

# Parent and Student Handbook



2017 - 2018

# Welcome

## **Samuels Code:**

*At Samuels we make the right choices.  
We live and learn through life education.  
We nurture an atmosphere of respect and admiration for all.  
We celebrate our diversity and honor our community.  
We care about who we are and how we behave,  
even when no one is watching.*

## **School Hours**

Office Hours: 7:30 am – 3:30 pm

School Day: 8:00 am – 3:00 pm

Free Breakfast and morning supervision:

ECE – 5<sup>th</sup> Grade – 7:40am – 8:00am

## **Attendance:**

Regular daily attendance is required of all students. Please notify us if your child will be absent or tardy by telephoning the school at 720.424.4450. The office staff will contact parents if a child's absence has not been called in earlier. A written note signed by parent or guardian explaining an absence or tardiness should be sent with your child when returning to school.

## **Tardies:**

Being on time is necessary lifetime skill. In order for your child to benefit from instruction and not create disruption to teaching and learning, students are to be lined up on the blacktop by 8:00 am or in the classroom by 8:05am every day. Children who are tardy must report to the office before reporting to class. Students that are still in the cafeteria eating breakfast will also be marked tardy.

**Kiss-N-Go:**

Samuels has developed a Kiss-N-Go drop off and pick up procedure to help with the beginning of the day. Staff members will be available to help your students leave the cars in the morning and return to the cars after school. This will help alleviate parking issues in the neighborhood. ECE – 5<sup>th</sup> grade parents may drop their students off beginning at 7:40 am. Please remember at pick-up parents need to buckle their students into car seats. Teachers are not responsible for this.

**After School Dismissal:**

Parents are asked to provide an after school plan to the classroom teacher. If changes arise, please provide written notice to the classroom teacher.

**Dismissal during the School Day:**

If your child must be excused before the end of the school day, please come to the office to sign your child out. Teachers may not release a student without office authorization. Children are only released to the people listed on the emergency card unless written authorization is presented to the office. Students will only be released before 2:30 pm. Because of the end day wrap up instruction and time it takes to prepare for students to be released, requests for students to be released after 2:30 pm will be held until 3:00 pm.

**School Dress:**

Student dress is an essential aspect of creating a school environment that is safe and conducive to learning. Student dress and personal appearance shall meet reasonable standard of cleanliness and safety and must show respect for others. *Students should also dress appropriately for weather.* The following are not permitted: clothing referencing drugs, violence, gangs, etc.; skirts and shorts shorter than mid-thigh length; clothing that exposes the stomach or back (including shirts with thin straps); low-waisted trousers or excessively baggy clothing; and unsafe footwear including rubber-soled thongs (flip-flops). Generally, the initial consequence for violation of the dress code will be a request for immediate change of dress. If this is not possible, the student's parent/guardian will be contacted to bring clothes or the student may be sent home. Exceptions to the dress code may be made by the principal due to religion or a medical condition.

**Inclement Weather Days:**

When the weather conditions prevent children from being outside before school, they will come into our auditorium or gym at the regular supervision time.

In case of the severe storm, school will be in session unless closings are announced on radio or TV. Radio station KOA 850 or KBNA 1220 are the official announcement station for school closing information. TV station begin announcements at 5:00 am. If it is announced that the Denver Public School are on a "STORM SCHEDULE", it means school starts on time but elementary buses are running ½ hour late.

**Valuables and Toys:**

Personal belongings such as toys, athletic equipment, etc. should remain at home. The school will not be responsible for lost, damaged or stolen items.

**Cell Phones:**

Students should not bring cell phones to school. If a child needs to bring a cell phone to school, they should turn it off and place it in their backpack. The school will not be responsible for lost, damaged or stolen items. When parents or visitors are the school, we ask that cell phones be turned off or switched to silent mode as to not interrupt instructions.

**Lost and Found:**

The center for lost and found is located in the lunchroom. Small items, such as glasses, are held with the office staff. Please mark your child's name inside all jackets on their lunchboxes and backpack anything else they might lose. The school is not responsible for lost items! Once a trimester we will donate unclaimed items to charity organizations.

**Illness:**

If a child becomes ill, has fever or is injured at school, the nurse or member of the office staff will contact the person listed on the emergency form and supervise the child until pick-up. In cases of emergency we call 911. Please keep your child's emergency card updated.

**Medication:**

If possible all medication should be given at home. If a child must be give medication during school hours, the Student Medication Request Release Agreement must be filled out by your child's doctor (for prescription and non-prescription medicine) and returned to the office. All medication must be labeled by pharmacy. Keep medication in the original container. Medication may only be administered by the nurse or the office staff in the office. For safety reason, students should not have any medication in their pocket, classroom or backpack (including cough drops).

**Celebrations:**

We understand the importance of sharing treats in the classroom to celebrate special occasions such as birthdays. In order to make these celebrations successful and in the best interest of all students, prepackaged "quick and easy" finger food items that do not require plates, silverware or refrigeration, may be brought to school for all the students in the classroom. Treats will be passed out at a time when there will be little or no disruption of instructional time (right before lunch, end of the day). If you are planning to bring a treat to the classroom on your child's birthday, please contact the teacher to schedule a time that will be the least disruptive to instruction. Please make sure to check with your student's classroom teacher for their policy.

**Visitors:**

Parents are always welcome and encouraged to visit the school. It is required that all visitors sing-in at the office to obtain a Visitor's Badge.

**Volunteers:**

Parents are always welcomed and encouraged to volunteer at Samuels. Please speak with your student's classroom teacher about volunteering. All parent must sing-in the office before going to a classroom.

**Friday Bulletin:**

Families at Samuels will to receive their bulletin through email, School deets and Samuels web page.

**Website:**

Samuels has website that contains the most current information about school events. Please visit our website at: [samuels.dpsk12.org](http://samuels.dpsk12.org)

**PTA:**

PTA is the acronym for Parent Teacher Student Association. The PTA is a way for parent to become involved in the school and support their students. By becoming a member, you automatically help your child as a portion of your dues stays at Samuels Elementary and support the program. The PTA meets on the 2<sup>nd</sup> Thursday every other month and all parents are welcome and encouraged to come.

**CSC:**

CSC is the acronym for the DPS Collaborative School Committee. The Samuels Elementary CSC is an elected body of community representatives, parents, teachers and staff who work together to provide for the short and long term direction of the school. The CSC determines school policies, develops the school improvement plan, approves the budget and makes a variety of policy decisions that affect the school.

**Behavior Support and Interventions:**

Teacher at Samuels Elementary have systems for setting up rituals, routines and building a sense of community in their classroom that involves shared expectations.

**Discipline Procedures:**

When student behavior or disruptions require discipline intervention. Samuels' teachers follow the DPS District Discipline ladder. For a complete description of the Denver Public School discipline policies, go to the home page of DPS web site. A copy of the discipline ladder is also included in this booklet.

**Samuels Elementary School****3985 S. Vincennes Ct.****Denver, Co 80237****Phone: 720.424.4450****Fax: 720.424.4475****Web: [samuels.dpsk12.org](http://samuels.dpsk12.org)**

