

# PARENT/STUDENT HANDBOOK 2023-2024



**Dennison Elementary School**  
401 Independence Street  
Lakewood, CO 80226

**Main Office: 303-982-6382**  
**Attendance Line: 303-982-6381**  
**Fax Line: 303-982-6383**

**Website: <http://dennison.jeffcopublicschools.org/>**

**Office Hours: 7:00 – 3:30**

**School Hours: 8:00 – 2:50**

## **MISSION STATEMENT**

To provide a rigorous academic education that prepares all Dennison students for a successful future.

## **VISION STATEMENT**

To be a school where students, staff, and parents work together to establish and exemplify the highest standards of educational excellence.

# **Dennison Elementary School Philosophy**

## **Dennison Elementary School Philosophy**

Dennison Elementary School was established in 1974 to provide an alternative, choice education environment for students within Jefferson County where fundamental learning skills, academic rigor, and high expectations prepare students to be successful in today's society.

Dennison Elementary curriculum aligns with the Colorado Academic Standards. Adjustments to the school's curriculum must be approved by the district office of Curriculum and Instruction. Dennison students are expected to complete all district and state required assessments.

Textbooks and other resources support the state standards.

## **Dennison Programming Includes:**

- Instruction occurs largely in self-contained classrooms with whole-group, teacher-directed instruction.
- Students are not grouped based on ability.
- Classrooms are created heterogeneously and balanced.
- Reading instruction is based on the following components: phonemic awareness, phonics, vocabulary development, fluency, and comprehension.
- Basic skills such as math facts, handwriting, proofreading, and spelling are emphasized.
- Textbooks are the basis for sequential instruction.
- Instruction is grounded in traditional approaches such as paper/ pencil and may be supplemented with technology when appropriate to enhance student learning.
- Grades 1-6 students earn letter grades in each academic subject area of studies.
- Grades K-6 students are assessed on various learning attributes.
- Appropriate behavior is expected of students at all times.
- Specials include Art, Music, and Physical Education, and LMC/Technology.
- Both full-day and half-day kindergarten sessions are offered and both teach the core content areas.

## **Components of Direct Explicit Instruction**

- ALL children can be taught and learn
- ALL teachers can succeed with adequate training and materials
- Teachers control content and instruction to reduce chance of student misunderstanding
- Instruction is clear and direct with an appropriate balance of lecture, modeling, guided practice and independent practice (I do, we do, you do)
- There are frequent checks for understanding and feedback
- Curriculum scope and expectations are aligned vertically and horizontally throughout the organization

**Attendance/Tardy Procedures:** We ask for your cooperation in calling the attendance line between the hours of 4:00 p.m. and 9:00 a.m. to report absences. After 9:00 a.m., please call the main office and choose option 0. If your child will be absent for more than one day, you may note that on the first day's call. If you anticipate only one day's absence and it turns into two or three days, contact the school each successive day. This can also be filled out prior on the Prearranged Absence Form found on the main page of our Dennison website or in the office. Please do not have your child call to report absences. An absence is unexcused until a parent calls or fills out a completed form. Absences have a negative effect on instructional continuity, regardless of attempts to make up work. **Parents will receive a letter from the principal at the end of each trimester if the student has been absent or tardy for 5 or more days.**

**Absences:** *When calling to excuse an absence, please leave the following information:*

1. Month and date of absence being reported
2. Student's last name, first name
3. Name of student's teacher
4. Reason for absence
5. Person reporting absence

*Please do not leave an email for student absences.*

**Early Departures:** For early departure during the day, **the parent** must check the student out through the office by signing the **Check In/Out Sheet**. You may call the office 5-10 minutes before arrival to sign them out, and the office will have the student packed up and waiting for the parent's arrival. Whenever someone other than the parent will be picking up a student from school during school hours, the parent must send a note or call the office giving the following information: name of person authorized to pick up student, reason, time and whether student will return to school that day. Please try to limit early check out to emergency situations.

The office will notify the teacher to dismiss the student at the specified time. The teacher will not release a student unless notified by the office to do so. The student must be signed out by a parent or other authorized individual before departure from the building.

**Illnesses:** *Students who have definite signs of colds, communicable diseases, or other illnesses (fever) should not be sent to school.* If your student is diagnosed as having a communicable infection, please report that finding to the school office promptly. Communicable diseases include: strep infection, pink eye (conjunctivitis), measles, mumps, mononucleosis, rubella, chicken pox, impetigo, head lice, and scabies. *If your child is absent more than four days in a row, please provide a physician's documentation for the absences upon request.*

**Tardies:** Prompt arrival at school is considered a norm at Dennison. A student arriving **after 8:00** (5 minutes or more after the first bell rings at 7:55) is considered tardy. The student **must** report to the office for a Tardy/Late slip. This will affect perfect attendance goals. *Tardies will be excused with a note from parents explaining the reason.*

**Vacations:** Make-up work is *not* a substitute for instruction received in the classroom. *Vacations taken during the regular school session are strongly discouraged.* If you are going to take a vacation, fill out the Pre-arranged Absence Form located on the Dennison website or in the main office. Parents are urged to plan for their children to be in school except in the case of illness. **Prior to planning vacation time, please consult with your teacher regarding assessment schedules.**

**Animals on Campus:** Animals are *not* allowed on school grounds anytime students are on campus. If animals come to school with their owner for the purposes of curriculum enhancement, you must have principal approval. Some reasons for this policy include:

- \*Animals may not remain in control
- \*Student allergies
- \* Hygiene

- \*Protection of students against animal bites
- \*Lakewood City Codes require all animals to be on a leash in any public place
- \*Liability for dog owner and the school in the case of injury to any student or adult

Per Jeffco Policy IJN, service dogs are the only dogs that shall be permitted in school buildings except as described in the Therapy Dog Waiver Section found on the Board Document pages.

**Articulation:** Dennison is an option school serving students throughout Jefferson County. Our 5th grade students may articulate to D'Evelyn Jr. /Sr. High School.

**Arrival and Departure:** Students should arrive between 7:45 and 7:55. All students will be allowed into their classrooms beginning at 7:45 for a soft start. The first bell will ring at 7:55 and the tardy bell at 8:00. Please do not drop children off prior to 7:45 as there is no outdoor supervision before school. Students should not enter the building through the school lobby in the morning unless they are attending a before-school activity. Students will be dismissed at 2:50 and will proceed to their pick up spot. No students/siblings may be on the playgrounds between 2:50 and 3:00 (*See After School Playground Policy under Playground Guidelines*). **Students must be picked up in the afternoon by 3:00 p.m.**

If you are unable to pick up your student at the appropriate time, please arrange for someone else to do so or make arrangements with the after-school SAE daycare program. After 3:00, students who have not been picked up must report to the school lobby to call parents/ guardians immediately and wait to be picked up. In the event a student is not picked up by 3:30 p.m., the SAE will be available on an emergency basis for a fee.

**Birthdays:** In order to maintain academic focus during the instructional day, **birthdays are not observed in the classroom with individual parties.** Please do not send invitations to private parties for distribution by the student or the teacher unless the entire class is invited. Flower and/or balloon arrangements for students are not to be delivered to school. Treats in the classroom are reserved for two annual parties. Treats for individual birthdays or other occasions are not allowed in the classroom during the school day. (Please see PARTIES.) Students' birthdays will be recognized at school by the gift of a birthday pencil. Two family members may eat lunch with their student in the school cafeteria on the student's birthday. Parents should contact the Dennison office to prearrange this lunch date.

**Bus Rules and Schedules** (*\*currently Dennison does not have busing for the 23-24 school year*): Jeffco's Transportation Department has developed a behavior management program for behavior on the bus. Students are responsible for knowing and obeying all district bus rules. A copy of bus rules and schedules is online and also given to the students by their bus driver. All bus riders and their parents must sign a contract annually. Failure to follow bus rules could mean the loss of the privilege of riding the bus. In order to maintain good community relations with individual neighborhoods, Dennison students are expected to behave properly at the bus stops. Students should not walk on the grass or stand in the gutter or street. Play objects are not to be brought to the bus stop. Bus schedules are located online. If you have questions or concerns regarding transportation, please contact the appropriate terminal. Numbers will be listed in the Parent/Student Directory. Call the appropriate terminal if your child's bus is late. Families are asked to complete a transportation form (accessible on Dennison's website) the first week of school. Teacher's will have access to this information.

- **Parents must call the bus terminal 48 hours in advance to request permission to ride an alternate bus.**
- Bus notes are required when:
  - Students wish to ride a bus other than their own.
  - Students wish to get off the bus at a different stop.
  - Bus notes should be turned in to the teacher first thing in the morning.
  - Students will be informed of changes in transportation with notes that are delivered to the classroom at the end of the school day.

**Class Lists:** While we appreciate that some parents would like to guide this year's teacher into putting their child into a specific classroom for a variety of reasons, we ask that you understand how carefully our teachers look at student needs, balanced classrooms, and so many other pieces to create our classroom lists for next year. We ask that you trust the carefully designed Dennison process to place your student into their classroom for next year. If a parent thinks that they have an extenuating circumstance, they must go through the principal to have this conversation. **No parent requests will be accepted by classroom teachers.**

**Clinic Protocol/Medication Policy:** The school nurse assigned to Dennison is here on an itinerant basis. A trained Health Room Aide or designated staff members provide coverage for the clinic. Parents should bring special health problems to the attention of the teacher, the Health Room Aide, and the school office personnel. ***Because the purpose of our Health Room is to provide first aid and to screen students complaining of illness, it is imperative that someone is prepared to pick up your child in the event of illness within 30 minutes of notification. Students with a temperature of 100° or more, or those with symptoms of contagious diseases will be sent home.*** If your child shows any sign of an illness before they leave home for school, please take a moment to check their temperature. Lakewood/West Metro Fire Department will be called in emergency situations.

**The Jeffco Medication Policy is:**

1. All **over-the-counter** medication to be dispensed at school, including cough drops, must be delivered to the office in the **original container giving directions and dosage** with a medication form signed by a physician and parent. No exceptions will be made.
2. **Prescription medication** is to be in the prescription bottle. Ask your pharmacist for an extra bottle, if needed. Prescription medications that are administered to a student **long term (longer than three weeks)** must be sent to school accompanied by a physician's written permission to dispense medication, as well as parent permission. [Medication Agreement form](#) has a section to be completed by physician and parent/guardian. If you do not have a medication form with you at the physician's office, written permission may be faxed to Dennison Elementary at **303-982-6383**. Please tell the physician that the directions for the prescription must be explicit and not merely "take as directed."
3. Students are not to carry medication on them or keep medication in their backpacks, unless specifically requested by the physician and parent (i.e. inhalers or Epipens). Written documentation from the physician will be required before a student will be allowed to carry medication at school.

**Communication:** Dennison communicates with parents in a variety of methods which include the school's website, the school calendar, the school directory, voice mail and email, the *principal's newsletters*, and grade level correspondence. Please make sure to read all of these to stay current on what is happening with your child's school and education.

**Conferences (Parent/Teacher):** Time is set aside each year in October for parent conferences for each student in grades K-6. Information is sent home 2-3 weeks prior to scheduled conferences. A Sign Up Genius link will be sent out so you can sign up for a time that works best for you. We ask that you honor your scheduled time and re-schedule other activities rather than the conference. Spring conferences are scheduled on an as-needed basis by teachers (Sign Up Genius as well). Additional conferences may be scheduled throughout the year at the request of the teacher or parent.

**Contacting Teachers:** Staff school hours are 7:00 a.m. to 3:00 p.m. You may call the school before and after student attendance hours (8:00 – 2:50) to talk to a teacher (however they may be unavailable due to a pre-scheduled meeting). **During the time students are in the building, sending the teacher an email is preferred.** Email addresses are published each year on the Dennison website and in the Dennison Directory. If you have a message for your child during the school day, please contact the school office before 2:30 to guarantee delivery of the message to your child.

**Daycare:** Before/After School Childcare is provided by Jeffco Public Schools School Age Enrichment (SAE). If you are interested in that service for your student(s), you can contact the SAE Central Office at 303-982-1741.

**Delivering Items to Students:** If necessary, please bring items for your child (such as lunches, school supplies, etc.) to the vestibule at the front office. We will be happy to call your child from the classroom to pick them up.

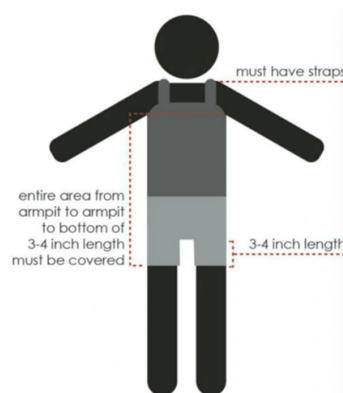
**Dennison Accountability Committee:** The Dennison Accountability Committee Team is a representative cooperative decision-making group composed of parents, teachers, classified staff, and administrators. This committee meets regularly to review goals as mandated by the State and address other issues on an advisory basis. Issues may be brought to the attention of the group by contacting member representatives or by asking the principal to place an item on the agenda to address the entire group. This is also an opportunity for parents to learn more about the programs, policies, and procedures of Dennison. **All parents are welcome and encouraged to attend these meetings.**

**Discipline:** We hold high expectations for student behavior. Students are expected to respect authority, accept responsibility, respect the rights of others, take care of their own property, and respect the property of others. *Each parent is expected to read, acknowledge, and help their child(ren) become familiar with the "[Jefferson County Code of Conduct](#)."*

Dennison uses **Positive Behavior Intervention Support**, or PBIS; and our students are **SOARing** Eagles. PBIS is a school-wide system approach that promotes a successful school environment for all students and adults. The complete PBIS/SOAR matrix is on Dennison's website. *The goals are as follows:*

- To maintain Dennison's safe, positive, and structured learning environment.
- To develop responsible individuals who exercise self-control.
- To accept each other as individuals and continue to treat all students in an equitable and consistent manner.

**Dress Code/Personal Appearance:** School is considered a place of business and student's dress and behavior should be appropriate. Under no circumstances shall clothing or personal grooming be distracting, uncomfortable, disruptive, or unsafe. Parents are responsible for the appropriateness of their child(ren)'s attire. On rare occasions, exceptions are made to the following - for example, kindergarten field day, face painting or crazy hair day sponsored by Student Council.



*The following list identifies some, but is NOT limited to items deemed inappropriate for the Dennison learning environment:*

- ▶ Muscle shirts, racer-back tops, spaghetti straps, sheer fabric, halter or tube tops, midriff blouses
- ▶ Undergarment should not be visible and must be covered by a shirt or jacket
- ▶ Cut-offs. Shorts of a *moderate length* may be worn.
- ▶ Sagging pants
- ▶ Jeans with rips above mid-thigh will require students to wear compression shorts or leggings underneath
- ▶ Face paint, glitter, makeup, or tattoos of any type
- ▶ Any type of dyed/bleached hair (not of natural color) or any haircut or hairstyle that is deemed distracting
- ▶ Headbands that have attachments such as ears, stars, antenna, etc. that are deemed distracting
- ▶ Inappropriate graphics or text on clothing (such as inappropriate advertisements, slogans or pictures)
- ▶ Hats or caps are not to be worn in the building by either boys or girls
- ▶ Heely shoes are prohibited
- ▶ It is highly recommended that flip-flops are not worn for safety reasons

*The administration reserves the right to make decisions regarding the appropriateness of student attire. Students whose dress or appearance is deemed disruptive or inappropriate will be sent to the office and parents will be contacted for assistance.*

**Emergency Contact Information:** Jeffco uses Infinite Campus to maintain contact information for each student. Every year you will be asked to complete and update new information for each student. We will use the information on this system to contact you in the event of an emergency. *It is imperative to update phone and cell phone numbers promptly.*

### **Enrollment/Class Sizes:**

**School total:** 576

**Grades K-5:** 24 per class

**Extra-Curricular Enrichment Activities:** Extra-curricular activities are vetted carefully by school administration. *Siblings not participating may only stay at school during this time if the parent/guardian is present or if the instructor/leader agrees to provide supervision.* Examples of extra-curricular offerings are: grade level intramurals, choir, hand bells, foreign language, Chess Club, Spelling Bee, Oral Interpretation, Lego Club, and Geography Bee.

**Fundraising for Non-School Activities:** Individual students should not bring items for sale to school even though these may be associated with **fundraising** for scouting, athletic teams, etc. Students involved in obtaining pledges or other means of support for out-of-school activities should take care of this before or after school and with the permission of the principal.



**Fundraising for School Activities:** Decisions about fundraising will be made by school staff, and all money will be collected by teacher(s) and turned in to the school office.

<b>Grading Scale:</b>	<b>A+</b>	100	<b>B+</b>	89	<b>C+</b>	79	<b>D+</b>	69	<b>F</b>	59-Below
	<b>A</b>	91-99	<b>B</b>	81-88	<b>C</b>	71-78	<b>D</b>	61-68		
	<b>A-</b>	90	<b>B-</b>	80	<b>C-</b>	70	<b>D-</b>	60		

**Homework Policies:** The following is to be used as a guideline with the understanding that the amount of time spent on homework varies from student to student. Work finished in class, working pace, make-up work, etc. may affect the time your child needs to complete her/his homework.

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## Kindergarten

### General Expectations

- Homework is expected to be returned the following day. An “oops” slip is sent home for missing or messy assignments.
- Parent signature is required on all homework assignments both front and back. The signature should be placed on the please sign and return line.

### Weekly Schedule

- **Monday:** Open Court decodable book/activity sheet and worksheet
- **Tuesday:** Open Court decodable book/activity sheet and handwriting worksheet (beginning in January)
- **Wednesday:** Open Court decodable book/activity sheet
- **Thursday:** Open Court decodable book/activity sheet

### Special Projects

- Handwriting sheets will be part of homework starting in January
  - Show and Tell: Four Topics a Year
  - Family Projects in November, January, and April
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## First Grade

### General Expectations

- The purpose of homework is to review concepts, skills and vocabulary taught in class. Homework is assigned to develop good study habits and responsibility.
- Students are expected to read 10-20 minutes per night Monday-Thursday.
- Decodable books are to be read all week and returned on Friday. If your child has successfully completed reading all the decodables for the week, then have your child read other books they enjoy at their level.

**Weekly Schedule: Read Decodable books or books at your child’s reading level for 10 minutes M-Th nights.**



- **Monday:** Read Decodable books for 10 minutes. New Decodable books will be sent home each Monday. Beginning in January students will begin reading vocabulary words aloud to a parent as well.
  - **Tuesday:** Math worksheet/math facts (addition). Read decodable books for 10 minutes.
  - **Wednesday: First Semester:** Read vocabulary words aloud to a parent. **Second semester:** students will begin spelling homework. Read decodable books for 10 minutes.
  - **Thursday:** Read decodable books or books at child's reading level for 10-20 minutes and sign homework slip. Review graded work in the Thursday Folder. Sign favorite paper to return on Friday.
  - **Friday:** Return Decodable books and signed favorite paper. No formal homework, enjoy your weekend!
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## **Second Grade:**

### **General Expectations**

- Homework is expected to be returned the following day.
- Incomplete classwork will be made up at home.
- Students are expected to read 10-20 minutes per night.
- Students are expected to practice math facts nightly.

### **Weekly Schedule** (this schedule is approximate and subject to change based on weekly needs)

- **Monday:** Read 10-20 minutes, spelling assignment, math facts practice
- **Tuesday:** Read 10-20 minutes, math assignment, math facts practice
- **Wednesday:** Read 10-20 minutes, math facts practice, decodable book(s), & read word lines
- **Thursday:** Read 10-20 minutes, reading assignment, math facts practice
- **Friday:** Read 10-20 minutes, math facts practice (complete one math fact practice test over the weekend)

### **Special Projects**

- Dioramas
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## **Third Grade:**

### **General Expectations**

- Parents will sign agendas nightly.
- Homework is expected to be returned the following day and is due at the beginning of class.
- Incomplete classwork will be made up at home.
- Students are expected to read 15 minutes per night.
- Students are expected to practice math facts nightly.

- Teachers are not expected to provide work in advance for vacations taken during school time, but may do so if they wish. If work is given in advance for extended absences, it will be due upon return, otherwise the work is considered late.
- Spelling, reading, and math facts homework is sent home for the following week on Fridays.

#### **Weekly Schedule (see student's agenda for specific assignments)**

- **Monday:** Spelling worksheet, math workbook, read 15 minutes, and math facts practice
- **Tuesday:** Reading worksheet, math workbook, read 15 minutes, and math facts practice
- **Wednesday:** Study spelling, math workbook, read 15 minutes, and math facts practice
- **Thursday:** Read 15 minutes (oral reading of weekly Open Court story), math workbook, and math facts practice
- **Friday:** Read 15 minutes, math workbook, math facts practice

#### **Special Projects**

- See website

**Late Homework Policy 3rd Grade:** Homework is due at the beginning of class; otherwise it is considered late. Late work will receive a 25% deduction from the grade earned the first day the assignment is late. The second day, 50% is deducted from the grade earned. After the second day, the assignment is given a 0% but is expected to be completed to ensure that skills are practiced.

**Make-up work for Absences:** When your child is absent, 2 nights will be allowed for each day of an excused absence. Assignments due on the day that the student is absent must be handed in the day the student returns. *For example: if a student is absent on Monday and returns Tuesday, then work will be due Thursday.*

### **Fourth Grade:**

#### **General Expectations**

- Students have assigned homework Monday through Thursday.
- In addition to assigned homework, students are expected to read 20 minutes per night, practice math facts, and study for upcoming tests as needed.
- Homework for the upcoming week is given on Fridays. Most homework assignments may be completed prior to the night it is assigned, while others must be completed on a certain date.
- Nightly homework is due the day after it is assigned.
- Incomplete daily classwork is expected to be completed at home and returned the next day.
- Spelling Pretests are given on Mondays. The final Spelling and Dictation Tests are given on Fridays.
- Work requested in advance for extended absences is at the discretion of the student's teacher. Any work given in advance must be completed and returned upon the student's return to school. Any work given in advance that is not completed when the student returns to school is subject to the late work policy.

#### **Weekly Schedule**

- **Monday:** Curriculum-based assignment, read 20 minutes, math facts practice

- **Tuesday:** Curriculum-based assignment, read 20 minutes, math facts practice
- **Wednesday:** Curriculum-based assignment, read 20 minutes, math facts practice
- **Thursday:** Curriculum-based assignment, read 20 minutes, math facts practice
- **Weekend:** Study for Spelling Pretest, Read 20 minutes, math facts practice
- Students will also be expected to study for tests as needed

**Late Homework Policy 4th Grade:** Homework is due at the beginning of class; otherwise it is considered late. Late work will be deducted by 25% the first day it is late, 50% the second day, and will receive 0% if turned in 3 or more days late. It is expected that late work will still be completed to ensure that skills are practiced.

**Make-up work for Absences:** When your child is absent, 2 nights will be allowed for each day of an excused absence. Assignments due on the day that the student is absent must be handed in the day the student returns. *For example: if a student is absent on Monday and returns Tuesday, then work will be due Thursday.* Work requested in advance for extended absences is at the discretion of the student's teacher. Any work given in advance must be completed and returned upon the student's return to school. Any work given in advance that is not completed when the student returns to school is subject to the late work policy.

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## **Fifth Grade:**

### **General Expectations**

- Homework is expected to be returned the following day at the beginning of class.
- Weekly homework is due on Fridays. (This includes Math Computation, Spelling Workbook, and Geography.)
- Incomplete classwork will be made up at home.
- Students are expected to read a grade-level appropriate novel every month with a summary due at the beginning of the following month.
- Students are expected to study for all tests, including spelling and practice math facts nightly.

### **Weekly Schedule**

- **Monday:** Read 20 minutes, curriculum-based assignment (s), math facts practice
- **Tuesday:** Read 20 minutes, curriculum-based assignment (s), math facts practice
- **Wednesday:** Read 20 minutes, curriculum-based assignment (s), math facts practice
- **Thursday:** Read 20 minutes, curriculum-based assignment (s), math facts practice
- **Friday:** Read 20 minutes, math facts practice

### **Special Projects**

- Expectations will be thoroughly explained in class and handouts of expectations will be given to students. Handouts will also be posted under our Google Classrooms.

**Late Homework Policy 5th grade:** Homework is due at the beginning of class; otherwise it is considered late. Late work will be deducted by 25% the first day it is late, 50% the second day, and will receive 0% if turned in 3 or more days late. It is expected that late work will still be completed to ensure that skills are practiced. For the Third Trimester, late work is expected to be completed and turned in, but receives an immediate 0% (other than make-up work).

**Make-up work for Absences:** When your child is absent, 2 nights will be allowed for each day of an excused absence. Assignments due on the day that the student is absent must be handed in the day the student returns. *For example: if a student is absent on Monday and returns Tuesday, then work will be due Thursday.* If a student is absent multiple consecutive days, the teacher will discuss the schedule of the expectations of when the work is due. Assignments due on the day that the student is absent must be handed in the day the student returns.

Further, work requested in advance for extended absences is at the discretion of the student's teacher. Any work given in advance must be completed and returned upon the student's return to school. Any work given in advance that is not completed when the student returns to school is subject to the late work policy.

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**Intervention and Multi-Tiered Systems of Support (MTSS):** Intervention/MTSS services are provided for students who need additional instructional support. The majority of students receiving intervention are in the primary grades because we believe early intervention is the most successful and appropriate strategy. Students are identified for intervention through teacher observations and ongoing student assessment. One full-time employee and additional highly trained and qualified Educational Assistants provide the intervention for the school in consultation with classroom teachers. Instruction is aligned with the work in the classrooms. Groups are flexible and fluid so that students may flow into and out of intervention based on their individual needs.

**Library Media Center:** The Dennison LMC has books, periodicals, CDs, and other materials available to students, parents, and teachers. Students may check out items to be used in research or for personal recreational reading. Students are expected to return items promptly. Replacement costs will be charged for lost or damaged library items.

**Lost and Found:** Misplaced and lost items can be returned to the rightful owner if names are clearly written or sewn on clothing and other personal property. Found clothing, lunch boxes, etc. are located in a designated area in the cafeteria. Smaller personal items, such as glasses, watches, etc. are kept in the main office. All unmarked and unclaimed items will be donated to a charitable organization twice a year, at the end of each semester. Please check the lost and found periodically throughout the school year.

**Lunch:** A well-balanced, hot lunch is served every day in the cafeteria. Lunch menus are posted on our website.

**Make-up Work:** Students who are absent due to sickness need time to rest and recuperate from their illness. Make-up work will be given to students on the day they return to school. They will have two days to complete their assignments for every day they have been absent. Please be advised that teachers are not expected to provide homework in advance for vacations or other planned activities. Teachers will provide assignments upon students' return to school. Students may be asked to report before or after school or during recess periods to complete assignments and or testing when they return.

**Medications:** All medication, including cough drops and lozenges, should be sent to the clinic. Students should not keep medication with them unless there is a statement requiring them to do so from their doctor on file in the clinic (usually inhalers). Per district policy, there are no stock medications, such as cold medication, ointments, etc., in the Health Room for distribution to students. All medications must be supplied by the parent. Per district policy, no type of medication, over the counter or prescription, can be administered in the clinic without specific written permission by the parent **and** a doctor.

**Messages for Students:** The best policy is for you and your child(ren) to discuss changes in transportation before they come to school. Messages that are called in after 2:30 p.m. may not reach your student before the end of the day. To eliminate the possibility of a breakdown in communication, please make sure your student understands the plan of the day before he/she leaves home. Telephone calls for students will **not** be transferred into the classroom. **Do not leave transportation messages for students on voice mail or the teacher's email.**

**Non-Discrimination Policy:** The District is committed to ensuring that all eligible students, including those with disabilities, have an equal opportunity to participate in non-academic and extracurricular programs and activities. If your student requires an accommodation to participate in the program(s) described above, please contact your Building 504 Coordinator at 303-982-6382.

**Parent Responsibilities:** In order to foster a positive parent/school partnership, we ask that parents cooperate with all the school policies, especially in the areas of personal appearance, dress, and discipline. Parents should encourage children to take responsibility for completing their own homework. Parents may be expected to help in drill/practice assignments, to listen to oral reading practice of their children, and/or give additional assistance with subjects where a child is in need of support.

### **Parking Lot:**

1. Parents may pick up and drop off on the street on the west side, between the stadium and Dennison, but parents and students must cross at the designated crosswalk and not park in areas designated for the school buses.
2. All students and adults must use the pedestrian crosswalk in the main parking lot to access cars in the main parking lot, the overflow parking area, and behind the school between Dennison and the Jeffco Stadium.
3. When dropping off students before school in the drop off lane, do not allow children to walk between cars to access the sidewalk.
4. Please observe all signs in the parking lot and all drop off /pick up areas.
5. Do not leave cars unattended in the drop off lane at the front of the building or the Kiss-n-Go area.
6. Please **drive slowly** through the parking lot area.
7. **Do not use cell phones** while in the parking lot.
8. Please do not park or drop off students in the overflow parking area in the morning. We are only allowed to use the overflow lot in the morning on special occasions. You may park or pick-up students in the overflow lot at the end of the school day.
9. Please be aware of and observe the **No Parking** signs posted on the adjoining neighborhood streets. Thank you for being respectful of our neighborhood community.

**Parties:** Students and staff at Dennison observe two annual events with parties: Winter Holiday and Valentine's Day. Parents are not to bring treats for students at any other time. Please be aware that many food allergies exist in the building. The classroom teacher can advise Party Helpers and/ or parents if a certain food should be avoided. There are no parties held for Halloween, and students are not to come to school in costume on that day. Rooms and bulletin boards may be decorated and worksheets with a specific holiday emphasis may be used at the discretion of the teacher. If a parent has a concern

with holiday-related items, he or she should discuss the situation privately with the teacher. Parents may notify the teacher at the beginning of the year if they do not wish their child to participate in parties.

### Payment by Check:

- **Parents are strongly encouraged to pay all school fees online.** If this is not possible, all checks for field trips, lunches, etc., should be made payable to Dennison Elementary School.
- Whenever possible, please order Scholastic books online. If not possible, all checks for **book club orders** should be made payable to the book club **company** from whom the books are purchased.
- All **PTA fees** (dues, party money, etc.) should be made payable to Dennison PTA. Checks for PTA cannot be combined with any other school expenses.
- Checks for individual and class **pictures** should be made payable to the **photographer**.
- **Send all money** (check or cash) in an envelope marked with the **student's name, teacher and purpose of money**. If possible, put the same information on the memo area of your check.

**Playground Guidelines:** Our goal is to provide a safe playing environment for all students. Actions by a student that may endanger him/herself or any other student will not be tolerated. For their own welfare and the welfare of other children, *the following guidelines should be followed:*

1. The slide needs to be used in the intended manner...by climbing the ladder and sliding down in a seated position facing forward. No objects such as rocks are to be placed on the slide.
2. Swings need to be used by one person at a time and in a forward seated position. Swing supports are not for climbing.
3. Football is limited to touch games only. Tackling is not allowed.
4. Permission to retrieve equipment that goes off the school grounds must be obtained from a playground supervisor.
5. "Grassy areas" adjacent to the building are for sitting and visiting only.
6. There will be no jumping from one bar to another on equipment, no baby drops from the bars, or standing on top of the bars.
7. Students should report any injury that they sustain on the playground during the school day. Timely reporting is important in receiving the right treatment for an injury.
8. Students are provided with play equipment to use and share at school. Personal play equipment should not be brought to school.
9. Students will be expected to conduct themselves in a manner that is safe for themselves and others.
10. Rocks, snow, or sticks are not to be picked up or thrown at school.
11. All students using the climbing wall or volleyball court will follow all rules and guidelines as determined by the educational assistants.
12. On rainy and snowy days students should stay out of muddy areas, i.e., soccer goals and baseball diamond.
13. Per district policy, dodgeball is not allowed on school grounds at any time.
14. Students may not be on the playground unsupervised before or after school.

### After School Playground Policy:

Dennison's playground is a great place for community building since it is not a neighborhood school. However, unsupervised students on the playground after school is a safety concern. Supervising staff needs to ensure that all students have exited the building and connected with their parents/carpool/SAE before anyone begins playing on the playground. All students will exit the building at 2:50 and go to cars/meeting places (not the playground). Our supervising staff will ensure that all students have been cleared by 2:50. At 3:00, if students have not been picked up, they will be sent to the building lobby to await parents. Students are allowed to play on any playground *with direct parent supervision* starting at 3:00.

**Pledge of Allegiance:** The United States flag is prominently and permanently displayed in each academic classroom. Dennison students recite the Pledge of Allegiance daily.

**PTA (Parents/Teacher Association):** Through the existence of standing committees, PTA provides a variety of programs to enrich the life of the school. These programs include a cultural arts program, enrichment assemblies and activities, and school parties and refreshments at school functions. The PTA sponsors one or two fundraisers during the year to provide financial support for the many extracurricular and educational programs they sponsor for the Dennison community. All are invited to attend the regular monthly PTA meetings. Meeting dates and time are published in the *Eagle Express* and on our school website.

In 2019, PTA and DCSF (Dennison Community Support Fund) voted to combine their fundraising efforts into one organization and PTA and DCSF meetings are held monthly titled Dennison Eagle Community Meetings.

**Dennison Community Support Fund (DCSF):** The Dennison Community Support Fund was established in 2003 by Dennison parents to provide another avenue for raising funds for students at Dennison. The intent of the Board of Directors is to help Dennison retain the level of resources including instructional programs and materials necessary to provide a quality education for our children. *Some of the significant and lasting contributions made to the school are:*

- Math, language arts, science, social studies and handwriting texts for students
- Audio enhancement systems in all classrooms
- Smart Boards and projectors in all classrooms
- Chromebook computers and computer carts
- Document cameras
- Support for interventions

### **Recess:**

- Students in Kindergarten through 5th grade will have a 20 minute recess before or after (depending on the schedule) their lunch each day.
- Students in Kindergarten through 5th grade will have an Optional Break. This Optional Break may be used as either a recess or for an occasional teacher designated task to support academics or behavior.
- A minimum of two supervisors is required if more than 1 class is outside.
- Recess must be supervised by school staff. Parent volunteers are not allowed to be the sole supervisor of students at recess.

**Report Cards:** Report cards are sent home at the end of each trimester for all students. The established dates for report cards are listed on the school calendars. Trimester report cards are printed and sent home in a report card envelope. **Parents should remove/review report card and sign and return the envelopes for 1st and 2nd trimesters.** No 3rd trimester report (end of year) cards will be issued prior to the last day of school. Mid term reports (grades 3-6) will be posted to the parent portal in Infinite Campus on the dates indicated on the school calendar. Letter grades are given in each subject area in grades 1-6.

**School Rules:** These are the general school rules that will be enforced by all school employees. There may be additional rules for individual classrooms and parts of the building that are more specific than the rules stated here. (See the *Dennison SOAR Matrix* for a comprehensive list of rules and expectations.)



1. All behavior must comply with the [Jefferson County Code of Conduct](#).
2. Students are expected to be courteous to all students and adults.
3. Unsupervised students are not allowed in any part of the building before, during, and after school hours. Unsupervised students should be escorted to the office.
4. No running in the building or on sidewalks around the building. Always walk in an orderly and quiet manner. Keep to the right when passing in the halls. Stay on designated walkways when outside of the building.
5. Use quiet voices in the halls, classrooms, and lunchroom.
6. Language is to be school appropriate at all times.
7. Skateboards, rollerblades, skates, scooters, etc. are not allowed on school grounds. Bikes must be walked on school grounds.
8. Students should not bring valuables and personal items to school. The safekeeping of personal items will be the sole responsibility of the student. Toys, trading cards, and electronic games will not be allowed in school.
9. Students may not distribute candy, gum, or any other items at school.

**Specials and Instrumental Music:** Art, music, physical education, and LMC/Technology are offered to students in grades K-5 on a rotating basis. If a student is to be excused from the regular physical education program, a note of explanation should be sent to the physical education teacher. Students should wear tennis shoes and appropriate clothing on their PE rotation day. Computer/technology instruction will be offered to students in grades K-5 as a part of the LMC/Technology specials class. An instrumental music program is offered for interested students in grade 5. Students choosing to be involved in instrumental music, which meets twice weekly at the beginning of the school day, will be expected to make up any missed class work and be on time.

**Special Education and Related Services:** The school is serviced by the District Special Education and Related Services Team (SERS). This team consists of a special education teacher, nurse, speech and language therapist, occupational therapist and psychologist. The special education teacher is in school each day. The other members of the SERS team are at school on a limited basis. Questions about special education services should be directed to any member of the SERS team or to the Principal.

**SSIS-SEL Information:** The SSIS-SEL Edition Screening/Progress Monitoring Scales is a strength-based tool for screening and progress monitoring social and emotional competence. Teachers will be asked to score each student in their class in the six following areas: self-awareness, self-management, social awareness, relationship skills, responsible decision making and motivation to learn. Teachers will screen their students three times per year. The screener and scoring information will remain at Dennison and all information will be kept confidential. The information acquired through the screener will guide our development of school-wide, small group, and/or individual social-emotional interventions.

If you would like additional information or to opt your child out of the screening process, please e-mail Kelly Miller, Social Emotional Learning Specialist, at [Kelly.Miller@jeffco.k12.co.us](mailto:Kelly.Miller@jeffco.k12.co.us)

**Storm Dismissal:** In the event that we experience severely inclement weather at afternoon dismissal time (lightning, hail, torrential rain, or blizzard conditions), the following dismissal procedures will be implemented:

- Kindergarten students will be dismissed from the kindergarten doors. If parents are not at the door, they will remain in the classroom until a parent comes to get them.
- First through fifth grade students will remain in their classrooms until a parent/guardian comes and gets them from their outside classroom door.

- Parents must give permission for a student to be picked up by another adult that is not on the student's emergency contact list.

**Student Leadership:** Student Leadership will be composed of elected representatives. Student Leadership assists in supporting school policies, cultivating school spirit, facilitating communications and recommending changes in the interest of continuous improvement of the school program. They also engage in many community service projects including recycling and fundraising for worthy causes.

**Teaching about Controversial/Sensitive Issues:** Jefferson County School Board policy requires teachers to work cooperatively with their principals and other administrators in the use of controversial learning resources. R, PG-13, PG rated films and/or videos shall be considered controversial within the meaning of this policy and shall require prior approval of the principal. Parents will be asked to give permission for their student(s) to watch a PG film/video that will be shown in a classroom. If a parent objects to their student participating, the student will be given an alternative assignment.

## Technology:

### Cell Phones and Smart Watches (when used as a communication device):

Because we recognize the need for families to maintain contact with children outside the school day, cell phones/smart watches are allowed at school *only under the following conditions*:

- Cell phone/smartwatch **usage** is not permitted on school grounds before or during school.
- Devices must be kept in backpacks and turned off while in the building and throughout the entire school day. Smartphone communication apps must be turned off during the school day (students may not access phone or text messages during the school day). This is to avoid disruptions to instruction.
- It is preferable that items such as cell phones/smart watches not be brought to school.
- All communications to students must go through the office. Staff will only recognize messages to students that are sent through the office.
- Violations will result in a referral to the office and confiscation of cell phone/smart watch. Confiscated phones/smart watch will be returned to a parent only. Multiple offenses of the cell phone/ smartwatch policy will mean that the student must leave all electronics at home.
- **The safekeeping of these items will be the responsibility of the student.**
- **504 Plans for T1D students will override this policy for health purposes.**

### Electronic Books (eBooks):

We recognize that many families provide access to electronic books for their children to read. Electronic books will be allowed at Dennison *only under the following conditions*:

- eBook usage is not permitted during the school day except with permission of the teacher and only for reading.
- eBooks must be turned off when not in use and stored by instruction of the teacher.
- It is preferable that items such as eBooks not be brought to school. **The safekeeping of electronic books is the responsibility of the student.**

**Textbooks:** Textbooks are provided for each student. Book covers are required (**adhesive backed or cloth book covers are not to be used**). Students are responsible for taking care of all books. Students will be charged replacement costs for excessive damage and lost textbooks. Students will also be assessed fines for abuse and damage to books even though the text may be usable.

**Traveling Parents:** When you leave your student(s) with another person, please send a note to the school office giving the following information: Name, address, home and work telephone numbers for the temporary guardian. Give permission for this person to sign students out and the length of time you will be gone.

**Vacations:** Leaving on vacation while school is in session is strongly discouraged. Often families will extend vacations when there is a three or four-day weekend, especially during parent teacher conferences. Teachers are not required to reschedule for families who choose to leave on vacation rather than attend conferences.

Students are still expected to complete ***all*** make-up work to ensure skill practice. Teachers are not expected to provide homework in advance for absences due to vacations or other planned activities taken during school time. If work is given in advance for extended absences, it will be due upon return.

Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours. Please fill out a Pre-Arranged Absence Form no later than three days prior to the scheduled absence and return it to the office. (It is also available on the Dennison web site.) **Prior to planning vacation time, please consult with your teacher regarding assessment schedules.**

**Visitors:** All visitors are welcome at Dennison. However, we ask that you make arrangements in advance with the classroom teacher before visiting as this can be disruptive to learning. Dennison utilizes a secured entry system. A buzzer and security camera are used as a part of identification before individuals are “buzzed in.” Anyone visiting must sign-in at the reception desk and wear a Visitor name tag. Jeffco School Board policy states, “In order to ensure that no unauthorized persons enter buildings with wrongful intent, all visitors to the schools shall report to the school office when entering, receiving authorization before visiting elsewhere in the building.”

**Volunteers:** Volunteers are welcome in the classroom and in the school. All presentations by volunteers (parents and members of the public) must coincide with the approved curriculum. Presentations must be approved by the office during the planning process. Presenters must be under the supervision of the classroom teacher at all times. Volunteers working with groups of students or one-on-one with a student must do so within close proximity of the classroom teacher (i.e., in the classroom or right outside the door). **Volunteers must sign in and get a nametag prior to going to the classroom.**

***Protecting the right to privacy and preserving the dignity of each Dennison student must be the commitment of every person who works in the school, whether on staff or in volunteer positions. A professional approach which ensures confidentiality sets a positive and caring example for students and families and contributes to the educational success of all students. All volunteers will sign a Confidentiality Agreement each time they come to volunteer.*** Whenever possible volunteers will work within the classroom.

**Withdrawal:** Parents must notify the office business manager as soon as they know they will be withdrawing their student from Dennison. Students must be withdrawn from school through the main office. Please notify the office several days ahead of the date of withdrawal so the appropriate forms and withdrawal process can be completed. All school issued materials must be returned at this time. If the student is leaving the district, all district materials must also be returned.