered on time.
- Teachers will supervise the hallways until the second bell rings

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 Keep our Students Safe!!

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 Schools 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.

Parking

In order to keep our students safe, please do not 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. **You can park on any one of these streets EXCEPT on street sweeping days.** The following is a map and schedule of street sweeping days:



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

Safety and Security

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 must sign in at the office and obtain a visitor's badge. Godsman staff members will approach visitors who do not display a badge. Should you be asked to explain your presence, please do not interpret this as rudeness; rather, it is intended as a precaution.

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 and students will go to their classrooms. Outside activities will be brought inside.
- Students will *Shelter-in-Place* (if needed) or will go to assigned places in the halls.
- Please do not come to the school as weather danger is in the school area. Your child will be in the safest place at the school.
- We will not dismiss students until the weather danger is over.

Lightning in the Area

- Outside activities will be brought inside.

Snow

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

Evacuation

Fire Drill

- All students and staff will exit the school and go to a designated location.
- Everyone will remain outside until the "all-clear" message is given.
- If students are allowed to re-enter the building, they will then return to class. If not, information will be available at the school or through the DPS Communications Office

Emergency Procedures (continued)

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 doors will be locked.
- All interior doors will be locked.
- No one may enter or leave. To keep our students safe as possible, there will be no exceptions.
- No students will be dismissed until the situation is over.
- Information will be available through the DPS Communications Office or the DPS website. Please do not call the school as we will be working with authorities to ensure the safety of the students.
- A sign will be posted on the windows of our doors stating if we are in a lockdown.

For more information on any safety situation



- Contact the DPS Communications Office at 720-423-3414
- Any weather-related schedule changes will be posted on the DPS website at www.dpsk12.org
- Weather related school closures may be heard on KOA 850, KMXA 1090, KJME 1390, KJMN 92.1 FM.

Release of Students

In any emergency situation, ***we can only release students to the names of persons listed on the Registration/Emergency form unless special arrangements have been made.*** It is vital that our school office always has a current contact telephone number.

Health Services

A school nurse or nurse's assistant is on duty everyday at Godsmen Elementary and handles all clinical needs. When the nurse is not present, our office staff, which has received clinical training and certification, will be responsible.

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 a prescribed medicine is needed, we suggest that you try to give the medication at home. It is usually possible for doctors to prescribe medication to be given before and after school and at bedtime. This eliminates the necessity of taking medication during school hours.

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.***



Home and School Communication

Friday Folders

At Godsman, we believe communication between staff and parents is of vital importance to your children's education. Godsman provides Friday Folders to keep parents informed of school activities. They are sent home every Friday. In them you will find:

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

Please sign and return your child's folder every Monday or the following school day if there is not school on that Monday.

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 Kindergarten -5th grade and twice yearly for those in Early Childhood Education (ECE). See calendar for the grading periods.

Protocol for Expressing Concerns or Questions

If you have a concern or question, please start your inquiry with the staff member directly involved. Together, every effort will be made to clarify or resolve the issue. If the issue is not resolved and still is of concern, please contact either the principal or assistant principal for assistance.

Contacting Teachers

Teachers want to communicate with parents. Though the beginning and end of school days are often a convenient time for parents to talk with teachers, this is a difficult time for teachers. This is when teachers typically are preparing the children for the "ceremonial beginnings and endings" of the day. Should you need to contact a teacher to set up an appointment to visit formally, simply contact the office at 720-424-7060. They will take your message and relay it to the teacher. Then, the teacher will contact you to set up a convenient time that will provide you with the adequate time, appropriate space, and undivided attention to which you are entitled.

Visiting the School

Parents are encouraged to visit classrooms and any of our other instructional facilities. You are always welcomed at our school! This is one of the best ways to be involved in children's education. For the safety and protection of our students, visitors must check in at the office and obtain a visitor's pass before visiting a workspace.



School Policies

Academic Policy

At Godsman, academics are our number one priority. Our teachers provide students with thoughtful and challenging lessons. Teachers use the state standards and district resources when planning lessons. We are continuously working together through professional development and shared leadership to provide your child with the highest quality of education he/she deserves. Parent/teacher conferences, phone calls, and homework folders are ways our teachers work with you to support your child. If you ever have a question or concern about classroom instruction, please don't hesitate to contact us.

Homework Policy

Homework is a consistent and purposeful extension of school learning. Teachers will inform students of any assigned work and students will note assignments. It is the child's responsibility to ask for clarification concerning the assignment. Responsibility for completing and submitting homework lies with the student. Specific homework standards and consequences will be established by teachers.

Parents are encouraged to set aside a consistent time, and possibly a place, for assignments to be completed each evening. Parents should see the product and give acknowledgement for the work that was done. We would encourage parents to spend some time each evening involved with their child's learning.

In Colorado, the pursuit of excellence in all curriculum areas of education has been greatly assisted by a service offered throughout the state in all grade levels. *Homework Hotline* is a telephone homework help service coordinated by Denver Public Schools and utilized by students throughout Colorado. Licensed teachers field upwards of 600 calls per night from students of all grade levels who are unable to fully grasp math, science and language arts concepts in homework assignments. With great skill and patience, teachers guide students to the answers they seek.

Homework Hotline Hours of Operation

4:00 to 8:30 p.m. Monday through Thursday (throughout the school year)

Local calls: 303-322-PASS

Calls outside the metro area: 800-825-PASS



Student Attendance Policy

- The goal for the Denver Public Schools and Godsman 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 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.

Godsman Elementary

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.)

Discipline Policy

At Godsman, we use three basic discipline processes – *preventative*, *informal*, and *formal*: *Preventative* measures, as the term implies, can be very successful in preventing discipline problems before they happen. Preventative measures include class and school reward systems, positive reinforcement and praise, and teaching conflict management strategies to students. *Informal* processes are necessary at times to deal with minor discipline problems that inevitably arise. As a general policy, violations of classroom rules will be dealt with by the teacher through the use of this informal process. The key to successful implementation is to make the consequences fit the behavior so that both are seen by the student as logically related. When this happens, the conditions are right for real learning and meaningful behavioral changes to take place. The *formal* discipline process constitutes a “referral” to the principal or assistant principal for serious or repetitive violations of school rules. The process provides a series of steps for dealing consistently, fairly, and effectively with serious or repetitive rule violators.

It is our hope that the majority of our students will go through all grade levels without a “referral”. *By far, the biggest factor in determining a student’s success with school discipline is the level of support we receive from the families!*

Denver Public Schools Discipline Policies

Please note that the following Board Policies are in place for the protection of all children attending Godsman Elementary School. Any violation of these policies will make the student subject to automatic disciplinary action. Please see the attached Denver Public Schools Discipline Ladder for more information.

Three of the most important discipline policies enforced at Godsman include the following:

Drugs/Alcohol – The use or possession of tobacco, drug, or alcohol products in all school buildings or on school grounds is prohibited.

Weapons – Carrying, bringing, using, or possessing a dangerous weapon may result in disciplinary action. “Dangerous weapons” include, but are not limited to, the following:

- a) a firearm, whether loaded or unloaded
- b) any object that looks like a firearm
- c) any pellet or “BB” gun or other device, whether working or not, designed to propel projectiles by spring action or compressed air
- d) a fixed blade knife with a blade longer than three inches, a spring loaded knife, or pocket knife with a blade longer than three and one half inches
- e) any other object, device, instrument, used or intended to be used to inflict death or serious injury
- f) slingshots, nunchaku, brass knuckles, or artificial knuckles of any substance whatsoever

Harassment/Bullying – Threats of any physical violence are unacceptable in the educational setting. Threats can lead to a sense of insecurity and acts of violence; therefore, persons who threaten or inflict bodily harm on students or school personnel on school property or at a school sponsored activity shall be subject to disciplinary action.

DENVER PUBLIC SCHOOLS DISCIPLINE LADDER

Type One Offenses

Classroom disruption

- Excessive tardiness
- Picking on, bothering, or distracting other students
- Use of profanity or vulgarity
- Dress code violation
- Minor disruption of school activity
- Minor defiance of authority/disobedience (purposefully not following directions)
- Verbal insults or put-downs
- Use of cell phones, Gameboys, and similar electronic devices

at unauthorized times

- Minor damage or defacement of school property
- Tobacco offenses
- Unauthorized use of school equipment
- Gambling
- Minor physical aggression with another student (pushing, shoving)
- Scholastic dishonesty (cheating)
- Other minor school-based misconduct

Consequences

For Type One Offenses, students will be referred to Level A of the Discipline Ladder. Students may be moved to the next levels of the ladder (from Level A, to Level B, to Level C, etc.) for habitual violations of the same rule or policy during the same school year.

LEVEL A CONSEQUENCES/LADDER – Teacher/Student

- *The student is provided an opportunity to tell his/her version of the incident*
- *The teacher or designated staff counsels with the student*
- *One or more interventions are initiated as appropriate*
- *Any interventions will be documented*

LEVEL B CONSEQUENCES/LADDER – Teacher/Student/Parent

- *The student is provided an opportunity to tell his/her version of the incident*
- *The teacher or designated staff notifies the student's parent/guardian*
- *The teacher counsels with the student and, if possible, the parent/guardian*
- *One or more interventions are initiated as appropriate*
- *Any interventions will be documented*

LEVEL C CONSEQUENCES/LADDER – Teacher/Support Staff/Student/Parent

- *If interventions as Level B have not been successful, the teacher or designated staff can determine whether to involve a social worker, nurse, guidance counselor, psychologist, or any other member of the school's support staff*
- *The student is provided an opportunity to tell his/her version of the incident*
- *The parent/guardian is notified*
- *The teacher and any member of the support staff who has been involved will conference with the student and, if possible, the parent/guardian to provide support for correcting the misbehavior. If possible, all of the student's teachers will be included in the conference*
- *One or more interventions are initiated as appropriate*
- *Any referrals or interventions will be documented*

Type Two Offenses

False activation of a fire alarm

- Possession of fireworks/firecrackers
- Level I bullying (verbal and written aggression or intimidation)
- Level I harassment based on race, ethnicity, sexual orientation gender identity, disability, or religion (verbal and written harassment)
- Level I sexual harassment (verbal and written harassment)
- Consensual but inappropriate physical contact
- Destruction or theft of school property including graffiti (under \$500)
- Severe defiance of authority/disobedience (demonstrating gross disrespect for school personnel)
- Trespassing (students may only be referred to law enforcement if, after being asked to leave the campus, the student refuses)
- Theft from an individual (under \$500)
- Other school-based misconduct that disrupts the school environment
- Recurring Type One offenses (after going through Levels A through C of the Discipline Ladder)

Consequences

For Type Two Offenses, students will be referred to Level D of the Discipline Ladder. Students may be moved to the next levels of the ladder (from Level D to Level E, etc.) for habitual violations of the same rule or policy during the same school year.

LEVEL D CONSEQUENCES/LADDER – Administrative Level Referral

- *The student is referred to the appropriate administrator or designated staff person*
- *Documentation of the steps taken to intervene and change the student's behavior is provided*
- *The student is provided an opportunity to tell his/her version of the incident*
- *The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary*
- *One or more interventions are initiated as appropriate*
- *If necessary, in-school suspension of up to 3 days may be utilized*
- *School officials should consider developing a Behavior Intervention Plan for the student (sometimes the plan may be mandatory)*
- *Referrals and interventions will be documented*

Type Three Offenses

- Level II Bullying (physical acts of aggression or intimidation and repeat Level I bullying behavior)
- Level II harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion (acts of physical harassment and repeat Level I harassment behavior)
- Level II sexual harassment (acts of physical harassment and repeat Level I harassment behavior). It will be determined whether the student's behavior rose to the level of an offense that must be reported to law enforcement or the Denver Department of Human Services.
- Level I fighting (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses)
- Being under the influence of drugs or alcohol
- Possession of alcohol or unauthorized (but legal) drugs
- Possession of illegal drugs
- Destruction or theft of school property, including graffiti (\$500-\$5000)
- Theft from an individual (\$500-\$5000)
- Other school-based misconduct that substantially disrupts the school environment
- Recurring Type Two offenses)

Consequences

For Type Three Offenses, students will be referred to Level E of the Discipline Ladder. Students may be moved to the next levels of the ladder (from Level E to Level F, etc.) for habitual violations of the same rule or policy during the same school year

LEVEL E CONSEQUENCES/LADDER – Suspension Options

- *The student is referred to the appropriate administrator or designated staff person*
- *Documentation of the steps taken to intervene and change the student's behavior is provided*
- *The student is provided an opportunity to tell his/her version of the incident*
- *The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary*
- *One or more interventions are initiated as appropriate*
- *If previous interventions have not been successful, the principal or principal's designee may consider the use of an in-school suspension of 1-3 days or a 1-day out-of-school suspension*
- *Elementary school students shall not receive out-of-school suspensions for Type One offenses*
- *School officials should consider developing a Behavior Intervention Plan for the student (sometimes the plan may be mandatory)*
- *Upon return to school after suspension, further steps to encourage positive behavior are to be considered*

Type Four Offenses

- Arson
- Level II fighting (including incidents with significant injuries, but which do not rise to the level of the Type Five offense, first or second-degree assault – these offenses will be classified as third-degree assault for reporting purposes)

- Destruction or theft of school property, including graffiti (over \$5000)
- Theft from an individual (over \$5000)
- Possession of an explosive (non-fireworks/firecrackers) that seriously endangers the welfare or safety of other students or school personnel
- Willfully causing damage to the property of a school employee
- Assault, harassment, or false allegation of abuse against a school employee
- Hazing activities (forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group)

- Child abuse
- Unlawful sexual behavior and/or unlawful sexual contact, and/or indecent exposure
- Witness intimidation or retaliation
- Other student behavior presenting an active or ongoing danger to the welfare or safety of school occupants
- Recurring Type Three offenses

Consequences

For Type Four Offenses, students will be referred to Level F of the Discipline Ladder. If the misconduct has seriously endangered the welfare or safety of other students or school personnel, and the student's continued presence in the school constitutes a significant safety risk, the student may be recommended for expulsion.

LEVEL F CONSEQUENCES/LADDER – Additional Suspension Options

- *The student is referred to the appropriate administrator or designated staff person*
- *Documentation of the steps taken to intervene and change the student's behavior is provided*
- *The student is provided an opportunity to tell his/her version of the incident*
- *The administrator or designated staff person schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary*
- *One or more interventions are initiated as appropriate*
- *If previous interventions have not been successful, the principal or principal's designee may issue an additional 1-3 day in-school suspension and/or a 1-3 day out-of-school suspension*
- *Elementary school students shall not receive out-of-school suspension for Type One offenses*
- *School officials should consider developing a Behavior Intervention Plan for the student (sometimes the plan may be mandatory)*
- *Persistent misconduct can result in the student being declared "habitually disruptive", for which the student will be recommended for expulsion*
- *Upon return to school after suspension, further steps to encourage positive behavior are to be considered.*

Type Five Offenses

- Robbery
- First or second degree assault, and sexual assault
- Sale of, or intent to sell, unauthorized drugs or controlled substances
- Carrying, bringing, using, or possessing a knife or dangerous weapon without the authorization of the school or District (including any firearm or firearm facsimile that could reasonably be mistaken for an actual firearm, spring action or compressed air devices such as BB guns, fixed-blade knives with blades longer than 3 inches, pocket knives with blades longer than 3.5 inches, spring-loaded knives, and any other objects used or intended to be used to inflict death or serious bodily injury)
- Habitual disruption – habitually disruptive students are eligible for expulsion, though not for referral to law enforcement

Consequences

The Discipline Ladder does not apply to Type Five offenses. Students who commit these offenses are to be given a 3-10 day out-of-school suspension and, as required by state law, be recommended for expulsion and notification of law enforcement (with the exception of “habitual disruption”).

Student Dress Code (Uniforms)

The Godsgan School Dress Code is in accordance with the Denver Public Schools Dress Code. This year, our families decided that all students should wear uniforms. Uniforms consist of polo shirts and khaki or navy blue bottoms. The polo shirts may be purchased from the office and the bottoms from any store. 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. Be dressed in school uniform.
2. Shorts, dresses, skirts or other similar clothing must be longer than mid-thigh length.
3. Sunglasses, hats, or headscarves must be taken off, and kept off, inside the building.
4. Inappropriately sheer, tight, loose, or low-cut clothing that bares or exposes the stomach, back, and inappropriately shown areas are not acceptable. (For example: garments made of fishnet, mesh, or similar material, midriffs, halter tops, backless clothing, tube tops, muscle tops, revealing tank tops or sundresses, etc.)
5. Inappropriate footwear, including rubber sole thongs (flip-flops) or bedroom slippers are not allowed. Students need proper shoes for P.E. class!
6. Students may not wear or bring clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are, or contain any words, symbols, or pictures that:
 - a. Refer to drugs, tobacco, alcohol or weapons
 - b. Are of a sexual nature
 - c. Are obscene, profane, vulgar, lewd or legally libelous
 - d. By virtue of color, arrangement, trademark or other attribute denote membership in gangs, associations with violence or disruptive behavior
 - e. Threaten the safety or welfare of any person
 - f. Promote any activity prohibited by the student code of conduct
 - g. Pose a threat or potential threat to the safety or welfare of any person
 - h. Otherwise disrupt the School's mission in delivering education services



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

Other Godsman Elementary Policies, Information and Resources

Registering a Student

For any student to register, a birth certificate (or other proof of date of birth), updated immunization records, and proof of residency are required. Based on state regulations, proof of immunization is required within the first fifteen days of attendance.

To be enrolled for ECE (Early Childhood Education), students must be four years of age by October 1st in which they enter ECE. Kindergarten students must be five years of age by October 1st of the year in which they enter kindergarten. Similarly, a child must be six years old by October 1st to enter first grade.

Tuition-Based ECE and Kindergarten

Full-Day Tuition-Based ECE and Full Day Tuition-Based Kindergarten registration is scheduled every January. (Visit www.dpsk12.org for more information.)

Parent Liaison

Godsman is fortunate to have a family liaison every day. Her role is to help parents and families become more comfortable with our educational system and in helping their children with homework. She has many resources for families who may need some help, such as, with clothing or school supplies, and can point you in the right direction for other types of assistance. The family liaison is housed in our Parent Resource Center, room 114 just outside of the main office.

Other Godsman Elementary Policies (continued)

Backpacks

Students will need a backpack or something durable to carry homework, notes from teachers, school communications, etc. Please check your child's backpack daily.

Nuisance items

Nuisance items such 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 offered to each child in his or her classroom daily. This is free of charge to all families who have a lunch form on file in the district.

Lunch will be provided to all students by Denver Public Schools. Lunch applications must be filled out by each family prior to the first day of school or upon enrollment.

Field Trips

Field trips are intended to allow students experiences that provide them with insight, information, or knowledge that might not be learned within the classroom. 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 there are behavioral concerns regarding a particular student the teacher will 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, the teacher will work with the student's parent(s) and, if necessary, with the school administration to create a plan for the student. Every effort will be made to include the student in the field trip as it is a part of the student's classroom instruction.

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.

Collaborative School Committee (CSC)

The CSC is committed to a partnership between the parents, teachers, staff and community for the purpose of **improving academic achievement**. Four parents serve on the committee as parent representative. We are always seeking new committee members. Please call the office if you are interested in serving on the committee. CSC meetings are open to the public and all interested parties are encouraged to attend. CSC meetings will be held at 5:00 p.m. the second Wednesday of every month. Please feel free to bring your ideas to a CSC meeting or leave a note in the office for a CSC member on agenda ideas. Agendas and minutes will be posted in the front hallway.

Parent Advisory Council (PAC)/Parent Involvement Committee

The purpose of the PAC is to **promote the welfare** of Godsman's 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 the 1st Monday of every month at 9:00 a.m. and 2:45p.m. to accommodate the needs of most parents.

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. Please feel free to volunteer and work in any capacity in which you feel comfortable. When volunteering, please sign the volunteer notebook in the main office and choose a volunteer badge to wear for the time you're at Godsman. The notebook will be used to recognize the gifts of time given by volunteers at recognition celebrations. Any amount of time you can volunteer will be appreciated and will make a difference in your child's education. Note too, that volunteers will be asked to complete a simple volunteer safety form.

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 Services

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

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 (Student Intervention Team) a 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.

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.

Extra Curricular Activities

Physical Education/Sports

Godsman Elementary School Physical Education program offers several extracurricular activities. In addition to Field Day, which is held towards the end of the school year, we offer several other activities. An opportunity that we will provide for the students is lunchtime team sports. Recently, we have had the 3rd, 4th and 5th graders play basketball at lunchtime. This year we hope to offer additional sports.



Student Council

The Godsman student body has an active Student Council. The council is comprised of elected officers and class representatives. The council holds regular meetings to discuss and create ideas related to student body projects, recreational and social activities, and many other matters. The student council includes the following elected positions - President, Vice President, Secretary, Treasurer, and individual class representatives. Elections for Student Council leadership and representative positions are held in August/September of every school year.

Lights on After School

Godsman received a grant for the school year that will support kids with after school activities. More information about this program will be coming in early in the school year.

Tutoring

Choir

Art

Special Events

Godsman produces several special events during the year to showcase the talents of our students and your children. These events may include, but are not limited to; concerts, dramatic productions, art shows, etc.