

2015-2016



STUDENT & FAMILY HANDBOOK

KNAPP ELEMENTARY

500 S UTICA ST
DENVER, CO 80219
720-424-6130

www.knapp.dpsk12.org

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Welcome

Welcome to Knapp Elementary! At Knapp we recognize that our students' first and best teachers are their parents. We look to work closely with you to ensure that your child receives an excellent education. We strive to provide an experience that helps your child learn and grow to their maximum potential. We have high standards for our students and higher standards for ourselves. Your child's teacher will work tirelessly to ensure that every child not only learns the academic skills necessary to succeed, but also develops the characteristics of highly successful people.

We ask that you send your child to school each morning ready to learn. This means he or she arrives on time wearing his or her uniform. Every evening we ask that you read with your child a minimum of 20 minutes and ensure that homework is done and turned in each week. We will do our best to make sure that your child excels each day and ask that you reinforce our expectation that each student exhibits our core success traits:

Respect	Responsibility	Cooperation	Kindness
Empathy	Integrity	Perseverance	

Please review this handbook with your child so everyone better understands our procedures, routines and expectations. This does not contain every aspect of the school, but should serve as a guide for parents and students. Specific School Board Policies can be referenced at www.dpsk12.org. If each person does his or her part, Knapp will continue to be one of the best schools in Denver Public Schools!

If at any time you have questions, concerns or need additional assistance please do not hesitate to contact us.

Shane Knight,
Principal

Nicole Grommeck,
Asst. Principal

Crystal Cochran
Admin Assistant

Roberta Herald,
Secretary

Francisca Garcia,
Secretary

Juanita Martinez,
Secretary

Chris Konrad,
Counselor

Angela Richards,
School Psychologist

Kirsten Owens,
Nurse

Knapp Knights

What does it mean to be a “Knapp Knight”?

A Knapp Knight is any student who consistently demonstrates our Core Success Traits in their every day lives. Students are regularly recognized for their excellence in exhibiting:

Cooperation	Perseverance	Integrity	Responsibility
Kindness	Respect	Empathy	

Knighting Ceremonies

During a monthly assembly one student from each grade level is distinguished for his or her excellence and commitment to consistently living the month’s Core Success Traits. These students are “knighted” and recognized publicly for their outstanding work and consistently demonstrating the school’s Success Traits.

Mission, Vision & Goals

Mission

All students will be deeply engaged in rigorous academic content that emphasizes higher order thinking skills preparing them for a successful education career through middle school and beyond.

Vision

All students will establish rigorous, personal & academic goals and demonstrate action steps to achieve those goals in each content area.

All teachers will effectively utilize student data (including academic, behavioral, social-emotional, and personal) to drive rigorous instruction that leads to high student achievement.

All stakeholders will engage in, explain and support ambitious personal and academic goals for their students.

Unified Improvement Plan Strategies

1. Create and utilize standardized systems and structures to increase effectiveness of DDI
2. Create and utilize systems and structures for capturing and capitalizing on effective best practices
3. Create opportunities within the school for students to discover, share and build on their strengths and areas of interests.

Daily Schedule

It is important that every day begin on the right foot. All students should arrive to school on time, ready for school. Parents should make every effort to ensure students are not checked out of school early except in extreme emergencies or illness.

8:00 – 8:35	Breakfast
8:40	First Bell
8:45	Tardy Bell
8:45 – 3:40	Instructional Day
3:40	Student Dismissal

Attendance

Daily attendance at school is required to ensure your child receives a full and proper education and is mandatory by state law. Every minute of instruction is important. Children should attend school every day unless they are sick or there is an emergency.

Arrival

Students may arrive at school **no earlier than 8:30 A.M.** Prior to 8:30 there is no adult supervision on the playground and students will not be permitted to enter and wait in the building.

Students may not enter the building prior to 8:45 except to eat in the cafeteria.

Students may play on the playground between 8:30 – 8:45. Parents are encouraged to supervise their children before school. Students will line up with their class in a designated area on the playground when the first bell rings (8:40). For safety reasons, parents may not enter the building with students.

Regular Dismissal

Teachers will dismiss students after the 3:40 Dismissal Bell. For safety concerns, parents will not be permitted to pick students up from inside the building. It is important that families develop a consistent schedule for student dismissal and maintain close communication with the child's teacher.

Students must return home immediately after dismissal. Students must be picked up by 3:50.

Students will be dismissed in the following locations:

ECE & Kinder	Exterior classroom doors
1 st Grade	Alaska St Exit nearest corner of Utica
2 nd Grade	Lower Playground Exit
3 rd Grade	Upper Playground
4 th Grade	Lower Playground Exits
5 th Grade	Utica St Exit

Early Dismissal

Parents should plan on students attending school all day every day. In the rare instance when a student needs to be dismissed from school early, the child must be signed out in the front office. A child will only be released to an adult family member or guardian identified as an *Emergency Contact* on the student's enrollment documents.

Absences

If your child will be absent please **call the Attendance Line at 720-424-6160** prior to 9:30 to report the absence. If your child is absent for a medical reason, please provide a doctor's note so the absence will be considered Excused.

Students should not attend school if:

- a doctor has ordered them to remain home
- he/she has a communicable infection, illness or disease
- he/she is vomiting or has had a fever over 100° F within the past 24 hours

Parents of students who have excessive absences will be placed on an Attendance Contract. Excessive absences are considered:

- 4+ absences in a month
- 7+ absences in a semester
- 10+ absences in a year

Tardies

Teachers begin instruction as soon as students arrive in class. Parents should help students start every day off on the right foot by making sure students arrive at school *prior to* 8:45. Any student arriving at school after the 8:45 Tardy Bell will be considered Tardy. Students in grades 3rd – 5th will receive an After School Detention for excessive tardiness.

Inclement Weather

Denver Public Schools does their best to keep school open according to schedule despite the weather. When snow or poor weather is forecast students should dress accordingly.

At Knapp we remain indoors for arrival and during recess if:

- it is raining or there is lightning
- there is excessive snow and/or ice on the playground asphalt
- the temperature is below 30° F

Inclement Weather and Arrival

During Inclement Weather we ask parents to say goodbye to their students at the door and to not enter the building. Students will enter the building through the back door at the Cafeteria entrance and convene in the following locations:

<u>Grade</u>	<u>Location</u>
ECE	South side of Cafeteria
Kinder	Multi Purpose Room (MPR)
1 st Gr	Specials Hallway (near the gym)
2 nd – 5 th Gr	Inside the Gym

School Meals

Denver Public Schools and Knapp Elementary participate in the National School Breakfast and Lunch Program. Breakfast and lunch are served daily. Students may purchase meals from the cafeteria or bring a healthy lunch from home.

Parents are welcome to eat lunch with their child on designated days. We ask that parents bring a nutritious meal. Carbonated soda should not be served to students at lunch.

Meal Times

Breakfast 8:10 – 8:35

Lunch

<u>Grade</u>	<u>Time</u>	<u>Parent Lunch Day</u>
ECE	11:15 – 12:10	Monday
Kinder	11:25 – 11:45	Monday
1 st Gr	12:00 – 12:20	Tuesday
2 nd Gr	12:15 – 12:35	Wednesday
3 rd Gr	11:50 – 12:10	Thursday
4 th Gr	12:25 – 12:45	Friday
5 th Gr	11:40 – 12:00	Friday

Meal Prices

Breakfast

Knapp Student:	Free
Adult:	\$1.75
Milk:	\$0.40

Lunch

Student Reduced:	Free
Student Full Price:	\$1.40
Adult:	\$2.50
Milk:	\$0.40

School Safety

Ensuring the safety of every student is critically important. Denver Public Schools and the Knapp Staff have established several procedures and expectations to ensure every child has a safe learning environment.

Visitors

Parents are welcome to visit their child's classroom with the prior invitation of the teacher or administrator. Unplanned visits to the classroom will not be permitted so teachers can fully attend to their students. Parent visitors must check in at the front office and receive a Visitor's Pass prior to visiting the classroom.

Emergency Drills and Actions

To prepare for potential emergencies the school regularly practices emergency procedures including Fire Drills, Security Lock Downs, and weather-related emergencies. In the event of a real emergency no parents will be permitted to enter the building or school grounds and students will only be released at the direction of school safety personnel or Denver Police. As soon as possible, the school will issue a phone and/or text message blast to parents informing them of the emergency and next step. Parents will be expected to immediately comply with the directives of emergency responders and/or school or district personnel. Upon resolution of the emergency the school will provide full communication with families of the events.

In the event of a tragic emergency requiring evacuation of the school and dismissal from an alternate location, full communication will be made to parents via phone and/or local media outlets. School District Safety Officers or Denver Police will only release students to parents with proper identification.

Pets at School

Parents and students may not bring pets to school or on the school grounds without explicit permission.

Student Safety and Positive Behavior Intervention Supports (PBIS)

Parents should prepare students to be safe at school. Students and parents are expected to comply with directives of all staff members and comport themselves according to district policy and the district's Code of Conduct (See https://www.dpsk12.org/parent_handbook/). Any violation of safety by a student, parent or community member will be immediately addressed accordingly.

PBIS

Students are taught and encouraged to regularly practice CHARGE!, our school-wide expectations:

- Challenge yourself
- Help one another
- Accept responsibility
- Respect others
- Give your best
- Excel!

Dress Code

Students are expected to wear a navy blue Knapp uniform shirt every day.

Student Discipline

Knapp Elementary believes in a Restorative Approach to Justice. We understand that our students are young and learning to live cooperatively in a peaceful society. We establish proactive school and

classroom management procedures, routines and practices that set students up for success. We embrace our diversity and encourage students to resolve challenges and conflict in a peaceful and productive manner. Teachers are proactive in their approaches to resolving student discipline issues. If students need additional support in learning how to consistently meet expectations they can work with our Counselor, our School Psychologist, or our Restorative Justice teacher and paraprofessionals.

In the event that a student consistently or egregiously violates the Student Code of Conduct and/or significantly endangers others the school refers to DPS Policy JK/JKR and the progressive discipline ladder to resolve issues of student discipline.

Toys and Personal Items at School

Students should keep their toys and personal items at home. They can be a distraction from learning and students risk breaking or losing their valuables. Teachers will confiscate items brought to school and the school will not be responsible for items if they are lost or broken.

Cell Phones, Personal Technology and Social Media

Students are encouraged to not bring cell phones or personal technology to school. If cell phones are brought to school they must remain turned off and kept in the student's backpack. If they are seen by staff members or become a distraction they will be confiscated. Students may not access the school network using personal technology devices. Cell phones and cameras are not permitted to be used at school.

Weapons or Dangerous Items at School

Under no circumstance shall a student, parent, visitor or staff member bring a weapon or a toy that mimics or may be perceived as a weapon on school grounds. This includes any type of firearm, including air or spring-powered guns that shoot or appear to shoot plastic or foam projectiles, knives of any kind or size, or any incendiary devices including lighters, matches or firecrackers. Bringing such items to school will result in immediate suspension.

Tobacco, Alcohol and Drugs

Under no circumstances may tobacco, alcohol or drugs be used on or near the premises by an adult or student. Adults or visitors under the influence of any of these substances will be asked to leave the school immediately and law enforcement may be contacted if appropriate. Any student in possession of or under the influence of tobacco, alcohol or drugs will face immediate suspension.

Health and Wellness

The school has a full time Nurse who works closely with families to maintain a healthy environment at school. The nurse can help coordinate school-related medical issues and serve as a liaison between the school and health care providers on school-related concerns. The nurse may administer emergency first aid and medicine under the written prescription of a doctor. The Nurse and school staff cannot administer over the counter medication to students without a written prescription from a doctor.

Parents of students with health concerns should coordinate closely with the Nurse to ensure their child's safety while at school.

Home School Communication

Maintaining good communication between home and school is essential to your students' success.

Thursday Folders

The school will send home important information with every student on Thursdays. Please check your student's blue and white "Knapp Knight" Thursday folder each week.

Communication with Teachers

Please feel free to talk with your child's teacher before or after school any day, or call to schedule an appointment with the teacher during his or her planning time. In order to preserve instruction for all students, parents will not be permitted to talk with a teacher by phone or in person during class time.