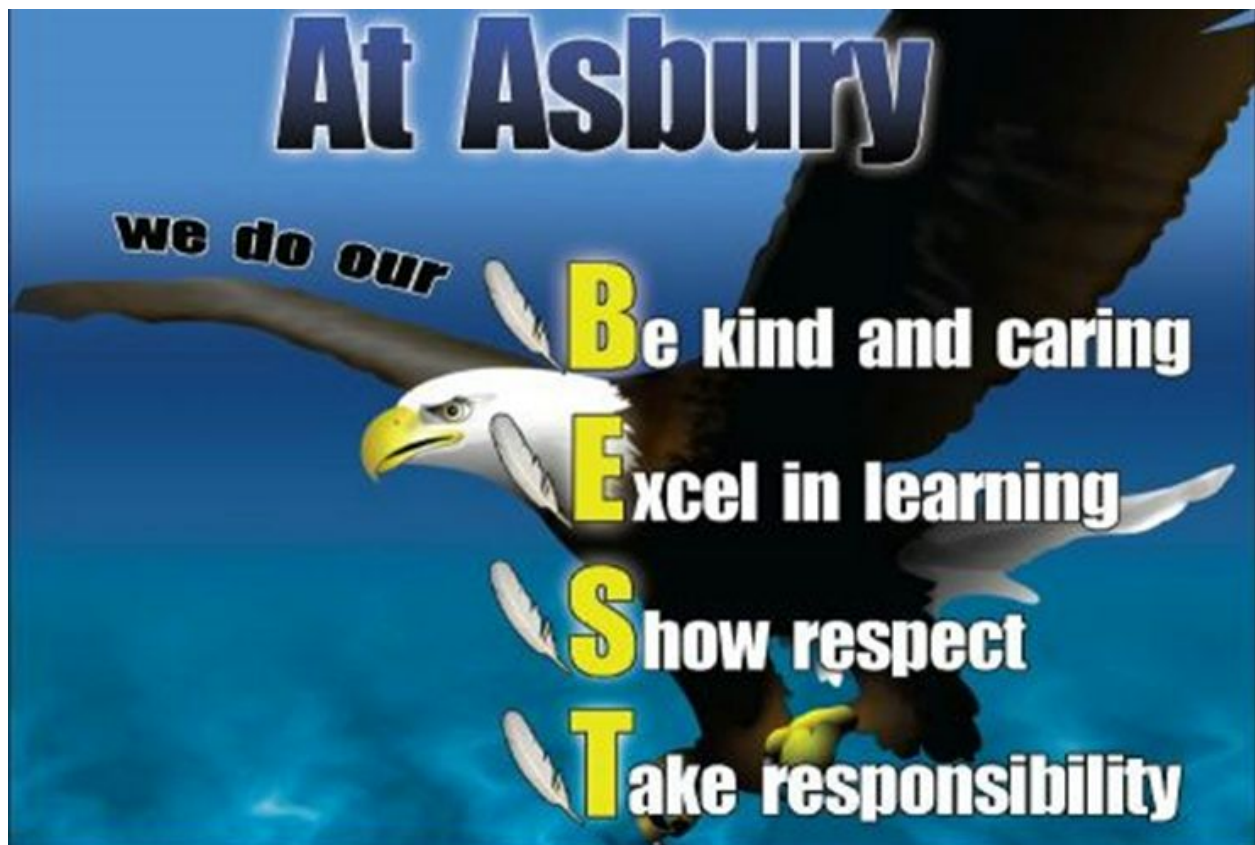


**ASBURY ELEMENTARY
FAMILY/STUDENT HANDBOOK
2015-2016**

**HOME OF THE EAGLES
WHERE STUDENTS SOAR**



ASBURY ELEMENTARY QUICK FACTS

SCHOOL ADDRESS:	1320 East Asbury Avenue Denver, Colorado 80210
OFFICE PHONE:	720.424.9750
ATTENDANCE LINE:	720.424.9797
OFFICE FAX:	720.424.9775
SCHOOL WEBSITE:	http://asbury.dpsk12.org
SCHOOL HOURS:	8:30 am - 3:15 pm
OFFICE HOURS:	7:00 am - 4:00 pm
PLAYGROUND SUPERVISION:	8:15 am
MASCOT:	Eagle

INTRODUCTION

WELCOME to Asbury Elementary! We look forward to working as partners with parents and the community to provide your child the best possible education. We encourage active parental involvement. Your child's needs are best met through a positive and supportive relationship between home and school. Please visit school often! We also welcome parents as volunteers. We hope this handbook will provide you with useful information about school policies and procedures. Please refer to it whenever you have questions or concerns. We wish you and your child an exciting, productive and successful school experience at Asbury!

Sincerely,
Pam Kirk
Principal

LUNCH AND RECESS SCHEDULE

GRADE	LUNCH/RECESS
KINDER	11:00 - 11:45
1 ST GRADE	11:10 - 11:55
2 ND GRADE	11:25 - 12:10
3 RD GRADE	11:30 - 12:15
4 TH GRADE	11:55 - 12:40
5 TH GRADE	11:55 - 12:40

TABLE OF CONTENTS

SCHOOL AND OFFICE PROCEDURE

Faculty

Attendance

Arrival/dismissal procedures

Before and After School Care

Classroom Interruptions

Inclement Weather

Lost and Found

SCHOOL RULES

Safety

Positive Behavior Intervention and Supports

Discipline Procedures

Bicycles, Scooters, Roller Blades, Skates and Skateboards

Emergency and Emergency Sheet Information

Dress Code

Toys and Personal Belongings

Use of Phones

Food Service

ACADEMICS

Assessments

Report Cards

PARTNERSHIP BETWEEN HOME AND SCHOOL

Celebrations

Conferences

Parent Involvement Activities – CSC and PTSO

Phone Directory

Thursday Folder

Visits

Field Trips

Kiss-N-Go

Volunteers

Website

HEALTH AND EMERGENCIES

Allergies and Food Intolerances

Immunizations

Medication Guidelines

Student Illness Guidelines

ASBURY PBIS MATRIX

DISCIPLINE LADDER

Asbury Elementary Staff

Pam Kirk.....	Principal
Alicia FaJohn.....	Assistant Principal
Nancy Saiz.....	Secretary
Terri Hinken.....	Secretary
Kim Magoffin.....	Kindergarten
Natalie Soto-Mehle.....	Kindergarten
Julie Chapman.....	1st Grade
Bridget Stephenson.....	1st Grade
Nicole Kehn.....	2nd Grade
Stephanie Vieau.....	2nd Grade
Karen Dunn-Bartlett.....	2nd/3rd Grade
Emory Dinner.....	3rd Grade
Rebecca Tanner.....	3rd Grade
Marianne Berge.....	4th Grade
Emily Jones.....	4th Grade
Stacy Hoffer.....	5th Grade
Alexandra VanCamp.....	5th Grade
Kristen Hicks.....	Intervention
Kathryn Sullivan.....	MI-Primary
Kristi Sommerville.....	MI-Intermediate
Carmela Mezquita.....	ESL (English as Second Language)
Stacey Anderson.....	MM-Special Education
Bridgette Murillo.....	MM-Special Education
Amy Ravel.....	Technology
Sara Brunnschweiler.....	Music
Susan Eberspacher.....	Gifted and Talented
Lori Netzly.....	Physical Education
Jennifer Werner.....	Art
Sean Federico.....	Psychologist/Social Worker
Cris Bowman.....	Nurse
Kaitly Dollard.....	OT
Terri Sadecki.....	PT
Nichol Bronson.....	Classroom Paraprofessional
Julie Drost.....	Classroom Paraprofessional
Felice Hansen.....	Classroom Paraprofessional
Marian Straight.....	Classroom Paraprofessional
Katie Mohr.....	Classroom Paraprofessional
Suzanne Gelwick-Knight.....	Classroom /Library Paraprofessional
Giannina Allsbrooks.....	ESL Paraprofessional
Kari Anaya.....	MI Paraprofessional
Amber Baca.....	MI Paraprofessional
Corissa Becker.....	MI Paraprofessional
Benjamin Cowhick.....	MI Paraprofessional
Kari Padilla.....	MI Paraprofessional
Lonnie Cruz.....	Facilities Manager

~SCHOOL AND OFFICE PROCEDURES~

ATTENDANCE

· Regular attendance is very important to maintain a consistent learning environment for our children. We ask that parents call the Attendance Line, **720-424-9797**, to report all absences each day. This line is a voice message service when the school office is closed. Feel free to leave a message day or night. The line is available 24 hours a day. If you have prior knowledge of absences, please inform the classroom teacher and the school office. If the office has not heard from an absent child's parent by 9:00 AM, the audio dialer will call to assure that the child is home.

Perfect Attendance:

· Perfect attendance is described as fewer than three tardies and attendance every day for at least $\frac{3}{4}$ of the day. Students will receive a reward at the end of the school year for perfect attendance.

Excused Absences

Excused absences means a student is absent for a reason identified within the attendance policy, set by local school board of education as declared in 22-33-104(4)(a) C.R.S. which may include, but is not limited to: funerals, illness, injury, legal obligations, medical procedures and religious observations. The following shall be considered excused absence (or excused tardies):

- A student is temporarily ill or injured, or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
- A student who is absent for an extended period due to physical, mental or emotional disability.
- A student who is pursuing a work-study program under the supervision of the school.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
- A student who is absent in observance of an established religious holiday.
- A student whose absence is approved by the building principal at the request of the parent or guardian.
- A student who has prior approval for a family vacation.
- A student who is suspended or expelled.

Unexcused Absences/Tardies

Unexcused absences/tardies are defined as an absence/tardy that is not covered by one of the foregoing exceptions.

Remember

"A student must work twice as hard the next day to catch up on missed information and missed homework. The U.S. Department of Education maintains that for every missed day of school, it takes a student two days to catch up." Please be responsible and make sure your student arrives at school on time and is ready to learn as many days of the school year as possible.

Tardies

- **Students who are tardy on a regular basis are missing the first instructions of the school day and are also disruptive to the class when they arrive. Please make every effort to have your children arrive at school on time.** The first bell rings at 8:25 AM. Teachers will pick up their classes outside by 8:30 am, and students are tardy if they are not in the classroom by 8:35 am. If a student is tardy, they must sign in at the office and receive a pink tardy slip to hand to their teacher. **Parents should walk late students into the office and sign them in for safety reasons.** If a student is tardy three times, it will count against perfect attendance. Students must "check-in" with the office when they arrive late. Students who are tardy negatively impact instruction in the classroom.

Habitually Truant:

Habitually truant means a student has four total days of unexcused absences from school one calendar month or ten total days of unexcused absences from school during the reported school year in congruence with C.R.S. 22-33-107(3)(a). Excessive tardies can lead to habitually truant behavior, and will be followed up with official letters to parents/guardians.

Medical or Other Appointments

- Whenever possible, schedule your child's medical or other appointments outside of school hours. Please sign the SIGN IN/OUT Book in the office when leaving early for the day or leaving and returning the same day.

ARRIVAL/DISMISSAL

Arrival

- Breakfast begins at 8:00 am in the cafeteria. Parents, who want to attend breakfast, must sign in and receive a visitor badge from the office.
- Children should not be on the playground before 8:15 am. All students who arrive before 8:15 am will need to go to the cafeteria. Supervision is provided on the playground beginning at 8:15 am.
- The bell rings at 8:25 am. Parents that want to walk students to classroom must get a visitor sticker from the office.

Dismissal

- Students are dismissed at 3:15 pm.
- Students are to go directly home. They may not stay and play on the playground without parent supervision.
- If students are not picked up by 3:25 pm, they will be taken to the office. Parents need to sign late students out of the office.

Inside Days

In the event of inclement weather, staff will make the decision to call an inside day for arrival and recess purposes. Inclement weather is weather that is exceptionally wet or cold and weather that would be unsafe to remain outside. In terms of cold, we will only call an inside day when the temperature is 20 degrees (including wind chill) or below—this is in accordance with district policy. During inside days, students will report directly to the auditorium. During this time, students are to sit quietly until a teacher comes to escort them to class.

BEFORE AND AFTER SCHOOL CARE

The YMCA is a school age before and after school care provided at Asbury. Please visit their website at sclingan@denverymca.org or Kaela Evans.

CLASSROOM INTERRUPTIONS

Our administration recognizes its obligation to minimize the number of classroom interruptions so that students and teachers may fully take advantage of all opportunities for maximum learning time in the classroom.

To maximize instructional time, we have the following expectations, which permit necessary communication while protecting student instructional time:

- Parents needing to leave emergency messages may do so by contacting the school office, which will then ensure the student gets the message through their teacher. All other parents will be transferred to teacher's voicemail. Teachers will return calls within a 24-hour period.
- Any article to be delivered to children must be brought to the office, not taken to classrooms; i.e., money, books, homework, etc.
- If it is necessary to pick up your child from school during school hours, please report to the office to sign your child out.

INCLEMENT WEATHER DAYS

In case of a severe storm, schools will be in session unless closings are announced on radio or TV. Radio stations KOA 850 or KBNA 1220 are the official announcement stations for school closing information. TV stations begin announcements at 5:00 am. If it is announced that the Denver Public Schools are on a "STORM SCHEDULE," it means school starts on time but elementary buses are running 1/2 hour late.

LOST AND FOUND

The center for lost and found items is located outside the office. Small items, such as glasses, are held with the office staff. Please mark your child's name inside all jackets, on their lunch boxes and backpacks and anything else they might lose! The school is not responsible for lost items! Twice a year (December and June) we will donate unclaimed items to charity organizations.

~SCHOOL RULES~

SAFETY

All parents/visitors **MUST** sign the visitor's roster in the office and wear a visitor's pass while in the building. Please do not be offended when staff members ask you for your visitor's badge if they do not see one when you are in the school. ***This is for the safety of your children as well as the school staff.***

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS

At Asbury, we believe it is important to explicitly teach our expectations. We have school-wide expectations that everyone in our school community be ***kind and caring, excel in learning, show respect and take responsibility.*** These expectations are defined for our common spaces and in classrooms. We acknowledge positive behaviors and respond to behavior violations with opportunities for students to learn from their mistakes while giving back to our school community. We believe in involving parents in both celebrations of positive behavior and as partners when consequences are necessary.

DISCIPLINE PROCEDURES

At Asbury, different levels of intervention will be considered when conflicts arise. Teachers will handle most conflicts. The student is provided an opportunity to tell his/her version of the incident. Consequences may include one-on-one counseling, time-outs, in-school community service, parent contacts, scheduled conferences, etc. If behavior problems continue, a major referral will occur and students will solve problems with the Principal. When continued or serious violations of responsibilities occur, the Principal may consider In-School or Out-of-School Suspension to help support students' positive school adjustment. If a student is suspended, a meeting will be set with the parents(s), the child, the Principal, and any appropriate teachers to discuss and devise a plan before a student can return to school.

Asbury teachers follow the DPS District Discipline Ladder. For a complete description of the Denver Public Schools discipline policies, go to the home page of the DPS web site. A copy of the Discipline Ladder is also included at the end of this booklet.

· For more in depth information on any part of the Discipline ladder, please refer to DPS discipline matrix and policies.

http://webdata.dpsk12.org/policy/pdf/Policy_JK-R_Attachment_B.pdf:
http://webdata.dpsk12.org/policy/pdf/Policy_JK-R_Attachment_C.pdf

In addition to the above discipline procedures, Asbury will adopt RULER in the 2015-2016 school year. RULER is an approach to education that develops the social and emotional skills of children and adults.

Note: If the Principal and Assistant Principal are out of the building, a teacher-in-charge is always available. This person will have the authority to take action that is appropriate and consistent with the policies outlined here.

BICYCLES, SCOOTERS, ROLLER BLADES, SKATES AND SKATEBOARDS

Bicycles and scooters may be ridden to and from school. Bicycles are to be locked in the bike rack and scooters and skateboards are to be kept in lockers. They are not to be moved during the school day. Students are asked to please walk their bicycle, skateboard or scooter on school grounds between 8:00 am and 3:30 pm. Students are encouraged to wear a helmet if they ride a bike, skateboard or scooter to school. Wheelies or heeies are not allowed at school.

EMERGENCIES AND EMERGENCY SHEET INFORMATION

911 will be called first when an extremely severe (life threatening) medical emergency arises. In the case of a serious illness or injury, the home phone is called first. If there is no response, the parents will be called at work. If parents cannot be reached at home or at work, the emergency numbers are called. Every attempt is made to notify parents when there is a serious injury. It is extremely important that your child's emergency sheet information is current at all times. Please inform the school office of any changes in residence, employment and/or phone numbers, which occur during the school year.

DRESS CODE

Asbury will adhere to the district dress code policy. Students are encouraged to dress in a manner that is neat, safe, and conducive to learning as stated in the Denver Public Schools Policy JICA-Student Dress. Student dress and personal appearance shall meet standards of reasonable cleanliness and safety and must show respect for others.

Students are encouraged to wear neat and clean clothing that is considered conducive to the proper learning atmosphere at Asbury Elementary. This includes tennis shoes to promote active play.

The following items are deemed disruptive and are not acceptable on school grounds, in school vehicles, or at school functions or activities:

- Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length (The length should meet your student's fingertips when their fingers are placed against their leg.)
- Sunglasses, hats or headscarves worn inside the building, with the exception of head - covering worn for religious or medical purposes
- Inappropriately sheer, tight, loose, or low-cut clothing that bares or exposes the stomach, back, breasts, buttocks, or intimate parts (i.e. garments made of fishnet, mesh, or similar material, and midriffs, halter tops, backless clothing, tube tops, or muscle tops.)
- Tank tops or sundresses with spaghetti straps (straps must be at least two fingers wide.)
- Flip flops and high heels

Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any words, symbols or pictures that:

- Refer to drugs, tobacco, alcohol or weapons
- Are of sexual nature by virtue of color, arrangement, trademark or other attributes which denote membership in gangs, associations or clubs which advocate drug use, violence or disruptive behavior
- Threaten the safety or welfare of a person
- Promote any activity prohibited by the student code of conduct
- Otherwise disrupts the school in delivering educational services

Also prohibited:

- Inappropriate footwear (bedroom slippers, flip-flops, stiletto heels, wheelie/heelie shoes)
- Underwear as outerwear
- Inappropriate grooming or hygiene, including excessive makeup

If a student comes to school dressed inappropriately, if we are not able to provide appropriate clothes from our supplies at school, the parent is responsible for bringing a change of clothes.

TOYS AND PERSONAL BELONGINGS

Students are discouraged from bringing toys, money or valuable items to school as the school assumes no responsibility for lost, damaged or destroyed items. Money may be left with the teacher or office personnel for safe- keeping. Any money sent to school is safest when in the form of a check placed inside an envelope with the student's first and last name written on it. Students like to bring items from home for show and tell. However, the school assumes no responsibility for lost, stolen, or damaged items.

The following items are not allowed at school:

- All electronic devices
- Any type of Trading Game Cards
- Lasers
- Make-up and/or hair product
- Purses

USE OF PHONES

School Phones

Students should only request to use the classroom/office phone if it's an emergency. The following are not considered emergencies:

*Forgotten homework

*After school plans (going to friend's house, etc. These can be made during the evening hours.)

Cell Phone Policy

- Cell phone use is not permitted during school hours. If you need to talk with your child during the day, please call the office.
- Cell phones shall be turned off and out of sight during the school day. To protect students from having cell phones lost or stolen, they may be turned into the office for safe keeping.
- If a cell phone causes a disruption, staff members will confiscate the device until the end of the school day.
- We discourage these items from being brought to school.
- Asbury is not responsible for cell phones that are lost, damaged or stolen on school property.

FOOD SERVICE

Breakfast

Breakfast is served every day in the cafeteria starting at 8:00 am. It is free for students.

Lunch

Students may bring their own lunch or enjoy the delicious, healthy lunch and salad bar options from our food services. Lunch is available for \$1.60 (\$0.40 for students who qualify for reduced lunch). Families are encouraged to purchase lunches by the week or month. You may write a check with the child's name on it payable to Asbury Lunchroom. The money can be paid directly to the lunchroom or may be given to the office staff to be placed in the cafeteria's mailbox. Each child is responsible for his/her own lunch money. If the money is lost or forgotten, a lunch will be provided but the child must repay the lunchroom manager the following day. A child is only allowed a charge of \$4.80 before an alternative meal (cheese sandwich, fruit and drink) will be served. Lunches may also be brought from home. Please write the child's name on the sack or lunch box. Soft drinks (soda) may not be brought in sack lunches.

ONLINE FOOD SERVICE PAYMENT OPTION

Families can pay on-line and view lunch account balances by subscribing to www.mylunchmoney.com.

~ACADEMICS~

ASSESSMENTS

Asbury recognizes the importance of standardized tests in today's society although we consider them only one indicator of individual abilities or future successes. Asbury teachers use multiple measures to determine students' needs and progress. The assessments below are administered to Asbury students.

- All students 3rd - 5th grade take the state tests in reading, writing and math. 4th graders take a state assessment in social studies; 5th graders take a state assessment in science.
- All students, K-5th grades take DPS interim assessments 3 times a year (fall, winter, spring) as follows:
 - Writing: 2nd—5th
 - Math: Kindergarten—5th
- All English Language Learners (ELLs) take the ACCESS test.
- All new ELLs to the district take the W-APT placement for language
- All students take on-going literacy assessments. These may include the Developmental Reading Assessment- DRA, the STAR Reading Assessment.

REPORT CARDS

Report cards based on students' proficiency on the standards are issued 3 times a year on a trimester basis. Conferences are held for every child during the fall.

Makeup Work

It is essential that students absent from school complete makeup work. It is the responsibility of the student and parent to initiate requests for makeup work. Makeup work should reflect class assignments missed during an absence, and a reasonable amount of time should be allowed for its completion. Time allowed to make up work is twice the number of classes or days missed. (District Policy JH-R)

Make-up work must be provided by the school for excused and unexcused absences. Teachers are to be given one-day notice of an absence in order to have time to prepare the necessary make-up work for the student. Two days if student will be gone for an extended time.

~PARTNERSHIP BETWEEN HOME AND SCHOOL~

CELEBRATIONS

Celebrations are an exciting time for our students. Please contact your child's teacher to arrange for a time to celebrate your child's birthday as to not impact instruction. For classroom celebrations, such as Valentine's Day, we encourage parents to contribute healthy foods. Teachers will coordinate with parents as to how they can support with classroom celebrations.

Please note: Per DPS Policy, food prepared at home is not permitted at school. All items must be pre-packaged and store-bought.

HALLOWEEN

Classes will have a celebration for Halloween. K-5th Grade students may bring their costumes to school for an all school parade in the afternoon. Costumes must be appropriate for school and no weapons are allowed.

VALENTINE'S DAY

The Asbury Elementary Valentine's Day activities usually include classroom parties and decorating boxes to receive valentines by student's classmates. Room parents help coordinate events.

FIELD DAY

Our Physical Education Teacher coordinates a fabulous field day held in the spring with all students (K-5) competing in a variety of fun filled events.

CONFERENCES

If you wish to meet with a teacher, please contact the teacher in advance to schedule a time convenient to both of you. In the fall, there are regularly scheduled Parent/Teacher conferences. Most teachers hold conferences after school over two evenings.

PARENT INVOLVEMENT ACTIVITIES

CSC

WHAT IS IT? CSC is the acronym for the DPS Collaborative School Committee. The Asbury 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. In addition, sub-committees may include non-CSC members that are under the direction of the CSC. CSC meetings are held the third Tuesday of each month and notifications are

sent home via Thursday eNewsletter. Meetings are open to the community. If you wish to bring an issue or concern to the CSC, you must submit your topic to the CSC Chairperson at least one week prior to the scheduled meeting. Elections for CSC vacancies are held in the spring.

PTSO

What is it? PTSO is the acronym for Parent Teacher Student Organization. We are an open group with the mission of supporting Asbury through fundraising, volunteering and planning community events. It is our goal to support our students, teachers and parents. Some of our fundraisers include: School Carnival/Silent Auction, Direct Giving, Scholastic Book Fair, Read-A-Thon, E-Scripts, Dining Out, Grocery Card Sales, BoxTops for Education. We organize Enrichment Programs for students, Parent Education Seminars, and coordinate school-wide volunteers. PTSO meetings are held the 3rd Tuesday of each month at 6:00 pm. FREE Babysitting and Language Interpretation is provided.

Here are some examples of how Asbury PTSO supports Parents, Teachers and Students:

- Teacher and Staff Support
- Fundraising dollars are used to subsidize additional classroom paraprofessionals, mental health counselor salary, classroom technology, art portfolios
- Room parent program, volunteer support in classroom
- Monthly teacher appreciation events, school supply drive
- After School Enrichment Activities
- Sticky Fingers, Bricks for Kids, Science Matters, Club Amigos, Chess Wizards, etc.
- Backpack Program (Hands Up for the Children) Backpacks are sent home full of nutritious food over weekends for 20+ Asbury families in need
- Educational Seminars
- Parenting Safe Children, Girls Leadership Program
- Community Events
- Monthly new parent informational tours, Kindergarten Round-Up, Family Fun Run, Spring Art Show, fund 5th Grade Continuation, Popsicle Social, Asbury Carnival
- Student Programs
- Reading is Fundamental (RIF) book giveaway
- Yearbook production and sale

THURSDAY FOLDERS

Information to our families is distributed on Thursdays. General information and announcements are distributed electronically through our weekly emails. Time sensitive announcements are email "blasted" to parents, so please make sure that the office has your current email address. If you are not receiving our emails every Thursday, please contact the office so that we can correct the situation, as this is our primary source of communication. Parents that choose not to receive the material electronically will receive

the material in a paper copy. Thursday Folder material is also posted on the Asbury Elementary Website. (asbury.dpsk12.org)

VISITS

Parents are welcome and encouraged to visit and volunteer at Asbury. For safety and security purposes, all visitors must stop at the Office to sign in and pick up a VISITOR BADGE. This is a DPS policy requirement as we are responsible for the safety of everyone in our building.

FIELD TRIPS

Information to our families about field trips will be distributed to families one week prior to the excursion. Signatures are not required for a student to attend field trip.

KISS-N-GO

Asbury Elementary offers a KISS 'N' GO program to give parents a safe option at drop off and pick up times. Help us combat the high traffic congestion around the school and the daily near misses that are taking place by using this as an option. Parents of kindergarten through 5th grade students can participate in the KISS 'N' GO zone located at the west side of the school. We'd like you to consider participating, particularly if you can't walk to school. Thank you in advance for your cooperation in this effort.

VOLUNTEERS

- Parents are welcome and encouraged to volunteer at Asbury. Most teachers begin scheduling parent volunteers the third or fourth week of school to allow for classroom rituals and routines to be established.
- Parents that are volunteering in the classroom are required to have a background check administered. Please stop in the office to have the forms filled out and processed.
- To develop independence in our students, we ask that parents volunteer a maximum of one hour per week except in special circumstances involving teacher request.

WEBSITE / FACEBOOK

The Asbury Elementary Website is asbury.dpsk12.org. It contains current information regarding the school including a calendar of events that is updated regularly. Copies of the newsletter and Thursday Folders are also posted on the website. You can also receive information about Asbury by liking the Asbury Elementary Facebook page.

~HEALTH INFORMATION~

ALLERGIES AND FOOD INTOLERANCES

The school should be informed of any student who has a serious known allergy that could endanger his/her life, especially bee stings, food, or medication that causes severe or life threatening reactions. In the case of intolerance to milk or other foods, the Federal Hot Lunch Program requires a physician's note if the food or milk is not to be served to your child.

IMMUNIZATIONS

The State of Colorado requires evidence of immunization for school enrollment. A child entering school must meet the requirements for each vaccine, or have a signed Statement of Exemption. A child will be denied entry into school until this information is provided.

Immunization Requirements

Please ask for a packet from the school office or go to this website for more information:
<http://www.cdphe.state.co.us/dc/Immunization/index.html>

MEDICATION GUIDELINES

If a student must bring medication to school, the following requirements must be met for prescription and over-the-counter medications:

- Written approval from the doctor and the parent for the school to administer the medication. Forms are available in the school office. Form must be completed before medication can be administered.
- Must be clearly identified by the name and type of medication.
- Must be in the original container.
- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
- The prescription must be current (not expired).
- Over-the-counter medication (cough syrup, aspirin, etc.) will also need a doctor's permission to dispense.

Please DO NOT attempt to give your child's medication to his/her teacher. ALL medications MUST be cleared through the health office and the school nurse, who is in the building one day/week and will be happy to make the process as simple as possible. Students are NOT PERMITTED to carry medications, **including cough drops, inhalers, and lip balm.**

STUDENT ILLNESS GUIDELINES

The following guidelines are necessary to help ensure the health of our students and staff.

If your child exhibits the following symptoms do not send them to school:

- If the child has been vomiting during the night or before school.
- If the child has a fever of 100 degrees (f), or greater, or has been running a fever during the night.
- If the child has been diagnosed with strep throat he/she must be on antibiotics for at least 24 hours before returning to school.
- If the child has conjunctivitis or "pink eye", he/she must be on antibiotics 24 hours before returning to school.

Illness

If a child becomes ill, has a fever or is injured at school, the nurse or a 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 will call 911. Please keep your child's emergency card updated.

Injuries

If a student comes to the office, we call home if there is any injury to the face or head, or more than a small scrape or scratch (easily covered with a small band-aid) to any other area of the student's body, or falls where a child complains a limb is injured.

Asbury

Positive Behavior Instructional Supports (PBIS)

Teaching Matrix

How we do our BEST	<i>Hallways & Stairs</i>	<i>Playground</i>	<i>Lunchroom</i>	<i>Bathroom</i>	<i>Auditorium</i>	<i>Fieldtrips</i>
Be Kind & Caring	<i>Walk Use Polite Words Voice Level 1 or 2</i>	<i>Be a friend Follow problem solving steps</i>	<i>Use polite words Show your manners</i>	<i>Respect Privacy Level 1 or 2 voice</i>	<i>Be polite to the speaker</i>	<i>Use polite words on the bus and at the destination Use appropriate voice level</i>
Excel in Learning	<i>Look with your eyes and admire work in the hallways</i>	<i>Exercise your body</i>	<i>Make healthy choices Try everything you take</i>	<i>Return to class quickly</i>	<i>Actively participate and listen</i>	<i>Listen actively Participate appropriately Learn and enjoy</i>
Show Respect	<i>Keep your place in line Hands to self</i>	<i>Play fair Take care of your equipment and playground</i>	<i>Level 2 or 3 voices</i>	<i>Conserve water, soap and paper</i>	<i>Enter with a Level 1 voice Show your manners</i>	<i>Follow bus rules Follow rules of destination Clean up after yourself</i>
Take Responsibility	<i>Walk Safely in the halls and on every stair</i>	<i>Follow rules Be prepared for all weather Do the right thing</i>	<i>Clean up your area Recycle and throw away trash</i>	<i>Keep your bathroom clean Wash hands</i>	<i>Enter with a level 1 Sit quickly</i>	<i>Own your behavior Represent Asbury with pride</i>

Type of Behavior	Examples	Adult Decisions		Adult Responsible
Type 5	<ul style="list-style-type: none"> -Assault (1st & 2nd degree including battery and intimidation) -Possession of weapons -Robbery 	<ul style="list-style-type: none"> · Phone call home PLUS: · Mandatory DPD referral and expulsion as required by state law 		Principal
Type 4	<ul style="list-style-type: none"> -Level II Fighting (significant injuries) -Damage to property, including graffiti or theft (\$5000+) -Willfully causing damage to the property of a school employee. -Other student behavior presenting an active or ongoing danger to the welfare or safety of others. -Habitual Disruption. -Recurring Type Three Offenses 	<ul style="list-style-type: none"> · Phone call home PLUS: · Mandatory referral to Safety and Security · Mandatory suspension · Optional expulsion 		Principal
Type 3	-Sexual Harassment (repeated Level I; Level II—touching or other more offensive behavior)	<ul style="list-style-type: none"> · Mandatory referral to Title IX Officer 	<ul style="list-style-type: none"> · Phone call home PLUS possibly the following: 	Principal
	-Damage to property, including graffiti or theft (\$500-\$5000)	<ul style="list-style-type: none"> · Optional referral to law enforcement 	<ul style="list-style-type: none"> · In school suspension · Out of school suspension 	
	<ul style="list-style-type: none"> -Harassment based on race, ethnicity, gender identity, disability, or religion: Level II (repeated Level I or aggressive nature of harassment on first incident) -Bullying Level II (physical acts of aggression or intimidation; repeated Type 2 harassment) -Level I Fighting (minor injuries) -Theft from an individual \$500-\$5000 -Recurring Type Two offenses. 			

	-Other school based misconduct that substantially disrupts the school environment.			
Type 2	<ul style="list-style-type: none"> -Bullying Level I (student’s first bullying event, e.g. name-calling) -Horse Play (pushing and shoving) -Defiance -Leaving class or campus without permission -Excessively crude and inappropriate language -Harassment based on race or color, religion, sexual orientation, gender identity or disability—verbal or written (includes cyber)—Level I (e.g. offensive graffiti, name calling, telling jokes/showing cartoons or spreading rumors, threats or intimidation, verbalizing racial slurs, referring to negative stereotypes, or other behavior against the protected class) -Sexual harassment Level I—verbal or written; e.g. unwelcome and unsolicited sexual advances, sexually motivated physical conduct (non-intimate body parts), or other verbal or physical conduct -Damage to property, including graffiti or theft (up to \$500) -Other school based misconduct that disrupts the learning environment -Recurring Type One offenses 	<ul style="list-style-type: none"> · Phone call home PLUS possibly any of the following: · Removal from class · Detention · In school suspension 	Social Worker Principal	
Type 1	<i>-Recurring universal behaviors (see below)</i>	<ul style="list-style-type: none"> · Phone call home · Refocus · Lunch detention · Restorative dialogue · Loss of privilege · Written reflection · Other logical consequence 	Classroom teacher Buddy teacher Social Worker Principal	
Universal	<ul style="list-style-type: none"> -Classroom disruption (leaving seat, passing notes, talking excessively) -Picking on, bothering, or distracting other students -Defiance/Non-compliance (not engaging, refusal, not following directions) -Inappropriate language (minor swears, profane hand gestures, name calling) -Infraction of school community agreements -Dress code infraction -Electronics 	<ul style="list-style-type: none"> · Rituals and routines · Move clothespin on stick system · Other logical consequence · Loaner clothing · Confiscation of items 	Classroom teacher	

DENVER PUBLIC SCHOOLS DISCIPLINE MATRIX