

Asbury Family Handbook 2017 -2018



Contact Information
Office: 720-424-9750

Health Room: 720-424-9755

YMCA: 720-810-7267

Website: <http://asbury.dpsk12.org>

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 lunch	11:25-11:50	11:05-11:25
1st grade	11:05-11:25	11:25-11:50
2nd Grade	11:30-11:50	11:05-11:30
3rd Grade	12:15 - 12:35	11:50 - 12:15
4th Grade	12:15 - 12:35	11:50 - 12:15
5th Grade	11:50 - 12:15	12:15 - 12:35

Vision

We are a diverse, vibrant community of inquisitive and engaged learners. We are committed to excellence and equity to foster self-directed, respectful, and empowered life-long learners.

Mission

Our mission is to develop actively engaged lifelong learners that have the essential skills necessary to become responsible and contributing members of a global society with the cooperation and coordination of our extended community.

Educational Philosophy

Teachers are committed to providing, developing and growing a student-driven learning environment to create an equitable and relevant education for the diverse student body at Asbury and we believe that together we can create excitement, joy and love for learning that will last a lifetime.

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ATTENDANCE POLICY

According to the DPS Handbook for Families and Students, there are strategies and interventions that we as a school are responsible for implementing which encourage students to be at school All Day, Everyday, and On-Time (8:30-3:15). We understand that there are circumstances in which students are unable to attend school; however, we also know that when a student is absent, missed instructional time is impossible to replace.

Whether an absence is excused or unexcused, time away from the structured educational environment makes it more difficult to provide children with the best possible learning experience. Children with a poor attendance pattern often fall behind academically and socially, which results in poor school performance. For this reason, we ask parents to please use the DPS Calendar to plan family vacations. For your convenience, the calendar is released the spring *before* the new school year begins. It can also be found in Appendix A.

Due to much of our standards-based work being done in the classroom, it is difficult to know in advance what your child will be missing. Therefore, any work that is missed will need to be made-up when the child returns to school. Exceptions to this will be made on a case by case basis for excused absences.

Excused Absence- An excused absence requires approval by both the parent or guardian and the school. In some cases, documentation from the parent may be required so that the school can excuse an absence. Examples can include a note from the school nurse or a health care provider.

Examples of Excused Absences from the Colorado School Attendance Law:

- Temporary illness or injury;
- Physical, mental, or emotional disability;
- Suspension, expulsion, or denial of admission; and
- Legal custody by public agency

NOTE: Vacations taken while school is in session are *not* an exception and are therefore considered un-excused. Other examples of un-excused absences are taking a student out when a younger or older sibling has a field trip to attend (eg. field trips, theatrical performances, etc).

Early Dismissal (Early-Outs)- It is strongly recommended that all appointments and extracurricular activities be scheduled outside school hours, as the loss of class time is detrimental to the student. Parents must arrive in the office to officially sign the child out of school *before* students will be called from class. A valid photo ID is required, no exceptions. Asbury staff is instructed not to release children from the classroom, lunchroom or playground without official authorization from the office. This procedure is followed to protect your child and to keep classroom interruptions to a minimum. A child will not be released to anyone who is not on the emergency card (unless the office has been notified by the parent).

Please let us know how we can support your family in ensuring your child is at school everyday. The following strategies & interventions for absences and tardies will be implemented as follows:

Un-Excused Absences (absences without parent and/or school permission, otherwise known as truancy). NOTE: Vacations taken while school is in session are un-excused. Habitually truant is defined as four unexcused absences in one month and/or 10 unexcused absences in the school or calendar year.	2-4 Total (School Year)	4 or more in one month	5-9 Total (School Year)	10-29 Total (School Year)	30 and above
Attendance Policy Reminder Letter	•				
Attendance Meeting with Attendance Officer (School Psychologist), Teacher and Principal. Attendance Contract discussed and signed.		•	•		
Truancy Letter sent home				•	
Referral sent to Truancy Court for further action (City of Denver)					•

Excessive Excused Absences (Illness)	3-4 consecutive	5 or more consecutive	10-19 total school year	20+
Doctor's note required or absence will become un-excused	•	•		•
Nurse contacts parents for *wellness check		•		
Attendance Policy Reminder Letter			•	
Attendance Meeting with Attendance Officer (School Psychologist), Teacher, Nurse and Principal. Attendance Contract discussed and signed.				•

**Wellness checks will be done to inquire about any resources with which the school can assist the family. For example, if a child is sick and has missed ten days of school, the nurse will be able to help the family with some "next steps" to possibly help your child become more consistent with attending school.*

<i>Un-Excused Tardies and Early-Outs</i> <i>*All tardies/early-outs are considered un-excused* unless a doctor's note is provided to the office.</i>	<i>5-14 total (school year)</i>	<i>15-29 total (school year)</i>	<i>30+ total (school year)</i>
<i>Attendance Policy Letter Reminder sent home</i>	•		
<i>Attendance Meeting with Attendance Officer (School Psychologist), Teacher, Nurse and Principal.</i> <i>Attendance Contract discussed and signed.</i>		•	•
<i>Possible referral sent to Truancy Court for further action (City of Denver)</i>			•

Absence and Tardy Procedures

Phone: call the **24 hour attendance line** at 720-424-9797 or **By 8:30AM**, call the main office at 720-424-9750. If you get our voicemail, please leave a message with your child's name, teacher and reason for absence. This must be done for each day your child is out. *If you do not call by 8:30, you may receive the robo-call.*

OR

Email: If you chose this option, please email both Terri Hinken (taryn_hinken@dpsk12.org) and Stephanie Summers (stephanie_summers@dpsk12.org) and if they attend the YMCA please email them also. If you email your child's teacher regarding the absence or tardy, please "cc" both Terri and Char as well. *Teachers may not check their email in time or may be absent that day and not receive the message.*

Attendance Notification Timeline

- √ **8:25** First bell
- √ **8:30:** Tardy Bell rings- students must collect a "pink slip" to give to their teacher
- √ **8:35:** Teachers turn in attendance to the office
- √ **10:00:** Automatic Dialer (robocall)- If we have not received a phone call about your child's absence that morning, the automatic dialer goes out to alert you that your child is not at school. This is our way of double-checking that your child is at home.

BEFORE AND AFTER CARE (YMCA and Enrichment Clubs)

The YMCA is a school-aged before and after care provided at Asbury. Please visit the website at <http://www.denverymca.org> for more information.

Enrichment Clubs are also offered after school for a nominal fee and provide the opportunity for students to participate in activities that are geared towards their interest (theater, chess club, cooking, etc). If you are in need of a scholarship, please reach out to Terri Hinken (taryn_hinken@dpsk12.org)

BIRTHDAY SNACKS, CELEBRATIONS, AND SPECIAL DELIVERIES

Birthday Snacks and Celebrations: Please check with the classroom teacher to see if any special considerations need to be honored. Parents that have students with severe allergies are asked to provide an alternative snack that the classroom teacher can use as a substitute, when needed. Only store bought items may be distributed.

Special Deliveries: In order to honor instructional time, we limit our interruptions to the classroom during the school day. If your child forgot a jacket, shoes, snack day snack, lunch, etc., we are happy to make a special delivery to your child. You are welcome to personally deliver special drinks and lunches (ex. Take-out) during your child's scheduled lunch time.

While we understand that special days (e.g. Birthdays) are important, please know that balloon deliveries, flowers, etc. will be delivered at the end of the instructional day. We are happy to pass out invitations to students if you are inviting the entire class. If you are only inviting specific students, invitations should be sent via postal mail or email to the specific child you would like to invite (to help curb potential hurt feelings).

BREAKFAST, LUNCH, SNACKS and ALLERGIES

Free Breakfast: Breakfast begins at 8:00 am and is provided at no charge to all Asbury students. Please note: There is no supervision on the playground until 8:15 am. All students who arrive before 8:15 am will be sent to breakfast.

Lunch: Students have the option of bringing their own lunch to school or purchasing milk and/or a hot lunch. Families can pay online and view account balances by subscribing to www.mylunchmoney.com; you will need to know your child's student ID number. 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 2 charges before an alternative meal (cheese sandwich, fruit and drink) will be served.

Allergies

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.

BUS TRANSPORTATION

Students who live at least one mile from the school are entitled to school bus transportation by DPS. The routes are set by the district and any questions concerning this service should be directed to its transportation office. For the safety of each child, it is always a good idea to walk your children to and from the bus stops. For information regarding late busses, or any other bus questions, call the parent hotline number at 303-825-2611. Please report any problems, concerns or questions to the school office.

CELL PHONES AND ELECTRONIC DEVICES

Asbury prohibits students from using and carrying cell phones and other electronic devices during the school day. These create interference with instruction and may impede school safety in a real emergency. We know that sometimes parents need to reach their children after school, therefore we recommend that students turn their cell phones into the office so that we do not need to worry about them be taken or stolen. If a child is out of compliance with this policy, cell phones will be confiscated by the teacher or other staff. It will then be necessary for the parent to come to school to obtain possession of the cell phone. Please note that Asbury is not responsible for any lost or stolen cell phones or electronic devices. If you need to contact your child during the day, please contact the front office.

CHANGE OF CLASSROOM PLACEMENT POLICY

Great care and thought is used to place each child in the optimal learning situation. Students are given a minimum of three weeks to adapt to a new classroom environment before any changes in placement will be considered. We believe that students need time to adapt to a variety of environments and expectations. Requests for classroom changes will not be considered until after the minimum period of three weeks, and then only for specific situations which must be approved by the Principal.

In regards to students who have difficulty with other students in their classroom, please be sure to make the teacher aware of this so they can help support your child. The teacher cannot do anything if they are not aware that the situation is occurring.

CLASSROOM OBSERVATIONS

We welcome parents to Asbury at anytime and their child's classroom is always open for observations. We ask that any parent who would like to observe kindly give the teacher 24 hours notice before the observation. If you wish to discuss your observation with the teacher, this can be arranged for a later time. Our teachers will be happy to answer questions at that time.

COMMUNICATION AT ASBURY

Communication is key to ensuring that there is a strong home-school connection. We will do our very best to ensure that we are communicating with you and would expect that, in return, you take the time to also communicate with us and utilize our website as often as possible.

Home to School Communication- Below are ways you can communicate with the school:

1. Contact the Office- The school's main telephone number is 720-424-9750. A secretary is on duty from 7:30-4:00. Outside of those hours, messages can be left on the voicemail. If your child is sick or absent, please leave a voicemail. Please make sure your child knows where you expect him/her to go at the end of the day PRIOR to your child's departure from home. In the event that you need to communicate a change of plans for dismissal, simply contact the office via phone and we will make sure both the teacher and your child receive the message. **If your child has a change of dismissal plans, please call the office by 3:00 to give us enough time so we can deliver the message to your child regarding this change.** Emailing your teacher regarding this change will not guarantee your child will receive the message on time, as teachers are busy instructing and most likely will not have time to check email during the instructional day.

2. Classroom Phones- Any phone call to the classroom will go directly to voicemail during the instructional day. Should there be an emergency and you need to speak with your child's teacher,

kindly call the main office number and we can deliver the message immediately.

3. Email- You may email your child's teacher anytime. Please know, however, that teachers most likely will not have time during the instructional day to check email. Teachers will respond to your emails within a 24-48 hour (business day) time frame.

4. Teacher Check-Ins- We believe it is very important to have good communication from school to home and realize that there are limited opportunities during the school day for this to happen in person. While we encourage you to make an individual appointment with your child's teacher if you need to talk with them at length, we also realize that there are times when you just need to quickly touch base with them. Below are opportunities for "Teacher Check-Ins":

- After School- Many teachers are out on the playground after school.
- Email and Phone Calls- Our staff will return emails and/or phone calls within 24-48 hours (1-2 business days). Please do not hesitate to reach out if you need to talk to anyone on our staff.
- Urgent Appointments- If you find yourself needing an urgent appointment in the morning, simply go to the office and they will gladly help you figure out the best way to touch base with your child's teacher.

In addition to the above "check-in's", teachers will be communicating with parents regularly regarding your child's academic progress. These forms of teacher communication include but are not limited to classroom weekly updates (blogs, emails, etc), parent-teacher or student-led conferences (once a year), report cards (trimesters) and informal and formal communications.

5. Appointments with the Principal/Assistant Principal: We encourage parents and guardians to communicate questions and concerns to the appropriate staff first, before contacting administration. In the event that it is a general question or concern, Ms. Kirk or Mrs. FaJohn is visible and available both at morning arrival and afternoon dismissal and these are some of the best times to get your questions answered. For longer conversations, please ask the secretaries in the office to schedule a meeting with either leader. During the school day, it is important for Ms. Kirk and Mrs. FaJohn to support the instructional programming happening in your child's classroom, therefore, the majority of the school day is spent supporting teachers and students. Your concerns are important, and if you cannot catch Ms. Kirk or Mrs. FaJohn at arrival or dismissal, please feel free to email them at pamela_kirk@dpsk12.org or alicia_fajohn@dpsk12.org or make an appointment by calling 720-424-9750.

School to Home Communication- Below are the many ways our school communicates with families:

1. Website: Our website will be our MAIN form of communication and will have all of the latest updates and information for our school (Calendars, schedules, etc). Check it out and bookmark it as a favorite! Asbury.dpsk12.org

2. School Deets App/Platform: Our App will be another MAIN source of information, events and notifications. Please download the app to receive real time information.

3. Thursday "Folder" : Every Thursday, all Asbury Families will receive an update with any *classroom* specific information and school information via School Deets (extra advertising for school events, etc). Please know that we do not promote or solicit any outside organization, therefore

any advertisements for camps, after school activities, etc. will be on our community board, unless it has been approved by DPS. Remember, all school-wide information is posted on our website, so please do not depend on receiving things in the Thursday Folders regarding school events. **If you are proposing an item to be included in the Thursday folder, all requests must be in and approved by Wednesday at 1:00pm.**

4. Monthly Classroom Newsletters: Classroom Teachers will be communicating with all families at least twice a month via a classroom newsletter. Newsletters will include curriculum updates, celebrations, and upcoming classroom events. Many teachers choose to communicate more often and this is left up to each individual teacher. You will receive these through School Deets.

5. Facebook: We encourage everyone to “like” our Facebook Page (<https://www.facebook.com/asburyelementarydenver>). We will be posting various things throughout the year and you don’t want to miss out on the fun!

DRESS CODE

Students should come to school dressed in a manner that is appropriate and not distracting. The office team will contact any parents whose child is in violation of these expectations and parents will need to bring in a change of clothes/shoes. Specifically, but not limited to, the following are common violations at Asbury and are against the DPS Dress Code:

- Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length (while we realize that children grow very fast, we ask parents to keep an eye on their clothing to ensure it is the appropriate length for school)
- Sunglasses, hats or head scarves worn inside the building (the only exception for head scarves are those that are worn for religious, cultural or medical purposes)
- Inappropriate footwear, including rubber sole thongs (flip-flops), High heeled shoes, and wheelies
- Tank tops with straps thinner than 2 inches
- T-shirts that reference inappropriate material

Students should dress for the weather, especially on inclement weather or field trip days. Please label all outer garments and your child’s backpack with their full name.

DROP-OFF/PICK-UP PROCEDURES

Thank you in advance for adhering to the following expectations regarding drop-off and pick-up. We have put these procedures in place in order to keep students safe, as well as to ensure that we start our instructional day right on-time. *If the below expectations are not followed, DPS Security and/or the Denver Police Department will be involved to assist us in ensuring our students safety.*

Morning Arrival

Before 8:30: Our staff will be on duty beginning at **8:15 am**. If your child arrives prior to this time, there will be no staff supervision on the playground. Therefore, students are required to have supervision by a parent or guardian until 8:15 am. This procedure decreases the potential risks to your child ranging from injuries to being in danger due to a lack of supervision on your part.

8:15 - 8:25: Students may play on the playground under the supervision of our duty team or proceed directly to the cafeteria for a free breakfast.

8:25: Welcome Bell

8:30: Tardy Bell- Instructional Day begins. **Please remember, all students who arrive after this bell are tardy and must have a parent/guardian sign them in at the office.**

Parking Lots and Traffic Flow

Parking Lot (on Lafayette) – Staff Parking and Handicap only parking

This parking lot will be used for all staff and handicapped families only. *Please note, this is NOT the "Kiss n Go" area and may not be used for drop off.*

Please adhere to identified reserved spots, as there are some spots that are either for handicap accessibility. All spots that are reserved are clearly identified with a sign. Please respect the no parking signs posted in certain areas of the lot and refrain from parking in those places.

Bus Lane:

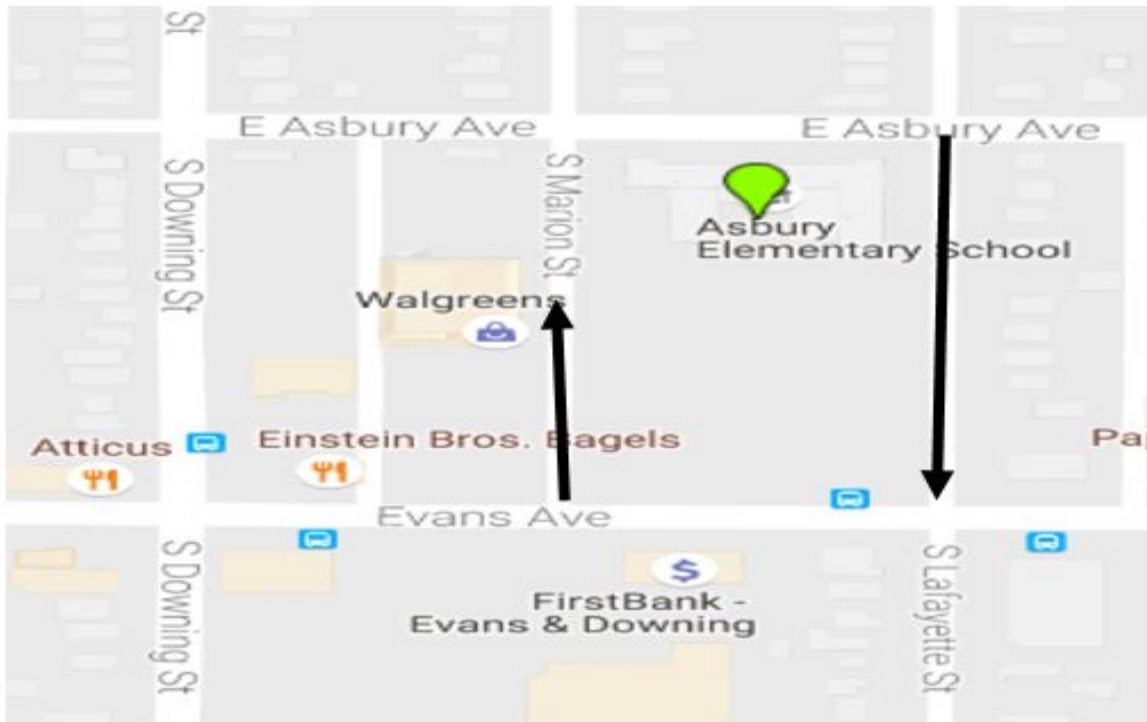
The Bus Lane is reserved for BUSES AND SPECIAL NEEDS TRANSPORTATION ONLY. Cars are not allowed to drop off, pick up, or park in this area during school hours.

Crosswalks:

Please use the crosswalks to cross safely. These are the only safe areas in which to cross. If you cross in any other area, you are putting your child and yourself at risk. Crosswalks are identified on the map.

"Kiss n Go" Drop-Off/Pick-Up Lane Information (Marion Street):

- *AM schedule- 8:15 - 8:30 & PM schedule 3:15-3:30.*
- *All students not picked up by 3:30 will wait for their family in the office.*
- *Drop-off and pick-up only occur on the WEST side of the building (MARION).*
- Please do not drop your child off on the east side. It poses a safety risk when they cross the street, as cars are trying to exit the Kiss n Go Lane. If you choose to park on the east side, you must walk across the street to get your child.
- Drivers must remain in vehicle at all times.
- Pull ALL THE WAY FORWARD as directed by duty staff.
- In order to keep the lane moving, 3-4 cars can drop off/pick up at a time. Please do not let your child out or ask your child to enter your car until you are one of the 3-4 cars in the front.
- Students must exit/enter from the *passenger side* of the vehicle ONLY.
- ABSOLUTELY NO U-TURNS! This is a huge safety risk!
- For safety purposes, please refrain from using your cell phone while in this lane.
- If these procedures are not convenient for you, please park your vehicle and use the crosswalk to enter.
- Please DO NOT PARK in the Kiss n Go lane. All offenders will be subject to a ticket requesting a ream of paper for the school.



Marion Street Kiss-n-Go ONLY

Lafayette parking ONLY

EMERGENCY INFORMATION

Parents' emergency information is kept on file in the office. Please notify the school office if there is any change in address, telephone number, email address or emergency contact person so that we may be in contact with you at anytime if necessary. It is very important for the safety and well-being of your child that you keep this information current. When a parent or adult listed on the emergency card cannot be contacted, the school may call the Denver Police Department and/or Denver Department of Human Services.

EXTREME WEATHER POLICY

Winter Weather Policy

- **Arrival:** Arrival time remains at 8:25. Students can enter the building and go straight to the auditorium. We will not let anyone inside the building until 8:15, so please do not send your child early.
- **Weather Delay Schedule:** The delay schedule provides buses an additional 60 minutes to access identified schools, and these schools will start one hour later than their typical start time during a weather delay. All other schools that start before 8:30 am will not be affected. School leaders, instructional superintendents and parents of transportation-eligible students will be notified of the delayed start using Bus Bulletin.
- **Recess:** When it is 20 degrees or below, we will have indoor recess inside the auditorium. A G-rated movie will be shown to the students or they will participate in a free choice station rotation. Outdoor temperatures will be monitored using weather updates on the DPS website.

- **Winter Gear:** Please dress your child in warm winter gear as we only call indoor recess when it is extremely cold. Otherwise, you can assume your child will be outside playing in the fresh air! They will need coats, gloves, hats, and any other outdoor winter clothing you see fit.

School Closure /Delay Communication

- If the decision is made to close school, the DPS Communications Office will immediately notify local television and radio stations, which will broadcast regular announcements of school closures or delays. Information is also available at www.TheDenverChannel.com, 9News.com, KDVR.com and denver.cbslocal.com. Notifications in Spanish will be made on radio newscasts on 1150 AM, 1280 AM and 1090 AM.

FIELD TRIPS AND EXCURSIONS

Classroom learning takes on a whole new meaning when put into the context of first-hand discovery and experiences shared with experts. Field trips are a way of taking the classroom into the community and are therefore regarded as an integral part of the educational experience. These trips also serve to heighten community awareness, involvement, appreciation, and commitment. Parents are often asked to act as chaperones, especially for outings involving the younger students. Please be aware that 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 the field trip.** Often times the venue which the grade level or class is attending needs to have the money in advance. Please be prompt in sending in money. Talk to your child's teacher if there is a question or concern or if you would like to request assistance with the cost.

HEALTH POLICIES

Asbury has a school nurse available twice a week and a Health Tech four days a week. 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.

Regarding medication, DPS policy states, in accordance with state law, that medication may be dispensed with physician and parent/guardian authorizations at school. The parent must provide the medication in a separate prescription bottle that stays at school. The bottle must have a prescription label clearly stating the student's name, doctor's name, name of the medication, dosage and time(s) to be taken. It needs to be accompanied by a DPS medical form filled out and signed by the Doctor and the Parent. ALL medication must be turned into the office and not carried around by students. Please do not send pills or capsules in plastic bags or over-the-counter medications such as cold pills, Tylenol or cough drops. Medications will be stored and locked in the school office and dispensed by the office staff.

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.

Lice Policy

DPS follows the Center for Disease Control policies regarding head lice. Please check out the CDC website for the latest information on head lice, including treatment and prevention: <http://www.cdc.gov/lice/head/parents.html>.

Injuries

If a student comes to the office with a face or head injury, we will call home.

Immunization

The State of Colorado requires evidence of immunization for school enrollment. A child entering school must meet requirements for each vaccine, or have a signed statement of exemption. Please ask for a packet from the school office.

HOMEWORK

Homework is an important extension of the learning that takes place at school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for students to work and by seeing that assignments are completed. Each classroom has its own homework schedule and policy. Please check with your child's teacher if you have any questions regarding his/her homework policy.

INSTRUCTIONAL DAY

Each day, we ensure students are receiving the following instructional blocks with their homeroom:

- Literacy (Reading and Writing)
- Social Studies and Science
- Math
- Specials (PE, Art, Technology and Music)

Students will receive differentiated and personalized instruction based on their individual needs in every classroom throughout the day. Differentiation includes supports for struggling students and opportunities for enrichment for all students.

ASSESSMENTS

Asbury recognizes the importance of standardized tests in informing instruction. Asbury teachers will use multiple measures to determine instructional data.

- All students 3rd-5th grade take the state test in reading, writing, and math. 4th grade may take a state assessment in Social Studies, 5th graders may take a state assessment in Science.
- Writing Assessment: K-5
- Math
- All students will take on-going literacy assessments including but not limited to running records and iReady.

REPORT CARDS

Report cards are based on Common Core State Standards proficiency level and are sent home three times a year. Conferences are held in the fall.

LEADERSHIP TEAMS

School Leadership Team (SLT): The SLT is the school-based team charged with ensuring that instructional and operational systems are in place to achieve student success. Responsibilities of the SLT include designing the student and teacher master schedules, professional development and instructional programming. Representatives from the SLT include teachers, specialists, support teachers and the principal.

Collaborative School Committee (CSC): CSC is the steering committee for the school. It strives to enhance student achievement and school climate by engaging the school community in supporting school and district goals. The CSC provides guidance on and approval of the Unified Improvement Plan (UIP), as well as staffing allocations, school budget, and school program design. Representatives from the CSC include parents, teachers and the principal.

Asbury CSC meetings take place the first Tuesday of every month from 3:30 - 4:30 pm in the Library. A portion of the agenda is reserved for community comment at each meeting. Each meeting is open to the community and all are welcome to attend!

Parent Teacher Student Organization (PTSO): The PTSO is a vital component of community building and volunteering at Asbury. They hold monthly family events, help integrate new families into the Asbury community, and fund classroom materials, specialized instruction, school improvements and major school events.

Membership in the PTSO is voluntary, but encouraged. PTSO Meetings are held the First Tuesday of every month from 6:00 - 7:00 pm in the Library. Childcare will be provided. We hope you can join us!

LIBRARY POLICIES

End of Year Check-Out Policy

Toward the middle of May, each student will have one last day to check out library books. Soon after this date, all books are due back to the library. If a library book happens to be lost or damaged, students need to pay a \$20.00 fine. If a student is unable to pay their fine, they are welcome to purchase a replacement copy of the lost book, or bring a book from their home library to donate to Asbury's library collection or do library work time. If a library fine is not cleared by the end of the school year, the student's progress report will be held in the office until the fine is cleared. This is per DPS policy.

LOST AND FOUND

Please check the lost and found area that is located in the hallway right outside the office. Also, please put your child's name on coats, mittens, gloves, lunch-boxes and water bottles. All lost items will be bagged and donated multiple times a year.

PETS ON CAMPUS

While we love our four-legged friends, Denver City Ordinances prohibit having dogs or other animals on the playground. This includes pets on a leash. We recognize that some dogs are service animals and are therefore exempt from the above policy.

PLAYGROUND EXPECTATIONS

We have expectations at Asbury, which help keep all students safe. We need everyone to follow our Playground Expectations before school, during school and after school. Thank you for helping us keep children safe.

Playground Expectations: General Playground

- √ Wheels: If your child rides a bike, they are responsible for making sure it is properly locked up. In addition, it is expected that students will walk their skateboards, scooters and bikes on the playground both before and after school. This will help avoid accidentally hurting other people. Students are to park their bikes on the bike rack on the south side of the school and bring their scooters and skateboards inside to be placed by their backpacks.
- √ Be Safe, Be Aware and Be Considerate
 - o Please ask permission from an adult if you need to leave the playground area for any reason.
 - o Use all playground equipment as intended (Teachers and Ms. Netzly will be going over the specific playground equipment rules).
 - o If a student takes out equipment, it is their responsibility to put it back when they are done.
 - o Trees, fences and backstops are not for climbing.
 - o Walk in the patio area and on the stairs.
 - o Play tag and other chasing games on the field only.
 - o No "groundies" anywhere on the playground
 - o Rocks under the shade structure are not for jumping on.
 - o Speak positively and keep your hands to yourself.
 - o Be respectful of plants and trees. Being kind to them includes not picking them or tearing off their bark.
 - o We have balls and other equipment for you to use on the playground during recess. Please do not bring toys from home.
- √ Be a good sport. If you choose to participate in games, there are times during the game that you may receive a minor injury and you may lose.
- √ Last but not least...Have FUN!

Playground Expectations: Equipment & Games

There are more specific rules for each game that are put into place during the school-day for safety and fairness. Please follow this [link](#) to find them.

SAFETY & SECURITY

At Asbury, we have various safety measures to ensure students and staff is safe both inside and outside the building. Included in our measures:

- Parking and traffic patterns have been established for Asbury. Drop-Off/Pick-Up Policies are in this handbook.
- All doors are locked at all times. Guests and parents have to be buzzed into the school.

- Anyone entering the school is required to sign in/out at the front office upon their arrival and departure times.
- Asbury Staff are visibly seen when on duty. They also carry walkie-talkies for clear communication when needed.
- Parents are asked to inform Asbury if their child is going to be out of school or tardy.
- Parents receive a “robo call” to confirm their child’s absence.
- Students arriving late or departing school early must be signed in/out by an authorized person for that student; anyone that is not recognized by the office team will be asked to provide a picture identification.
- Volunteers are required to obtain a background check before they begin volunteering in the classroom; they are also required to sign in and out in the office and wear a visitor badge.
- *Suspicious Individuals:* If you see anything suspicious around our campus at anytime, please alert a staff member. All staff members on duty have a walkie-talkie to communicate to the office and the Principal/AP to alert us to any assistance they may need.
- *Playground Supervision:* There is NO DUTY STAFF on the Playground *before* 8:15 or *after* 3:30. If something happens to your child on campus *before* 8:15, we will not know until they don’t arrive in class and the automatic dialer goes out to you. If anything happens *after* 3:30, you will not know until they don’t arrive at home.

Emergency Response Procedures

Fire Drills

Fire drills are required by law and are important practice in the event that an actual emergency should occur. Students learn the evacuation path established for each room they occupy. All building occupants must move silently and in an orderly fashion to a specified area where they will remain until instructed to return to the building. Practice drills are conducted on a regular basis as required by Denver Public Schools.

In a serious emergency, school administrators/district must decide to Lockdown, Lockout, Evacuate or Shelter in Place.

Lockdown Procedures

Threat is inside or very close to the school. School administration secures the building and safely shelters all students, staff and visitors INSIDE the school building. A school will go on Lockdown if a threat is in their building or their neighborhood and endangers the occupants of the school.

- School business and classroom activities cease.
- NO person is allowed to enter or leave the building.
- Staff inside follow additional Lockdown protocols to ensure safety of students.

Lockout Procedures

Threat is definitely away from the school. School administration secures the building and safely shelters all students, staff and visitors INSIDE the school building. A school will go on Lockout if a threat is in their neighborhood and does not endanger the occupants of the school. NO person is allowed to enter or leave the building. Additional precautions are taken inside the building.

Evacuation Procedures

If it is unsafe for students, staff, and visitors to remain inside the building they will evacuate to designated evacuation locations on campus or off-site. The most common evacuation is a fire drill.

- All students and staff will exit the school and go to designated locations.
- Everyone will remain outside until the “all clear” message is given.

- If students and staff need to leave school grounds, we will walk or go by bus to our designated off-site emergency evacuation locations.
- Students will be released to parents or guardians who are listed on the emergency card and have proper ID.

Shelter in Place

Severe weather is any weather condition that may cause injury to students and staff or damage to structures. Different types of weather call for different type of actions. Schools will go into shelter-in-place if the threat of severe weather is in the area. Examples of severe weather are:

- High winds
- Thunder and lightning storms
- Hail
- Tornadoes

Site Administrator will monitor the National Weather Service announcements and will notify staff and students to move away from rooms on the perimeter and go to the designated Inside Safe Assembly Locations as necessary. Site Administrator will direct students and staff to take the protective kneeling position if indicated

There are two off-site emergency evacuation locations for Asbury Elementary and parents will be notified via email of these locations should an emergency evacuation occur.

Shelter Procedures

Severe weather is any weather condition that may cause injury to students and staff or damage to structures. Different types of weather call for different type of actions. Schools will go into shelter if the threat of severe weather is in the area.

In the Event of a School Emergency

We understand that every parent's first reaction is to come immediately to the school site to make sure their child is safe. In order to increase the chances of all students remaining safe during an emergency, we ask the following of our parents:

- DO check the DPS webpage for updated information (<http://www.dpsk12.org>).
- DO tune into local TV/radio stations for school news alerts.
- DO listen for information regarding reunification with your child.
- DO contact DPS Communications at **720-423-3414** should you need to talk to someone
- Refrain from going to your child's school. This will create traffic congestion hampering the efforts of first responders.
- Refrain from calling your child or your child's school. Excessive phone calls could jam the phone system and interfere with emergency communications.

SCHOOL WIDE EXPECTATIONS

We have expectations at Asbury, which help keep all students safe. In addition to our School-Wide Expectations, we have Playground Expectations that we need everyone to follow before school, during school and after school. Thank you for helping us keep children safe.

Preventative Measures

The following are preventative measures we have in place to ensure student safety

BEST Expectations- We expect our Asbury Eagles to follow the characteristics of the BEST model.

- Be kind and caring
- Excel in Learning
- Show Respect
- Take Responsibility

RULER- RULER is an evidence-based approach for integrating social and emotional learning into schools. RULER applies “hard science” to the teaching of what have historically been called “soft skills.” RULER teaches the skills of emotional intelligence — those associated with recognizing, understanding, labeling, expressing, and regulating emotion. Decades of research show that these skills are essential to effective teaching and learning, sound decision making, physical and mental health, and success in school and beyond.

In the event that the above preventative measures do not work, we follow the procedures as listed in Appendix A, “**Denver Public Schools Discipline Matrix & Discipline Ladder Action Steps,**” which align with the DPS Discipline Ladder.

Bullying

DPS is committed to providing a safe and secure school environment for all students. We believe students should be able to learn in an environment that is free from threat, harassment and any type of bullying behavior, including cyber-bullying. Students who engage in any act of bullying are subject to disciplinary action, which may include suspension or expulsion, and referral to law enforcement.

If, at any time, your child feels unsafe at school, please contact their teacher and/or the principal right away. It is difficult for the school to intervene if we are unaware of situations occurring. If your child feels uncomfortable telling someone at school, they can contact Safe2Tell, a way in which students or parents can make an anonymous report. You can reach them at 1-877-542-SAFE or find more information at www.safe2tell.org

STUDENT SUPPORTS & INTERVENTIONS

Student supports and interventions are offered for any child that is struggling academically, behaviorally, or emotionally, whether they need a temporary plan or permanent plan to ensure their academic and/or emotional success. Supports can include English Language Acquisition (ELA) groups, literacy intervention groups, math intervention groups, and/or social-emotional skill building individual/group interventions. If students continue to struggle after receiving interventions for at least 6 weeks, the school may invite the parent or guardian in for a Student Intervention Team (SIT) meeting. This team is made up of teachers, support staff, and parents, and the purpose is to problem-solve and determine the best ways to support the student at school. This process is referred to as Response to Intervention (RTI) which is part of a Multi-Tiered System of Support (MTSS) model. Additional supports may be accessed in this model by students with disabilities through an Individualized Education Plan (IEP) or a Section 504 Plan. For more information about this process or model, please contact the office to get you in touch with one of our support staff members.

IEP’s, 504’s and Student Intervention Team Meetings: For any child receiving these supports, we will be scheduling their meetings on designated Wednesdays. You will be scheduled for a meeting time between 8:15-3:00 and will receive notification two weeks prior with the date and time so you can plan accordingly. We want to ensure we are available to meet with you and set goals for your child in a timely manner. While we completely understand and can relate to work schedules, we are asking all

of you to please make an effort to adjust your schedule to attend these very important meetings at these times. If, for some reason, you cannot adjust your schedule with two weeks notice, we can offer the following options:

- Reschedule the time on that assigned day
- Reschedule the date to the next month's slot
- Conduct a conference call during the meeting

Please do not hesitate to contact either the Principal or your child's teacher with any questions or concerns.

TECHNOLOGY USE

Asbury believes that the use of technology is integral to teaching students and enhancing instruction. Our goal is to equip every classroom with a Promethean Board and, in addition, we currently have Laptop Carts, iPad Cart and are a One-to-One school.

In addition, DPS currently has a Google Domain with Google, which enables all of our students to use Google Apps for Education in the classroom. By giving your consent during registration, your student is able to log into their Google accounts and access tools such as Google Docs, Google Forms, and Google Presentation. These tools are used by classroom teachers and specials teachers in order to enhance curricular projects through the use of technology. Google Apps for Education is a safe and secure site for your child to use. **In order to use any technology, parents and students must sign a Technology Acceptable Use Agreement governing computer use at Asbury. Failure to comply with any or all of this policy will result in a loss of any or all computer use privileges.**

TOBACCO-FREE CAMPUS

Denver Public Schools is a tobacco free district. No tobacco products are allowed on school grounds, including E-Cigarettes.

TOYS, SPORTS EQUIPMENT AND PERSONAL BELONGINGS AT SCHOOL

Toys, gadgets, electronic devices, spinners etc. are not to be brought to school. They become a distraction in the classroom and on the playground. Lacrosse sticks, baseball bats and hard balls are not allowed. The school does not take responsibility for lost, damaged or stolen items.

TOURS

We welcome those families considering making our school their home. Tours are scheduled on Friday mornings, November through the end of January. Please contact our front office for more information.

VISITORS

Visitors who have a legitimate reason to be at the school are always welcome at Asbury, however, we limit visitation during the school day in order to minimize classroom interruptions. Unless volunteering, classroom visitation and/or observation is only permitted by making an appointment with the teacher or approval of the principal. At no time are parents/visitors permitted to go directly to a classroom before or during school without this approval. See "classroom observation" for additional details on observing in your child's classroom.

VOLUNTEERS

For the safety of our students and staff, Denver Public Schools has a volunteer background check process. Please check with the front office to obtain the proper paperwork.

Parent Volunteers at Asbury

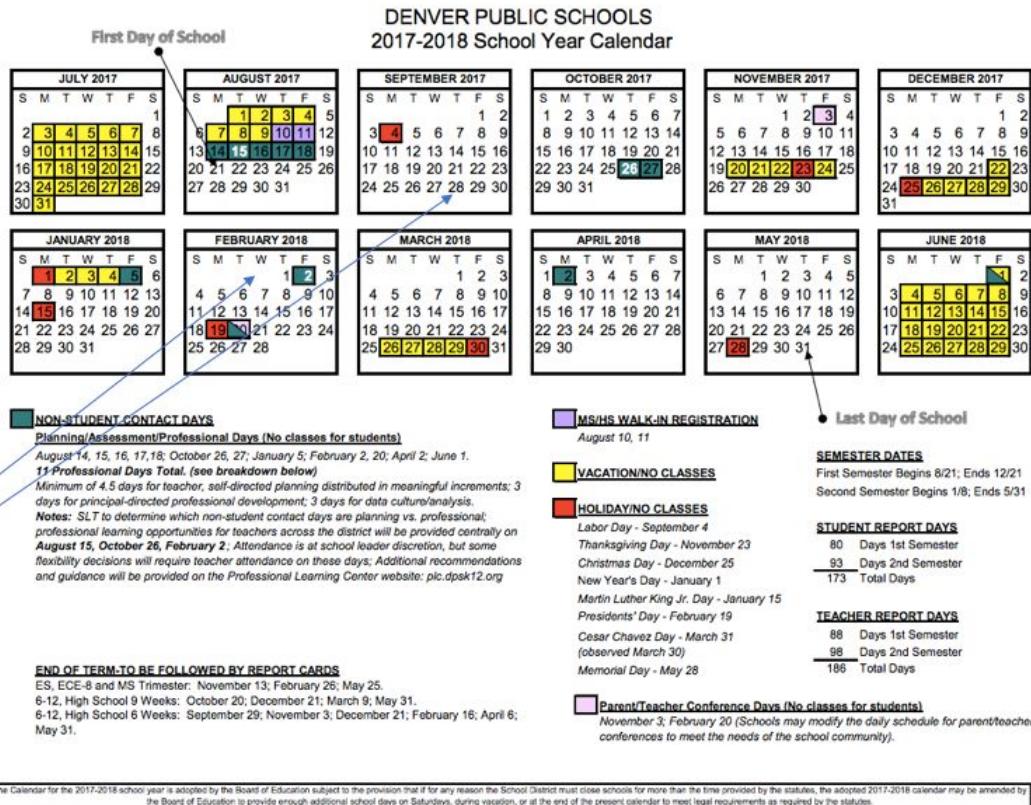
Step 1: People that fit the categories of Parent Volunteers working with children other than their own (on a regular basis) or Non-Parent/Community Volunteers will need to be cleared through a background check by following the steps outlined in the Volunteer Background Check Process below.

Step 2: Once we receive notification from DPS that you have been cleared, we will send you an email notification stating that volunteering may begin.

Step 3: A master roster of all volunteers who have been background checked will be kept in the office for easy reference.

APPENDIX A

DPS/Asbury Calendar



9/29 and 2/1 are additional Non-student contact days approved by CSC

SIGNATURE PAGE

Please read this handbook completely. Print and sign this page to demonstrate your understanding of its contents. Please complete and return this page to the front office. You may also sign a copy of this page in the Front Office.

We only need one signature page per family.

By signing this signature page, I am stating that I have read completely and am familiar with the information included in the 2017 - 2018 Asbury Family Handbook.

Oldest Child's Name: _____

Oldest Child's Teacher: _____

Parent/Guardian Name (Print): _____

Signature: _____

Date: _____

