

Stedman Elementary Student and Family Handbook 2014-2015



VISION

We, the Stedman community, embrace our diversity and are committed to excellence in our instruction and our quest for wisdom, so all students will achieve academic growth and personal success.

MISSION

As life-long learners, we strive for excellence in everything we do while respecting our diverse Park Hill community. We care about each other and make a difference.

Principal: Melissa Peterson
Assistant Principal: Hannah Kehn

SCHOOL SCHEDULE

8:45am-3:45pm

8:45am-1:45pm Early Release Fridays: Oct. 3, Oct. 17, Nov. 7, Nov. 21, Dec. 5, Dec. 19, Jan. 16, Feb. 6, Feb. 20, March 6, March 20, April 17, May 1, May 15, June 5

ARRIVAL/DEPARTURE

Students may arrive at school at 8:15am, 30 minutes prior to bell time. Students who are not participating in after school programming should leave school grounds at dismissal between 3:45 and 4pm. In the event that a student has not been picked up by 4pm, the office staff will make every attempt to contact a parent/guardian. If they have not been picked up by a parent/guardian at the close of the school office day, their names will be submitted to the Denver Police Department for transportation home.

ATTENDANCE

Regular attendance is important for successful school achievement. School attendance is a State of Colorado educational goal as well as a school priority. Students should be absent only in case of illness or family emergencies. **Parents must call the ATTENDANCE LINE at 720-424-3830 between the hours of 7:00 a.m. and 9:00 a.m. if the child is going to be absent.** If a call has not been made to the attendance line, parents of absent children will be called by the school on the day of the absence. If parents wish a child to be excused from gym or kept in during playground activity, the child must have a note from the physician. This will be cleared through the school nurse. If parents need to take their child out of the school during the day, they need to come to the office, sign the register and ask the secretary to send for the child. Children who are **tardy** to school must have a note signed by the parent and report to the office before going to the classroom. The office will provide the student with a pass to class.

BICYCLES

Bicycles must be parked in the cages provided. Once bikes are in the cages they are not to be removed until the student is ready to go home. When arriving and departing, students are to walk their bicycles on and off school grounds. Each student is responsible for locking his/her bike and for the security throughout the day. It is recommended that parents keep a record of the bike's description and serial number in case of theft. It is also recommended that you, as parents, give instructions on bike safety.

BUS RULES & REGULATIONS

At the beginning of the school year, parents and students are responsible for familiarizing themselves with bus rules and regulations. Students may only ride their assigned bus. Please remember that the bus driver, as well as transportation, may take away this privilege if safety or discipline becomes an issue.

CONFERENCES

If a parent would like to talk with school leaders or their child's teacher, we ask that they please call ahead. If a call is received during class hours, a message can be left with the school secretary.

Parent teacher conference dates are Nov. 3 and 5 from 4-8pm, and dates to be determined for 2nd semester. Teachers will provide detailed information about parent teacher conferences.

STEDMAN SCHOOL CULTURE PLAN (excerpts)

Belief Statements

We, the staff, students and community at Stedman Elementary, embrace our diversity and recognize that we are responsible for creating and maintaining a school environment that provides all students with positive social, emotional, behavioral and academic skills necessary to achieve academic personal growth.

We believe that behavior that is challenging is an opportunity to know our students, families and ourselves better, and to become more responsive and effective teachers.

Culture Targets

View challenges as opportunities for growth, and seek to discover the uniqueness of each individual student/guardian.

Provide appropriate social-emotional supports and proactively plan instruction so as to promote a safe and empowering environment for students and adults.

Design and deliver instruction flexibly to accommodate the diverse learning styles, interests and needs of our students, so as to engage students in their learning and thereby decrease challenging behavior.

Develop a reflective culture among adults and students where we take responsibility for our choices and how they impact others. This allows us to plan for how to make better choices in the future, make amends when appropriate, and earn the trust of our community.

Use a common language when referring to our community to promote cultural proficiency and tolerance. We do not perpetuate the school-to-prison pipeline by using words to describe student behavior that are also used by correctional institutions.

Celebrate positive choices and actions that demonstrate leadership aligned to RAPPS and DPS Shared Core Values through the use of purposeful and consistent PBIS systems.

Ensure that office referrals are used solely in cases where students exhibit extremely challenging behavior or unsafe behavior, thereby reducing the number of students missing instructional time and ensuring that suspension is used equitably and appropriately as a last resort.

Recognize that the peril of “zero tolerance” and overuse of the severe clause is what’s known as the school to prison pipeline. A study by the National Education Policy Center found that zero-tolerance policies across the nation were increasing suspension rates, with students being accused of offenses such as attendance violations, dress code violations, cell phone use, and other minor offenses. They found that zero-tolerance policies put children, particularly black and Latino children, on a path of truancy and likely incarceration. The severe clause is about safety and not about the three Ds (disrespect, defiance or disengagement).

Stedman staff are responsible for building relationships with students and deescalating situations so that students are motivated and engaged and the severe clause is not abused.

Engage and communicate with parents and guardians regularly through clear messaging around school expectations for behavior, interventions, homework, academic progress, and

volunteer opportunities, taking every opportunity to make positive phone calls home, fly by's in the hall, texts/emails, and home visits.

Actively engage in professional development to support the effective implementation of Stedman Culture Plan.

SAFETY AND SECURITY, ELECTRONICS AND DRESS CODE

Gum, candy, toys (including footballs, basketballs, etc.), game cards, radios, pop, glass bottles, cameras, CD players, iPods, palm pilots, games, electronic devices, and other non-essential items are not to be used at school. Since our lockers do not have locks, it is not advised that students bring valuable items to school. Stedman Staff is not responsible for lost or stolen items. It is not advised that students bring **CELL PHONES** to school, and they must be turned off and kept out of visible view during the school day. Parents wishing to contact their child must relay a message through the main office.

Stedman staff and students adhere to the Denver Public Schools Discipline Matrix.

We define Type One Challenging Behavior using the DPS discipline matrix

- Excessive tardiness
- Picking on, bothering, or distracting other students
- Use of profanity or vulgarity
- Disrupting school activity
- Minor defiance of authority/disobedience
- Verbal insults or put-downs
- Use of cell phones, gameboys, and similar electronic devices at unauthorized times
- Minor damage or defacement of school property
- Tobacco offenses
- Unauthorized use of school equipment
- Gambling Levels
- Minor physical aggression with another student (e.g., pushing, shoving)
- Scholastic dishonesty levels
- Other minor school-based misconduct

Teachers are expected to move through Levels A-C of the DPS Discipline Ladder prior to referring students to School Leadership for Type One challenging behavior. This includes: asking the student to reflect, restorative practices, phone call home, and an in-person conference with guardians (which often includes the creation of a restorative behavior plan).

If a student exhibits extremely challenging or unsafe behavior (Type 2-5 in DPS Discipline Matrix) or reoccurring Type One (only *after* moving through steps A-C above), teachers will complete a referral form for School Leadership and call the main office to have the student picked up by a School Leader. At this point, the student will complete a second reflection form with a School Leader, guardians will be notified and an in-person conference will be scheduled with School Leaders.

Students should wear a top that is blue, gold, or white (can be a combination of those colors as well). Students can purchase a polo shirt or RAPPS shirt from the main office. Teachers will pass out loaner shirts for students who do not arrive in uniform.

Students may wear bottoms of choice including uniform pants/skirts/shorts/jeans as long as it is appropriate (i.e., “fingertip rule”). Students should wear closed-toe footwear with the exception of shoes with roller skate soles.

All hats must be removed when entering the building.

EMERGENCY DRILLS

We conduct emergency drills to prepare students and staff for emergency situations, including fire drills, shelter in place drills (formerly called lock down), and tornado drills. A fire alarm sound combined with strobe lights signals a fire drill. We have drills periodically to teach students the safest, quickest route from the building or to take shelter. Whenever a class leaves a room for any emergency, students stay with their teachers until the “all clear” signal is given.

EMERGENCY/VITAL INFORMATION

We ask all parents to complete an emergency contact form for each of their children. This form tells us how to contact you or another responsible adult if your child becomes ill or injured at school. If your home address, home and business phone or emergency phone number changes, please notify the office immediately so we can contact you in case of an emergency

FOOD SERVICES

Breakfast - Breakfast is available at no charge to students each morning at Stedman from 8:10-8:35am. Students who arrive after the 8:45 bell may pick up a bag breakfast in the office when the sign in.

Lunch Program - Hot lunches, including milk can be purchased for \$ 1.40 for elementary students. Additional milk can be purchased for 40 cents. Lunches may be purchased weekly or monthly by sending cash or writing a check made out to “Stedman School Cafeteria”. All students will be provided with a lunch card at the beginning of the year. The card with the bar code will speed the lunch line and keep a more accurate accounting of the student’s spending habits.

Free or reduced-priced meals are available to youngsters who qualify based on family size and income. Forms are distributed to parents each fall. If your family doesn’t qualify now, you can apply any time during the school year if circumstances change.

HOMEWORK POLICY

Stedman teachers assign homework so that students may complete classroom assignments or practice skills already taught. Homework may also be given so a child can make up work missed during absences or help youngsters develop effective study habits or practices skills as part of an academic intervention. Parents/guardians may request make-up work following an absence.

LOST AND FOUND

Please write students’ names on clothing and personal items. Small, lost items are kept in the office until their owners claim them. Large items, such as clothing, are stored in the cafeteria. Periodically during the year, unclaimed clothing will be donated to a local charity.

MEDICATIONS AT SCHOOL

All medications must be stored in the nurse's office. Prescription medications must be brought to school in the original container with the doctor's instructions for dispensing the drug. Over the counter medications are NOT ALLOWED AT SCHOOL. Students are not allowed to self-medicate or to share medications with other students.

Birthday Celebrations

Birthdays for each month are celebrated the last Friday of each month at the end of the school day. Please let your child's teacher know in advance if he/she will be bringing a treat to share on the last Friday of the month of his/her birthday. Surprise or individual parties are not permitted. By law, we cannot serve food prepared in private homes to children during the regular school day. All treats for birthdays must be store bought.

PLAYGROUND RULES

Playground rules follow the Stedman **School Culture Plan**. Our behavioral expectations for students are the same on playground as they are throughout the school.

STORMY WEATHER

On stormy weather days, school will be in session unless a school closing announcement is made on the radio or television. **School closure information will be available first on radio stations KHOW-AM (630) and KSYF-FM (95.7) since they begin operating at 3 a.m. Also, check the DPS website: www.dpsk12.org**

If school is in session and a storm develops during the day, a decision may be made to send students home early. Parents should make prior arrangements so that their children will have a place to go if there is no one home on early storm release days. The decision to close schools is made by the Superintendent of the Denver Public Schools.

When you are aware of adverse weather, please tune to the above media sources for information regarding school closure or call the School office. Also, check the DPS website: www.dpsk12.org

Under no circumstances will a child be sent out into a storm without a place to go. Please be aware that students will go out during recess unless the weather drops below freezing.

TRANSPORTATION

It is the parent's responsibility to extend full cooperation in seeing that students obey the bus regulations and practices all recommended safety procedures. We hold the same high expectations for positive behavior on the school bus as we do on campus for all students.

VISITORS

All visitors to the building are required to check in at the main office. Visitors will receive a sticker identifying them as a visitor to the building. Students who are not registered at Stedman are not allowed to visit or shadow students during school hours.

