

**Kaiser Elementary School  
2016-2017 Family Handbook**

**Principal: Elinor Roller**  
**Assistant Principal: Josefita Lopez-Khosravi**  
**Principal's Secretary: Rosie Merelli**  
**Front Office Secretary: Deb Lewis**

**Kaiser Elementary School**

4500 South Quitman St.  
Denver, CO 80236  
Telephone: 720-424-6210  
Fax: 720-424-6235  
Attendance Line: 720-424-4247

<http://kaiser.dpsk12.org/> (newsletters and links to our Facebook Feed can also be found here).

**Hours**

**Student Hours: 8:55-3:45**

Office Hours: 7:30 a.m.-4:30 p.m\*.

Playground: 8:45 a.m.-8:55 a.m.

Breakfast: 8:30 a.m.-8:45 a.m. (Late students may get their breakfast and take it to class).

Morning Kinder: 8:55 a.m.-11:38 a.m.

**\*Students are not permitted in classrooms or hallways before 8:55 without a hall pass. This is our teachers' prep time. School lets out at 3:45. It is expected that all students have left school grounds by 4:00 p.m. unless they are participating in a school sponsored/supervised activity. *The teachers and office staff are not able to provide child care services after school. Students who are not picked up by 4:00 will be brought to the office and parents contacted. After 4:15 office staff will contact Denver Police to assist in ensuring the student gets home or to the Department of Human Services Family Crisis Center safely.***

**Attendance**

Regular attendance is very important for successful school achievement. School attendance is a State of Colorado educational goal as well as our school's goal. Students should be absent only in case of illness or family emergencies. Tardies and early checkout should be kept to a minimum, as instruction occurs all day. Please call the 24-hour attendance line at 720-424-4247 anytime before 9:00 a.m. if your child is going to be absent. If the family does not call, the absence will be marked unexcused. The school will initiate an automated call to families of absent children on the day of the absence. Children who are late to school are to report to the office before going to the classroom.

Every minute of our day is packed with purpose and instruction. For that reason we will not release students to the office for parents who call ahead. Students will only be released to the office when a parent/guardian physically checks them out in the office. We strongly encourage you to schedule appointments before or after the school day so that their learning isn't impacted. **Additionally, if you are signing your student out early they must be signed out before 3:30pm. We do not sign out and disrupt students between 3:30-3:45.** It is also very important for you to know that for the safety of all of our students we will ONLY release students to parents/adults listed on the registration form.

### **Birthdays and Celebrations**

We recognize that many parents choose to bring a treat to the classroom to celebrate their child's birthday or for other celebrations for holidays or for the end-of-the-year. **You MUST secure permission from your child's teacher for any item that you would like to distribute to the class, prior to bringing it to school.** This helps us plan for allergies or any other considerations that may impact a classroom of students. Please consider bringing healthy treats such as fruits, vegetables, etc. Students should NOT have candy or soda at school without teacher permission.

### **Cell Phones**

We recognize that many older students carry cellphones for safety reasons to communicate with family before and after school to let them know that they have arrived at school/gotten home safely. **At school, it is expected that cell phones be turned into the classroom teacher, and these will be returned to students at the end of the day.** The purpose for collecting the cellphones is to minimize instructional distractions and incoming phone calls to the classroom, and also to keep the phones safe so they are not lost/stolen/damaged. If a cell phone causes a problem in school, it will be returned to the parent and that student will be asked not to bring it to school anymore.

### **Dress Code**

Kaiser Elementary and the Denver Public Schools have a conservative dress code for all students. Students shall maintain personal attire and grooming standards that promote safety, health and acceptable standards of social conduct on school property or when representing the school. Clothing or apparel that distracts from the educational process or is derogatory in nature is prohibited. The following minimum standards apply and will be enforced. The principal may make additions to these standards.

- Student dress and grooming will be neat and clean. The wearing of make-up by students is prohibited. Long fingernails are also a safety concern and should be maintained at an appropriate length.
- Facial jewelry may be worn on the ears only. Clothing may not drag on the floor.
- Clothing that inappropriately exposes body parts or underclothing is prohibited.
- Extraneous articles hanging from clothing, such as chains or other items are prohibited.
- Hats, hoodies and sunglasses may not be worn in the building.
- Shorts or skirts may be worn; however they must be properly fitted and in good taste and may not be shorter than mid-thigh; below hanging fingers.
- Bicycle shorts & short-shorts of any kind are prohibited.
- Shirts must cover armpits, breast area, and mid-section.
- Trousers/slacks/shorts must be worn at waist level. For safety reasons baggy trousers and clothing are prohibited.
- Shoes or sandals can be worn. Flip-flops (shower/pool type shoes) or slippers are prohibited for safety reasons. Students should wear shoes that are suitable for Physical Education time and recess time.

**We also require that parents and other visitors to the building follow the Dress Code for the school.**

## Emergency Information

In case of an emergency each student is required to have on file at the school office the following current information:

- Parent(s) or guardian(s) name(s).
- Complete and up-to-date address.
- Home telephone work telephone numbers.
- Emergency telephone number of a friend or relative.
- Physician's name and telephone number.
- Medical alert information

If any of the above changes during the school year, it is imperative that you notify the office immediately so the change can be indicated on your child's emergency card and in the district's computer system. You can also update your information remotely though Parent Portal if you have set up an account.

## Food Services

### Breakfast

Breakfast is served from 8:30 to 8:45 a.m. each day at NO COST to students, \$2.00 for adults (with milk). When students are finished eating, they go to the playground and enter the school with their classmates.

### Lunch

Students eat lunch and then play outside. They are required to remain in the lunchroom at least 15 minutes before going outside, though they may remain in the lunchroom as long as it takes them to eat.

### Lunch Cost

Student hot lunch (includes milk)	\$1.85	
Student milk (with lunch from home)	\$ .50	
Adult lunch (without milk)	\$4.00	(please let teacher know in the morning to order)

You may purchase lunch by the week or month. Write a check made payable to Kaiser E/S Cafeteria, you may send cash with your child or pay on-line. Payments are given directly to the lunchroom manager.

### Charge Policy

Any student in an elementary school who forgets or loses his/her money may charge a maximum of two lunches. Prior to this limit being reached, a written reminder will be given to the student to notify the parent/guardian. **If payment for charges is not received the next day the student will be served a sandwich and milk, but a full meal will not be provided to the student. In all cases, the charges must be paid back.**

## Illness or Injury

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render First Aid treatment only. If emergency medical treatment is necessary, family will be notified and 911 will be called. If family is not available, the student will be taken to the emergency room at the hospital via a call to 911. The school office should be provided an emergency telephone number where parents can be reached. Also, the name and phone number of the student's family doctor must be on file at the school.

## Medication at School

Denver Public Schools policy does not allow ANY medication to be given at school unless a Denver Public School medical form is on file at school. The office is the only place medication may be

administered. Please do not send any medication for your child to self-administer. This includes cough drops, ibuprofen, or any other medications you would allow your child to self-administer at home.

### **Parent Compact**

As a school receiving Title 1 Funding, we are required to develop a School-Parent-Student agreement. Our CSC worked very hard to develop this, sending out a survey to families, surveying teachers and staff and creating a document that will best serve Kaiser's needs. A copy of this is available on the Kaiser website and we will provide a hard copy to you at your request.

### **Parking Lot and Traffic**

**Families and staff are expected to observe all traffic laws and expectations around the school to ensure safety.**

- The staff parking lot is cordoned off after the first bell rings. It is for use by Kaiser staff during the school day.
- A parking spot labeled for individuals with disabilities is located on the street in front of the school.
- Please park in legal parking spots on the streets when picking up your children and do teach them to use the cross-walks.
- Please respect our Kaiser neighbors and do not block or park in their driveways.
- Everyone's first priority must be safety and if a Kaiser Staff member or DPS Security approaches you to discuss this, please understand that safety is the sole reason for this conversation.

### **Problems or Concerns**

Please follow these steps to resolve any problems. If a parent has a concern about something in the classroom:

- Talk with your child about the concern.
- Visit often and watch the teaching process in class.
- Call to make an appointment with the teacher involved with the problem either by phone or at parent-teacher conference.
- If the concern continues, please make an appointment with the principal. Both parent and teacher will be present at the conference.

### **Safety and Supervision**

The safety of your children is of primary importance to us. Adult supervision of children begins at 8:45 a.m. (8:30 for breakfast in the cafeteria only). The family is responsible for providing supervision outside the regular school day. Children walking home from school are expected to leave the school grounds promptly at the end of the school day. For the protection of your child, all family members and visitors entering the building must report to the office before picking up their child. Loitering in the halls and on the school grounds is discouraged. The schedule is as follows:

8:45- Playground                      8:55- Students enter classrooms                      8:55-3:45- Instructional Programs

Children must not arrive on school property before 8:45 a.m. (8:30 for breakfast). Family may be notified immediately if students are on school property prior to 8:45. We want to keep all our children safe.

**Children must be picked up by 4:00.** In extreme cases, police will be called if necessary to take child home

### **Thursday Folders**

This year, we will be continuing the practice of “Thursday Folders.” Every Thursday, your child will bring home a folder with any office communication such as newsletters, lunch menus, etc. as well as any classroom communication from the teacher. Unless there is an emergency that requires a note to go out on another day, please expect the Thursday folder to serve as the main means of receiving written paper information from Kaiser, and please empty the folder and return it on Friday along with any information that is to be sent back to school once you have reviewed it. Newsletters will also be uploaded to our new Kaiser website at <http://kaiser.dpsk12.org/>.

### **Valuables**

**The staff cannot be responsible for valuables that students bring to school.** It is recommended that students leave all valuables at home. Please do not allow your child to bring the following unless a special exception is made and you have discussed it with the teacher. This includes: toys, large amounts of money, skateboards, wheelies, electronic game players, iPods, iPads, etc.

### **Weather**

Regardless of the weather, school will be in session unless a school closing announcement is made on the radio or television. School closure information will be available first on the DPS Website at [www.dpsk12.org](http://www.dpsk12.org). If school is in session and a storm develops during the day, a decision may be made to send students home early. Families should make prior arrangements so that their children will have a place to go if there is no one home on early storm release days. The decision to close the schools is made by the Superintendent of Denver Public Schools. When you are aware of adverse weather, please tune to media sources for information or call the Kaiser office.

### **Best Practices for Helping Your Student Achieve In School**

At Kaiser Elementary, emphasis is placed on basic skills in Literacy, Math, Social Studies, and Science, meeting the Colorado Educational Standards. There is also instruction in Library Skills, Physical Education, Technology, Music, and Art. These classrooms are self-contained and teacher-directed with inclusion of students enrolled in center programs. Daily homework is an expected part of the program. Students are evaluated by proficiency ratings in academic areas based on specific standards and or rubrics.

Kaiser Elementary staff believes the key to every child's success is partnership between the home and school. Therefore, we ask you to support your student's academic efforts by working on the follow Best Practices which are recommendations for academic achievement.

- Read with or to your child daily.
- Stress the importance of following the Kaiser touchstone: P.R.I.D.E.: Prepared; Respectful and Caring; In Control; Disciplined; Effort.
- As a parent or guardian, attend two parent/teacher conferences per year.
- Have at least one meal per day with your child, with the television turned off.
- Review your child's homework every day.
- Ensure that your child has a place to do homework that has all needed materials, free from distractions.
- Limit television/video/screen time.
- Teach your child respect and self-discipline – developing and reinforcing independence.
- Observe in your child's classroom during instruction each trimester.
- If your child is below grade level academically, please work with your child's teachers and staff to develop an Individual Learning Plan (ILP) for academic acceleration.
- Review the School-Family Compact with your child and teacher

## **P.R.I.D.E. Responsibilities**

The following is a copy of the Kaiser Elementary School P.R.I.D.E. Student Responsibilities. It is used to remind students of the rules and expectations of the school outside of the classroom and in other areas and rooms in our school.

**A Leopard's spots you cannot hide just like our super Kaiser P.R.I.D.E!  
THINK\*DREAM\*BELIEVE\*ACHIEVE!**

### **P = PREPARED**

Bring everything you need (paper, pencil, books, and completed homework) to class on time.

### **R = RESPECT AND CARING**

Respect everyone around you at school:

- Raise your hand and WAIT to be recognized.
- No bullying, teasing, cussing, put-downs, back-talk, food or gum.
- Use good manners.

### **I = IN CONTROL**

Keep hands, feet, and objects to yourself at all times.

### **D = DISCIPLINED “Knowing what you want (to stay on Green and to learn) and doing what it takes to get there.”**

Follow adult directions the first time given.

Stay focused.

Never give up!

### **E = EFFORT**

Take PRIDE in all you do!

Classroom Expectations are monitored in the following way:

#### **Gold Team “Traffic Light”**

Gold: “Paws-I-Tively The Best: GOLDEN PRIDE (above and beyond expectations)

Green: We have PRIDE !! (meeting expectations)

Yellow:

- 1) Warning! Focus, get back on task.
- 2) 2<sup>nd</sup> Warning! Refocus Sheet filled out – may be sent home for parent to sign and return (teacher decides).

Red: Office Referral, parents called, consequence.

Teachers set up systems in the classroom to earn rewards through earning “Paws-I-Tively” the Best slips – these may be individual and or/team rewards.

Every Friday a class drawing is held for an office reward.