

Teller Elementary School

Family Handbook

2017-2018



Teller Elementary School
1150 Garfield Street
Denver, CO 80206
720-424-3560

Dear Parents and Guardians,

Welcome to Teller Elementary School! We are incredibly excited for the 2017-2018 school year. This year promises to be a year filled with amazing opportunities for all of our students as we strive to find ways that we can be even better than we have before!

As we embark on this journey together, we are committed to meeting the unique needs of the whole child through engaging, meaningful and rigorous work in our classrooms, active family engagement, and proactive and efficient communication to encourage our Tigers to be involved and stay connected.

As the demands and complexities of teaching children increase, it becomes more evident that we all need to work together to insure that our children reach their full potential. At Teller, we believe that it's everyone's responsibility to empower children with the skills necessary to become academically, socially, physically, and emotionally successful and responsible.

With that in mind, we invite you to be an active participant at Teller Elementary School. Whether you are a classroom volunteer, PTA member, or special event participant, we encourage you to be involved!

We look forward to a positive and productive year together. Please know that we value home and school communication here at Teller Elementary School. It is vital and plays an integral role in each student's success. We encourage you to contact us when the need arises, and to stay in touch through our website and app.

Again, we welcome you to Teller Elementary School where our staff and students are committed to demonstrating **PRIDE** daily!

Positive Attitude...Respect...Integrity...Determination...so we can Excel!

Sincerely,

Sabrina Bates, Principal

Abram Janson, Assistant Principal

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Attendance - Absences and Tardiness

Regular daily attendance is critical to successful school achievement and is required of all students. Students should only miss school in the case of illness or family emergency.

On time policy:

All students will meet with teachers at the beginning of the day at their designated “lineup” spot outside of the school. For the safety of our students and the productivity of our staff, students may not be inside the building and may not go to their classrooms before the bell rings. ECE students will wait for their teachers on the ECE playground on the south side of the school. All students enter the building with their teachers. The tardy bell rings at 8:15 a.m., after which students need to go to the front door for admission to the building. Students must check in and receive a tardy slip from the front office before going to their classes.

Excused Absences:

Daily school attendance is essential to our students acquiring the knowledge, skills, and values to become self-sufficient citizens. Parents/guardians and students are responsible for ensuring daily and timely attendance is a priority. Excused absences are those resulting from illness, injury, physical, mental, or emotional disability, family emergency and school service projects. The school may require suitable proof of an excused absence including written statements from medical sources. Please arrange doctor/dentist appointments outside of school hours whenever possible. Excused absences count against student attendance records, and will prevent the student from earning the Perfect Attendance Award.

Unexcused Absences:

Unexcused absences are those resulting from suspensions and recommendations for expulsion. Additionally, absences not properly reported by a parent/guardian are deemed unexcused. Please report absences by calling the Attendance Line at 720-424-3568 or use the Teller App attendance reporter before 8:00 a.m. the morning of the absence to avoid receiving an absence robo call. Unexcused absences are reported daily in the student attendance record, which is kept and monitored by Denver Public Schools. If a student has repeated absences due to illness, parents may be asked to provide a doctor’s written note in order to excuse absences and avoid truancy proceedings. If families choose to take a vacation causing the student to miss school, these absences will be marked as unexcused.

Tardiness:

Tardy students lose valuable instruction time and disrupt the classroom for the teacher and other students. Please do your best to ensure that your child arrives on time. A student who arrives after 8:15 a.m. will be reported as tardy and MUST stop in the office to get a tardy slip before going to class. **If you know your student will be absent or tardy, please call the Attendance Line at 720-424-3568 no later than 8:00 a.m.**

Habitually Truant Students:

Teller students age six and older who have four or more unexcused absences in a one month period, or ten or more unexcused absences in a school year, are considered to be “habitually truant” under state law. Absences due to suspension or recommendation of expulsion will not be considered in determining habitual truancy. Once it is determined that a student is habitually truant, parents/guardians will be notified in writing. At that time the school will develop a plan with the goal of assisting the student to remain in school. The administration will make reasonable efforts to meet with the parents to review and evaluate the reasons for the student’s truancy.

Make Up Work:

At Teller Elementary School, we value students taking responsibility and ownership of their learning trajectory and encourage them to advocate for any missed content and work directly with their teachers. If your student is away from school for any reason, the classroom teacher may assign homework or makeup work. This is to ensure that the student doesn’t miss vital learning during his/her absence. Whenever possible, let the teacher know in advance about an absence so that materials can be provided.

Birthday Celebrations

Children love to celebrate birthdays at school as it is a memorable event to share with teachers and friends. In order to maximize student instructional time, minimize disruption and children feeling left out (we have a lot of allergies in our building) we ask that parents use the following suggestions to celebrate their student’s special day:

- Contact your student’s teacher **one week in advance** to coordinate an appropriate time and day for the celebration.
- Donate a book to the classroom library. Books may be read aloud to the class with the birthday child at a time pre-arranged with the teacher.
- Bring in non-food items for classmates, such as pencils, erasers, bookmarks, etc.
- Provide “goodie bags” for classmates which can be distributed and taken home at the end of the day. Should you choose to bring in something to pass out, in the spirit of equity please ensure you have enough for all students within the class.
- **Please do not bring food items to celebrate birthdays in school. We are aiming to be respectful and inclusive of student allergies as well as to support our healthy snack policy.**

Bullying

At Teller Elementary School, we are committed to all students feeling safe and secure while in our care. The definition of bullying can vary, and often depends on perception. At Teller we follow the state law’s definition of bullying, which is, “any written or verbal expression, or physical or electronic act or gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.”

Most experts believe that bullying has the following characteristics:

- An imbalance of power
- Is repeated
- Is intentional
- Unequal levels of affect

Types of bullying may include:

- Physical aggression
- Verbal aggression
- Relational aggression
- Cyber-bullying
- Intimidation
- Sexual harassment
- Hazing
- Culture-based bullying

Normal Peer Conflict	Bullying
<ul style="list-style-type: none"> ● Equal power or friends ● Happens occasionally ● Accidental ● Not serious ● Equal emotional reaction ● Not seeking power or attention ● Not trying to get something ● Remorse - will take responsibility ● Effort to solve the problem 	<ul style="list-style-type: none"> ● Imbalance of power; not friends ● Repeated negative actions ● Purposeful ● Serious with threat of physical or emotional harm ● Strong emotional reaction from victim and little or no emotional reaction from bully ● Seeking power, control or material things ● No remorse - blames victim ● No effort to solve problem

At Teller, we take instances of bullying seriously. Please refer to the ***Discipline Policy*** section of the Family Handbook for levels and consequences of bullying as well as the the documents below:

[Denver Public Schools Discipline Matrix - PDF](#)

[Denver Public Schools Discipline Ladder - PDF](#)

If you are seeking additional information about bullying and ways to support your student, please visit: www.stopbullying.gov

Child Abuse and Neglect Reporting

According to the Colorado “Child Protection Act” (C.R.S. 19-3-304 - Children’s Code) all school personnel are mandated reporters and have a legal and moral obligation to make a report to the Denver Department of Human Services if child abuse or neglect, or circumstances which might result in abuse or neglect are reasonably suspected (including emotional, physical or sexual abuse). School personnel are not responsible to contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect. It is also not a responsibility of school personnel to prove that a child has been abused or neglected. Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

Class Requests

Teller Elementary School strives to ensure that all classrooms are diverse, equitable learning environments. Our primary consideration in developing class lists is equity. Administrators and teachers spend many hours taking all known factors into consideration when creating class lists for the upcoming school year. Class lists will be available at registration in August.

No classroom change requests will be accepted within the first six weeks of a new school year unless extreme circumstances are present. We need to allow time for all students and teachers to get to know one another, build rapport, and establish solid rituals and routines that will set all stakeholders up for a successful year.

Communication Methods

Parental Concerns

To keep our focus on the values of integrity and respect, please note that talking to the person most directly involved in a given situation first is a Teller best practice. If a concern revolves around the classroom, talk to the teacher first.

If, after talking with the teacher, you feel you need more information or assistance, please contact the office to arrange a meeting with the teacher and one or more members of the Leadership Team. In order to support healthy dialogue and problem solving, teachers, parents and administration will need to meet together to address concerns.

Make an appointment with the Principal or Assistant Principal if you have questions or concerns related to school operations, including supervision, finances, facility use, planning, safety, personnel, discipline, etc.

Communication Modes: Teller has worked diligently to create a communication system that is consistent, streamlined and that works for all stakeholders. Teller is committed to sharing important information with the community via:

1. **Teller Website:** For the most up to date information (including the school calendar, event reminders, important announcements, school policies and contact information), please visit our website at www.teller.dpsk12.org. Our website is our main mode of communication, and should be utilized by families on a regular basis.
2. **Teller App:** If you have not downloaded the [Teller App](#) - please do so. We send out push notifications reminding you of all of upcoming events as well as communicating important information.
3. **Teller Family Bulletin:** School administration posts an electronic newsletter (Thursday folder) with news, a calendar of events and updates on various topics once a week on the Teller Elementary School website. **Hard copies are available by request only.**
4. **Teller ROAR:** The [Teller Roar](#) is distributed electronically on a weekly basis by the PTA and can be subscribed to through the [Teller website](#).
5. **Weekly Classroom Newsletters:** Teachers will send out a weekly newsletter via email every Thursday. **Hard copies are available by request only.** This newsletter will be a brief informational bulletin about what the classroom has learned throughout the week and what they're looking forward to learning the following week. Additionally, this newsletter will contain any classroom specific event reminders and/or important announcements. If you are not receiving a weekly newsletter, please reach out directly to your student's teacher.

Additional communication avenues include:

- Emails: Email is a great way to communicate with the staff and administration at Teller. We value timely, thoughtful and respectful communication and dialogue. The administration and staff attempt to answer all correspondence within a 48 hour period.
- Parent Portal: This is an important tool for families to stay up to date with student information.
 - The Parent Portal tool can be used to update contact information, check grades and attendance, pay fees, add lunch money and even register during the summer. If you need help setting up a Parent Portal account please contact the front office.
- Conferences: Student-parent-teacher conferences provide an important opportunity for students, parents and teachers to exchange useful information about a student's particular educational progress and needs.
- Social Media: Teller Elementary School values the dignity and respect of all stakeholders. If you have an issue or concern, we humbly ask you to address it respectfully in private with the stakeholders involved rather than in a public medium.
- Robo Calls: We use Robo Calls to notify families in the event of an emergency or for attendance purposes.

Computer Lab

Classes use the computer lab on a regular basis. The computer lab is not available for use before or after school except with administrative approval.

Collaborative School Committee (CSC)

At Teller, we believe in the collective capacity of the community. The CSC is proactive, anticipating needs and creating solutions. Teller's CSC is a site-based management team made up of the principal, four teachers, four parents, one classified employee and one community representative. DPS CSC's have been given the responsibility in the following areas:

- **Student Achievement:** The CSC reviews the Unified Improvement Plan (UIP) for the school according to district guidelines, and in collaboration with the school community, based on current objective achievement data provided by the central office and meeting the approval of the appropriate assistant superintendent.
- **Budget:** The CSC Committee advises the development of a school budget according to district guidelines that supports the objectives of the UIP, based on the allocations from the Board of Education.
- **Relationships:** The CSC establishes relationships with parents, community members, civic, service and neighborhood organizations, to increase involvement in the school, and ensure full inclusion of all groups within the school community in the CSC process.
- **Safety and Discipline:** The CSC reviews school procedures and policies as a part of the UIP, including a review of the discipline and safety issues at the school; incorporating, as a part of that review, an analysis of the data on verbal threats and physical harm to teachers, students, and community members.
- **Staffing Allocation:** The CSC advises the principal by making recommendations concerning the use of the staffing allocations in the school budget provided to the school by the Board of Education.
- **Evaluation of the Principal:** Annually evaluating the principal.

Denver 2020 Plan

The [Denver Plan 2020](#) is the Denver Public Schools five-year strategic plan. With the vision of *Every Child Succeeds*, we are committed to closing the academic achievement gaps and preparing all students for success in college and careers.

One way Teller has aligned itself and our values to the 2020 Plan is by offering two full-day ECE (4 year old) programs. We are focused on preparedness in early education with an emphasis on early literacy as the foundation for our students entire academic experience.

[Early Literacy One Pager - English](#)

[Early Literacy One Pager - Spanish](#)

Discipline and Conduct Guidelines

Teller is a proud community with high standards and expectations as reflected in our **Tiger PRIDE** values. Teller's administration and staff will handle situations consistent with school and district policies and procedures. Every student has the right to a safe and productive learning environment. Students are expected to conduct themselves in a manner compatible with the school's function as an educational facility. Conduct which disrupts or threatens to disrupt the operation of the school, which interferes in any way with the public or private rights of other students or community members, which threatens or endangers the health or safety of any person, or which damages property will not be tolerated and will result in disciplinary action. All teachers will set and teach clear expectations, reinforce target behaviors, and intentionally set the tone for positive and productive classroom communities.

Tier 1, Type 1, or Levels A-C Behavior Classroom Teacher Managed Levels

Tier 1, Type 1 or Levels A-C Behaviors:

- Disrespect (include talking back*)
- Non-compliance
- Classroom disruption
- Picking on or bothering others either verbally (name calling, verbal insults, or put downs*) or physically.
- Minor physical aggression (such as: pushing, shoving, horseplay, rough play, play fighting)
- Distracting other students(such as: non-stop talking, yelling, screaming, making noises)
- Language - use of profanity or vulgarity
- Books, magazines, or video games* that use profanity or vulgarity
- Toys
- Use of cell phones and/or other electronic devices
- Throwing items*
- Minor damage or defacement of school property
- Tobacco offenses (Refer to policy JICG)
- Loitering
- Running, skipping, or hopping (other than as appropriate during recess or P.E.)
- Scholastic dishonesty
- Incomplete classwork or homework
- Not doing school work
- Chewing gum
- Dress code violation (Refer to policy JICA)

*If severe, these behaviors may need to be higher than a Tier 1, Type 1, or Levels A-C

Teacher Protocol for Tier 1, Type 1, or Levels A-C

Step 1: Warning

- ❖ Ask the student's side of the story
- ❖ Ask the student, "How can I help you be successful today?"
- ❖ Tell the student what will happen next if the behavior continues (Discuss Step 2).
- ❖ Look for positive PRIDE behaviors to reward.

Step 2: "Think About It" Desk

- ❖ Give the student a nonverbal cue and provide a quick opportunity to correct behavior.
- ❖ Remove student from the main learning space to an individual desk in the classroom
 - Individual Desk
 - Note taped to the desk that outlines the student can return to class after 5 minutes if they are prepared to return calmly.
 - One pager (tape/Velcro) on desk of calm down strategies.
- ❖ If the student doesn't move, give the student a minute. Verbally say, "I am going to give you a minute, but I need you to move because you are continuing _____(specific behavior)."
- ❖ Ask yourself: Can I still teach? Can the rest of the class still learn? Can they still eat? Can they still play?
 - If your answer is yes, keep teaching. If your answer is no, move to Step 3
- ❖ Once the student has taken a timeout, tell the student what will happen next if the behavior continues (Discuss Step 3).
- ❖ Look for positive PRIDE behaviors to reward

Step 3: Consequence Assigned

- ❖ Select from the following consequences:
 - Loss of privilege and/or
 - Community Service
- ❖ Tell the student what will happen next if the behavior continues (Discuss Step 4).
- ❖ Call home: Staff member reviews Steps 1-3 - gives parents the facts and explains the consequence.
- ❖ Ask parent: Would you like to talk to your child?
- ❖ Tell parent: The next step is an office referral if the behavior continues
- ❖ Document conversation and consequence in IC under the CONFERENCE tab.
- ❖ Look for positive PRIDE behaviors to reward.

Step 4: Office Referral

- ❖ Student is immediately sent to the office with a completed Office Referral Form.

Tier 2-6, Type 2-6, Levels D-F Behaviors, or Habitual Tier 1 Behaviors Building Leader Managed Levels

Tier 2-6, Type 2-6, Levels D-F, or Habitual Tier 1 Behaviors:

- Habitual Tier 1 behaviors - 3 to 5 similar incidents would be considered habitual behavior
- False activation of fire alarm

- Possession of fireworks/firecrackers
- Bullying: Level 1 - verbal and written aggression or intimidation (see Policy JICDE)
- Harassment based on race, sexual orientation, ethnicity, gender identity, or religion: Level 1 (See Policy JBBA)
- Sexual harassment: Level 1 (see Policy JBB)
- Consensual but inappropriate physical contact
- Fighting that results in an injury or threat of physical harm
- Destruction or theft of school property, including graffiti (under \$500)
- Severe defiance of authority/disobedience
- Trespassing
- Theft from an individual (under \$500)
- Other school based misconduct that disrupts the school environment
- Bullying Level 2 - physical acts of aggression and intimidation and repeat Level 1 behavior (see Policy JICDE)
- Harassment based on race, sexual orientation, ethnicity, gender identity, or religion: Level 2 (See Policy JBBA)
- Sexual harassment: Level 2 (See Policy JBB)
- Fighting: Level 1 (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses)
- Being under the influence of drugs or alcohol (see Policies JICH, JICH-R)
- Possession of alcohol or unauthorized (but legal) drugs
- Possession of illegal drugs
- Destruction or theft of school property, including graffiti (\$500 - \$5000)
- Theft from an individual (\$500 - \$5000)
- Other school based misconduct that substantially disrupts the school environment
- Recurring Level D offenses
- Arson
- Fighting: Level 2 (including incidents with significant injuries, but which do not rise to first or second degree assault)
- Destruction or theft of school property (over \$5000)
- Theft from an individual (over \$5000)
- Possession of an explosive (non-fireworks/firecrackers) that seriously endangers the welfare or safety of others
- Willfully causing damage to the property of a school employee
- Assault, harassment, or false allegation against a school employee
- Hazing activities
- Child abuse
- Unlawful sexual behavior, unlawful sexual contact, and indecent exposure
- Witness intimidation or retaliation
- Other student behavior presenting an active or ongoing danger to the welfare or safety of school occupants
- Habitual disruption (is not an independent offense, but rather refers to a classification under state law in which persistent misconduct at any level can result in the student

being declared “habitually disruptive,” for which the student will be recommended for expulsion. See Section 4-2 of Policy JK-R for more information.

Building Leader Protocol for Tier 2-6, Type 2-6, Levels D-F Behaviors or Habitual Tier 1 Behaviors:

Plan A: No Serious Safety Risk or Follow Up from Tier 1 Behaviors

- Student fills out a refocus form - This is what happened. This was my role. This is what I need help with.
- Identify what behavior needs to be changed and reset expectations for future behavior.
- Administrator calls home and informs parents about situation, solution, and/or consequence.
- Select from the following consequences:
 - Loss of a privilege and/or
 - Community Service
- Administrator calls teacher and asks for the best time to talk - Teacher or student listens to apology, accept the apology, and moves on.
- Document conversation and consequence in IC under the CONFERENCE/Type One Intervention tab.

Plan B: Serious Safety Risk

- Administrative discretion - suspension (in school or out of school) and/or behavior plan
- Administrator calls home and informs parents about situation and consequence
- Document consequence and conversation in IC under the CONFERENCE/Type One Intervention tab.

Offenses exceeding Level F may include robbery, first or second degree assault, and sexual assault, sale or distribution of, or intent to sell unauthorized drugs or controlled substances, carrying, bringing, using, or possessing a knife or dangerous weapon, will result in a mandatory expulsion and referral to law enforcement as required under state law.

[Denver Public Schools Discipline Matrix - PDF](#)

[Denver Public Schools Discipline Ladder - PDF](#)

For more information, please visit: <http://board.dpsk12.org/boe-policies/>

Discovery Link

Discovery Link is a state licensed before and after school care program, administered by the Department of Extended Learning and Community Schools. The purpose of Discovery Link is to provide high quality educational, recreational and cultural opportunities to our children. Discovery Link’s philosophy is to provide a creative, safe, enriching and caring environment for children before and after the regular school day. If you are interested in registering your student for Discovery Link, please call 720-423-1781.

Dress Code

Students are expected to dress in a manner that is safe, respectful and conducive to learning. Students dress and personal appearance shall meet standards of reasonable cleanliness and safety, and must show respect for others. If a student comes to school dressed inappropriately, he/she will be sent to the office and the parent/guardian will be responsible for bringing a change of clothes.

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

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Hats are prohibited inside the building, unless for religious purposes. This includes “hoodies,” winter caps, “beanies”, fedoras, berets, or any other decorative hat. .
3. Sunglasses or bandanas worn inside a building
4. Inappropriately sheer, tight, loose, or low-cut clothing that bares or exposes the stomach, back, breasts, buttocks, or intimate parts. (i.e. garments made of fishnet, mesh, or similar material, and halter tops, backless clothing, tube tops, revealing tank tops or sundresses, “spaghetti straps” etc.)
5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any words, symbols or pictures that:
 - a. Refer to drugs, tobacco, alcohol or weapon
 - b. Are of a sexual nature
 - c. By virtue of color, arrangement, trademark or other attribute denote membership in gangs, associations or clubs which advocate drug use, violence or disruptive behavior
 - d. Threaten the safety or welfare of any person
 - e. Promote any activity prohibited by the student code of conduct
 - f. Otherwise disrupt the school in delivering educational services.
6. Inappropriate footwear, including bedroom slippers and flip flops. “Heelies” are also prohibited.
7. Underwear as outerwear
8. Inappropriate grooming or hygiene

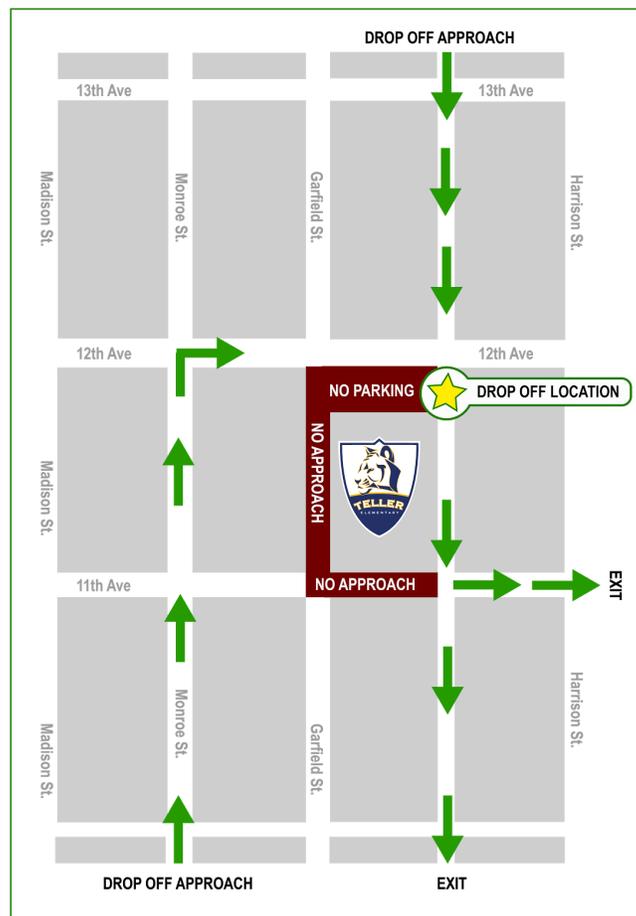
Drop Off

Teller Elementary School values the health and safety of all students. The building opens for breakfast at 7:45 am. Before that time, students will **NOT** be allowed in the building unless participating in a prearranged activity as there is no adult supervision available. The playground is supervised from 7:55 am to 8:10 am. Students playing basketball, foursquare, soccer, etc. must put their equipment in backpacks or be ready to give them to a parent/teacher at 8:00 am for the safety of students lining up for school. Students may **NOT** be on the playground after 3:15 pm without a parent or guardian supervising as there is no adult supervision available.

Drop Off/Pick Up in Designated Areas

Motorists should drive slowly and carefully through student crossing areas. To assist with drop off procedures, banners and signs are posted designating pick up and drop off areas. We need your help and cooperation to keep all students and staff members safe!

The teacher parking Lot is **NOT** a drop off or pick up area. For easy morning drop off, please use our “Kiss and Go” lane located on Jackson Street between 11th Avenue and 12th Avenue.



Enrichment (Neighborhood Center)

Teller Elementary School believes education doesn't stop when the bell rings. Therefore, we partner with both internal and external education groups to provide enrichment opportunities after school.

Please be aware that enrichment is not intended to provide daycare for families, rather it is to provide alternative learning opportunities for students conveniently in the school setting. While

we make every effort to provide interesting, stimulating enrichment classes, they will be limited and will be filled on a first come, first served basis.

Enrollment

Teller Elementary School is committed to providing an excellent education to a diverse group of scholars. The school will not discriminate on the basis of race, creed, color, religion, ethnicity, national origin, sexual orientation or eligibility for services for exceptional children. If you have specific questions for Choice and Enrollment, please contact the Office of Choice and Enrollment at 720-423-3493.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy interests of students. It affords parents the right to access and amend their children's educational records, and gives them some control over the disclosure of the information in these records. FERPA generally prevents an education agency or institution from sharing student records, or personally identifiable information in their records, without written consent of a parent.

A "parent" is defined as a natural or adoptive parent, a legal guardian, or an individual acting as a parent in the absence of the parent or guardian. When students reach the age of 18, or attend a postsecondary institution at any age, they are considered "eligible students" and all of the rights afforded by FERPA transfer from the parents to the students. (34 CFR 99.3)

Although student files are protected under the law, FERPA does allow the disclosure of student data without parental consent under certain, specified conditions. For example, schools may reveal information from student records to school officials with a legitimate educational interest in the information.

Under FERPA, schools and their employees may not disclose information about students, nor permit inspection of their records, without the parent written permission unless such action is covered by certain exceptions as stipulated by the law.

Essentially, FERPA prohibits all employees from discussing confidential student information with third parties, including parents. For example, if two students engage in a disciplinary act together, the school is prohibited from naming or discussing the other involved student in conversations with parents. If parents request an explanation of a discipline or academic event that did not involve their child, but which occurred in their child's classroom, the school is not permitted to disclose any names or details of events, or disclose the resultant consequences. School officials - teachers, administrators, staff, board members, and volunteers - must all comply with the expectations of FERPA and therefore may not discuss any student with anyone but the parent at any time and for any reason.

Fire and Safety Drills

Teller Elementary School conducts one fire drill per month, two during the first month of school, as required by the Denver Fire Department. Detailed instructions for the drill are posted in each classroom. Some general rules are:

- At the signal, the students walk briskly and silently to the designated safety area outside and away from the building. They do not stop to gather coats or belongings.
- Students stay with the teacher and class even if parents are present. A census of students is taken at this time.
- Return to the building in the same manner only after the “all-clear” has been sounded.
- Use designated routes only.

We practice one drill per trimester for three other types of situations:

- *Lockdown:* Students, staff and visitors are kept inside the building or brought inside, exterior doors are locked and no one is allowed in or out of the building. Students, staff and visitors remain in locked classrooms, offices or other areas, lined up and sitting against an interior wall away from exit doors and sight lines. All school business ceases. Full lockdowns occur when a dangerous event has happened near the school or a dangerous intruder may be in the building.
- *Lockout:* All students, staff and visitors are kept inside the building or brought inside. Exterior doors are locked and no one is allowed in or out of the building. School activities continue. Lockout occurs when some danger is in the area, but the building is deemed secure. (Often follows a Lockdown).
- *Shelter in Place:* Students, staff and visitors move away from rooms on the building perimeter and go to a designated inside safety assembly area such as a hallway. The third floor is completely evacuated. Everyone kneels or crouches with their heads down between their knees and clasps their hands on the back of their heads. Shelter in Place occurs during severe weather such as a tornado in the area.

We make every effort to conduct fire drills during decent weather conditions. Occasionally, fire alarms do go off unexpectedly. When this occurs the first priority is to evacuate the building as quickly as possible. Since it is unknown whether the alarm is real or not, regulations stipulate that no special effort be made to collect jackets or other clothing if there is unpleasant or cold weather.

We try to inform you of alarm situations that may cause concern for your children. We want you to be aware of the circumstances. We will also inform you when we have drills for the different lockdown scenarios.

Food Services

Breakfast: Free breakfast is served every day beginning at 7:45 a.m. in the lunchroom to all students. If you choose to use this service, please have students come directly to the cafeteria using the door off of the north parking lot for easy access to the cafeteria.

Lunchroom Policies: In order for a smooth-running, successful lunch program, good behavior and manners are expected in the cafeteria. Lunch and recess will be a combined 50 minutes. During this time, students will have the option to eat for as long as needed. When finished, students will be dismissed after raising their hand and cleaning up after themselves. If a student finishes eating in 15 minutes he/she will be able to go outside for recess. On the other hand, if a child takes longer to eat, he/she will be able to stay in the cafeteria for as long as needed. All students will be required to eat for 10 minutes before going outside for recess. In order to maximize time spent eating, students should memorize their lunch number (student ID#).

Lunch: Your student may bring lunch, or buy it at school. You may purchase weekly or monthly lunches by writing a check made payable to “Teller Cafeteria” or you may send cash with your child. You can also pay for lunch online at myschoolbucks.com or by using the Teller App. Lunch prices change about every other year but are currently under \$2.00 per lunch. If you qualify for “reduced lunch” the price is currently under \$0.50 per lunch. To find out the current prices, please refer to the Teller website at www.teller.dpsk12.org. Forms to request free or reduced lunch pricing are available at registration. If your family does not currently qualify, you may apply any time during the school year if circumstances change.

Charge Policy: Any student at Teller who forgets or loses their lunch money may charge up to three lunches. Prior to this limit being reached, a written notice will be given to the student to notify parents/guardians. If payment for charges is not received the next day, an alternate meal will be served. If charges are still not paid after **two** days, a nutritious snack will be served instead of a meal. In all cases, the charges **must** be paid back.

Sack Lunch: If your child chooses to bring a lunch, please pack a meal that promotes healthy choices. Family-sized and large bags of chips or candy etc. should be left at home as students are not allowed to share food while eating in the lunchroom. Whenever possible, keep sugar and empty calories to a minimum for healthy eating and learning.

Healthy Snack Policy: A healthy snack policy encourages healthy snack choices for all our students. Healthy snacks contain little or no added sugar, fat or salt. Eating these types of snack foods more often can significantly improve a child’s work habits by increasing their attention span. If sugar or corn syrup is listed in the first three ingredients on the label it is not an appropriate snack for school.

Gum/Candy: Students are not to bring gum or candy to school. These items will be thrown away if found.

Highly Gifted and Talented/Gifted and Talented Programming

The mission of the HGT/GT program at Teller Elementary School is to expand upon preparatory learning that is provided within our inclusive classrooms. Through push-in and pull-out services,

the HGT/GT program will support differentiation and advocacy to deepen learning experiences and help students meet their emotional, intellectual, and creative potentials.

If you have questions about Teller's HGT/GT program or would like to learn more about HGT/GT testing, please contact Rivian Bass at Rivian_Bass@dpsk12.org or 720-424-3560.

Homework

At Teller Elementary, we strive to provide equitable, accessible and meaningful learning experiences throughout the school day as well as at home. These experiences support learning in the classroom, while preparing students with the necessary study skills they will need to be successful learners in middle school, high school and college. Homework expectations will be clearly defined and communicated by grade level teachers during the first week of school.

Internet Use

Teller Elementary School values our students being product 21st Century citizens and savvy technological consumers. We provide a network service that connects classrooms to each other and to the internet. The goal in providing this privilege is to promote educational opportunities by facilitating resource sharing, innovation, and communication. All users must adhere to the guidelines of this policy in order to acquire and maintain network access. Violation of any of the provisions of this policy may result in termination of access, denial of future access or possible disciplinary action.

The school provides filtering to restrict access to obscene, pornographic, or other material that is harmful to minors. The school does not guarantee that such material will never be encountered.

The use of the school's network is a privilege, not a right. Inappropriate use will result in a loss of this privilege. The following activities are prohibited:

1. Using the school's network for or in support of any illegal, inappropriate, or obscene activity.
2. Using the school's network for non-school related business and/or commercial purpose, product advertising, or support of any political or lobbying activity.
3. Vandalizing the network or network resources, which includes, but is not limited to, any malicious attempt to harm, destroy, or alter data on the school's network, including introduction of any computer virus.
4. Attempting to access restricted data or to disrupt the use of the network for other users.
5. Using profanities or language that is generally offensive, defamatory, harassing, or threatening to another individual and/or group.
6. Creating or accessing dangerous information.
7. Violating copyrights or interference with license agreements. This includes, but is not limited to, software, unaccredited use of text, graphics, photographs, electronic data, or interference with the privacy rights of individuals or entities without their authorization. Plagiarizing any information gathered via the school's network is also prohibited. Users

have no proprietary ownership of materials placed on the school's network, unless such material is otherwise covered by copyright.

8. Providing access to the school's network to unauthorized users.
9. Sharing electronic email account passwords, leaving available in obvious locations, or leaving "signed on" computers unattended.
10. Compromising personal safety.
11. Allowing minors to access inappropriate material
12. Disclosure, use, and dissemination of personal information regarding minors.

Communication conducted over the school's network is not private and school staff may, in conducting network supervision and maintenance, review and inspect directories or messages. The school reserves the right and will access stored records with or without reasonable cause to assure compliance with this policy. The school makes no warranties that the functions of this network system will meet any specific requirements. Nor will the school be responsible for any damages suffered through the use of the network. This includes loss of data, non-deliveries or service interruptions. Use of any information obtained through the school's network is at user's risk. The school believes that the valuable information and interaction available on the internet outweighs the possibility that users may access material that is not consistent with the educational goals of the school.

Late pick up policy

The office closes at 3:30 pm. If you know you are going to be late picking up your student, please call 720-424-3560. We will call parents first, then emergency contacts if necessary. If a child is not picked up within one hour of dismissal (4:00 pm) we are **REQUIRED** to call Denver Police Department and Denver Human Services.

Library

The Teller Library is open to all community members Monday through Friday. All Teller students visit the Library with their classmates at least once every two weeks for story time and checkout. Primary students (ECE-2) may check out up to two items per visit; intermediate students (3-5) may take up to three items during their classroom checkout time. All patrons are limited to a maximum of six items on their account at any time, excepting special checkout for library celebrations.

Anyone checking books out from the Library must sign the Teller Elementary School Library Contract prior to checking out their first books of the school year. Parents must also sign this agreement acknowledging whether or not their child(ren) can take home items from the library.

When items are lost or severely damaged they must be replaced. The librarian will create an invoice for the student who checked out the missing or damaged items. Upon receipt of payment the student's checkout privileges will be restored. Additionally, if a student has unpaid library fees at the end of the school year, he/she will lose the privilege to participate in Field Day.

Lost and Found

Lost and found items are located on the second floor in the cove outside the student rest rooms. Lost lunch boxes and water bottles can be found in a basket in the cafeteria. Small items such as glasses, keys, wallets, etc., are kept in lost and found in the office. All lost and found items that are left unclaimed will be donated to local charities at the end of each month. Please label your child's outerwear, backpacks, lunch boxes and any other items with their full name.

Math Programming

The mission of Teller Elementary School's math program is to provide students with grade level mastery through various forms of differentiation, including large and small group instruction, individual tutoring, online learning experiences, in-depth enhancement and enrichment, compacted curriculum, and opportunities for application. Grade acceleration will be based solely upon individual student need supported by a strong, consistent body of evidence.

Mission and Vision

Under Construction

Multi-Tiered Systems of Support (MTSS)

Teller Elementary School is committed to ensuring all students catch-up, keep-up, and excel academically and behaviorally. The MTSS process is designed to introduce layers of support to any student who is demonstrating need. Contrary to some popular belief, MTSS is not a pathway to an Individualized Education Plan (IEP), but a system of layered support from the classroom teachers, special service providers, and administrators with the end goal of catching-up and closing any gap for all students.

Parent Teacher Association (PTA) - Teller Family Teacher Association

The mission of the National PTA is to *make every child's potential a reality by engaging and empowering families and communities to advocate for all children.*

PTA activities are accomplished by volunteers from the school community. Teller PTA has Communication, Technology, Social, Wellness and Fundraising Committees. Families are welcome and encouraged to participate in PTA. Meetings are the third Tuesday of the month at 6:10 p.m. in the Teller Library. Please see the school year long calendar for specific dates, as there are a few exceptions. Childcare is available from 6:00 p.m. - 7:30 p.m. in the cafeteria. No meeting is held in December. Please see the Teller website for information concerning individual committee meetings.

Personal Property/Games/Toys

Teller Elementary School is committed to maximizing instructional time and getting great results for all students. To this end, all personal property brought to school is at the owner's risk. Teller Elementary School takes no responsibility for student property. Distracting or inappropriate objects will be taken from a student and returned at the end of the day. Repeated violations will require a parent conference and possibly the permanent loss of object. Students should not bring large sums of money to school; if money must be brought it should be taken to the office. Toys are also not allowed in school. Student failure to comply with this rule will result in confiscation of the personal equipment. Repeat violations may result in confiscation for longer periods of time as well as a parent conference. Personal sports equipment that are used before and after school for basketball, foursquare, football, etc. must remain in backpacks or with a teacher during the school day, and cannot be used at recess.

Bicycles, Scooters, and Skateboards: Bicycles may be ridden to school by students and should be parked and locked in the racks provided. Once bikes are in the racks they are not to be removed until the student is ready to go home. Students are to walk their bikes while on school grounds. Each student is responsible for locking his/her bike, as the school is not responsible for lost or stolen bicycles.

Scooters, skateboards, inline skates, rollerblades and any shoes with built in wheels are not allowed at school, will be confiscated and will need to be picked up by a parent.

Electronics: While we recognize that the use of cellphones is a convenient way to communicate within families. Student cell phones are not to be used during the school day. All student phones must be off and away at all times between 8:00am and 3:00pm. Student failure to comply with this rule will result in the confiscation of the personal equipment. Repeat violations may result in confiscation for longer periods of time as well as a parent conference.

All other electronic devices are prohibited at school. A list of those devices includes, but is not limited to: tablets, music players, portable gaming devices, or any other electronic media device. Likewise, please limit adult use of cell phone within the school building and turn your phone to silent when visiting classrooms. **Teller Elementary School is not responsible for lost or stolen electronics brought to school.**

Physical Education

Teller students participate in physical activity each day either in P.E. or on the playground and need to have athletic shoes available every day. Students may wear other shoes to school as long as they pack athletic shoes in order to participate in physical activities.

Playground Conduct

Our behavioral expectations for students are the same on the playground as they are throughout the school. Adhering to the school and district policies is expected.

Special Circumstances on the playground:

- Due to licensing requirements, Discovery Link must have a designated space for students on the playground. Discovery Link has exclusive access to the north side of the playground from 3:30 p.m. to 6:00 p.m. This includes the basketball court and the north jungle gym.
- Running on the blacktop should be restricted for child safety. Students can use the field and/or track to engage in running activities.
- Students may not be on the playground unattended before 7:55 a.m. as there will be no adult supervision. Likewise, students may not be on the playground after 3:15 p.m. without a parent or guardian as there will be no adult supervision. If a child is left unattended a parent or guardian will be called to pick up the student.

It is expected that parents and guardians will meet their students on the playground at 3:00 p.m. Students who walk home will be asked to leave the playground at school release. At 3:15 p.m. any unaccompanied students will be taken to the office to call home. **Students may not stay on the playground after school unattended, even with parent permission.** This includes the time that Discovery Link is in session between 7:00 a.m. and 6:00 p.m. These rules are for the safety of everyone!

School Day Schedule

7:30 a.m.	Main office opens
7:45 a.m.	Students may enter the building for breakfast in the cafeteria through the North/Parking Lot doors. Teachers arrive in building.
7:55 a.m.	Students may arrive on the playground (there is no supervision on the playground before this time)
8:10 a.m.	First bell rings. Students line up with teachers to go to their classrooms
8:15 a.m.	Tardy bell - Tardy students <u>MUST</u> report to the office for a tardy slip Access to building is only through the Main Front Door (Garfield Street)
10:50 a.m. to 12:50 p.m.	Lunch/Recess
3:00 p.m.	Classes dismissed - Students meet parents/guardians on the playground
3:15 pm.	Teachers bring late students to office
3:30 pm.	Main office closes

School Mascot and Colors

Teller's mascot is the tiger and our school colors are blue and gold. Go Tigers!

School Nurse

Teller has a school nurse one day per week and a health care paraprofessional 4 hours per day, five days per week. Health services scheduled throughout the year at various grade levels include vision, hearing, height and weight checks. The nurse is involved with chronic and acute health conditions, including impact on attendance and academics. In addition, the nurse will counsel scholars and their parents about health problems, and collaborate with the Special Education team for students with special learning needs. The office staff is trained to handle any medical need when the nurse and/or the health paraprofessional are not available.

General Health and Medical Procedures: The school should be informed of any special problems your child deals with such as epilepsy, diabetes, nosebleeds, rheumatic fever, heart conditions, asthma, or serious allergies. In compliance with Colorado law, an immunization record signed by a doctor must be filed before school starts. If your scholar requires medication during school hours, bring a completed Student Medication Request Release Agreement from your doctor. The medication must be in the original container with the box clearly labeled with directions. We cannot dispense medication to students without this vital information on file. Both the forms and the medications will be housed in and dispensed from the health office, adjacent to the main office. We also cannot dispense over the counter medications such as Benadryl, Advil or Tylenol or topical remedies such as Neosporin without specific instructions from the doctor. Please be sure to alert the school office if your emergency phone numbers change.

School Psychologist Services

At Teller, our school psychologist works with the school nurse, teachers and parents in providing expertise and assistance to students with special needs be they social, academic, behavioral or environmental. The school psychologist is available to parents for consultation related to school matters with a signed release from parents/guardians.

If you have questions and/or concerns you would like to address with our school psychologist, please contact Aileen Cerezo at Aileen_Cerezo@dpsk12.org or call 720-424-3560.

School Traffic Safety Rules

For the safety of our students, please respect these guidelines as well as all posted signs:

- **The parking lot is for staff only.** Please park on the street to avoid having your car towed at your expense. Keep in mind many of the "street parking" spots near the school are 2 hour parking only. Also, please be aware of street sweeping days.
- **Please do not park in the bus lane at anytime!** This includes dropping students off in the morning for Discovery Link. Parking in this lane prevents teachers from being able to

access their parking spots and presents obstacles for buses and emergency vehicles should they need to access the building.

- **Please park legally.** Parking in the fire zone, no parking zone or across crosswalks may result in a ticket. Most tickets run \$50.00 per incident.
- **Please be respectful** of fellow Teller families, students and staff.
- **Please use language appropriate for elementary students.** There is no excuse for adults to model poor behavior and language in front of our children.
- **Please teach your children to use the crosswalks.** All students are expected to cross at the crosswalks. Crossing in the middle of the street is dangerous.
- **Please do not stop at the stop signs by the crosswalks or in the middle of the street to wait for your student to get in or out of the car.** This blocks traffic and the cars behind you may try to go around you putting your student or others in danger.
- Recent implementation of Kiss N Go lane - please use it! Please pull all the way forward to the gate for drop off - rather than stopping earlier - this will ensure faster and safer drop offs.

Special Education

Teller is home to an intermediate Multi-Intensive Classroom (MI). We value providing all students with equitable opportunities to develop academic, social, and transition competencies essential to becoming productive citizens of their communities. At Teller, we believe in the vibrancy this program brings to our community and feel blessed to have this program in our school.

In addition to our MI program, we have two full-time Mild/Moderate Special Education teachers who service our students on Individual Education Plans (IEP) to ensure their growth and success.

Teacher Parking Lot

Dropping students off or driving through the teacher parking lot is strictly prohibited, as the lot also serves as a walkway for our students coming to and from school. Unfortunately, the lot is too small to accommodate parent parking, even outside of drop off and pick up times. We have more teachers than parking spaces, and a number of teachers do not have spaces in the lot. Cars parked in the driveway while parents “run in for just a minute” impede the buses coming to Teller and often make it impossible for teachers to get into or out of their parking spaces due to space constraints. Cars without a handicapped tag, parked in handicapped parking at any time are subject to ticketing by the Denver Police Department or DPS Department of Safety.

Teller PRIDE

Teller Elementary School provides a learning environment that is safe and orderly. Our goal is to teach every child to respond to their world in ways that contribute to academic achievement and school success. We support a school environment where students and staff are responsible, respectful and caring. In order to promote a positive and respectful attitude, all students are expected to exhibit **Tiger PRIDE**:

Positive Attitude

Respect

Integrity

Determination, so we can...

Excel

Transportation

For general bus routing assignments, call 720-423-4699. For dispatch please call 720-423-4626. For concerns related to bus rider conduct and other issues, please contact the Teller office at 720-424-3560.

Visiting Teller

For the safety and security of all of our students and staff, all visitors must enter through the front doors (facing Garfield) and check in at the office.

Volunteering

We love to have parents and family members volunteer in classrooms. Regular classroom volunteers who assist teachers don't need to complete a volunteer application, but in order to supervise a group of students without a teacher present (i.e. small group instruction outside the classroom, field trips, teacher bathroom breaks...), volunteers must pass a background check. Forms to complete the background check are available in the main office. Please note that it can take up to eight weeks for the background check to clear. Once you have cleared you will be eligible to use an official "Teller Volunteer Badge." Please wear this badge anytime you are in the building so you can be identified quickly as a volunteer with appropriate clearance. All visitors, including parents, must sign in and out when in the building for the safety of our students.

Weapons Policy

Teller Elementary School does not tolerate weapons of any kind in any school location, including toy weapons that could reasonably be mistaken for an actual firearm. A weapon is defined by law as "an object, device or instrument designed as a weapon, including but not limited to, any firearm whether loaded or unloaded; air guns; pellet guns; spring action or

compressed air devices such as BB guns; all knives; blades; clubs; metal knuckles; chains; arrows; any object that has been modified to serve as a weapon; and any objects used or intended to be used to inflict death or serious bodily injury.”

Weather

<p><i>Tornado Warning:</i></p> <ul style="list-style-type: none"> • All Staff and Students go to classrooms • Outside activities are brought inside • Students will shelter in place if necessary • Parents, please do NOT come to the school as the danger is in the area • Students will be kept at school and will not be released until dangerous weather has passed. 	<p><i>Evacuation</i></p> <ul style="list-style-type: none"> • If we need to leave school grounds, we will walk or go by bus to our designated off-site evacuation locations (REACH or Palmer Elementary Schools - I need to double check this on the ERCM plan Information will be available at the school or through the DPS Communications Office. • Students will be released to parents or guardians who are listed on the emergency card and have proper I.D.
<hr/> <p><i>Snow:</i></p> <ul style="list-style-type: none"> • Watch local T.V. stations to see if DPS is closed. • Visit the DPS website: www.dpsk12.org • After school activities will be cancelled. 	<p><i>Lockdown:</i></p> <ul style="list-style-type: none"> • We will lockdown if danger in our building or neighborhood threatens our students. • All exterior doors will be locked • All interior doors will be locked • No one may enter or leave for the safety of our students. NO EXCEPTIONS! • No dismissal until situation is over • Please watch the news or the DPS website for the latest information • If we are in lockdown, phones will not be answered. We will get information out as quickly as possible. Our first concern is the safety of the students and staff. • A sign will (if possible) be posted in door windows stated we are in lockdown.
<p><i>Delayed Start/School Closure:</i> To learn if DPS is on a “delayed start”, closed due to severe weather or will dismiss school during the day due to snow, watch local T.V. channels 2, 4, 7, 9, 31 and 50 (Spanish),</p>	

check the DPS website, or listen to radio KOA 850 AM and KJME 1390 AM (Spanish). If DPS is on a delayed start, elementary buses will arrive ½ hour later than usual.	
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School Closure and Late Bus Schedule: The decision to close school or run elementary school buses on a late schedule rests with the District’s Superintendent. This decision is based on information collected between midnight and 5:00 am. In some cases a delayed schedule will be announced based on snow conditions and forecasted wind-chill factor or due to heat.

Announcement of School Closure and Late Bus Schedule: School closure or late bus schedule will be announced on local television stations beginning at 5:00 am. The media will be updated continually throughout the morning so stay tuned for changes. Closure and late schedule delays will also be posted on the DPS website: www.dpsk12.org. A late bus schedule means that buses will arrive at bus stops approximately 30 minutes later than usual. Classes will begin at 8:15 a.m. however students arriving on bus on a delayed day will not be counted as tardy.

Cold or Inclement Weather Plan: Arrival - On very cold or wet days, morning drop off will be as follows:

- ECE report directly to classrooms
- Kindergarten through 2nd Grade report to the Gym
- 3rd Grade through 5th Grade report to the Auditorium

Recess: When weather prevents students from being outside, students will go to the cafeteria on the same schedule to eat lunch. Instead of going outside before or after lunch, students will go the auditorium to watch a video or read a book. We make every effort to engage students in educational videos or videos of past Teller Elementary performances rather than movies. Whenever possible, we maintain an outside recess schedule. **Please be sure your student comes to school prepared to go outside in cold, wet and snowy weather.** We will go outside in weather this is 20 degrees Fahrenheit or above. When the students are prepared they get the fresh air and exercise they need to help them learn in the afternoon.