



# FAMILY/STUDENT HANDBOOK 2014-15

1580 Julian Street  
Denver, CO 80204

**OFFICE PHONE:** 720.424.8810  
**OFFICE FAX:** 720.424.8836  
**SCHOOL HOURS:** 8:05AM – 3:00PM  
**PRINCIPAL:** Dr. Kal Rao  
**ASSISTANT PRINCIPAL:** Caryn McCormick  
**OFFICE STAFF:** Luz Arzola, Luz Melillo (secretaries); Yuri Frias (school community liaison)

**SCHOOL INFORMATION**

<i>School Hours:</i>	8:05 AM-3:00 PM	<i>Office Hours:</i>	7:30 AM – 4:00 PM
<i>Office Phone:</i>	720.424.8810	<i>Fax Line:</i>	720.424.8836
<i>Website:</i>	<a href="http://cheltenham.dpsk12.org/">http://cheltenham.dpsk12.org/</a>	<i>School Mascot:</i>	Cheltenham Cheetahs
<i>School Colors:</i>	Black & Gold		

**LUNCH AND RECESS SCHEDULE**

<u>Grade</u>	<u>Lunch</u>	<u>Recess</u>	<u>Grade</u>	<u>Recess</u>	<u>Lunch</u>
ECE	10:55-11:15	11:15-11:40	2 <sup>nd</sup>	11:00-11:25	11:25-11:45
Kinder	11:05-11:25	11:25-11:50	3 <sup>rd</sup>	11:35-12:00	12:00-12:20
1 <sup>st</sup>	11:45-12:05	12:05-12:30	4 <sup>th</sup>	12:00-12:30	12:30-12:45
			5 <sup>th</sup>	10:50-11:20	11:20-11:35

## *Important Reminders for 2014-2015 School Year!*

The number 303.825.3323 is no longer in operation for our school. If you call this number, you will get a busy signal or a dial tone.

Please update your contacts to **720.424.8810**.

~~303.825.3323~~

**720.424.8810**

In order to keep both students and vehicles safe, as per Denver Public Schools policy, the parking lot is for school staff only. **The gates to the school parking lot will be closed and locked between the hours of 7:45 am and 3:30 pm.** Please drop off and pick up behind the buses on Julian Street OR on 16<sup>th</sup> Street, near the garden.

### **Early Dismissal**

At Cheltenham Elementary, teachers use every minute for learning and instruction. The end of the school day is also a vital time when teachers review learning for the day and explain homework. Whenever students leave early, it disrupts learning for all students (not just the student leaving early). **As such, students will not be dismissed from class after 2:30 pm. Please schedule appointments accordingly.**

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**CHELTENHAM ADMINISTRATION**

NAME	POSITION	PHONE #	EMAIL ADDRESS
Dr. Kal Rao	Principal	720.424.8812	kalpana_rao@dpsk12.org
Caryn McCormick	Assistant Principal	720.424.8813	caryn_mccormick@dpsk12.org
Steve McQuown	Dean of Students	720.424.8822	stephen_mcquown@dpsk12.org

**OFFICE STAFF**

NAME	POSITION	PHONE #	EMAIL ADDRESS
Luz Melillo	School Secretary	720.424.8865	luz_melillo@dpsk12.org
Luz Arzola	School Secretary	720.424.8811	luz_arzola@dpsk12.org
TBD	Nurse	720.424.8874	

**CHELTENHAM ELEMENTARY TEACHING STAFF**

- If you have a message for your child, please call the main office and leave a message with the secretary.

NAME	POSITION	EMAIL ADDRESS
Jessica Amstel	ECE, ELA-E	jessica_amstel@dpsk12.org
DeShawn Burks	ECE, ELA-E	deshawn_burks@dpsk12.org
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Ashley Bailey	5 <sup>th</sup> Grade, ELA-E (sub)	ashley_bailey@dpsk12.org
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TBD	5 <sup>th</sup> Grade, ELA-S	
Wayne Gerke	Affective Needs, K—2 <sup>nd</sup>	wayne_gerke@dpsk12.org
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Liz Piper	Reading Intervention, Spanish	liz_piper@dpsk12.org
Colleen Cannon	Technology Ed	colleen_cannon@dpsk12.org
Holly Charles	Music	holly_charles@dpsk12.org
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Mary Rose Gandeza	Psychologist (Thurs, Fri)	maryrose_gandeza@dpsk12.org
Jo Fountain	Social Worker (Mon, Wed, Thurs)	jo_fountain@dpsk12.org
Katrina Smits	Teacher Effectiveness Coach	
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		yuri_frias@dpsk12.org

## ~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, **720-424-8810**, to report all absences each 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 a.m., an automatic dialer will call the primary number on file to assure that the child is home and safe.

### *Absences*

- Students can be **excused** for absences due to: funerals, illness, injury, legal obligations, medical procedures and religious observations, and extenuating circumstances determined by the principal. The school must be **notified of these absences no later than 24 hours** following the beginning of the absence. For multiple day absences, calls must be made daily and a note from the doctor will be required after 3 consecutive days or a pattern of health-related absences. If the school does not get the notification within this period of time the school can consider the absence unexcused.
- The psychologist or social worker will contact parents when there is a concern about attendance. Teachers will begin calling home after 2-3 unexcused absences; a letter will be sent from the school after 5-7 unexcused absences; truancy notices will sent after 10 unexcused absences; and **we will formally file with the Truancy Office after 15-20 unexcused absences.**

### *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 BY 8:00.** The first bell rings at 8:05 a.m. Teachers will pick up their classes outside at 8:05 am, and so students are tardy if they are not in the classroom by 8:10 a.m. Students must "check-in" with the office when they arrive late. Students who are frequently late may be required to make up the time after school, and three tardies are the equivalent of one absence. The teacher and/or the principal may contact parents concerning a student's tardiness.
- Missing 3 or more hours of any school day constitutes an absence. All tardies and absences are part of a student's permanent record. More importantly, students are missing crucial instructional time, and over time this can significantly impact their academic progress. For example:
  - A student comes late 20 minutes every day. In one week, they have missed 100 minutes of instruction; over a school year, they will miss 3600 minutes.  $3600 \text{ minutes} / 60 \text{ minutes} = 60 \text{ hours} / 6 \text{ hr school day} = 10 \text{ days or } 2 \text{ full weeks of instruction.}$
  - A student misses about 2-3 days of school per month. In a school year, this comes to a total of 23 absences, or  $4 \frac{1}{2}$  weeks of learning, which is  $\frac{1}{3}$  of a trimester. This often means missing a chunk of that grade level's learning, leaving the child unprepared for the next grade level.

### *Attendance FAQs*

*Q-If my student is absent for a vacation and I have let the teacher and the office knows about it, is my absence excused?*

*A-No.* Even if you let the office or the teachers know that you will be on vacation, the reason for absence is still unexcused as per district policy.

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*Q-What if my student is absent for three or more days for an unexcused reason?*

*A-After three unexcused absences, your student's name is given to the psychologist/social worker. After four or more unexcused absences within a month or ten within the year, you will receive a letter informing you of the attendance policy and that you may be reported to the district truancy office.*

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*Q-What happens if I do not call or send a note to verify my student's absence?*

*A-A dialer will call you to notify you of the absence so that you can verify it and call us back to identify if it was excused or unexcused.*

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*Q-If I let my student's teacher know the reason for the absence, does that count for verification of that absence?*

*A-No.* It is a parent's responsibly to notify the office by phone, email or note for any absence that your student has. It is not the teacher's responsibility to inform the office.

**The absence line is 720-424-8810.**

Caryn McCormick 8/3/14 8:28 PM

Deleted:

## **APPOINTMENTS and EARLY CHECKOUTS**

- Medical appointments should be scheduled so that they don't interfere with class time. Students who find it necessary to leave school for a medical appointment are encouraged to return to school after the appointment has been completed, instead of missing the entire day of learning.
- Please send a note with your child on the day he/she is to be checked out early. You will not be able to go directly to the classroom. Instead, sign your child out in the office and the office will call the classroom to have your child released. Please give yourself plenty of time to sign your child out and have him/her called from the classroom, as we will not pull children out of class until you arrive; this is to maximize class instruction time.
- Students will not be checked out early without a valid reason and then, only on occasion. Missing even 15 minutes at the end of the school day results in significant learning loss for your child. If we notice a pattern of early checkouts, a staff member will ask to speak with you about our concern.

## **ARRIVAL/DISMISSAL**

### ***Arrival***

- Children should not arrive at school before 7:45 AM. Supervision is provided on the playground beginning at 7:45 AM. All pupils will go directly to their classroom's line-up location upon arrival at school (see attached map). They will remain in line until their class is brought in unless:
  - (a) they have **written** teacher permission or
  - (b) it is posted as an inside day.
- Children are to wait for friends, siblings, etc. **outside the school building.**

### ***Dismissal***

- **Students are dismissed at 3:00 PM.**
- Students are to go directly home.
- In the event of sudden bad weather at dismissal time, kids will be dismissed at their usual location (same as arrival), but kept inside until parents/siblings are seen. **Please do not come to your child's classroom to pick them up, as this will result in an unsafe and chaotic environment for all students and families.**
- If it is necessary for a child to be kept after school 10 minutes or more to work with a teacher, complete make-up work, or for disciplinary measures, the parent will be notified by phone.

### ***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. 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. Inside days will be marked by a sign on the main doors. During inside days, students in ECE will report directly to their classrooms as normal, students in Kindergarten-2<sup>nd</sup> grade will report directly to the auditorium, students in 3<sup>rd</sup>-5<sup>th</sup> grade will report to the cafeteria to their assigned tables. During this time, students are to sit quietly until a teacher comes to escort them to class. Parents are not to accompany students to these areas, as this can pose a safety risk with many unidentified visitors; however, school supervision will be provided.

## **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.

## ~SCHOOL POLICIES~

### 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.*

### DISCIPLINE POLICY

We take student misbehavior seriously and will address such problems with the appropriate disciplinary action. In order to provide both consistency across the school and compliance with the district guidelines, please refer to the **Cheltenham Discipline Matrix** (next page) for behaviors that concern us and the potential consequences and people involved in administering those consequences.

### PLAYGROUND RULES

In order for recess and outside time to be fun and safe for all, there are expectations for all students when on the Cheltenham playground:

- **Equipment**
  - Use equipment correctly—use it for what it's meant for.
  - Be responsible for playground equipment
  - Students may bring personal sports equipment, but **not** toys from home.
  - Make sure all items are clearly marked with your first and last names.
  - Personal items that are lost, stolen or broken **will not be repaired, replaced or paid for** by the school—they are solely the student's responsibility.
- **Safety**
  - Follow adult directions the first time.
  - Line up **immediately** when the whistle blows.
  - Stay visible and within our fences.
  - Students may **not** throw snow or ice.
  - No tackle football—touch football **only**.
  - No play fighting **ever** with other students.
- **Good citizenship**
  - Share equipment and take turns.
  - Play by the rules—be fair and be a good sport (not a sore loser).
  - Include everyone in games and invite others to play.
  - Bullying and intimidation **will not be tolerated** (see Cheltenham Discipline Ladder).
  - Use **problem solving skills** to handle issues that come up when playing.
  - Use **kind words** to solve problems, not fists.

### DRESS CODE

Appropriate dress is very important to achieve success in school. Appropriate dress creates an atmosphere of success and sets the tone for acceptable behavior and self-confidence in school. In your preparations for school each morning, please take the time to make sure that your child has followed dress code for Cheltenham Elementary.

In addition, all students are expected to dress in the following manner:

- No sagging pants; Skirts and shorts must be mid-thigh length at minimum
- No flip-flops or heels; tennis shoes required for PE/Dance days
- No hats (except for health or religious reasons)
- No visible undergarments (underwear, bra straps)
- No midriffs, spaghetti straps or clothing that is sheer and revealing
- No slippers, pajama bottoms
- No clothing with inappropriate language or pictures
- No sunglasses, gloves or hoods worn inside the building
- No excessively tight clothing
- No writing or drawing on their own or another person's skin
- Outside jackets must be taken off and put away at the beginning of the day

## STUDENT CELEBRATIONS

Our students are unique and special children and we want to celebrate both their academic development as well as their character development. There are several ways we will do this:

- **Awards Assemblies** (trimesterly)—Awards will be given to students who make significant growth in reading, writing and math, as well as perform at high levels in those subjects. They will also be given to students who exhibit our core values, and show improvement in those as well. Finally, attendance awards will be given for perfect attendance, 95-98% attendance and occasionally, most improved.
  - NOTE: **Parents are invited and welcomed at this event, but they must be in the audience for all award presentations (not behind curtains).** Balloons, flowers and gifts will be asked to be brought after school, but may **not** be brought to the auditorium for the assembly. This is to respect all of our students and families, some of whom cannot attend or have the resources for such gifts, as well as keep the assemblies on a tight schedule to maximize time for teaching and learning.
- **“Right Referrals”**—these ‘referrals’ are given to students who are caught in the act of going above and beyond as a good citizen of Cheltenham Elementary. Typically, this will mean demonstrating our core values in a larger or special way. The principal or assistant principal will come to the classrooms to announce these special referrals and congratulate kids.
- **Positive Behavior Recognition**—Students who are observed exhibiting our core values may earn a ticket that is entered into a weekly drawing by classroom. We will announce two names from each classroom (1<sup>st</sup>—5<sup>th</sup> grades) on Fridays and students will come down to the office to get a certificate and special treat for their good behavior.

## FOOD POLICIES

We know that good food helps kids stay focused on learning, and that there are lots of tempting foods out there for kids that spike and then crash their energy. Also, to keep our classrooms and playground clean and free of bugs and other issues, we need to keep food contained and cleaned up, mostly limited to the cafeteria. We are hopeful that our food guidelines and policies help our students learn that healthy food is good food and also avoid issues in the classroom and cafeteria.

~**Breakfast:** Cheltenham Elementary will begin offering Breakfast in the Classroom (BIC) *instead of* breakfast served before school starts in the cafeteria. This means all students will have the chance to eat with their classmates once they come inside with their teacher. The foods that will be served will include delicious hot items such as Frudels, pancakes, French toast, breakfast biscuits as well as tasty “cold foods” cinnamon rolls, cereal, breakfast breads (e.g. banana bread) and yogurt with granola. We hope this means more students have the chance to start the day with a healthy meal, getting their brains ready for the school day.

~**Lunch:** A 45 minute lunch period is provided for students in all grades, though our younger students (ECE—2<sup>nd</sup> grade) will eat first and then go outside to play; students in 3<sup>rd</sup>—5<sup>th</sup> will play first and have 10-15 minutes to eat afterwards. This helps ensure all kids eat and not just skip a meal to play more!

Students may bring their own lunches or enjoy the delicious, healthy lunch and salad bar options from our Food Services. If they decide to bring their own lunch, however, they must follow these two important rules:

- 1) Only **individual size portions** of chips, Takis, other snack food or candy. No large size bags to share.
- 2) **No soda or Gatorade/other sports drinks** allowed.

If students bring items that violate either rule, they will first be given a warning. The next time, an adult will take the item and the student can pick it up at the end of the day from the front office. The third time, **the item will be thrown away.**

Parents are welcome to join their children for lunch and may bring them lunch from home or outside, as long as the food meets the guidelines stated above. Please limit bringing your child fast food, such as McDonalds, 7-11, Burger King, etc. to birthdays or special occasions. As always, parents are welcome to purchase a school lunch to eat with their children for \$3.00 (adults) and \$2.00 (for siblings).



# Cheltenham Discipline Ladder

Type of Behavior	Examples	Adult Decisions		Adult Responsible
Type 5	-Assault (1 <sup>st</sup> & 2 <sup>nd</sup> degree including battery and intimidation) -Possession of weapons -Robbery	<ul style="list-style-type: none"> <li>• <b>Phone call home PLUS:</b></li> <li>• Mandatory DPD referral and expulsion as required by state law</li> </ul>		Administration
Type 4	-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"> <li>• <b>Phone call home PLUS:</b></li> <li>• Mandatory referral to Safety and Security</li> <li>• Mandatory suspension</li> <li>• Optional expulsion</li> </ul>		Dean of Students Administration
Type 3	-Sexual Harassment (repeated Level I; Level II—touching or other more offensive behavior)  -Damage to property, including graffiti or theft (\$500-\$5000)  -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.	<ul style="list-style-type: none"> <li>• Mandatory referral to Title IX Officer</li> <li>• Optional referral to law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Phone call home PLUS possibly the following:</b></li> <li>• In school suspension</li> <li>• Out of school suspension</li> </ul>	Dean of Students Administration
Type 2	-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 - <i>Recurring Type One offenses</i>	<ul style="list-style-type: none"> <li>• <b>Phone call home PLUS possibly any of the following:</b></li> <li>• Removal from class</li> <li>• Detention</li> <li>• In school suspension</li> </ul>		Dean of Students Administration
Type 1	- <i>Recurring universal behaviors (see below)</i>	<ul style="list-style-type: none"> <li>• Phone call home</li> <li>• Refocus</li> <li>• Lunch detention</li> <li>• Restorative dialogue</li> <li>• Loss of privilege</li> <li>• Written reflection</li> <li>• Other logical consequence</li> </ul>		Classroom teacher Buddy teacher Dean of Students Administration
Universal	-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"> <li>• Rituals and routines</li> <li>• Move clothespin on stick system</li> <li>• Other logical consequence</li> <li>• Loaner clothing</li> <li>• Confiscation of items</li> </ul>		Classroom teacher

- For more in depth information on any part of this 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_B.pdf); [http://webdata.dpsk12.org/policy/pdf/Policy\\_JK-R\\_Attachment\\_C.pdf](http://webdata.dpsk12.org/policy/pdf/Policy_JK-R_Attachment_C.pdf)
- Any behavior, when recurring, becomes the next type of behavior. For example, recurring Type 1 behaviors become Type 2 behaviors and warrant the corresponding interventions and administrative actions.

## 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 (teacher permission required)
- \*After school plans (going to friend's house, etc.)

### *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.
- 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.**
- Cheltenham is **not** responsible for cell phones that are lost, damaged or stolen on school property.

## ~ACADEMICS~

### RETENTION/PROMOTION POLICY

Retention decisions are performed on an individual basis. The choice to retain a student is a difficult one and is not taken lightly. Many factors are taken into account when retention is being considered, including but not limited to: student age, maturity, attendance, academic ability, and assessment performance. Parents will be notified of their child's progress throughout the year and by end of February (second progress report) if their child is at risk for retention.

### ASSESSMENTS

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

- All students 3<sup>rd</sup> – 5<sup>th</sup> grade take the state PARCC tests in reading, writing and math.
- 4<sup>th</sup> graders will also take an online social studies assessment; 5<sup>th</sup> graders will also take an online science assessment.
- All students, K-5th grades take DPS or Achievement Network (ANet) interim assessments 4 times a year (fall, winter, spring, end of year) as follows:
  - Reading: 1<sup>st</sup> (DPS) 2<sup>nd</sup>—5<sup>th</sup> (ANet)
  - Writing: 2<sup>nd</sup>—5<sup>th</sup> (ANet)
  - Math: Kindergarten-1<sup>st</sup> (DPS) 2<sup>nd</sup>—5<sup>th</sup> (ANet)
- All students take ongoing literacy assessments. These may include the Developmental Reading Assessment–TS Gold (ECE), 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 shall be held for every child during the fall and spring.

### HOMEWORK

Students in Kinder—5<sup>th</sup> grades will receive homework assignments Monday through Thursday because we want families to be able to spend time together on the weekends without worrying about school. (Of course, it is ALWAYS great to read on the weekends and practice math facts!) The homework assignments are to be completed outside of the regular school day. Homework serves the following purposes:

- Provide an opportunity for students to practice skills learned in class
- Provide additional time needed to complete an assignment given during the school day
- Teach students responsibility and planning
- Inform parents of the materials being covered

### ***Average Time for Homework***

These averages are dependent upon the focus that a student maintains while completing the assignments. These are averages, so some nights there will be more time on homework, other nights less time. Other factors that can impact nightly assignments are: long term projects, individual needs, and make-up work.

- Kindergarten: 10-15 minutes per evening, plus 15 minutes of reading
- Grade 1: 15-20 minutes per evening, plus 15 minutes of reading
- Grade 2: 20 minutes per evening, plus 15 minutes of reading
- Grade 3: 30 minutes per evening, plus 30 minutes of reading
- Grade 4: 40 minutes per evening, plus 30 minutes of reading
- Grade 5: 50 minutes per evening, plus 30 minutes of reading

### ***Makeup Work***

It is essential that students absent from school complete make up 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.

### ***Late Assignments***

Students need to check with classroom teachers regarding consequences for late assignments. Students and parents need to check with teachers in order to obtain the grade level and classroom policies.

## **~ PARTNERSHIP BETWEEN HOME AND SCHOOL ~**

### **COMMUNICATION**

At Cheltenham Elementary, we believe the relationship between home and school is built on healthy, regular and frequent communication. There are various ways we do this at our school.

- 1) ***Visit***—You are always welcome to make appointments with your child's teacher to discuss questions or concerns. Please arrange a time before or after school, or possibly during their planning time or lunch (left to their discretion). Please note—during the school day, parents will be asked not to stop by their child's classroom unless they are staying for an observation. (Observations would be occasional, not regular, unless agreed upon by the teacher and administration.) This is to protect all children's learning time and to ensure teachers can focus on teaching.
- 2) ***Call***—During the school day, external calls to teachers' classrooms will not be accepted, so calls will not be transferred to the classrooms. At those times, if you need to speak to the teacher or your child, please call the main line at 720.424.8810 and leave a message with the secretaries and they will ensure your child is informed. Our teachers will try to get back to you within 24 hours.
- 3) ***Thursday Folders***—Every week, teachers will send home Thursday Folders with your child. Inside, you will find the fliers and announcements from school—please remove all of these and review these over the weekend. Additionally, teachers will include work your child has produced—please take a moment to talk with your child about the purpose of the assignment and what they learned. This is a quick, easy way to know what's happening in your child's class.
- 4) ***Monthly Newsletters***—We will send home a newsletter on the last Thursday of every month. This newsletter will include upcoming events at the school, as well as spotlights on students at the school who are modeling our school values. This newsletter can be found in your child's Thursday Folder and will always be on gold colored paper for your quick reference.
- 5) ***Outside Marquee***—We will keep important dates, days off, and other relevant information posted on this outside marquee that is on Julian Street.
- 6) ***Video/TV Screen***—We are fortunate to have a flat screen in our front lobby and you will find current school news and student celebrations on there. While in our lobby, take a look!

**WHO DO I ASK ABOUT...?**

- *Attendance*—Luz Arzola or Luz Melillo, Secretary
- *Health/Medications*—Nurse
- *Emotional concerns*—Lauren Graham, Guidance Counselor; Mary Rose Gandeza, Psychologist; Jo Fountain, Social Worker
- *Difficulties between students* – first, the teacher; next, Steve McQuown, Dean of Students
- *Parent Concerns*—first, the teacher; next, Yuri Frias, School Community Liaison
- *Academics*—first, the teacher; next, Dr. Kal Rao, Principal or Caryn McCormick, Assistant Principal
- *Breakfast/Lunch account info*—Juana Ceniceros, Food Services Manager
- *School closings*—DPS posts closures on its website [www.dpsk12.org](http://www.dpsk12.org); call 720-423-3200
- *Concern not resolved at school*—Dept. of Parent & Community Outreach, 720-423-3054
- *School policies, administration, safety, other general school issues*—Dr. Kal Rao, Principal; Caryn McCormick, Asst. Principal

**PARENT INVOLVEMENT**

You are the most important in your child’s life and your involvement in their education is key to their success. Being involved means many things you already do, including:

- getting your child ready for school every day
- checking to see if they have done their homework
- helping with homework
- making sure they get a good night’s sleep
- coming to meetings with teachers (e.g. parent-teacher conferences)
- come to the monthly parent meetings
- making sure they are at school on time, safe and sound
- talking to them about what they are learning in your native language
- reading with them at night
- making sure they have a quiet place to do their homework or to read
- joining us for school events (e.g. art nights, Literacy Night, Family Fun Nights, etc.)
- read the monthly parent newsletter

***Thank you for everything you do to be involved in your child’s education!  
You are their first and most important teacher!***

There are also formal ways to be involved. These include:

- *Collaborative School Committee (CSC)*—This committee’s purpose is to enhance student achievement and school climate by engaging the school community in collaborative efforts supporting the school and District's goals. It also provides strategic direction in support of the school’s mission and vision as stated in the Unified Improvement Plan (UIP).
- *Parent/Teacher Organization (PTO)*—This organization’s purpose is to identify ways to support students and their teachers, through projects, celebrations, purchases, etc.
- *English Language Acquisition Parent Advisory Committee (ELA PAC)*—This is a group of parent representatives, chosen by parents of English Language Learners. A district wide PAC with our ELA PAC representatives meets monthly to provide parent training opportunities as well as a forum for parents to express concerns regarding ELA program implementation. This information is brought back to Cheltenham parents at our monthly parent meetings.
- *Volunteer*—There are different ways to volunteer at Cheltenham. You can read to students; make copies, laminate and cut out projects for teachers; help supervise students at lunch/recess; help keep the library organized; do other tasks in your child’s classroom. For ongoing volunteer roles, the district will conduct a background check.

## **SCHOOL EVENTS**

Parent events at Cheltenham will include:

- 1) *Fall/spring parent-teacher conferences*—when parents and teachers discuss children’s academic and socio-emotional progress
- 2) *Monthly parent meetings*—daytimes and evenings; school wide information shared, your ideas shared to improve school
- 3) *Coffee with Kal/Caryn*—evenings; opportunities to ask the principal questions, share ideas
- 4) *Arts nights*—highlighting student work in art, dance, music
- 5) *Academic nights*—workshop-format opportunities to learn how to support children at home with their reading, writing and math
- 6) *Family Fun Nights*—time to just have fun as a family, playing games, watching movies, dancing

## **~HEALTH AND EMERGENCY INFORMATION~**

### **CHRONIC HEALTH CONCERNS**

**All medications**, including any over the counter treatments (Tylenol, Benadryl, Cough Syrup, etc.) **require a physician's order** in order for children to receive the medication at school. All medications **MUST** be in the original container and appropriately labeled with the student name and directions. Under no circumstances can medications be accepted without a physician order and the required DPS medication form—this form is available when you register your child and in the front office. Check with the nurse or secretaries.

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 two days/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**.

### **ACUTE HEALTH CONCERN**

Again, school personnel are legally prohibited from administering any internally taken medications or supplements to students, except for the nurse and her designees. This includes prescription medicine, homeopathic pills, cough syrups, and analgesics (anything taken orally or by injection). However, in an extreme medical emergency such as an acute reaction to an allergen or a severe asthma attack, school personnel may administer an antidote that has been provided by the parent with written permission. This is considered emergency first aid. If this were to occur, the parent would be notified immediately after 911 had been called.

### **EMERGENCY CONTACT INFO**

Having up-to-date emergency contact information is vital to the safety of your child. Please ensure that all emergency contact information provided to the office is accurate and up-to-date throughout the year. If your phone number or address changes during the year please notify the school **immediately**.

# DENVER PUBLIC SCHOOLS 2014-2015 School Year Calendar

First Day of School for Students 8/25

First Day of Work for Teachers 8/18

Month	Day	Notes
JULY 2014	1-5	Non-student contact days
JULY 2014	6-10	Planning/professional days
JULY 2014	11-15	Parent/teacher conference
JULY 2014	16-20	Planning and assessment days
JULY 2014	21-25	Assessment day
JULY 2014	26-31	Classes
AUGUST 2014	1-2	Non-student contact days
AUGUST 2014	3-5	Planning/professional days
AUGUST 2014	6-10	Parent/teacher conference
AUGUST 2014	11-15	Planning and assessment days
AUGUST 2014	16-20	Assessment day
AUGUST 2014	21-31	Classes
SEPTEMBER 2014	1-3	MSHS Walk-in Registration
SEPTEMBER 2014	4-10	Classes
SEPTEMBER 2014	11-15	Classes
SEPTEMBER 2014	16-20	Classes
SEPTEMBER 2014	21-30	Classes
OCTOBER 2014	1-3	Classes
OCTOBER 2014	4-10	Classes
OCTOBER 2014	11-15	Classes
OCTOBER 2014	16-20	Classes
OCTOBER 2014	21-31	Classes
NOVEMBER 2014	1-3	Classes
NOVEMBER 2014	4-10	Classes
NOVEMBER 2014	11-15	Classes
NOVEMBER 2014	16-20	Classes
NOVEMBER 2014	21-30	Classes
DECEMBER 2014	1-5	Classes
DECEMBER 2014	6-10	Classes
DECEMBER 2014	11-15	Classes
DECEMBER 2014	16-20	Classes
DECEMBER 2014	21-31	Classes
JANUARY 2015	1-3	Classes
JANUARY 2015	4-10	Classes
JANUARY 2015	11-15	Classes
JANUARY 2015	16-20	Classes
JANUARY 2015	21-31	Classes
FEBRUARY 2015	1-3	Classes
FEBRUARY 2015	4-10	Classes
FEBRUARY 2015	11-15	Classes
FEBRUARY 2015	16-20	Classes
FEBRUARY 2015	21-28	Classes
FEBRUARY 2015	29-31	Classes
MARCH 2015	1-3	Classes
MARCH 2015	4-10	Classes
MARCH 2015	11-15	Classes
MARCH 2015	16-20	Classes
MARCH 2015	21-28	Classes
MARCH 2015	29-31	Classes
APRIL 2015	1-3	Classes
APRIL 2015	4-10	Classes
APRIL 2015	11-15	Classes
APRIL 2015	16-20	Classes
APRIL 2015	21-30	Classes
MAY 2015	1-3	Classes
MAY 2015	4-10	Classes
MAY 2015	11-15	Classes
MAY 2015	16-20	Classes
MAY 2015	21-31	Classes
JUNE 2015	1-3	Classes
JUNE 2015	4-10	Classes
JUNE 2015	11-15	Classes
JUNE 2015	16-20	Classes
JUNE 2015	21-30	Classes

Last Day of School:  
Half Day for Students

MSHS WALK-IN REGISTRATION  
August 15, 18

First Day of Work for Teachers  
School-based professional development

HOLIDAYNO CLASSES  
Independence Day - July 4  
Labor Day - September 1  
Veterans' Day - November 11  
Thanksgiving Day - November 27  
Christmas Day - December 25  
New Year's Day - January 1  
Martin Luther King Jr. Day - January 19  
Presidents' Day - February 16  
Cesar Chavez Day - March 31  
Memorial Day - May 25

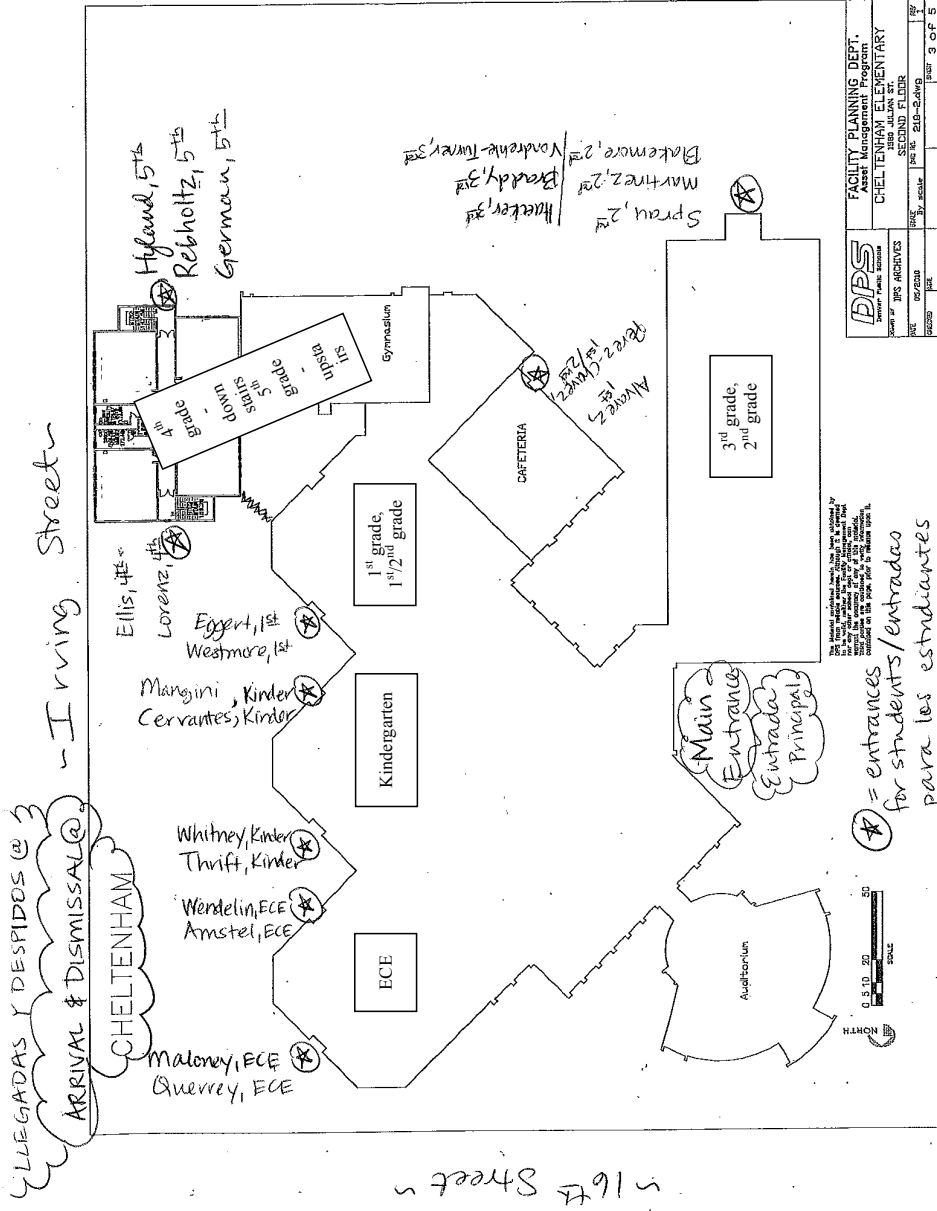
VACATIONINO CLASSES

<b>NON-STUDENT CONTACT DAYS</b> Planning/Professional Days (No classes for students.) August 19, 20, 21, 22; October 20; June 2 (half day) Total of 4.5 planning days - teacher self-directed planning. Total of 3 professional days - 3 principals/assistant directed. SLT/principal to determine which non-student contact days are planning and which are professional.	<b>Parent/Teacher Conference Day (No classes for students.)</b> November 10 (Schools may modify the daily schedule for parent/teacher conference to meet the needs of the school community. Schools will also determine dates and times for parent/teacher conference during 2nd semester.)	<b>Planning and Assessment Days (No classes for students.)</b> All schools: 1/2 planning, 1/2 assessment & data analysis day no classes Jan. 5, Feb. 17, Apr. 13, May 26	<b>Assessment Day (No classes for students.)</b> All schools: assessment and data analysis day - no classes October 21
<b>SEMESTER DATES</b> First Semester Begins 8:25, Ends 12:19 Second Semester Begins 1:16, Ends 6:05	<b>STUDENT REPORT DAYS</b> 75 Days 1st Semester 97.5 Days 2nd Semester 172.5 Total Days	<b>TEACHER REPORT DAYS</b> 83 Days 1st Semester 102 Days 2nd Semester 185 Total Days	

END OF TERM TO BE FOLLOWED BY REPORT CARDS  
ES, ECE-8 and MS Trimester: November 14; February 27; June 5  
6-12, High School 6 Weeks: October 3; November 14; December 19; February 20; April 10; June 5  
6-12, High School 9 Weeks: October 24; December 19; March 13; June 5

The Calendar for the 2014-2015 school year is adopted by the Board of Education subject to the provision that the City retains the School District's right to make adjustments to meet legal requirements as required by the Board of Education to provide enough additional school days on Saturdays, during vacation, or at the end of the present calendar to meet legal requirements as required by the Board of Education.

~ Chafax Avenue ~



<b>DPS</b> Denver Public Schools FACILITY PLANNING DEPT. Asset Management Program	
CHELTENHAM ELEMENTARY SECOND FLOOR	SHEET NO. 21B-2-ANG OF 5

\* = entrances/entradas for students/estudiantes para los estudiantes

~ Julian Street ~