

# **Denver Elementary**

## **2018- 2019**

### **Family Handbook**



# Denver Community School District Elementary Handbook

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# **Denver Community School District**

## **Denver Elementary**

530 Lincoln Street, Denver, Iowa 50622

Phone - 319.984.5611

Fax - 319.984.5612

Principal- Mr. Josh Sinram

## **Denver CSD District Office**

540 Lincoln Street, Denver, Iowa 50622

Phone - 319.984.5327

Fax - 319.984.5345

Superintendent – Mr. Brad Laures

## **Denver Middle School**

540 Lincoln Street, Denver, Iowa 50622

Phone - 319.984.6041

Principal- Mr. Paul Gebel

## **Denver High School**

541 E. Eagle Street, Denver, Iowa 50622

Phone - 319.984.5639

Principal- Mr. Paul Gebel

## **A Message from Denver Elementary**

Dear Parent(s)/Guardian:

The Denver Community School District is known for offering a world-class education focused on student learning, teacher collaboration, and continuous improvement. We take our role as educators very seriously, and as a result set high expectations for our students. Our reputation for academic excellence comes from a solid foundation of staff, family, and community support. As partners, we look forward to serving each child's needs and are committed to ensuring continuous support for every Denver student. At Denver Elementary we believe that Together Everyone Achieves More (TEAM)! So please join us in guiding and supporting your child's learning and character development. There has never been a better time to be a DENVER CYCLONE!

If you ever have any questions or comments, please do not hesitate to contact us: 319-984-5611.

Respectfully,

*The Denver Elementary Administration and Staff*

# General School Information

## ADMISSION OF STUDENTS

State law requires that Kindergarten students must be five years of age on or before September 15th. Children entering first grade must be to six years of age on or before September 15th. Students transferring from other districts register with the Denver Community Schools by completing a Request for Transfer of Records form. This form authorizes the Denver School District to request the student records from the former school district.

A special Kindergarten Roundup day is held each spring where parents enroll their children and receive the necessary registration forms.

## ADDRESS CHANGES

Please inform the elementary office if a change of address, name or telephone number occurs during the school year or is planned during the non-school months. The school should also be notified if the parent/guardian will be out of town for an extended period of time and provide contacts in the event of an emergency.

## ARRIVAL AND DISMISSAL TIME

The school day is 8:10 a.m. to 3:10 p.m. for all grades K – 5, with the exception of early out Wednesdays in which students are dismissed at 2:00 p.m.

Students should not arrive before 7:55 a.m. unless a staff member has given permission. Students do not enter the building until 8:07 a.m. unless the weather dictates otherwise. All students are required to be out of the building by 3:10 p.m. unless under the supervision of a teacher. *Any student wanting to play on the school playground is welcome to do so after 3:45 P.M. and after he/she has gone home to check in with parents/guardians or designated caregivers.*

Families can help children develop a healthful walking habit to and from school. Before the school year, we encourage the family to walk the route to and from school so that children feel comfortable with the route and know how long it takes.

Families should have a plan in the event that unusual weather occurs near dismissal time. Consult the school calendar for the radio stations that announce days off due to inclement weather.

## ATTENDANCE AND PUNCTUALITY

Regular attendance is an important ingredient for successful education. Time lost from class is difficult to regain. A child who is not regularly in attendance misses a great deal. Though some work can be made up, activities and dialogue cannot.

1. If a student is going to be absent part or all day please call the elementary school office (319-984-5611) prior to 8:30 a.m. on the day of the absence. District policy requires families report the reason for the absence. If a student is unaccounted for, school officials will attempt to call the parents. For known absences such as dental appointments, please send a note or call the school prior to the appointment.

2. If a need arises for parents to take their child(ren) from school for an extended time, please contact the teacher so preparations are made ahead of time for any make-up work.

3. Children not in the classroom by 8:15 a.m. are considered tardy.

### **School Board Policy 501.10**

#### **BIRTHDAY TREATS/INVITATIONS**

A child's birthday is usually observed at school by the class singing "Happy Birthday." Optional birthday treats may be shared with the class. If sending treats, please send only pre-packaged treats. **Homemade treats are NOT allowed.** We have many students with allergies. Pre-packaged treats allow for the teacher to check ingredients. \*\*Please note the allergy policy located in the student safety section of this handbook!

Invitations to parties outside of the school should NOT be distributed at school unless all members of the homeroom receive an invitation. Children from town who are invited to parties in the country are governed by the school bus policy. A call to the appropriate bus driver will tell parents if there is enough room on the bus to accommodate the additional students. Driver's names are in the annual school calendar.

## **BOOK RENT AND REGISTRATION**

Parents pay a fee for the books and supplies used by their children during the year. These expenses will be paid at the time of school registration.

Families meeting the income guidelines for the following programs are eligible to have their student fees waived or partially waived: Free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, and/or Foster care. Families experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Families who believe they may qualify for temporary financial hardship should contact the Denver Superintendent of Schools for a waiver form. This waiver must be completed annually.

## **BREAKFAST**

Students may eat breakfast starting at 7:45 a.m. in the elementary school lunchroom. Breakfast ends for elementary students at 8:07am.

## **CALENDAR**

Each family receives a school calendar at registration. The calendar includes important dates related to the school year. Dates and times may change due to inclement weather or other scheduling conflicts.

## **CHURCH NIGHT**

In Cooperation with the Denver Ministerial Association, the general policy of the Denver Community Schools is to refrain from planning any school sponsored events on the designated church night (Wednesday). One expectation (at the elementary school) is the EWALU outdoor education trip.

## **FIELD TRIPS**

Field trips are planned by teachers and approved by the principal. Students may experience both bus and walking field trips to extend curricular offerings.

For field trips that occur during the lunch period, the school cafeteria staff prepares the student lunches. Each student's lunch account is scanned for a lunch the day of the field trip. Students with special dietary needs may bring their own sack lunch.

\*The EWALU trip is an annual three-day, two-night field trip for 5th graders to the EWALU Lutheran Bible Camp near Strawberry Point. School lunch meals are prepared for Wednesday and Friday noon. School Board Policy 606.5, 904.

## **HOMEWORK**

Homework is assigned periodically in order to prepare all students for the next step in their education. Homework is an extension of what is taught in the classroom. For example, it can be an enrichment experience where a student finds an interest and chooses to continue an individual project. Generally, two twenty-minute study periods with a five or ten minute break should be adequate if the child uses the time wisely.

Families should contact the teacher if they have questions or need help determining the appropriate amount of homework.

## **LOST BOOK OR DAMAGE TO SCHOOL PROPERTY**

School equipment, furniture, books, iPads, Chromebooks, computers, etc. are provided for the students. Each student is responsible for the care of books and equipment (specifically 1:1 Technology devices). Students failing to care for books/technology devices (computers, iPads or Chromebooks) or willfully misuse school property are required to pay for damages or replacement costs. School Board Policy 503.3

## **LUNCH PROGRAM**

The Denver Community Schools offer a hot lunch program to all students. All students who eat at school are encouraged to participate in this program. If sending a sack lunch, please send nutritious options. **Pop and Candy are not allowed.**

Each family uses the same computerized lunch account for all buildings. Prices are noted in the district calendar. Families are notified when lunch accounts are low.

Account payments should be given to teachers but may also be paid in the elementary office. Payments should be in an envelope with the child's name on it. Checks are preferred as they are a receipt that payment was received.

Free or reduced lunches are available for those who qualify. Application forms are obtained from any of the school offices.

Milk is served with hot lunches. Children who bring their lunch may have milk with their lunch and must tell the teacher at the time lunch count is taken. The purchase will be deducted from the lunch account. Students unable to drink milk for medical reasons may substitute orange juice for milk.

Adults are invited to join us for lunch. When eating with students, please call the office early that morning so that you are included in the lunch count. *If you plan to bring lunch in for you and your child, do not bring soda, as these beverages are not allowed in the lunchroom.*

## Denver CSD Lunch Balance Policy

1. When a student has the equivalent of five days worth of money left in his/her account for lunch, an automated email message is sent to the family daily until the account is paid. If the family does not have an email account, a letter is sent home. For this reason, it is important for families to update email addresses via JMC. If the family does not have access to a computer or Internet, then the district recommends that the family not have an email account entered within JMC.
2. Once the child reaches a negative balance, a postcard notification is sent home to the family.
3. When the account reaches a negative balance of \$15.00, a formal letter is sent on behalf of the district superintendent. This warning states that if the account is not taken to a positive balance, the child will receive an alternate lunch. State law does not mandate a school district provide a meal, however, the Denver Community School District provides an alternate lunch for elementary students (cheese sandwich and milk).
4. Families are encouraged to pay their account balance online through JMC as an added convenience.

Free or reduced meals application forms are available on the school website: [www.denver-cyclones.com](http://www.denver-cyclones.com)

## PARTIES-AT SCHOOL

Three parties (Fall Festival, Winter/Holiday, and Valentine's Day) are scheduled yearly for the students' enjoyment. The dates are published on the school calendar. Parents determine whether or not students participate. Please contact the child's teacher for alternative opportunities to the parties.

- o Winter Party - A student gift exchange may be held, but classes may choose other giving options. Price limit is \$2.00. Names will be drawn prior to the Thanksgiving vacation and the teachers will keep a record of paired students. Families that wish to send gifts to teachers should occur outside of school hours.
- o Valentine's Day - Valentines may be exchanged by students. If a student chooses to give Valentines, he or she must give them to every member of his or her homeroom.

## PERSONAL ITEMS LOST AND FOUND

Students should not bring personal items of value to school. Valuable items can be lost, misplaced or stolen. The school is not responsible for replacing personal items. Students occasionally wear or have identical items. Families should put the child's name on items such as lunch boxes, coats, mittens, gloves, caps, boots, etc. There is a lost and found located outside the elementary office. Please contact the elementary office if you are missing an item or have your child search the lost and found box.

## PETS

**All requests to bring pets to school must be approved by the building principal ahead of time and arranged with the teacher. Upon receiving permission,** the parent/guardian should bring the pet and take the pet home after being shown. If there are known allergies in the classroom, pets cannot visit.



### **PICKING UP STUDENTS DURING THE SCHOOL DAY**

Parents/guardians must come to the elementary school office where the administrative assistant will contact the student's homeroom. Students are required to come to the office and sign-out with the parent/guardian or other approved individual.

### **RECESS POLICY**

Students are expected to go to recess. A parent note can request that a student stay inside for medical reasons and will be honored for up to two consecutive days. Requests beyond the 2 consecutive days must be accompanied by a doctor's statement.

### **ROOM PARENTS**

Room parents have traditionally helped organize and facilitate class parties and other activities requested by the teachers. A team of 3-5 room parents is typically selected for each section of each grade level. We ask that parents serve as room parent for only one child per school year (families with more than one child). Teachers assist with the party planning. Sign-up takes place on Back to School Night.

It is very important that children bring school supplies to begin the year. Teachers at each grade level prepare a list of needed supplies. Each elementary supply list is posted on the district website. Please contact the school if you did not receive a supply list or need assistance with obtaining school supplies.

Denver Community School District observes a six-day cycle. Rather than using Monday through Friday, we designate each day by "Day 1...Day 2" etc. For example, if a student's class has Art on Day 2, it may be on a different day of the week each week (Monday, Tuesday etc.) but it will always fall on Day 2 of the cycle. School days missed due to inclement weather, holidays, teacher workdays etc. do not get counted in the six day cycle. For example, in the event that a Monday is Day 2, and Tuesday is missed due to inclement weather, then Wednesday is Day 3. This system is used kindergarten through Grade 12.

It is the responsibility of each student within our district to dress appropriately for cold, wet, and/or snowy weather for outdoor recess. If a student desires to play in the cold, wet, and/or snowy conditions they **MUST** have snow pants and boots. If they do not have snow pants and boots the student will be restricted to a designated area.

- Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> Grade Students report to the Primary Playground
- 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grade Students report to the Elementary Lincoln Street Entrance
- Parent Drop-Off and Pick-up is ONE WAY flowing from NORTH to SOUTH!



## **TRANSFERS OUT OF DISTRICT**

Students moving from the district must notify the teacher and the elementary office at least three school days before moving. This enables the teacher to get all materials and progress reports ready. We request that families supply the new address in the event of additional requested materials.

## **VISITATION AND GUESTS AT SCHOOL**

Parents are welcome and encouraged to visit classes. Classroom visits are one of the best means of gaining information about the school's educational program and observing a child's classroom performance. To make the visits most worthwhile, the staff suggests that parents make their classroom visits after the first two weeks and before the last two weeks of the school year.

*All visitors must stop by the office first to check-in and receive a "visitor badge" that will ensure that you have checked in to the school and are an approved visitor. All visitors identified inside the building without a badge will be required to return to the office and receive a badge.*

The first six weeks of the Kindergarten school year is a period of adjustment from home to school. Please limit visits (with the exception of birthdays, for example). After this time of adjustment, parents are encouraged to visit the classroom and to eat lunch with their child.

Non-Denver enrolled students are allowed to visit for half-day intervals. Approval of the Elementary Principal must be granted prior to the visit at least one day in advance. No visits will be allowed during the first or last two weeks of school.

# **Educational Programs**

## **INSTRUMENTAL MUSIC INSTRUCTION**

Instrumental music begins with fifth grade students. The music teacher schedules individual or small group lessons.

Parents of interested students should plan for a band information evening session each May for upcoming 5<sup>th</sup> Grade students.

## **PHYSICAL EDUCATION**

Physical education is a required co-educational activity. Showers are not taken after physical education class. Tennis shoes are required for safety reasons.

In the event of a temporary disability resulting from illness or injury, parents may request in writing to the instructor that their child not participate. If the child is to be excused for more than one class, a statement from a physician is required. Notation of an extended medical absence will be recorded on the student's permanent file in place of an academic grade.

School Board Policy 603.6

## **SCHOOL HEALTH SERVICES AND INFORMATION**

All students entering kindergarten must have a completed physical and dental examination. Forms are available in the elementary office or on the school web page. This assures that the child has received all required immunizations.

The mandatory immunization program of Iowa has drastically reduced the incidence of common childhood diseases. All children entering Kindergarten must have the following immunizations:

1. Diphtheria, Pertussis (whooping cough), Tetanus - series of five if born after 9/15/03, one after the fourth birthday.
2. Polio - series of four if born after 9/15/03, one after the fourth birthday.
3. Measles, Mumps, Rubella - two doses, the first dose on or after 12 months of age and the second dose no sooner than 28 days after the first dose.
4. 3 Hepatitis B doses
5. Chicken pox vaccination-two doses if born after 9/15/03, the first dose after 12 months of age.

Please be on alert for symptoms of communicable diseases. We attempt to notify parents in writing of an outbreak. The Denver School District follows the Iowa Department of Public Health's guidelines for exclusion from school due to a communicable disease. All elementary students are screened each year for height, weight, vision, and blood pressure. Hearing screening is done yearly for grades kindergarten through second. Parents may request additional screening at any time by contacting the school nurse or their child's teacher. When any abnormality is noted, parents are contacted and asked to request a professional examination. Please note these are only screenings and not a diagnosis. Dental hygiene and health education receive a great deal of emphasis.

There are occasions when children become ill at school. We send children home for the following reasons:

1. Temperature of 100 degrees or higher.
2. Vomiting or diarrhea.
3. Unexplained body rash.
4. Inflammation and drainage of the eyes.
5. Suspected ringworm or impetigo that can't be covered.
6. Head lice or scabies.
7. Complaints of specific problems by the child that we feel are warranted.
8. Severe injury occurrence.
9. Symptoms of communicable disease.

Parents are contacted by telephone and asked to arrange for transportation and home care. When a parent cannot be reached:

1. The person designated by the parents will be called.
2. If unable to reach a designated contact, the student will be kept at school, isolated as much as possible, and the usual after-school arrangements followed

Returning to school:

1. Students must have a normal temperature for 24 hours, WITHOUT MEDICATION!
2. No vomiting or diarrhea for 24 hours.
3. When antibiotics are required, they must be given for a full 24 hours before returning to school.

## **MEDICATION**

The Denver Board of Education's policy (507.2) on administering student medication is as follows:

1. Medication will be administered by the school nurse, or a staff member who has successfully completed the medication administration course.
2. Students who have demonstrated competency in administering their own medication may self-administer their medication with written parental consent. This refers to medications such as inhalers used for asthma.
3. No prescription or nonprescription medications will be administered without written authorization from the parent and/or guardian.
4. A physician's authorization is not required. All prescription medication must be in the original labeled container as dispensed by the pharmacist. Please estimate the necessary amount needed at the school or have the pharmacist put the medication in two containers.
5. Non-prescription medication must be provided by the parent and in the original Manufacturer's container. This includes cough drops.
6. A full 24 hours of prescription medication dosage must be given before returning to school.
7. Give prescription medication to an office staff member (cough drops may be left with the teacher).
8. **The permission sheet, available in the school office or on the school's web site must be signed by the parent to administer the medication at school.**

9. The medication, while at school, will be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
10. Please use "good judgment" when making requests - use medication only when a definite need is evident.
11. At the end of the school year, or at the end of the dispensing time, any remaining medication will be returned to the student's parent/guardians or destroyed. This will be noted on the student's medication form. **School Board Policy 507**

## **SPECIAL SERVICES AND INDIVIDUAL EVALUATION**

Students/Families have access to a school guidance counselor, special needs resource teachers, a Title I reading teacher, a Reading and Math Interventionist, a TAG teacher, a nurse, and Area Education Agency 267 (AEA 267).

The most commonly used services from the AEA 267 staff are the educational strategist, the speech clinician and the hearing clinician. Child Find, other therapy (physical and occupational) services and more are available through the AEA. Parents can contact the school officials for assistance regarding concerns about their child's physical or mental development. Services are available for students aged 1-5 years as well as school age children. These services are paid for by school tax dollars.

There are times when help is needed to provide the best educational program for an individual student. The Denver Community School district has a problem solving process in place. This process has been established to provide accommodation and pre-referral intervention in the regular classroom. Students, teachers, parents/guardians and/or administrators may initiate referrals for the above services to provide that help. No referral to the AEA will be processed without the written permission of the parents or legal guardians.

Two of the more common referrals are: (1) for the educational strategist whom will diagnose educational learning problems and make recommendations to facilitate learning growth and (2) for the school psychologist who can give insight into an individual's intellectual and personality development. Input from both of these sources is often used to give a more comprehensive look at the student's educational needs.

When observations and evaluations are completed, a staffing time will be arranged for all parties. The staffing is designed to enable parents/guardians, teachers, etc. to receive full knowledge of the findings and to help plan, as a team, the best alternatives in programming to help the student.

## **TALENTED AND GIFTED ENRICHMENT PROGRAMS**

The Denver Community School District is committed to educating all students and to consider the uniqueness and needs of each learner. Among those students are those whose abilities; potentials and accomplishments are so consistently outstanding in one or more areas that they require multidimensional enrichment to meet their educational needs. Those students in 3rd- 5th grade who have been identified for T.A.G. have been selected based on standardized achievement test scores, positive behavior, maturity, and teacher recommendations. The T.A.G. program, which is optional and a privilege, meets regularly throughout the school year.

# Student Safety

## BICYCLES

Bicycles can create challenges for a child's safety. Parents/guardians must determine if their child is ready to ride a bike to school. In order to avoid accidents, students must observe the following rules:

1. Obey all traffic laws.
2. Walk bicycles at all times on the school playground.
3. Park bicycles in the bicycle rack.

**If a child fails to obey the above safety rules, the parent/guardian will be notified.**

**The child will be asked to leave the bicycle at home until he or she makes a commitment to use his or her bicycle safely.**

## BUS RULES

Denver students living outside the city limits of Denver will be transported to and from school. Buses shall not discharge or receive students within the city limits of Denver except at the designated school attendance center.

Students residing within the city limits of Denver, wishing to go to the home of a student assigned to regularly ride the bus may do so providing it does not involve overloading. The student must have written permission from his or her parents/guardians to show the bus driver before riding.

Buses unload (north end) walkers and Extended Day students at the Discoveries building on the northeast corner of the elementary school grounds on S. Russell St. and Franklin Street. Buses unload and load on Lincoln Street at the K-12 Site. State law dictates that cars cannot go by the buses when they are loading students, so we ask that no cars be on S. Russell and Lincoln Streets or in the parking lot while the buses are in position to load.

**The following section applies to all bus trips, including daily routes, field trips, activity buses, and pep buses.**

The primary responsibility for bus discipline rests with the driver and the following rules will be enforced on route and activity buses:

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands, and feet inside the bus.
9. Bus driver is authorized to assign seats.



**The consequences for violating the bus rules are as follows:**

**Step One: Warning**

A bus driver/chaperone will give the students a verbal warning concerning his/her conduct and then contact the child's parent/guardian relating to the verbal warning.

**Step Two: 1st Offense**

Following a second discipline incident, the student will be required to conference with the principal, bus driver/chaperone, and parent/guardian. It is the bus driver/chaperones responsibility to file the written form, *School Bus Incident Report to Parent*, before the conference is scheduled. If the violation is on an activity bus, the student will be suspended from riding future activity buses.

**Step Three: 2nd Offense**

A third misconduct incident on the bus will result in a three-day suspension from riding the bus. If misconduct is on an activity bus, the student will be suspended from all future activity buses.

**Step Four: 3rd Offense**

A fourth incident on the bus will result in expulsion from riding the bus for the remainder of the school year. Principals may deviate from the above discipline schedule, depending on the seriousness of the referral, age appropriateness, time between referrals, and other extenuating circumstances. *School Board Policy 711.2, 711.3*

## **CHARACTER COUNTS**

The Pillars of Character are a foundation for our student behavior expectations in the classrooms and all other areas of the school. We implement a Behavior Expectation Rubric in order to assist students with behavior expectations. Each level on the behavior rubric describes the six pillars of character.

**Level I** behaviors are unacceptable behavior, and these are the behaviors that result in immediate consequences, an office referral and a contact home.

**Level II** behaviors are acceptable behaviors, but it takes redirection and reminders from adults for a student to follow the expectations.

**Level III** behaviors are where the student is independently following the behavior expectations.

**Level IV** behaviors are exceptional behaviors, where the student is exceeding behavior expectations and helping other students follow behavior expectations. We DO NOT expect level IV behaviors, but are thrilled when students demonstrate these types of behavior. Teachers are asked to refer students with consistent Level IV behaviors to the office so the exemplary behavior can be recognized.

In addition, we acknowledge a Character Counts Classroom of the month, and also award two monthly "Kids of Character" from students who receive a "Golden Ticket" throughout the day. Our classrooms focus on one Character Trait monthly.

## FOOD ALLERGIES

Children with a life-threatening food allergy look, act and play just like all children, but they can have a very severe reaction if they eat, drink or come into contact with food of which they are allergic. This condition is very serious, but not in any way contagious.

In order to provide a safe learning environment, we will enforce the following policy:

- Although, we cannot guarantee a "peanut free facility," we will make every effort at the K-5 level to monitor peanuts or peanut products in the building.

Denver Schools will also continue its food from home policy which states:

- If sending treats/food from home, please send Pre-packaged treats, no homemade treats. We have many students with allergies. Pre-Packaged treats allows for the teachers to check ingredients.
- This includes all types of chocolate bars and all store-made bakery items including cupcakes, cakes, and doughnuts.

### Suggested Snacks for SAFE School Use:

**\*\***(Always check product labels for peanut product or equipment handling warnings)

Air popped popcorn Cheese  
Barnum Animal Crackers Cheese  
Nips  
Crackers, Ritz or Saltine Fruits  
and Vegetables  
Fruit Gushers or Rollups Fruit  
Juices (100% Natural) Go-Gurt  
Goldfish Crackers  
Graham Crackers Jello  
Marshmallows Popsicles  
Pop Tarts  
Snack Pudding Cups Sugar  
Wafers  
Sun Chips (Original/Cheddar)

Thank you for the understanding and support in keeping all students healthy and safe. Please feel free to call the District with any questions.

## **EMERGENCY DRILLS (TORNADO AND FIRE)**

A minimum of four tornado and four fire drills occur per year. Each teacher is given designated areas for his or her class and will instruct the students in proper safety procedures.

During drills there will be no talking by students. Directions for each of these drills are posted in each classroom.

You can help your child deal with unscheduled dismissals for emergencies by instructing them on what to do to get home. Each child should know where you want him or her to go and the shortest route to take. Your child will feel much more secure if he or she has been instructed on family safety procedures.

## **HARASSMENT**

Harassment consists of unwelcome actions or language of a sexual nature or with demeaning intent related to a student's gender, race, national origin, disability, religion, marital status or age made by one student to another, student to an employee/volunteer or from a school employee to a student which affects academic related decisions or creates a hostile environment. Harassment of any form will not be tolerated. If an incident of harassment occurs, it should be reported immediately to the principal. The principal will investigate and if the charge is substantiated, disciplinary action will result. Disciplinary action may include, but is not limited to, recommendation to the Denver Community School Board for expulsion or referral to law officials. In addition, any complaints/charges of employee/student sexual and/or child abuse should be directed to the Denver School Level I Investigator, Mr. Chris Ward  
School Board Policy 502.10, 502.E1, 502.R1

## **INTERNET VIOLATIONS**

1. First Violation - A verbal and written "warning" notice will be issued to the student. The student may lose Internet access for a period up to 4 weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student shall forfeit all Internet privileges for a minimum period of 8 weeks.
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for the balance of the school year.  
School Board Policy 605.6

## **OLWEUS BULLYING PREVENTION PROGRAM**

### **Our Definition of bullying**

*"Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. "*

### **Three Key Components of Bullying Behavior**

1. Involves an aggressive behavior
2. Typically involves a pattern of behavior repeated over time
3. Imbalance of power or strength

Repeated physical, verbal or psychological attacks or intimidation against anyone is bullying. Bullying may be directed specifically at the victim or may indirectly attack someone. Direct bullying includes assault, teasing, tripping, intimidation, destruction of property, theft, name calling, hazing, cyber-bullying, etc. Indirect bullying includes rumor spreading, unwanted comments, social isolation and exclusion.

### **School Rules About Bullying**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know somebody is being bullied, we will tell an adult at school and an adult at home.

A student who bullies others will be subject to discipline policy as described elsewhere in this handbook and within our school board policy (Code No.104). Consequences may include, but are not limited to loss of privileges, re-teaching, meeting with parent/guardian, detention, suspension or expulsion.

*The above definition and policy is the primary foundation of our school board policy (Code No. 104). The above components will be communicated with students, families, and within our community. Please reference School Board Policy Code No. 104 for a more detailed definition and policy.*

## **OUT OF SCHOOL SUSPENSION**

In certain circumstances, a student may be suspended from school. The suspension may range from 1 to 10 days. The building principal is responsible for administering out-of-school suspensions. School Board Policy 503.1, 503.2

**SAFETY** Please discuss with your child the following important safety issues.

1. Go directly to and from school.
2. Never accept rides or gifts from strangers.
3. Always report to the parent/guardian, staff member, principal or police officer any stranger seen loitering near school.
4. Walk on the left side of the road facing cars so you can see them approaching.
5. Look both ways before crossing the street.

## **STUDENT BEHAVIOR**

The main purpose of the Denver Elementary School is to provide students with a positive, engaging atmosphere for learning. We expect students to show responsibility, respect for others, and common sense for their behavior at school. We further expect the students to follow the rules and regulations of the school and their teacher.

Conduct, which may result in personal injuries, property damage, or disruption of the educational process are grounds for disciplinary action. Teachers deal with most student discipline; however, if problems persist they refer the situation to the principal.

Procedures to assist positive student behavior:

1. Teachers pass to special classes or activities with their students.
2. Teachers supervise the students in the lunchroom.
3. Teachers are in the hallway by their rooms when students enter or leave the building.
4. The principal visits with all students about the school and playground rules during the first week of school.

The goal is to provide enough structure (reasonable standards of behavior) to provide a pleasant atmosphere where learning can take place. We also want to allow enough freedom so that boys and girls can develop inner-discipline, learning to think through actions and so develop common sense on behavioral matters. School Board Policy 502

## **WEAPONS**

The Denver Community School Board will not tolerate the possession or use of weapons on school grounds, while in school-owned vehicles, or at school-related activities. Students who violate this policy will be subject to expulsion or other disciplinary actions. Their parents will be notified, the weapons or dangerous items will be confiscated, and the incident will be reported to police if appropriate.

Weapons are defined as any object which could cause injury to another person, and which has no school-related use, or is used in such a way as to threaten or cause injury. This would include but not be limited to firearms or any kind, or their look-a-likes; knives of all types, or look-a-likes; fireworks, explosives, smoke bombs, or other dangerous chemicals; chains, clubs, or other potentially dangerous items not deemed necessary for school. This policy does include hunting guns, rifles or knives that maybe stored in vehicles on school grounds, or at the curb just off school grounds. Permission MAY be granted by the principal to bring a potentially dangerous object for an education purpose. Such permitted objects must be stored in the principal's office at all times.

Consequences for bringing or knowingly possessing firearms or other dangerous weapons or their look-a-likes on school grounds, while in school-owned vehicles, or at school-related activities shall be expulsion for not less than one year. The superintendent shall have the authority to recommend this expulsion be modified on a case-by-case basis. School Board Policy 502.6, 503.2

# Communication and Parent Involvement

## ASSIGNMENTS BOOKS

Each 3<sup>RD</sup>, 4<sup>TH</sup> and 5<sup>th</sup> grade student receives an assignment book as part of his/her school registration. The purpose of the assignment book is to help the students establish organizational skills and a means of communication between the teachers and parent/guardians. Students record their daily assignments and teachers or parents/guardians may write messages, as needed, in the assignment books. Parents/guardians should review the comments at least once a week and sign the books. Students are expected to have their books with them at all times. If an assignment book is lost, a replacement must be purchased from the school office at a cost.

## PARENT ORGANIZATION - K.I.D.S. GROUP

If you are interested in being part of our elementary parent organization, please contact the president for more information. Please see our school calendar for monthly meeting dates.

## PROGRESS REPORT FRAMEWORK

A Standards-Based Progress Report provides information about how each child is progressing toward meeting the Denver Community School District's Standards during the course of the school year in each class. Standards specify what all students should know and be able to do.

- Students' performance is measured against the standard, rather than simply compared to others
- It gives every child the opportunity to meet or exceed the district's standards
- It provides parents/guardians with a more detailed and honest assessment of how the child is academically progressing
- Behavior is reported out separately and is valued with the same importance as the academic report.  
Habits are developed in order for students to be successful in middle and high school, and beyond.

A system that allows for more structured alignment between the intended, enacted and assessed curriculum. Each indicator shows progress towards each specific learning target for each course:

- 1: The student is consistently and independently mastering grade-level standard.
  - 2: The student is meeting grade-level standard with some assistance.
  - 3: The student is not yet meeting grade-level standards.
- Blank: Skill not assessed at this time

## **PROGRESS REPORTING AND CONFERENCES**

Progress Reports (Report Cards) are sent home with the student at the end of the first two trimesters and on the last day of school. Dates are announced in the school newsletter. Prior to regular reporting periods, a special effort is made to notify parents if a student is not succeeding as expected.

Scheduled teacher conferences are held in the fall and spring. The dates are published in the district school calendar. Parents may request additional conferences by contacting the teacher.

## **STUDENT INFORMATION/JMC**

Denver Community School uses an administrative software system called JMC that provides password-protected access to student information. Parents and students may log on to check Attendance, Report Cards, Progress Reports, Lesson Plans, Parent Information and Lunch. You may set-up a JMD password by contacting the office.

## **VOLUNTEERS**

Volunteers are welcome to assist in the elementary school education programs. Anyone interested in being a volunteer should contact the elementary administrative assistant.

Volunteer activities may include reinforcing learning with students and/or clerical help for teachers. Clerical activities include: Making bulletin boards, cutting out items, organizing papers, etc. Junior Achievement is one formal program for volunteers to help our students learn civic literacy, one component of the Iowa Core Curriculum.

Volunteers may discontinue volunteering at any time simply by saying "I am unable to volunteer anymore". We appreciate the time and talents of our community members.

## **WEBSITE**

For more information about the school district, visit [www.denver-cyclones.com](http://www.denver-cyclones.com). You will find information about the district and find links that can keep you up-to-date on your student's assignments and grades.

## **EMAIL**

The Denver Community School system retains all email messages and electronic data for a minimum of 30 days.



# General District Information

## **ALCOHOL, DRUGS AND DRUG PARAPHERNALIA**

Parents are contacted as soon as possible if any student is found in possession of or under the influence of any form of illegal drug, alcohol or drug paraphernalia while on school grounds under the supervision of school staff.

**School Board Policy 502.7**

## **DISTRICT OPERATING GUIDELINES FOR KINDERGARTEN THROUGH 5TH GRADE STUDENTS**

1. Whenever a student is in or on school property, he/she is subject to the jurisdiction of all school personnel.
2. Items not requested or deemed necessary, such as skateboards, radios, cell phones, iPods/iPads, water guns, etc. have no place in school. They will be taken away and must be picked up by the parents.
3. Possession of any form of weapon during the school day, on school property including school buses, is prohibited.
4. Throwing snowballs and walking on selected grass areas are prohibited.
5. Walk through the halls in a quiet, respectable manner.
6. Students are not permitted to ride bicycles during school hours.
7. Classes are dismissed by the teacher, not the bell.
8. Gum chewing, eating candy and drinking pop are restricted except as classroom party activities.
9. Be courteous and respectful to others. Treat people in the manner you would like to be treated.
10. Be in your designated area. If you are not in class, you are not maximizing your opportunity to learn.
11. Dress appropriately, which means clothing that is neat, clean, not offensive to other people and not a danger to health and safety. Hats are not to be worn in the school building during the school day. No tobacco, drug or alcohol advertisements shall be worn on clothing.
12. Elementary school students leaving or returning to school during the school day are accountable to their homeroom teacher.

## DUE PROCESS

When a discipline problem arises, the following procedures will be followed:

1. The student is informed/notified of the infraction.
2. The student has the opportunity to tell his/her side of the story.
3. The teacher/supervisor/principal determines the level of discipline to be imposed, if any.
4. The student accepts the discipline, or the student and/or his/her parent/guardians request a hearing with the next level of the student grievance procedure. This procedure will be:
  - a. The Teacher/Supervisor involved
  - b. Building-level principal
  - c. Superintendent
  - d. School board

Further appeals maybe made to the Iowa Department of Education, or the Iowa Court system. Personal or constitutional rights will be respected for all students at the Denver Elementary School. Grievances against any school employee should follow the chain of command:

Step One - visit with the involved employee within 5 days of the occurrence causing the grievance. If the matter is not resolved satisfactorily, proceed to step two.

Step Two - visit with the principal within 5 days after visiting with the involved employee about the grievance. If the matter is not resolved satisfactorily, proceed to step three.

Step Three - visit with the superintendent within 10 days after visiting with the principal about the grievance. If the matter is not resolved satisfactorily, a request may be made to have the question placed on the agenda of a regularly scheduled school board meeting. If you have a grievance against the principal, go directly to step two. School Board Policy 502.4

## **EQUAL EDUCATION OPPORTUNITY AND MULTICULTURAL AND NONSEXIST EDUCATION**

Enrolled students in the Denver Community School District shall have an equal opportunity for a quality public education without discrimination, regardless of their **race, color, national origin, sex, disability, religion, creed, and socioeconomic background. The contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities.** Education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, and provide equal opportunity to both sexes. Inquiries regarding compliance with equal education opportunity shall be directed to the district's compliance officer by calling or writing to: Mr. Brad Laures (319-984-6323); 530 Lincoln St., Denver, Iowa 50622 or by calling or writing to the Director of the Region V11 office of Civil Rights, Department of Education, Kansas City Missouri. Further information and copies of the procedures for filing a grievance are available in the superintendent's office and the administrative office in each building.

School Board Policy 500.

## **EQUITY STATEMENT**

The Denver Community School District will not discriminate in its educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity, marital status, socioeconomic status, and creed.

The Denver Community School District requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The Denver Community School District is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of **race, color, national origin, sex, disability, religion, creed, and socioeconomic background. The contributions and perspectives of Asian Americans, African Americans, Hispanic Americans, American Indians, European Americans, and persons with disabilities.** Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

## **Handheld Technology Devices Use ("Cell Phone" Use)**

Handheld Technology Devices are to be turned off or set on silent and kept in assigned locker, backpack, pocket, or similar enclosure, and are to be totally out of view during the regular school day and are not to be used during the instructional hours of the school day from 8:10 a.m. until 3:10 p.m.

Incoming emergency calls from parents, guardians, or others, should be directed to the school office, and the administrative assistant will relay the message to the student.

The school district or administration will not be responsible for the loss, damage, destruction, or theft of any electronic device brought to school or a school field trip or extracurricular activity.

## **INTERVIEW BY OUTSIDE AGENCY**

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer, wished to interrogate a student, the request must come through the principal's office. Such a request will be granted only when, at the discretion of the principal such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the principal shall attempt to contact the parent/guardian of the child and inform them of the request and ask if they wish to be present. An exception to this is if the child abuse investigator specifically requests parents not be notified or included in the interrogation. No student shall be taken from school without the consent of the principal and/or without proper warrant. **School Board Policy 502.9**

## **PARENTS RIGHT TO KNOW**

### **Notification to Parents Concerning Highly Qualified Teachers and Paraprofessionals**

#### **Part I**

All districts receiving Title I funds must notify parents of all students in Title I funded schools that they may request information on their child's teacher's qualifications.

Information, at a minimum, must be provided that addresses the licensing requirements for the position held by the teacher, the licensure status, and educational background of the teacher.

The availability of this information must be included in a formal notification through a newsletter, note to parents, etc.

If the child also receives services from an instructional paraprofessional, the parents should be notified and informed of the paraprofessional's qualifications.

#### **Part II**

Parents must be notified if their child has been assigned, or will be taught for four or more consecutive weeks by a teacher who is not highly qualified.

The school must provide a statement to parents that ensures notification will occur should a teacher who is not highly qualified teach a child for four or more consecutive weeks.

When any child is provided a substitute teacher for four consecutive weeks in a school that receives Title I funds and the substitute does not meet the highly qualified teacher definition, the school must notify parents of this situation.

The Superintendent must notify the Iowa Department of Education of all non-highly qualified teachers, and send notice home to parents of students in that teacher's class.  
*School Board Policy 5-6.1E9*

## **SEARCH AND SEIZURE**

School authorities may, without a search warrant, search a student, student locker, desks or work areas based on a reasonable suspicion, under the circumstances, and in a manner responsible in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search.

Items of contraband may include, but are not limited to, nonprescription controlled substances, apparatus used for illegal drugs or other controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, or stolen property. Possession of such items will be grounds for reporting to local law enforcement authorities. **School Board Policy 502.8**

## **SECTION 504**

It is the policy of the Denver Community School District Board of Education to provide a free and appropriate public education to each student within its jurisdiction, regardless of the nature of severity of the handicap. It is the intent of the district to ensure that students who meet the definition of section 504 of the Rehabilitation Act of 1973 are provided with appropriate educational services. Students may be designated under this policy even though they do not require services pursuant to the Individuals with Disability Education Act (IDEA). For further information contact Superintendent Brad Laures, the coordinator of Section 504/ADA Activities.

## **STUDENT RECORDS**

In order to facilitate the educational process of the student, records are kept at the attendance center in which the student is enrolled. The custodian of the records is the building principal. Questions regarding student records should be directed to the building principal. The records contain information about the student and his/her education and may include, but are not limited to the following types of information: identification data, aptitude tests, attendance data, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent/guardian or student over the age of 18 years. Any other access to student records shall be only upon written consent, upon court order, or legally issued subpoena.

1. School officials, teachers and AEA personnel with a legitimate education interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state or local government when auditing and evaluating federal educational programs.
4. Officials connected with a student's educational financial aid applications.

5. Government officials to whom information is to be reported under state law adopted prior to November 19, 1994.
6. Organizations which process and evaluate standardized tests or which are conducting educational studies and the study does not release personally identifiable information.
7. Organizations for accrediting purposes.
8. Parents/guardians of dependent children, regardless of the child's age.
9. Appropriate parties in health or safety emergency.

Information from student's educational records, designated as directory information by the school district, may be released without consent of parents/guardians. Parents/guardians will have an opportunity to deny the release of directory information without their written consent in a notice stating their rights under federal law. This notice will be distributed annually. Directory information includes, but is not limited to the student's name and address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, date of attendance, degrees and awards received, the most recent previous education agency or institution attended by the student, and other similar information.

Student records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the one attendance center to another within the district, and when a student transfers from the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parent/guardians of students under 18 and students over 18 may exercise the opportunity to review educational records of the students, obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

School Board Policy 506.1, 506.2, 605.5.