

Green Valley Elementary

**PARENT / STUDENT HANDBOOK
2011-2012**

Keith Mills, Principal

Amy Gile, Assistant Principal

Maria Alfaro, Business Manager

**4100 Jericho St
Denver, CO 80249**

**720-424-6710 (main office)
720-424-6735 (fax)**

TABLE OF CONTENTS

DPS MISSION STATEMENT	4
GREEN VALLEY ELEMENTARY SCHOOL CREED	4
THINGS YOU SHOULD KNOW.....	4
BASIC RIGHTS	4
ABSENCES/ATTENDANCE.....	5-6
AFTER SCHOOL PROGRAMS: ARTS, ACADEMICS, & ATHLETICS.....	6
ARTS	6
BELL SCHEDULE.....	6
BOOKS.....	6
BUILDING/ CAMPUS	
7	
BUS TRANSPORTATION.....	7
BICYCLES & SKATEBOARDS	7
CALLING/PHONE USAGE.....	7-8
CELL PHONES/ELECTRONICS.....	8
CLASSROOM RULES/EXPECTATIONS	8
CONDUCT DURING ASSEMBLIES/ACTIVITIES	8
CSC	9
DISCIPLINE.....	9
DRESS & APPEARANCE.....	9-10
DRUGS, ALCOHOL, & TOBACCO	
10	
EMERGENCIES.....	11
FIELD TRIPS/EXCURSIONS	11
FIGHTING	11
GANGS – ZERO TOLERANCE.....	11
HALL PASS.....	11
HELP	11
HOMEWORK POLICY.....	12
ILLNESS, INJURY, & MEDICATION.....	12
INFINITE CAMPUS.....	12
INTERNET USE	12
LIBRARY MEDIA CENTER.....	12
LOST & FOUND	13
LUNCHROOM PROCEDURES.....	13
MAKE-UP WORK.....	13
MORNING ROUTINE.....	13
PARENT INVOLVEMENT	14

PARENT/TEACHER/STUDENT CONFERENCES
14

PERSONAL PROPERTY.....14

POSITIVE BEHAVIOR SUPPORTS (PBS).....14

PROGRESS REPORTS.....14

REFERRAL PROCEDURES.....14

STUDENT SUPPORT SERVICES.....15

STUDENT RECOGNITION.....16

SUBSTANCE ABUSE.....16

SUSPENSIONS & EXPULSIONS.....16

VENDING MACHINES.....16

VISITORS.....16

VOLUNTEERS.....16

CONCLUSION.....17

COMPACT/CONTRACT.....18-19

APPENDIX.....20

 SCHOOL CALENDAR

 FACULTY/STAFF

DENVER PUBLIC SCHOOLS

Mission Statement

The mission of the 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.

Rottier, Julie
May 1, '10, 1:43 PM
Deleted: ¶ ¶

**Green Valley Elementary School
School Creed:**

“Every Child! Every Minute! Every Day!”

Rottier, Julie
May 1, '10, 1:42 PM
Added Text

Things You Should Know

This handbook contains policies and procedures, in alignment with Denver Public Schools’ policies, necessary for a safe and pleasant atmosphere in which to learn and to teach. Please discuss these with your child.

Rottier, Julie
May 1, '10, 1:43 PM
Added Text

Rottier, Julie
May 1, '10, 1:41 PM
Added Text

Rottier, Julie
May 1, '10, 1:43 PM
Deleted: Paragraph Break

With total commitment and cooperation of the students, parents, and Green Valley Elementary Staff, this will be the finest school anywhere!

Rottier, Julie
May 1, '10, 1:50 PM
Added: Paragraph Break

Basic Rights

GVE recognizes that all people, regardless of race, color, religion, sex, national origin, age, or disabling condition, are equally entitled to a quality education and learning environment. If any person feels that his/her rights have been violated, he/she needs to immediately express his/her concerns to the administration, office staff and/or teacher.

Rottier, Julie
May 1, '10, 1:43 PM
Deleted: ¶ ¶

ABSENCES/ATTENDANCE

When a student is to be absent, a call from home by the parent or guardian is essential.

Please call the main office @ 720-424-6710. On the day the student returns from an absence, he/she must bring a note giving the reason, date, telephone number, and parent signature.

Attendance: Philosophy, State Law, and Building Policy

A. Parents must encourage regular attendance. It is critical to your child's success and achievement.

B. Attendance is taken each period. All teachers receive a daily absence list and report inconsistencies to the attendance office. Teachers keep an attendance record for each class which serves as a legal document in court.

C. A home contact is attempted for each all day absence.

D. Unexcused all day or period absences will result in home contact, detention, or other consequences.

E. Definitions:

1. **Excused Absence**- Pupil absent with permission of the parent and school principal. The student will be admitted to class and make-up work be accepted by the teacher. Denver Public Schools policy is to mark all excused absences, without a verifiable doctor's note, as 'Family Business.' This is essential for records required by the school district and the State Department of Education. Please be advised that the explanation on the note is only that and *does not* automatically excuse the absence. Excuses will be allowed according to State School Attendance Law: *Title 22, Article 33*. This section gives the responsibility of approving absences to the administrator at the school of attendance.
 2. **Unexcused Absence**- Pupil absent with permission of the parent but without the permission of the school principal. The student will be admitted to class and make-up work will be accepted at the discretion of the teacher.
 3. **Truancy**- Pupil absent from class without the permission of the parent and school principal. The student will not be admitted to class and make-up work **WILL NOT BE ACCEPTED**. The parent will be notified of truancy as needed to enforce school and state attendance laws.
 4. **Tardy**- Pupil failure to be in the classroom on time. Students leaving the building without proper authorization will be considered truant and will face disciplinary action.
- A. Students should not attend school when they are *contagious or have a fever* because it can put themselves and others at risk for significant illness. Upon return to school from an illness or other excused absence, it is the student's responsibility to make up all work, in a timely manner, if credit is to be received.
- B. Students who know in advance that they will be absent from school should make arrangements to complete the assignment that will be missed before the absence occurs. Make-up work must be completed if credit is to be earned for the days issued. See also **Make-Up Work**

Absences- Excessive

Excessive absences are when a student has six excused or unexcused absences during a six-week time period or when a student has been absent from school without permission for four or more days (equal to twenty-eight class periods) in a given month, or ten or more days cumulatively. When a student has excessive absences, an 'Attendance Referral' will be sent to the school social worker. The social worker will require a conference with the student and parent to verify the student's attendance record. The school social worker will determine if it is necessary to initiate judicial proceedings under the *Colorado Compulsory Attendance Law*.

Absences – Hall Sweeps/ Tardy Policy

Green Valley Elementary follows a "Bell to Bell" tardy policy. Students will be required to be in class when the period begins. Teachers are instructed to close the classroom door and begin their lesson. After the morning bell, late students must report to the Main office. Throughout the day, teachers will document tardy students in *Infinite Campus*. Chronic tardiness could result in the school contacting Social Services, which is a DPS/State mandate, as well as result in Saturday School detention. **Continual hall sweeps will occur every period of the school day.** Any student who is in the halls after the bell must have a hall pass with the teacher's initials and time written on it.

Absences – Parental Notification

A computerized 'auto-dialer' will place calls to the home of parents when a student has been marked absent. Parents may elect to have notification through *Infinite Campus* to come to their work number, cell number, text message, and/or e-mail accounts. Thus, it is important that your home information is current. Parents may also access the student's attendance/ schedule/ grades/ etc. through the *Infinite Campus* parent portal.

Absences - Partial

When students need to be excused early, the parent/guardian is to sign the student out in the Main Office. **Please note – the adult who picks up a student must be one of the identified authorized persons in the student's file. Should a parent/guardian specify another individual to pick up a child, a photo ID is required at time of pick-up.**

AFTER-SCHOOL PROGRAMS:**BELL SCHEDULE**

Cafeteria open for breakfast	7:40am – 8:05am
Morning Bell	8:10am
Tardy Bell	8:15am
Afternoon Dismissal	4:00pm

BOOKS

The use of library and classroom books is free to students. Students will be charged for any damaged or lost books. Payment should be given to the School Librarian or the Office Manager. Any unpaid amount will be recorded on the student's transcript/cumulative files. Student transcripts and Progress report will not be sent to transferring schools or high school until all charges have been paid.

BUILDING/ CAMPUS

Green Valley Elementary is a *closed-campus* school.

- Any person who is not a GVE student or staff member must enter by the front door and report directly to the main office. A special "Visitors Pass" is required for anyone visiting the building. Per state law, all visitors must log in and out of the building.
- Students leaving the building without prior approval/ authorization will be declared unexcused/ truant for the period(s) missed.
- Our GVE campus has a 'Zero-Tolerance' policy on bullying, fighting, and intimidation.
- Our GVE campus is a drug-free campus.
- Our GVE campus is a smoke-free campus. No smoking/ tobacco product is allowed on any Denver Public Schools property.
- GVE does not tolerate gambling of any type.

BUS TRANSPORTATION**Authorization to ride**

In 2011-2012, students will be able to receive transportation through the FNE "Bus Shuttle" system. Any questions regarding the shuttle schedule should be directed to that department: 303-825-2611.

Conduct:

- The students are to be seated in their seats quickly.
- Loud talking and eating is not allowed in the bus.
- Hands and arms are not to be outside of bus windows.
- If crossing in front of the bus is necessary, the student will cross only when the driver has his signal lights operating.
- Students are to respond respectfully to bus drivers' requests. **Disrespectful behavior to students or adults will not be tolerated.**
- Inappropriate behavior will result in referrals and/or suspension from the bus.

1st referral	Parent contact/ Student Conference
2nd referral	Parent Contact/ Student Conference
3rd referral	Suspension from bus.

Rottier, Julie
Jun 1, '10, 1:47 PM
Added Text

Rottier, Julie
May 1, '10, 1:45 PM
Added Text

Rottier, Julie
May 1, '10, 1:46 PM
Added Text

Rottier, Julie
May 1, '10, 1:46 PM
Deleted: can not

Rottier, Julie
May 1, '10, 1:46 PM
Added Text

Rottier, Julie
May 1, '10, 1:46 PM
Added Text

Rottier, Julie
May 1, '10, 1:48 PM
Added Text

Rottier, Julie
May 1, '10, 1:46 PM
Added Text

Rottier, Julie
May 1, '10, 1:48 PM
Added Text

Rottier, Julie
May 1, '10, 1:46 PM
Added Text

Rottier, Julie
May 1, '10, 1:47 PM
Added Text

Rottier, Julie
May 1, '10, 1:48 PM
Added Text

Rottier, Julie
May 1, '10, 1:47 PM
Added Text

Rottier, Julie
May 1, '10, 1:49 PM
Added Text

Rottier, Julie
May 1, '10, 1:47 PM
Added Text

Rottier, Julie
May 1, '10, 1:49 PM
Deleted: ¶ ¶ ¶ ¶ ¶ ¶

Rottier, Julie
May 1, '10, 1:52 PM
Added: Paragraph Break

Rottier, Julie
May 1, '10, 1:55 PM
Deleted: Paragraph Break

Rottier, Julie
May 1, '10, 1:55 PM
Added Text

BICYCLES & SKATEBOARDS

Bicycles and skateboards may be ridden to school, but it is the owner who assumes total responsibility for his/her property. Thus, it is recommended that bicycles are locked in the provided racks. Bikes cannot be brought into the building for safe-keeping. Students are expected to walk their bicycle and carry their skateboard at dismissal until a safe distance away from the crowd of dismissing students. If student/s are unable to be responsible and safe with their bicycles and skateboards, then the student may lose the privilege of riding on campus.

CALLING/PHONE USAGE
Home by Students Students will be allowed to call home at the end of the school day using the Main Office phones. Students must ask permission to use the Main Office phones from the secretaries before making a call. Phone calls are for emergencies only (for example, regarding transportation issues or cancelation of after-school activity). Students should have arranged after-school visits to friends before school, not calling home after school.

Students by Telephone
Students will not be called to the telephone except in cases of *extreme* emergency. Messages will be taken and delivered by the last period of the day.

Teachers by Telephone
Each teacher now has his/her own telephone number and voice mail. When you call to speak with a teacher, please note that if a teacher is actively teaching, your call will be routed to his/her voice mail system. Please allow sufficient time for teachers to return your call or address your concern, preferably at least one business day. Our teachers and staff will return calls or address concerns in a timely manner, but teaching is their first priority. Often calls need to wait until the end of the business day.
See also **Cell Phones/Electronics**

CELL PHONES/ELECTRONICS

The use of cellular phones and other personal electronic devices (Electronic game devices, I-pods/MP3 players, cameras, etc.) during school hours is prohibited. Students who have cell phones or electronics in class will have them confiscated. If parents wish students to bring cell phones to school, they need to be locked up in the student's Elementary classroom or checked in at the main office.

Possession of cell phones and other electronic devices	<ul style="list-style-type: none"> • First offense: Confiscation, item brought to office with student name and period confiscated. Item returned to student at end of the day • Second offense: Confiscation, item brought to office, and returned to parent only • Third Offense: Confiscation, item brought to office, and returned to parent at end of the trimester
---	--

See also **Personal Property**

CLASSROOM RULES/EXPECTATIONS

Each class is unique and special. At the beginning of the school year, individual routines, rules and expectations are established by the classroom teachers and their students. Incentives and rewards for following those rules and expectations are also established. Behavior which violates the discipline policy, or which in any way is disruptive or offensive to others in the classroom, will not be tolerated. Teachers will follow GVE's 'discipline ladder'. Our GVE School Policy states that the following special rules apply in every classroom:

1. Pupils are not allowed to throw any object such as pencils, erasers, paper slips, spit wads, etc. in the classroom.
2. Running, horseplay and rough-housing are not allowed in the classrooms or school grounds as it poses a safety concern to students
3. Students are not to bring/eat gum or candy to school.

Behavioral Expectations

It is expected that all students will maintain their academic focus and appropriate behavior throughout the school day and year. The expectations will continue to be reinforced throughout the school year.

- Any student who receives a referral or suspension for inappropriate behavior will lose the privilege of attending any class excursion.
- Any student who receives a referral for inappropriate behavior of a serious nature within the last week of school, will be suspended, and could be subject to not returning for the remainder of the school year.

CONDUCT DURING ASSEMBLIES/ACTIVITIES

In keeping with the high behavioral standards of students at *Green Valley Elementary*, it is expected that students will behave in an orderly and respectful manner during assemblies, performances, and extra-curricular activities. Students will enter and exit programs quickly and quietly. They will listen and participate respectfully. Disruptive students and/or classes will lose the privilege of attending other programs. Students may also be denied participation in any school activities due to violations of the school discipline policy.

CSC

The CSC (Collaborative School Committee) is an advisory board that provides site-based management for Green Valley Elementary. Its purpose is to enhance student achievement by creating the School Improvement Plan and school climate by engaging the school community using collaborative efforts. The board is comprised of 4 parents, 4 teachers, 1 classified staff, 1 community member, and an administrator. The CSC meets once each month and all meetings are open. Check the school website _____ for the minutes from each meeting.

DISCIPLINE

A Shared Responsibility

A strong school system needs standards of behavior that all students and parents understand and support. Improving self-discipline among students is a major goal of the school. Parents are **KEY!** The student must realize that the home and school are partners in helping the student to become self-disciplined in work habits and behavior. The home is where it all begins.

Improving Student Self Discipline

We believe that every student has the right to learn and that every teacher has the right to teach. To accomplish this, everyone must know what is expected of students, teachers, and parents. All students are taught methods of improving self-discipline. It is ultimately the student's responsibility for self-discipline.

See also **Referral Procedure**

See also **Suspensions and Expulsions**

DRESS & APPEARANCE - STUDENTS

Rationale

GVE is a uniformed school. Our uniform dress colors areThe following is a list of valid reasons why a uniform dress is important:

1. Eliminates sagging in school
2. Eliminates students wearing tops that expose their stomachs, underarms, and other upper body areas
3. Eliminates the amount of time that teachers and administration contact home regarding inappropriate dress
4. Unifies the school and eliminates the negative group association
5. Economically better for parents
6. Eliminates students changing clothes after they leave home or parents leave for work, thereby making the parent/guardian unaware of what the child is wearing to school
7. Overall, it makes the school safer, eliminating the possible dangers hidden in pockets or under shirts worn where the bottom hangs well below the knees

All students must come to school dressed appropriately. Any student who is dressed inappropriately will call a parent/guardian for appropriate clothing to be brought to the school, may borrow temporary uniform clothing (if available in the student's size), and/or sent home for the day. S/he may return to school the following day. If we are unable to reach the student's parents, s/he will not be allowed to attend classes but will sit in the Main Office area.

2011-2012

pcollin
Jun 12, '07, 11:28 AM
Formatted: 0 point Space Before,
0 point Space After

pcollin
Jun 12, '07, 11:28 AM
Formatted: US English, Times New
Roman

A decent coverage of the body is expected; therefore, clothing should cover the body from shoulder to mid-thigh.

Appropriate dress includes:

- Uniform or uniform type shirts – with collar
 - Pants, shorts, skirts, skorts, with belts, worn up around waist area
 - Shorts, skirts and/or slits in skirts in which the hemline is beyond the student’s extended fingertips, when hanging at his/her side (basically at mid-thigh level). Slits cannot rise above mid-thigh.
 - Sweatshirts, sweaters, zip-up fleece with individual type pockets (maroon, navy, gray or white with no emblems or logos). ‘Hoodies’ with ‘kangaroo pockets’ are not allowed to be worn during the school day except for outside at recess.
1. Students must wear a maroon, navy or white polo shirt, and blue/navy or khaki pants, shorts, or skirt. Acceptable alternatives to the polo shirt are a white, maroon or navy long-sleeve knit shirt with a collar, and a short or long-sleeve white button-down dress shirt.
 2. Clothing with belt loops must have a belt. Pants must be pulled up to normal waist level; **no sagging will be tolerated**. If a student needs a belt, administration or main office can provide them with yarn.
 3. Uniform shirts need to be tucked in for all elementary students.
 4. The following items are the **only approved** warm clothing items:
 - a. long-sleeve white, maroon, or navy collared knit shirts;
 - b. turtlenecks, pull-over sweaters, zip-up fleece jackets (plain maroon, white, gray or navy only with no emblems/logos).
 5. “Free Dress Days” are special days when students are allowed to come to school without uniform. These days are reserved for certain picture days. Parents will be notified from the school office when students may have “free dress.”

Inappropriate / Banned dress includes:

- No spaghetti strap tops with or without sheer top covering spaghetti strap top
 - No pants, shorts, skirts with tears, cuts, and/or openings which render the garment inappropriate
 - No tube type top
 - No midriff baring top
 - No over-accessorizing (barrettes, belts, socks, earrings, necklaces that extend beyond the norm)
 - No printed designs, sayings, or patterns which may be deemed offensive or inappropriate
 - No ‘Sagging’ and/or Wide [baggy] style leg pants
 - No Wallet chains
 - **Emblems, logos or insignias are not allowed**
 - No headgear (including, but not limited to bandanas, do rags, scarves, hats) is allowed in the building during the school day or at school activities in the building.
 - Underwear worn as outerwear is prohibited
 - Jeans are not permitted at all. The only exception is on the last Friday of the month if the student has used his/her Valley Voucher to purchase a “Free Jeans Day” pass. Students who abuse the jeans day pass may lose the privilege to purchase in the future.
1. Students are not allowed to wear jackets any kind in class. Coats and items not approved as part of the “uniform guidelines” above are to be left in a student’s locker during the school day (except for use during the outside portion of lunch). **There are no other exceptions.**
 2. Students out of uniform will be sent to the office for a “Loaner Shirt.” The use of a ‘loaner shirt’ will result in possible after-school detention or Saturday School detention. For the second offense (out of uniform), student will call home and ask for a change of clothing to be brought to school or student could be sent home to change.

DRUGS, ALCOHOL, & TOBACCO

The use or possession of alcohol or any other harmful substances or the illegal use of narcotics and habit-forming drugs is forbidden. Suspension and independent court action will be taken against any student involved in the use, possession, distribution or sale of alcohol or narcotics. The police will be called as appropriate to the situation.

GVE is a tobacco / smoke-free campus.

See also **Referral Procedure**

See also **Suspensions and Expulsions**

EMERGENCIES

School

Denver Public Schools has developed clear guidelines for schools/classrooms to follow in the event of *Possible Threat*, *Immediate Threat*, and/or *Severe Weather* emergencies. All staff within the building are trained to follow the specific DPS guidelines throughout the emergency. **Student safety is the main consideration during any emergency.** Please be aware during an emergency student safety and maintaining a calm environment is paramount. Therefore staff may be unavailable to answer parental/ guardian inquiries during the emergency.

Student

In case of illness or emergency, the school tries to notify parents before sending pupils home. Please see that your child's emergency card is filled out completely so that we will have permission to call a responsible person if we are unable to contact a parent or guardian. **If you change your emergency numbers, notify the school immediately.** Under no circumstances will the student leave school without permission of the school nurse or office.

Numbers/ Contacts

Please make every effort to insure that the numbers and the information we have on file is current and the numbers are active. **It is very important that the parent/guardian keep numbers and addresses given to the school updated and current.**

FIELD TRIPS/EXCURSIONS

Teachers organize field trips for their classroom/grade level. Parents may be invited to participate and help chaperone a trip, although parents may be expected to pay for their own entry to certain museums/trips. Students are expected to represent our school in a positive manner and follow all school expectations and rules. If a student is not following GVR expectations, the student will be subject to disciplinary action which may mean losing the privilege to participate on the next class excursion.

FIGHTING

Students involved in fighting (before, after or during school hours); whether it's on/ off school property; at school activities, bus stop areas, or in the neighborhood park will be suspended. Students involved in the act of agitating a fight will also be suspended. Acts of assault, battery and extortion will also result in immediate suspension and possible expulsion proceedings, as well as a police report being filed.

See also **Referral Procedure**

See also **Suspensions and Expulsions**

GANGS – ZERO TOLERANCE

Gang membership and gang-related activity will not be tolerated in the school, on school grounds, in district vehicles or at school activities/ events. Affiliation with/ participation in gang-related activities shall require that the school proceed with suspension / expulsion of the student involved, pursuant to the provision of the DPS School Board Policy. In addition, a report shall be forwarded to the appropriate law enforcement agency.

See also **Referral Procedure**

See also **Suspensions and Expulsions**

HALL PASS

All students must have a valid pass to be in the halls for any reason during a class period.

A student will not be admitted to the library, computer labs, main office, clinic, or other classrooms without a pass. Students who are consistently in the halls without a pass will be considered truant and are subject to disciplinary action.

HELP - Where to find it

At *GVE*, adults help students solve problems. Students may talk to teachers, nurse, social worker, psychologist, assistant principal, the principal and/or office staff.

HOMEWORK POLICY

It is recognized that all learning cannot be accomplished within the limited amount of time allotted for classroom instruction. Therefore, homework is routinely assigned to all pupils in the DPS. As the word implies, homework is to be completed outside the classroom. Parents should expect pupils to have daily homework assignments and should question the lack of such assignments. Homework is not an alternative to class participation/attendance. Teachers give homework in order to:

- Reinforce concepts and skills learned in class
- Provide practice with newly learned habits
- Develop independent study habits
- Make up work missed because of absences
- Review material learned earlier in preparation for tests and other class work
- Assessment of students progress
- Involve parents in the educational process

Rottier, Julie
May 1, '10, 2:09 PM
Added: Paragraph Break

Rottier, Julie
May 1, '10, 2:02 PM
Added: Paragraph Break

pcollin
Jun 12, '07, 11:28 AM
Formatted: US English, Removed Font, Underline

Rottier, Julie
May 1, '10, 2:01 PM
Added Text

ILLNESS, INJURY, & MEDICATION

- The Clinic/Nurse’s Office is open for students who are ill, injured, or have a health concern. Except for emergencies, a student must have a pass from a teacher to go to the nurse’s office/clinic.
- If a student has a problem that requires prescribed medication during the school day, he/she must have a permission slip signed by a parent. The medication must be brought to the office as soon as the student arrives at *GVE*, and must be in the original prescription container labeled with the recommended dosage. It is the student’s responsibility to go to the health office when it is time to take the medication. NO OVER-THE-COUNTER medicine is allowed unless authorized in writing by the student’s doctor and medication is in its original container. Please contact the nurse directly regarding medication issues.
- The nurse or office staff will contact parents immediately if there is a health concern or injury. Please be sure that phone numbers and contact information is updated regularly for this purpose.

INFINITE CAMPUS - Parent Portal

Infinite Campus is web-based student information system: <https://campus.dpsk12.org/campus/portal/icprod.jsp> This system allows parents to view their students’ attendance, as well as progress and homework assignments. Parent(s)/ guardian(s) need to sign up and choose a user name to gain access to this free web-based information.

INTERNET USE

Throughout Green Valley Elementary, students may access the Internet for research or information gathering. No student is allowed Internet access unless the parent/guardian has signed the yearly Internet Authorization Agreement (provided at registration). Students are not allowed to use school computers without adult supervision. Per Denver Public School Internet guidelines, students may lose computer and internet privileges if they abuse the responsibility to utilize technology for educational purposes.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) is opened during the school day and after school until 4:30PM to parents and student use in gathering information, classroom assignments, and recreational reading. The mission of the GVE LMC is to ensure that staff, students, and parents become effective users of ideas and information. The teacher librarian instructs and assists individuals and classes with a variety of multimedia projects.

Rottier, Julie
May 1, '10, 2:08 PM
Added: Paragraph Break

Rottier, Julie May 1, '10, 1:59 PM Added Text
Rottier, Julie May 1, '10, 2:00 PM Added Text
Rottier, Julie May 1, '10, 1:58 PM Added Text
Rottier, Julie May 1, '10, 2:00 PM Added Text
Rottier, Julie May 1, '10, 2:08 PM Deleted: Paragraph Break
Rottier, Julie May 1, '10, 2:08 PM Added: Paragraph Break
Rottier, Julie May 1, '10, 2:16 PM Deleted: After lunch, students go outside on warm days. ...
Rottier, Julie May 1, '10, 2:16 PM Deleted: by group
Rottier, Julie May 1, '10, 2:16 PM Added Text
Rottier, Julie May 1, '10, 2:16 PM Deleted: issues
Rottier, Julie May 1, '10, 2:16 PM Added Text
Rottier, Julie May 1, '10, 2:15 PM Added Text
Rottier, Julie May 1, '10, 2:15 PM Added Text
Rottier, Julie May 1, '10, 2:15 PM Added Text
Rottier, Julie May 1, '10, 2:15 PM Added Text
Rottier, Julie May 1, '10, 2:17 PM Deleted: PTSA
Rottier, Julie May 1, '10, 2:17 PM Added Text
Rottier, Julie May 1, '10, 2:19 PM

LOST & FOUND

Students should check in the Lost & Found area in the Main Office. Found items should be turned in to the main office. Please be sure to check the Lost & Found to claim your child's lost clothing items. At least twice a year, the Main Office will donate any unclaimed items to charity.

LUNCHROOM PROCEDURES

- Students may select from hot lunch items or a la cart items. *GVE* has no provisions to loan student's lunch money. Students may not purchase lunch 'on credit'.
- Each student must key/enter their six-digit identification number into a computer keypad as they go through the lunch line. Students will have adequate opportunity to learn and memorize their number.
- Each student is responsible for keeping the lunchroom clean. Supervising teachers will provide clean-up procedures for students. Students will be dismissed by the teacher(s) in charge.
- No one is to be in the halls beyond the lunchroom for any reason other than for an emergency, and then only with a pass from the lunchroom supervisor.
- Individual classes, teams, or an entire grade may be required to stay inside during recess if warranted for disciplinary purposes.
- Free and Reduced lunch determination is made through the Food Services Department. Applications are available at registration and through Food Services.

MAKE-UP WORK

It is the student's responsibility to secure make-up work and return it in a timely manner (typically two days for each day of absence). Teachers are available before and after school to help students. When requesting make-up work, please allow adequate time (24 hours) to contact the teachers. In cases of extended absences, please call the school.

MORNING ROUTINE

- Students are welcome to eat breakfast in the cafeteria from 7:40-8:05am. If students are not eating breakfast, they are expected to go to their designated playgrounds and wait for the bell to ring. At 8:10am, the first bell rings and all students are then permitted in the building. All students are expected to be in their classrooms by 8:15am when the tardy bell rings.
- On days when there is inclement weather, students will wait in the building for the bell to ring. ECE-5th grade students will report to designated areas.
- Unless a parent has a meeting with a teacher, we ask that parents wait to enter the building until the bell rings to allow teachers ample time to prepare for their school day.

PARENT INVOLVEMENT

At GVE, we encourage parents to be involved in their child's education. There are many ways to be involved at GVE. In addition to Parent/Teacher Conferences, our school hosts a variety of activities as a way to be involved with your child's education: Evening performances, Literacy night, Math night, Parent Workshops, Family Fun Night, etc.

PARENT/TEACHER/STUDENT CONFERENCES

Teachers welcome your interest and concerns. In the fall, teachers share their philosophy and expectations at Back-to-School Night. Parents are encouraged to schedule conferences with teachers before and after school. During the year, they will confer with parents as needed. Formal conferences are scheduled once a semester.

PERSONAL PROPERTY

GVE is not responsible for any personal property brought to school. All property brought to school is brought entirely at the owner's risk. GVE cannot assume responsibility for clothing, bicycles, jewelry, electronic equipment, sports equipment, or other personal items. Distracting or inappropriate objects/toys will be taken from students and returned to the students or parents at the appropriate time. Repeated violations may require the parent pick-up items from the office and meet for a parent conference. **Students should not bring large sums of money to school!**

See also **Cell Phones/Electronics**

POSITIVE BEHAVIOR SUPPORTS (PBS)

At GVE, we implement Positive Behavior Supports to establish a safe learning environment. “Be Safe, Be Responsible, Be Respectful” is our motto! Green Valley Elementary exists for the purpose of education. Teachers have the right and responsibility to teach while students have the right and responsibility to learn. Every individual must consider the effect that his/her actions have on the rights and feelings of others.

Be SAFE: Each student is expected to keep themselves and those around them safe, both inside and outside of the classroom.

Be RESPONSIBLE: Each student is responsible for making good choices so that learning can continue for themselves and others.

Be RESPECTFUL: Each student is a part of a larger community and we all deserve to treat one another with respect and understanding.

PROGRESS REPORTS

Students receive progress reports every twelve weeks throughout the academic year. Progress reports will be sent home every three to four weeks with the students or handed out at conferences. Parent/Student/Teacher conferences will be held twice each year to review student growth and progress towards academic standards. If you do not receive a progress report, please contact the school. Year end reports will be held if the student owes fees/fines, until said is repaid.

Partially-Proficient, Proficient, and Advanced marks are passing. Unsatisfactory marks show the student is not meeting the standards for that grade-level. Students failing to meet standards could result in after-school tutoring, Saturday School, and/or discussions around retention.

REFERRAL PROCEDURE

When a student’s behavior requires disciplinary action, the following procedural ladder should be implemented. These actions must be followed sequentially and records must be kept on actions taken. Serious violations of the discipline policy are exceptions, and teachers are expected to proceed with a level 3 referral.

Disciplinary Referral Ladder

Level I – Classroom Teacher

- a) The student is provided an opportunity to tell his/her version of the incident
- b) The teacher or designated staff counsels with the student
- c) A variety of corrective actions are initiated, as appropriate, **including** parents/guardians consultation and intervention.

Level II – Resource Staff Referral

- a) If intervention at Level I has not been successful, including consultation with the parents/guardian, a referral is made to student advisor
- b) The student is provided the opportunity to tell his/her side of the incident
- c) The parent/guardian is notified
- d) The student advisor works with the parent/guardian, student, and appropriate staff to provide support for correcting the misbehavior
- e) A copy of the referral, including a description of the behavior and action taken, is then filed with designated school personnel

Level III – Administrative Level Referral

- a) The student is referred to the student advisor or appropriate administrative staff
- b) Documentation of the steps taken to intervene and change the student’s behavior is provided
- c) The student is provided an opportunity to tell his/her version of the incident
- d) The student advisor or appropriate administrative staff schedules a conference with the parent/guardian and determines if further consultation with support personnel is necessary
- e) As an intervention to support positive school adjustment, systematic in-school or out-of-school suspension may be utilized for a period of time not to exceed one day. Systematic suspensions are those where a written agreement with the parent/guardian and/or student has been made that includes a description of behaviors for which a suspension will automatically follow

Level IV –Suspension or Expulsion

- a) The principal or principal's designee may consider an out-of-school suspension or expulsion.
- b) Such action must be consistent with the specific grounds, procedures, and due process outlined in *DPS Board of Education Policy JK – Student Discipline*.
- c) Upon return to school further steps to encourage positive behavior are to be considered

See also **Suspensions and Expulsions**

STUDENT SUPPORT SERVICES

In addition to providing instruction in all CORE subjects (Language Arts, Math, Science, Social Studies) and enrichment in the arts, GVE provides a comprehensive range of strategic support services. Students qualifying for *English as a Second Language (ESL)* support are provided with the necessary language development opportunities, in addition to their academics. Students qualifying for Special Education Services on an *Individual Education Plan (IEP)* are provided the appropriate supports in the least restricted environment. The Special Education team consists of Multi-Intensive Special Educators (K-5), mild/moderate Special Educators (K-8), a Speech and Language Pathologist, a Psychologist, a Social Worker, Occupational Therapists, and a Nurse.

Because GVE is committed to helping students achieve to their highest potential, the teachers and administration work together using a dynamic problem-solving process and structure (Response to Instruction, or RtI) for providing a continuum of evidence-based instruction and interventions, based on student need. The Student Intervention Team (SIT), made up of teachers and administrators, works with the homeroom teacher and parents to develop the most appropriate education plan for struggling learners, using this problem-solving process. In effort to help *all* children be successful, GVE offers a variety of strategic interventions in Math Intervention for all grades, and targeted Literacy Interventions for all grades. GVE also provides *Gifted & Talented* support to students who qualify in a given area.

STUDENT RECOGNITION

Students will be recognized for their achievement and performance in academic growth, positive behavior, attendance and citizenship. GVE and teachers will recognize students at PBS assemblies, in the classroom and at the end of the school year.

SUBSTANCE ABUSE

Students using, under the influence of, possessing, selling, or exchanging alcohol, drugs, or controlled substances, will be suspended or expelled.

1. For the first offense, the student will be suspended. After conferring with the parent/guardian and the student, the principal may refer the student to a staff member or inform the student of available community assistance.
2. For the second offense, the student will be suspended for one to five days. The principal may recommend to the superintendent that the student be suspended for an additional ten days.
3. For the third offense, suspend the student for five days, recommend an additional ten-day suspension, and initiate expulsion proceedings.
4. All above procedures may be modified based upon current laws and or Board of Education policy changes.

See also **Referral Procedure**

See also **Suspensions and Expulsions**

SUSPENSIONS & EXPULSIONS

Suspensions and Expulsions are handled at GVR based upon *DPS Board of Education Policy JK – Student Discipline*. Students may be suspended, at the discretion of school administration, for specific prohibited behavior and/or continued and repeated defiance/disobedience. Reinstatement from a suspension will require a conference with the student, parent/guardian and school administration, and/or staff prior to the student being admitted back to classes. Continued suspensions of a student may result in the student being temporarily placed in a DPS approved program outside of the FBH environment.

See also **Discipline**

See also **Drugs and Alcohol**

See also **Fighting**

2011-2012

See also **Gangs – Zero Tolerance**
See also **Referral Procedure**

VISITORS

GVE welcomes parents. **All visitors must report directly to the main office for a visitors' pass.** A parent must accompany student visitors under the age of 18. Any other arrangement to visit must be made through the school principal, counselor, or main office.

VOLUNTEERS

GVE has many opportunities for parents/guardians, grandparents, and/or community members to volunteer. Many studies have proven that students achieve more and enjoy the educational experience if their family is actively involved with the school. Please contact the main office for more information.

CONCLUSION

Since discipline is a curriculum matter and due process is the right of every student, the faculty is responsible for teaching the expectations established in this policy. A special orientation for students on the discipline policy will occur each semester.

DPS & GVE do not discriminate and will not discriminate in the educational program and district activities.

Individuals with special needs may call the school before a conference and request reasonable accommodations that are necessary.

Green Valley Elementary's administration, teachers, and staff are committed to the whole child! Our belief is *Every Child! Every Minute! Every Day!* In order for our children to thrive, it takes the parents, school, **and** students working together.

The *GVE* family welcomes all new and returning students for another year of learning, enrichment and growth in our future – our children!

pcollin
Jun 12, '07, 11:28 AM
Added: Section Break



Green Valley Elementary

Parent /Student Compact/Contract

We, the community of Green Valley Elementary, believe that for all students to successfully achieve in academics, it is imperative that students, parents, and the school must work together as a team.

In this effort, we affirm the following:

School Responsibilities

GVE School Personnel will:

- ☆ Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- ☆ Hold Parent/Teacher Conferences twice a year, where students will be able to show his/her progress towards meeting the standards and teachers will be available for questions parents/guardians may have.
- ☆ Provide parents/guardians with frequent reports on their children's progress.
- ☆ Provide parents/guardians with reasonable access to staff.
- ☆ Provide parents/guardians with opportunities to volunteer and participate in their child's class and to observe classroom activities.

Student Responsibilities

GVE Student will:

- ☺ Complete and return daily homework on time.
- ☺ Read at least 30 minutes every night and document my reading in my monthly "Reading Logs".
- ☺ Deliver to my parent/guardians all notices and information received by me from my school every day.
- ☺ Arrive to school on time and be in my classes on time throughout the school day.
- ☺ Adhere to the uniform policy and accept the consequences when I fail to meet uniform expectations.
- ☺ Follow school-wide rituals and routines daily.
- ☺ Be respectful to my peers and adults at all times, even though I may not agree.
- ☺ Meet the expectations for solving problems other than the use of violence by seeking out an adult to help me resolve the conflict.

Parent Responsibilities

GVE Parent/Guardians will:

- ★ Make sure my child arrives to school and is sitting in class on time.
- ★ Participate, as appropriate, in decisions relating to my child's education.
- ★ Promote positive recognition of my child's progress.
- ★ Stay informed about my child's education and communication with the school by promptly reading all notices from the school or the school district (Parent reminders, e-mails, newsletters, progress reports, and notes from the teacher) and responding in a timely manner.
- ★ Volunteer at the school at least once throughout the school year.
- ★ Monitor attendance by calling when my child is going to be absent or by sending a note to the office excusing my child.
- ★ Make sure that homework is completed daily by checking and initialing my child's planner.
- ★ Make sure my child is reading every night and that I am monitoring their reading by signing his/her "Reading Logs".
- ★ Make sure my child adheres to the school uniform policy and supporting the school when they call to inform me he/she has not.
- ★ Attend Parent/Teacher Conferences so that I may learn about the successes of my child.
- ★ Monitor "Standard Based Report Cards" and sign all progress reports.
- ★ Contact school officials' regarding any concerns or problems in a calm and effective manner.
- ★ Contact the school as soon as possible to update addresses, phone numbers, contacts, thereby making sure the school has updated information at all times.

Teacher/ Staff signature: _____ Date: _____

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

APPENDIX