



# FAMILY & STUDENT HANDBOOK 2016-2017

**Dr. Ben Cooper**  
Principal

**Ms. Adrienne Nault**  
Assistant Principal



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[lowry.dpsk12.org](http://lowry.dpsk12.org)

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Dear Lowry Parents and Guardians,

Welcome to the 2016-2017 school year! This handbook has been prepared to provide you with relevant information concerning procedures and guidelines for our school.

We are committed to ensuring your child has a quality educational experience during their time at Lowry Elementary. This commitment is grounded in our beliefs. Our belief is that all children must first feel safe in their school environment before learning can take place. After this, children must feel connected and have positive relationships with other students and adults. After children feel safe and connected, we believe they are then best able to learn, problem solve, and engage in learning in powerful ways. We see our job as providing the space for all students to feel safe, connected, and able to learn.

We recognize that educating each child requires a joint effort between the school, family, and community. Parents and guardians are our partners in education. We welcome your involvement, your questions, your advocacy, and your volunteering. Lowry is noted for its high parent involvement, and we have an active and supportive PTO. We urge you to become involved in the many opportunities there are for involvement at Lowry.

We look forward to another great school year and are so glad you are a part of our school family.

Welcome Back!

Dr. Cooper & Ms. Nault

# Important School Information

## **Vision Statement**

Lowry Elementary School is a unified community whose purpose is to provide a rigorous and equitable education that cultivates unstoppable students. We promote leadership, passion, and an enthusiasm for learning in a fun collaborative environment.

## **School Colors & Motto**

Our school colors are red, white, and blue. Our school motto is SOAR= Be Safe, Open-minded, Accountable, & Respectful!

## **School Mascot**

Our school mascot is the aviator, as our school is located on the former Lowry Air Force Base.

## **Student Arrival & Breakfast: 7:45-8:10**

### **School Hours: 8:10-3:00**

*Building doors are locked from 8:20am-2:45 pm for the safety of all students. Visitors must buzz in at the front door and sign in at the front office.*

## **Student Pick-up: 3:00**

*Students not picked up by 3:15 will go to the office to call parents/guardians. Please make pick-up arrangements with your child daily.*

## **Main Office Hours: 7:30-3:30 Monday-Friday**

*These are the only times someone is available in the front office to buzz you in to the building. The door buzzer is not available for entry before 7:30 and after 3:30.*

## **School Contact Information:**

Main Office Phone Number: 720-424-5910

Main Office Hours: 7:30-3:30 p.m. Monday-Friday

Principal: Dr. Ben Cooper

Assistant Principal: Ms. Adrienne Nault

Secretary: Ms. Maureen Jarrett

Secretary: Ms. Amanda Encinias

***If your child participates in before or after-school activities, please work with the coordinator of your program for the plan for entry and exit from the school. The front office WILL NOT buzz you in before 7:30 or after 3:30 (school business hours) unless you have an appointment with a staff member.***

### **AFTER-SCHOOL CARE**

Discovery Link (former name: Kaleidoscope Corner) is the official DPS before and after school program at Lowry. All Discovery Link information can be found at the following web address: [kaleidoscope.dpsk12.org](http://kaleidoscope.dpsk12.org). Please direct your questions to our coordinator, Ashley Calixte ([ashley\\_calixte@dpsk12.org](mailto:ashley_calixte@dpsk12.org))

### **ANTI-BULLYING POLICY**

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronic means, or by a physical act or gesture.

DPS and Lowry Elementary are committed to providing a safe and secure school environment for all students. We believe students should be able to learn in an environment that is free from threat, harassment and any type of bullying behavior, including cyberbullying. Students who engage in any act of bullying are subject to disciplinary action, which may include suspension or expulsion, and referral to law enforcement.

### **ATTENDANCE**

It is essential for students to attend school daily in order to acquire the knowledge, skills and confidence needed to be college- and career-ready. Parents, guardians and students are all responsible for making sure students are on time and ready to learn. School attendance is required by state law for students up to age 17 (Colorado School Attendance Law - C.R.S. 22-33-101 et seq.).

**Excused Absence:** An excused absence requires approval by both the parent or guardian and the school. If you would like to excuse an absence for your child, call the main office prior to 9 a.m. If absences become excessive, you may be required to bring a doctor's note to excuse future absences.

**Truancy:** "Truancy" is also known as an unexcused absence, which is an absence without parent or school permission. "Habitually truant" is defined as four unexcused absences in one month and/or 10 unexcused absences in the school year. If a student is habitually truant, an attendance plan will be put into place. A truancy court proceeding may be initiated if the student continues to miss school.

**Perfect Attendance:** Being tardy to school and/or leaving early from school impact your child's status for perfect attendance. Perfect attendance is met when students are here all day every day.

### **BEFORE & AFTER SCHOOL SUPERVISION**

School starts at 8:10 a.m. Staff supervision of the playground and cafeteria for breakfast starts at 7:45 a.m. Students may not arrive to school before 7:45 a.m., as there is NO supervision until that time.

School dismisses at 3:00 p.m. We do not provide supervision on the playground after school. Students **MUST** be accompanied by a parent or guardian if they will be playing on school grounds after 3:00.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. Students are also responsible for helping to maintain a clean school environment. If a student is found destroying school property in any way, disciplinary action will be taken and may include community service to the school to repair any damage.

### **CELLULAR PHONES & SMART WATCHES**

We recognize that cell phones and smart watches have become a common tool for communication. However, they can also be a major distraction to the learning environment and are vulnerable to theft. It is also not possible for us to monitor content on a personal cellular device. We ask that you allow your child to carry a cell phone **only if absolutely necessary**.

If you insist that your child be allowed to carry cell phones/smart watches to school, you will need to sign and return a consent form which you can get from your child's teacher. Even with consent, cell phones/smart watches **MUST BE TURNED OFF AND STORED OUT OF SIGHT DURING SCHOOL HOURS. Phones/watches may not be used to talk, take pictures, play games, record, or text during school hours, including recess.**

Parent permission to carry a phone must be on file in the school office. If phones/smart watches are on and/or in sight, we will follow the procedures below:

**First Infraction:** Student will have their cell phone taken away and returned at the end of the day.

**Second Infraction:** Student will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.

**Third Infraction:** Student will no longer be able to bring a cell phone to school until a parent conference with the principal/assistant principal is held.

**Lowry Elementary and Denver Public Schools are not responsible for lost, damaged, or stolen cell phones, smart watches, or electronic devices. It is strongly recommended that you review this information with your child.**

### **CHANGE OF EMERGENCY CONTACT**

Up-to-date emergency contacts with current telephone numbers must be on file in the school office at all times. Emergency phone numbers must be of those persons able to pick up students quickly should they become hurt or ill. Students will not be released to anyone not listed on their emergency contact. When work or cell phone

numbers change, please notify the front office immediately.

### **CHANGING CLASSROOMS OR TEACHERS**

Any considerations from administration for changing classrooms or teachers can be addressed after the first two weeks of school. If you feel that your child's placement at Lowry is going to be a detriment to their educational progress, please reach out to the front office AFTER the first two weeks to schedule an appointment for further discussion.

### **CLASSROOM PARTIES**

We recognize that birthdays are a special day for our students. We must also ensure that party celebrations do not disrupt the learning process in a significant way. We permit birthday celebrations during the last 15 minutes of the school day. Some teachers may decide to have one monthly celebration for students in lieu of many celebrations throughout the month. If you are interested in bringing snacks for the class for your child's birthday, please contact your child's classroom teacher so you know their policy. Please be prepared to work within the policy of the classroom teacher and around class food allergies if you are providing food. We would also ask that personal party invitations not be distributed at school unless the entire class is invited.

### **COMMUNICATION**

Parents are welcomed and encouraged to call the school when the need arises. Phone calls will not be put through to classrooms, for either the teacher or student, as instruction is occurring during the school day. Messages will be gladly taken and forwarded. We will make every effort to get urgent messages to the persons intended immediately.

If you would like to schedule a meeting with administration, you can do so by contacting the main office to schedule an appointment. During the school day, it is rarely possible for administration to meet with parents without an appointment, as we are engaged in the daily operations and instructional leadership of Lowry. Please do not hesitate to reach out to us, but please also anticipate that it may take up to 24 hours for an email response.

If you are calling to notify your student of a change in routine for after school, please make sure to call the front office as early in the day as possible, as messages that arrive after 2:00 p.m. can be difficult to get to students.

### **COMMUNITY GARDEN**

We are very proud of our school garden program at Lowry. Our gardens include the Victory Garden (vegetable garden), the Lowry Orchard, the Serenity Garden, and the Front Circle Garden. Our programming allows for students to start vegetable plants from seeds in the classroom to actually producing vegetables in the Victory Garden. Students harvest the vegetables and

through the Garden to Cafeteria program, and the vegetables are used in our school cafeteria. Students also sell produce on-campus in the fall at our Youth Farmer's Market. For more information on the school garden, please visit our school website at [lowry.dpsk12.org](http://lowry.dpsk12.org).

### **CONDUCT AND CONSCIOUS DISCIPLINE**

We want all of our students to succeed academically, socially and emotionally, and to feel comfortable in our school environment. Our school-wide goal is to ensure student safety at all times, support students in building healthy peer and adult relationships, and to create a community of learners who can problem solve and think creatively.

Conscious Discipline is a whole-school solution for social-emotional learning, discipline, and self-regulation. We are launching Conscious Discipline at Lowry in the 2016-2017 school year, and invite parents and guardians to learn more about Conscious Discipline at [www.consciousdiscipline.com](http://www.consciousdiscipline.com). Year One implementation will include staff professional development and training that will result in building new skills, routines, rituals, and structures for students.

As we adopt and implement a new philosophy of discipline, we will continue to uphold the expectations and policies of Denver Public Schools. According to DPS Discipline Policy, we will use the Discipline Matrix (found at the end of this handbook) to determine the "Type" of behavioral infraction that occurred and use the Discipline Ladder (found at the end of this handbook) to determine the "level" at which we will intervene. We will also implement additional interventions and supports for behavior using the Conscious Discipline model.

### **CONFLICT RESOLUTION**

We see conflict as an opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict and develop pro-social behaviors. Problem-solving can only take place once we create a felt sense of safety and increase connection by building a compassionate school family. The adult's job in conflict resolution is to begin with an assessment of the situation. If students demonstrate self-control and willingness, they can engage in problem solving. The adult then serves as a coach in assisting students to assertively handle conflict.

If a student has a conflict with another student, it typically involves one student infringing on another's space... emotional, physical, verbal, etc. We begin the resolution process by asking students if they are willing to engage in conflict resolution and if they are willing to teach others through their example. If they are, we move to a process of 1) acknowledging their willingness to reflect on the situation, 2) wish each other well, and 3) use specific language to problem solve together. Once students have engaged in this process in a meaningful way with the help of an adult, it starts to become something they can do on their own.

## CONNECT US

Connect Us is a nonprofit organization dedicated to the social and emotional well-being of children. At Lowry, Connect Us staff provide recess facilitation 4 days a week during our daily recess. They run group activities and are trained in the Social Aptitude Inclusive Play Model (SAIPM) and use developmentally appropriate skill building that focuses on cooperation, collaboration, negotiation, and leadership. To find out more about Connect Us, please visit their website at [www.connectusnow.org](http://www.connectusnow.org).

## COUNSELING AND SCHOOL PSYCHOLOGIST SUPPORTS

We have a both a full-time counselor (Ms. Patricia Vaughan) and a full-time school psychologist (Dr. Sussi Raber) at Lowry daily. Both staff members are a part of our Student Support Team, which also includes our administration. Our school counselor provides small social skill groups, one on one counseling, behavior management support, and parent support. Our school psychologist provides one on one supports for students with an IEP or 504 Plan that have designated time, runs small social skills groups, and also provides behavior management support. If you would like your child to meet with our school counselor or school psychologist for any reason, please reach out to Ms. Vaughan and/or Dr. Raber.

## CURRICULUM

Grade Level	Literacy	Math
ECE	The Creative Curriculum for Preschool	
K-2	Benchmark Advance	Bridges Math
3-5	Expeditionary Learning	Bridges Math

Questions about curriculum? Visit the sites below for:

Early Education: <http://earlyeducation.dpsk12.org/>

The Creative Curriculum: <http://teachingstrategies.com/curriculum/>

Benchmark Advance: <http://california.benchmarkeducation.com/>

Expeditionary Learning: <http://eleducation.org/>

Bridges Math: <http://www.mathlearningcenter.org/>

Tracks Science: <http://www.bsos.org/>

TCI Social Studies: <http://www.teachtci.com/>

## DRESS CODE

We do not have uniforms at Lowry and we follow the DPS Board Policy for our Dress Code. All students are required to follow the dress code. If there is a violation, students will be asked to change into appropriate clothing and parents will be notified. Unacceptable items include: shorts, dresses, or skirts shorter than mid-thigh length; sunglasses or hats inside the building; inappropriately sheer, tight, or low-cut clothing; tank tops with narrow straps; and/or any clothing that promotes inappropriate content or activity. Please see the DPS Board Policy for more guidelines.

## EARLY DISMISSAL

If your child needs to leave early from school, we ask that a parent/guardian come to the main office to sign them out. We will call your child to the office for dismissal. When possible, advance notice of an early dismissal can help give teachers the opportunity to have your child ready and

to prepare/gather any written work that your child may miss during his/her absence. Please be aware that early dismissal DOES count against Perfect Attendance.

## ELECTRONICS & TOYS

No toys, electronics, or other personal items should be brought from home. The school is not responsible for any loss of personal items brought by students from home. If any of these items are brought to school and cause a disruption to the learning environment, the item will be held and returned to the parent.

## EMERGENCY DRILLS & PRACTICE

Throughout the year, we hold drills for a variety of emergency situations such as fire, lockdown, and shelter-in-place. If you are in the building when a drill occurs, please follow the instructions of the closest staff member and/or instructions on the overhead speaker. If the fire alarm goes off, staff, students, and building visitors must evacuate the building immediately. If you would like more information about specific drills and procedures, please visit the DPS Department of Safety website at [security.dpsk12.org](http://security.dpsk12.org).

## FIELD TRIPS

Several times throughout the year, your child's teacher may take his/her class on field trips. Field Trip Permission Forms will be sent home for a parent/ guardian signature and will indicate any fees needed for each field trip. If your child has not returned the Field Trip Permission Form to school, your child will not be permitted to participate on the field trip. If your child is unable to attend a field trip, he/she will be placed into another classroom until his/her class returns. If you plan to chaperone a field trip, district paperwork requirements must be completed prior to the day of the field trip. See the Volunteers section below for a full list of requirements.

## GIFTED & TALENTED EDUCATION

We staff a full-time gifted and talented teacher at Lowry Elementary. Students who are identified as "Gifted" or "Highly Gifted" have an Advanced Learning Plan or ALP. An ALP documents gifted education services in the student's area(s) of strengths, the student's yearly growth, and the manner in which the child's social and emotional needs will be addressed. The development of an ALP serves as a foundation for a partnership between the gifted student, the classroom teacher, the parent/guardian, and the gifted education teacher at the school. For more information on gifted and talented education, please visit [gt.dpsk12.org](http://gt.dpsk12.org) and reach out to our G/T teacher, Alison Kapsalis.

## GRADING & REPORT CARDS

Standards-based grading measures a students' mastery of the essential academic standards for each content area and grade level. We rely on a body of evidence aligned to learning targets and performance goals to assign standards-based grades. Standards-based progress reports are sent home for every child at the end of each trimester.

## HARRASSMENT & DISCRIMINATION

All members of the DPS community deserve to learn or work in an environment in which they are treated with dignity and respect. Harassment has no place in schools, school grounds or DPS office locations. Harassing conduct by employees, students, families and community members, at any level, will not be tolerated.

## HEALTH OFFICE PROCEDURES

The school clinic provides only a temporary resting place for ill students. If you are called, please pick up your ill child promptly!

Policy does not permit our administering internal medication (over the counter and prescription) without a physician's written statement indicating that it is necessary during the school day. Forms for this purpose are available upon request from our school nurse or health office paraprofessional. If your child will need medication at school, a PARENT must bring the medication to the nurse with the appropriate documentation. Students are prohibited from possessing any medication unless a doctor has ordered it to be in their possession.

If a student suffers from a physical or medical condition, please notify the teacher and the nurse, front office and supply any pertinent details necessary for emergency treatment (i.e. allergies, asthma etc.). **If your child has significant medical needs, we will need to meet with you immediately and in the best case, prior to the start of the school year to create a school health plan with specific procedures and care.** Remember each year students will have a new teacher, so please notify the teacher at the beginning of each school year.

Parental Responsibility: It is the expectation that parents/guardians of students known to have a need for epinephrine availability should provide the school with student specific medical orders, an individualized healthcare plan, and their own supply of epinephrine promptly at the start of the school year or upon transfer to the school.

Asthma treatment: FOR THE SAFETY OF ALL CHILDREN If your child has an asthma attack and has no medication at school, we will call 911 and have medical professionals assess your child. We will also call you and all emergency contacts if this takes place. If you and all emergency contacts are unavailable, you may be responsible for the cost of emergency transport if the medical professionals elect to bring your child to the hospital for further treatment. We will create Asthma Care Plans for all children with asthma.

**If your child has any kind of food allergy, PLEASE let his/her teacher, the school nurse, and the principal know about this in writing on day one!**

## ILL CHILDREN

Many parents are frequently concerned about when to keep children home or send them to school. The following guidelines should help you in making this decision, and

will be used to determine when a child needs to be picked up from school. Your child should stay at home if he/she.....

- has a fever of 100° or more, and should remain at home for 24 hours after the temperature returns to normal.
- has vomited or has had diarrhea and should remain at home for 24 hours after it has stopped.
- has a persistent cough.
- has any rash.
- has open or draining skin sores.
- has inflamed or draining eyes or ears.

## INTERVENTION & RESPONSE TO INTERVENTION

We staff two part-time intervention teachers at Lowry Elementary. Students who need additional support in literacy and/or mathematics may receive intervention supports. Our model allows for intervention teachers to pull small groups, push in to classrooms to support, and train paraprofessionals in intervention methods. Please reach out to Linda Meyer and Anna Kluver-Fensler with any questions about intervention.

## LOST & FOUND

Articles found in or near the school are put in the Lost and Found located in the north (back) entrance of the school. Small and/or valuable items are stored in the front office, as well as any found money. **It is important that parents put labels on student's items so we can return them.** The lost and found is cleaned out regularly and donated to charity.

## LUNCHROOM: FOOD & GUIDELINES

Make sure you fill out your lunchroom paperwork at the beginning of the school year. Breakfast and lunch are either free, reduced, or regular pay for all students. Your child may either bring lunch or get lunch from the cafeteria. We are fortunate to have the regularly planned cafeteria choices as published by Denver Public Schools, as well as a fresh salad bar.

Breakfast is free to all students.

Lunch prices:

- Full pay: \$1.85
- Reduced: \$.40

Information about putting money in your child's cafeteria account: You can use [www.myschoolbucks.com](http://www.myschoolbucks.com) to check your child's account balance and also to add money to their account.

Our positive behavioral expectations for the lunchroom are as follows:

- Use moderate voice level
- Walk
- Raise your hand to leave your table
- Clean your area
- Listen to your supervisors and follow directions



## MEDICATION

School Board Policy has strict guidelines on possession and use of medication. If your child, while under a doctor's care, requires medication during the school day, the Authorization of Medication Form must be on file in our office. NO prescribed or over-the-counter medication can be dispensed unless this form has been completed. It is not permitted for students to have medication in their possession. If you have any questions about medication or the health office, please contact our nurse, Sheryl Hodges.

## MONEY AT SCHOOL

We discourage students from bringing money to school beyond what they need for their meals or field trips. It is helpful if money is sent in a sealed envelope clearly marked with your child's name and the purpose for the money. During special events like the Book Fair, we encourage students to plan ahead and not bring more money than they need.

## NEWSLETTERS & SCHOOL COMMUNICATION

We send a weekly email to parents including a parent newsletter and a detailed event calendar. We also send home Thursday folders from Lowry ..

We highly encourage you to join Member Planet so you can receive email from Lowry Elementary. To join, ...

## PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held every October and ....

## PETS

Teachers may occasionally give special permission for pets to be brought to school as part of a classroom activity or sharing time. Pets generally should not be in the school building or on the playground. See the DPS Pets policy on the website.

## PICTURES

Individual portraits and class group photos are taken two times over the year by LifeTouch photography. Our 5<sup>th</sup> graders take Continuation photographs as well. A range of packages will be offered for purchase, and you may send money in with your child for purchase.

Occasionally, school photographs are taken for publicity and marketing materials, including our school website.

**It is the parent/guardian's responsibility to fill out a Do Not Photograph form during registration or at any time in the front office if you do not want your child to appear in published school photographs.**

## Parent Teacher Organization (PTO)

The Lowry Parent Organization consists of parents, staff, and community members working to enrich and improve the school experience. Everyone is needed and welcome. PTO meetings are the second Wednesday of every month in the library at 6:30 p.m. Please come and support the

Lowry PTO!

## RECESS POLICIES

**Our school-wide positive behavioral expectations for the playground are the following:**

- Play safely – keep your hands to yourself.
- Stay on the playground.
- Ask permission to go inside for any reason.
- When the bell rings, stop playing, grab your coat and get in line.
- Come directly onto the playground as instructed by teacher.

Some more specific guidelines for outdoor behavior are the following:

1. Use the playground equipment properly--as it was intended.
2. Students are expected to share, take turns, and be considerate of all who wish to play. Students who refuse to go 'out' when they are out, (e.g. in 4 square) will receive a time-out.
3. Go down the slide—not up the slide
4. Play fighting or play karate is not allowed.
5. No personal playground equipment is allowed.
6. Be safe and help others to be safe. Playing aggressively during recess is not appropriate, especially on our concrete playground surface. Save aggressive play for community sports/activities. The purpose of recess is to have fun and get a bit of exercise.
7. Do not throw bark, rocks, snow, sticks or other items. Throwing any such item will result in missed recess.
8. No "push-pull" and chase games are allowed. By chase games we mean those kind of unstructured games (girls chasing boys, for example) that end up with scared kids, hurt kids, nervous kids. The rule about "no chase games" or "push-pull games" is not written with the intent of banning tag games. (See item #20.)
9. Do not climb on fences, poles, trees or the building.
10. Swearing or name-calling is not allowed.
11. Follow the directives of the Playground Supervisors.
12. Follow game rules. Rules for some popular games are published in this handbook.
13. Use restrooms appropriately. Students must ask permission to use the restroom during recess. We suggest that students use the restroom before going to the playground.
14. Respect other people's space. **Keep your hands and feet to yourself.**
15. Fighting, physical abuse, threats, extortion and spitting are unacceptable behaviors. Acts of physical aggression will be sent to the Principal.
16. Stop all play when the bell rings, and go quickly to the line for your class. Failure to stop play when the bell rings may result in a missed recess.
17. Students may not leave the playground to get a ball that has gone beyond the fenced area. Students should tell an adult.
18. No tackle football games.



19. No skateboarding, inline skates or scooters at recess. These activities may be played before and after school if a child has a helmet. Students skating, skateboarding or using a scooter must not interfere in games. If one of these activities becomes problematic or unsafe, it will not be allowed.
20. Tag games are fine as long as they are real games (e.g. they have an objective and rules) and are not just "chase" games. Tag may not be played in the wood chip areas. Tag means a little touch; if tag turns in to pushing, then students involved will be given a time-out from recess. Students may not be tagged above the shoulders or below the waist. Shoulders, backs, and upper arms are the only place a person should be tagged.
21. Wrestling is not allowed at school.
22. No kissing. (This is typically a kindergarten problem.)
23. Be a good sport. This means, for example:
  - When you're out, go out.
  - Don't make rude remarks about students' level of play before, during, or after the game.
  - Don't exclude others.
  - If you are upset, walk away.
  - Don't cheat. Play fair.
  - Encourage others.

**Students may be kept in from recess due to behavioral issues, or so the teacher can give one-on-one academic help to a student, or to assist the student in finishing an assignment.**

#### **Tetherball Rules:**

There is one player in each of the two large pie sections. To start the game, the server bats the ball around the tetherball pole. The ball is struck with an open or closed hand. As the ball travels around the pole, the server attempts to hit it repeatedly in the direction of the original serve to wind it around the pole.

The opposing player tries to strike the ball to unwind the rope and then wind it around the pole in the opposite direction. The ball is not actually in play until the server's opponent has made at least one strike of the ball. The player who winds the rope completely around the pole is the winner. When one of the following violations is committed, play stops, and the game is forfeited to the opponent:

- Hitting the ball with any part of the body other than the hands.
- Holding or catching the ball during play.
- Touching the pole with any part of the body, including hands.
- Hitting or catching the rope.
- Stepping on or over the line into the smaller pie sections, called the neutral zone.
- Winding the rope completely around the pole on the serve before the opponent has an opportunity to hit the ball at least once.

- Not striking the ball legally. As in four square, the ball must be struck, not carried or thrown. Striking is a quick, instantaneous hitting of the ball.

To keep two players who are of equal ability from playing beyond a reasonable length of time without a winner, there will be a total of 30 combined strikes. Both players will then retire, and two new players will begin a new game.

#### **Four Square Rules:**

Play begins with a serve from square 4 to square 1. The server drops or bounces the ball and then strikes it underhand towards square 1.

Square 1 player then strikes the ball toward any other square, and play continues in this manner.

A player is out when:

- The ball comes into a player's square and the player is unable to strike it into another player's square.
- The ball comes into a player's square and the player's return strike hits a player in another square, unless the other player intentionally moves into the path of the ball.
- The player does not legally strike the ball while attempting to move it to another square.

#### **What is the definition of a strike?**

A strike is a quick, instantaneous hitting of the ball. This can be done with any part of the hands only, one handed or two handed, underhand or overhand, hard or soft, with or without spin. Anything other than that is a "carry" and is illegal, resulting in the player being out.

#### **What if the players don't agree whether a person is out?**

If discussing the play doesn't work, try rock, paper scissors to decide the issue.

#### **RETENTION**

Parents can assume their child will be promoted unless the possibility of retention has been discussed, and agreed to, during the school year. The agreement must include the teacher, the parents, and the principal. Promotions and non-promotions are based on evaluation of academic, physical, social and emotional growth. The reasons for considering retention may be one or a combination of the following:

- Not meeting grade level standards
- Physical or social immaturity
- Frequent or long absences

#### **SAFE2TELL**

Safe2Tell is a Colorado state-funded program of the Colorado Department of Law, Office of the Attorney General. Safe2Tell allows students, parents, and community members to anonymously report any behavior seen as a potential concern or threat to any community member. To make a report, call 1-877-542-7233 or visit [safe2tell.org](http://safe2tell.org) for more information.

## **SAFETY**

Lowry Elementary stresses safety in walking, biking or riding a school bus to and from school. Every child should always be safety conscious and know the location of their bus stop or the safest route to take. Here are some safety rules:

- Cross streets at crosswalks.
- Look both ways before crossing a street.
- When walking on a roadway, walk facing traffic.
- Go directly home after school. Do not stop to play at a friend's house, unless your parents have given permission ahead of time. (Forgetting this rule has caused countless hours of anxiety for parents and school staff members looking for "lost" children.)
- Do not talk to strangers. Do not accept a ride with anyone unless your parents have given you permission in advance.
- Tell your parent/guardian and a grownup at school, if anyone bothers you or makes you feel uncomfortable on your way to or from school or on the playground.

**Researchers tell us that parents overestimate the ability of young children to safely cross streets. Practice, practice, practice crossing streets. Parents, please DO NOT ask your child to jay walk to reach your car. Setting a good example is the first step to teaching your children these skills.**

## **SCHOOL CHOICE PROCESS**

Denver Public Schools is a school district that is committed to helping all of our families find the right fit for their child. For most families, the neighborhood school is the place to start. DPS offers an array of specialty programs across the city, and several ways to learn more about them. School Choice can be a little complicated, and we highly encourage all families to go to [schoolchoice.dpsk12.org](http://schoolchoice.dpsk12.org) to familiarize themselves with the process, including important deadlines for the different rounds of choice. You can also call the School Choice office at 720-423-3493, email them at [schoolchoice@dpsk12.org](mailto:schoolchoice@dpsk12.org), or visit the website noted above.

## **SCHOOL SUPPLIES**

Our school supply lists are posted on the Lowry website at [lowry.dpsk12.org](http://lowry.dpsk12.org) under the menu item "About" and "School Supply List." You can also pick up a copy of the School Supply list on the community table in the main hall.

## **SNACKS**

Classroom snacks are made available for ECE and Kindergarten students, and each classroom has its own snack routines determined by their classroom teacher. Beyond Kindergarten, if a student has a medical condition that requires snacking, a student may bring their snack to school and eat it at a pre-determined time. **In grades 1-5, classrooms will not halt instruction for a designated snack time.** Our school start time, lunch/recess, and end time for school provide sufficient opportunity for students in Grades 1-5 to break and eat as needed. Please notify administration and our school nurse of any specific

medical circumstances where a child needs to eat a snack during instructional time.

## **SPECIAL EDUCATION**

We staff two full-time special education teachers at Lowry Elementary – David Miles and Cathy Cronn. If your child has an IEP (Individualized Education Plan) and are new to Lowry, providing Dave and Cathy with a copy of the current IEP can help us put services into place quickly. If you have questions about IEPs or the special education process, please reach out to Dave or Cathy for assistance.

## **STUDENT TEACHERS**

Lowry Elementary regularly hosts student teachers during the school year. Student teachers are supervised and mentored by their hosting classroom teacher and are accountable for all DPS and Lowry Elementary staff policies. Please contact your child's teacher if you have any questions about or need to contact a student teacher.

## **SUSPENSIONS**

According to DPS Discipline Policy, students could potentially be suspended for infractions reaching a Level E on the Discipline Ladder and a Type 3 on the Discipline Matrix (both documents can be found at the end of this handbook.) Note that students can be suspended for recurring lower level behaviors if deemed necessary by school leaders. In the event that a student is suspended, we will proceed using the following protocol after a thorough investigation of the event.

**In-school Suspension** (Student remains on school grounds during suspension):

1. Parent is notified of event and suspension by Lowry administration, including details of when the suspension will take place
2. Suspension is documented in Infinite Campus
3. Teacher is notified
4. Student is suspended from all classroom activity for designated time period
5. After suspension is completed, a reinstatement plan is created and signed by student before student returns to classroom activities

**Out-of-school Suspension** (Student may NOT attend school during this time due to suspension):

1. Parent is notified of event and suspension by Lowry administration, including details of when the suspension will take place and when reinstatement meeting will occur
2. Suspension is documented in Infinite Campus
3. Teacher is notified
4. Student is suspended from school and all classroom activity for designated time period
5. After suspension is completed, parent and student attend reinstatement meeting with a school leader and classroom teacher. A reinstatement plan is created and signed before student returns to

classroom activities.

### **TARDINESS**

Being on time for school is extremely important. Please make every effort to have your child on time for school and in class daily. A student is marked tardy if they enter the building after the 8:20 tardy bell. They must enter through the front office and take a tardy slip to hand to their teacher. Our official start time is 8:10 and classroom instruction begins immediately when students are in class. Tardiness does count against perfect attendance.

### **TESTING**

Throughout the year, we do have a variety of tests that take place at our school. You can find out more about DPS assessment practices, including calendars, purposes, and research on testing at [dpsare.com/parents-and-community/](http://dpsare.com/parents-and-community/). If you would like to discuss the procedure for opting your child out of any assessments, you will need to meet with the Principal and/or Assistant Principal BEFORE testing takes place to ensure that we can properly meet the needs of your child.

### **TRANSPORTATION & BUS EXPECTATIONS**

Students must follow the 'Expected Student Conduct' guidelines (found at the end of the handbook) when riding the school bus. Transportation staff will work with students when they do not follow the code of conduct, and transportation administrators are available to assist you with any questions or concerns about bus behavior. If behavior is not corrected, parents will be contacted and students may lose bus privileges temporarily or permanently. You may report issues to transportation at 720-424-1863.

### **VACATIONS**

We encourage families to schedule vacations during the many school district vacations to minimize lost learning time. If a family vacation is required on school days, please notify your child's teacher and the front office. Vacations where students are missing school for more than two days will be marked as unexcused on the third day and beyond.

### **VALUABLES**

Students are not permitted to bring electronic devices other than cellular phones, which must be used as stipulated in the Cellular phone and smart watch policy. All other electronic devices must be for educational use only. Other valuables such as sports equipment, unnecessary or large amounts of money, expensive jewelry, or any other valuable personal items are prohibited in school.

### **VANDALISM**

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate discipline. This includes graffiti. If students accidentally cause damage, they should report it to their

teacher immediately so that the damage is not misconstrued as vandalism. We are proud of our school and need to maintain our learning environment. Please help us take good care of our equipment, materials, building and grounds. Significant vandalism will be reported to the DPS Department of Safety and the Denver Police Department.

### **VISITORS**

We encourage you to visit your child's classroom and be involved in their education. To visit the classroom during instructional time, parents need to make arrangements with the teacher ahead of time to check for availability for the teacher. Teachers are not able to stop and discuss a student's progress during instructional time. For the safety of our children, we require that all visitors (including parents/guardians) check in at the main office when visiting our school. This procedure allows us to carefully protect the safety of our school environment and to issue you a visitor's badge, a "signal" to our students and staff that you have checked in with us.

### **VOLUNTEERS**

Parent and community volunteers provide critical support to the important work of learning that takes place in our school each day. Individual classroom teachers will share their specific classroom needs for volunteers with the parents/guardians of their students. In addition to your child's own classroom, we welcome volunteer support to our school in many capacities. For safety reasons, all volunteers to our school are asked to complete the district's volunteer process. Volunteer forms can be picked up in our main office.

### **WEAPONS**

Common sense and district policy says that students should not bring guns, play guns, pocket knives, throwing stars, laser-light pens or any other device that might injure another person at school. The district penalty for possession of a weapon will be strictly enforced. Reports of students or adults who bring weapons to school, or who otherwise make school an unsafe workplace, will be investigated immediately and take priority over all other school matters. Please report any suspicious activity or persons to the front office right away.

### **WEEKLY COMMUNITY MEETING**

We will host a school-wide weekly community meeting every Monday in the school auditorium from 8:10-8:30. Our weekly meeting serves as a way to celebrate student successes and gather as a School Family on a regular basis. Students who are tardy on a Monday need to report to the office and will be directed to meet their classroom teacher in the auditorium if it is before 8:30.

Attachment B

## Denver Public Schools Discipline Matrix<sup>1</sup>

Offense <sup>2</sup>	Discipline Ladder Reference	Recommendation For Expulsion	School Referral
<b>Type Five</b>			
Robbery	N/A	Mandatory <sup>5</sup>	Mandatory Referral to Law Enforcement <sup>5</sup>
First or second degree assault, and sexual assault	N/A	Mandatory <sup>5</sup>	Mandatory Referral to Law Enforcement <sup>5</sup>
Sale or distribution of, or intent to sell, unauthorized drugs or controlled substance	N/A	Mandatory <sup>5</sup>	Mandatory Referral to Law Enforcement <sup>5</sup>
Carrying, bringing, using, or possessing a knife or dangerous weapon.	N/A	Mandatory <sup>5</sup>	Mandatory Referral to Law Enforcement <sup>5</sup>
<b>Type Four<sup>7</sup></b>			
Arson	Level F	Optional	Mandatory Referral to Law Enforcement & Fire Department <sup>5</sup>
Fighting: Level II (including incidents with significant injuries, but which do not rise to the level of the Type Five offense "1st or 2nd degree assault")	Level F	Optional	Mandatory Referral to Safety and Security <sup>4</sup>
Destruction or theft of school property (over \$5000)	Level F	Optional	Optional Referral to Law Enforcement <sup>4</sup>
Theft from an individual (over \$5000)	Level F	Optional	N/A <sup>10</sup>
Possession of an explosive (non-fireworks/firecrackers) that seriously endangers the welfare or safety of others	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup>
Willfully causing damage to the property of a school employee	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup>
Assault, harassment, or false allegation of abuse against a school employee	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup>
Hazing activities	Level F	Optional	Optional Referral to Law Enforcement <sup>4</sup>
Child Abuse	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup> and/or Denver Dept. of Human Services <sup>11</sup>
Unlawful sexual behavior, unlawful sexual contact, and indecent exposure	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup> and/or Denver Dept. of Human Services <sup>11</sup>
Witness Intimidation or Retaliation	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup>
Other student behavior presenting an active or ongoing danger to the welfare or safety of school occupants	Level F	Optional	Mandatory Referral to Law Enforcement <sup>5</sup>
Habitual disruption <sup>3</sup>	Level F	Optional	N/A <sup>10</sup>
Recurring Type Three offenses <sup>6</sup>	Level F	Optional	Optional Referral to Law Enforcement <sup>4</sup>
<b>Type Three<sup>8</sup></b>			
Bullying: Level II - see Policy JICDE	Level E	No	N/A <sup>10</sup>
Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level II - see Policy JBBA	Level E	No	N/A <sup>10</sup>
Sexual harassment: Level II - see Policy JBB	Level E	No	Mandatory Referral to Title IX Officer
Fighting: Level I (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses,	Level E	No	N/A <sup>10</sup>
Being under the influence of drugs or alcohol - see Policies JICH, JICH-R	Level E	No	N/A <sup>10</sup>
Possession of alcohol or unauthorized (but legal) drugs	Level E	No	N/A <sup>10</sup>
Possession of illegal drugs	Level E	No	Mandatory Referral to Law Enforcement
Destruction or theft of school property, including graffiti (\$500 - \$5000)	Level E	No	Optional Referral to Law Enforcement <sup>4</sup>
Theft from an individual (\$500 - \$5000)	Level E	No	N/A <sup>10</sup>
Other school-based misconduct that substantially disrupts the school environment	Level E	No	N/A <sup>10</sup>
Recurring Type Two offenses	Level E	No	N/A <sup>10</sup>
<b>Type Two</b>			
False activation of a fire alarm	Level D	No	Mandatory Referral to Fire Department
Possession of fireworks/firecrackers	Level D	No	N/A <sup>10</sup>
Bullying: Level I - see Policy JICDE	Level D	No	N/A <sup>10</sup>
Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level I - see Policy JBBA	Level D	No	N/A <sup>10</sup>
Sexual harassment: Level I - see Policy JBB	Level D	No	Mandatory Referral to Title IX Officer
Consensual but inappropriate physical contact	Level D	No	N/A <sup>10</sup>
Destruction or theft of school property, including graffiti (under \$500)	Level D	No	N/A <sup>10</sup>
Severe defiance of authority/disobedience	Level D	No	N/A <sup>10</sup>
Trespassing	Level D	No	N/A <sup>9</sup>
Theft from an individual (under \$500)	Level D	No	N/A <sup>10</sup>
Other school-based misconduct that disrupts the school environment	Level D	No	N/A <sup>10</sup>
Recurring Type One offenses (after going through Levels A through C)	Level D	No	N/A <sup>10</sup>
<b>Type One</b>			
Classroom disruption	Levels A-C	No	N/A <sup>10</sup>
Excessive tardiness	Levels A-C	No	N/A <sup>10</sup>
Picking on, bothering, or distracting other students	Levels A-C	No	N/A <sup>10</sup>
Use of profanity or vulgarity	Levels A-C	No	N/A <sup>10</sup>
Dress code violation - see Policy JICA	Levels A-C	No	N/A <sup>10</sup>
Disrupting school activity	Levels A-C	No	N/A <sup>10</sup>
Minor defiance of authority/disobedience	Levels A-C	No	N/A <sup>10</sup>
Verbal insults or put-downs	Levels A-C	No	N/A <sup>10</sup>
Use of cell phones, gameboys, and similar electronic devices at unauthorized times	Levels A-C	No	N/A <sup>10</sup>
Minor damage or defacement of school property	Levels A-C	No	N/A <sup>10</sup>
Tobacco offenses - see Policy JICG	Levels A-C	No	N/A <sup>10</sup>
Unauthorized use of school equipment	Levels A-C	No	N/A <sup>10</sup>
Gambling	Levels A-C	No	N/A <sup>10</sup>
Minor physical aggression with another student (e.g., pushing, shoving)	Levels A-C	No	N/A <sup>10</sup>
Scholastic dishonesty	Levels A-C	No	N/A <sup>10</sup>
Other minor school-based misconduct	Levels A-C	No	N/A <sup>10</sup>

<sup>1</sup> Note that this sheet is merely a summary of Section Three of Policy JK-R. Please refer to the full policy for more detail.

<sup>2</sup> Gang-related activity at school is covered under the offenses listed in Type One through Type Five.

<sup>3</sup> "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.

<sup>4</sup> For these offenses, incidents are to be resolved without the involvement of law enforcement whenever possible. See Section 7-3 of Policy JK-R for more information.

<sup>5</sup> This consequence is required under state law.

<sup>6</sup> Recurring Type One offenses can eventually proceed to Type Two and Type Three, but shall never result in referral to law enforcement.

<sup>7</sup> For Type Four offenses, if there has been a recommendation for expulsion, or a request for an extension of the suspension period made to the Superintendent or designee through Section 6-6 of this Policy, the principal has the option of extending the maximum three-day out-of-school suspension available under Section 3-1 by up to two days, for a total of five days, if deemed necessary for the safety of the school. See Section 6-4.

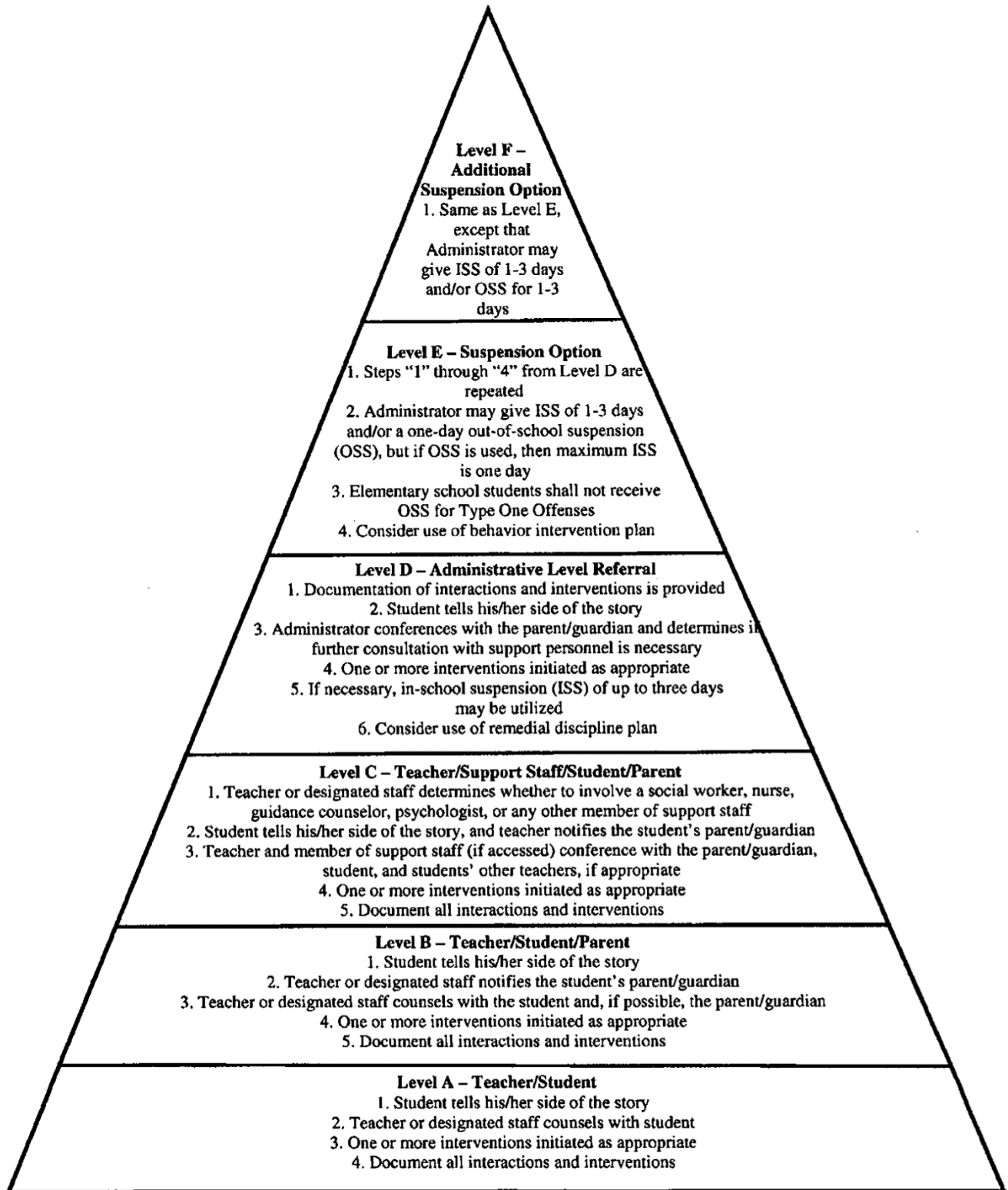
<sup>8</sup> For Type Three offenses, if the student's presence in school presents a danger or severe disruption to the school and its occupants or additional time is needed to further investigate the incident, the principal has the option of extending the maximum one-day out-of-school suspension available under Section 3-1 by up to two days, for a total of three days. See Section 6-4.

<sup>9</sup> If, after being asked to leave the school campus, the student refuses, then law enforcement may be notified.

<sup>10</sup> Note that this column refers to the actions available to the school in response to a disciplinary incident, and does not address or limit the options available to individuals who may be victims of criminal activity. See Section 3-1 for more information.

<sup>11</sup> See Policy JLF, JLF-R, and DPS Child Abuse and Neglect Protocol Bulletin. Offenders under 10 years of age are referred to Denver Department of Human Services. Offenders 10 years of age or older are referred to law enforcement.

## Denver Public Schools Discipline Ladder





# Safe Student Transportation Expected Student Conduct



## *Other references Policy EEAE*

Policy JK and JK-R (Student Discipline) shall control student discipline related to misconduct by students on school buses, district vehicles, or any transportation provider utilized by the district.

***NOTE: These rules apply to bus routes, field trips, and athletic trips.***

1. Obey the bus driver and assistant at all times.
2. Arrive at the bus stop 10 minutes prior to scheduled pick-up time in the morning.
3. Stand a safe distance from the curb or roadway.
4. Respect the driver / assistant and other bus passengers.
5. When crossing street by school bus, always cross 10 feet in front of bus. Wait for the driver's signal to cross.
6. Sit quickly and quietly in *assigned* seat. Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
7. Students may be required to show student ID card or provide student ID number to bus driver. Coaches and sponsors are accountable for identification of students on field and athletic trips.
8. No eating, drinking, chewing gum or spitting inside the bus.
9. Do not throw anything off the bus or have any part of you outside the bus.
10. Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.
11. No Bullying harassment, aggressive behavior or discriminatory or abusive language towards the driver or other persons, on or off the bus, is unsafe and prohibited
12. State law and/or District policy prohibits the following items on school buses:

Alcohol/drugs/tobacco	Weapons or facsimiles	Animals, insects or reptiles
Glass items	Explosives	Other dangerous objects
Legally prohibited substances	Fireworks (including smoke and stink bombs)	
13. All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, or properly secured in a vacant seat or under seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment, aisle, or in the step well.
14. Skateboards, scooters and roller blades are not allowed on the school bus.
15. Students are permitted to leave the bus only at their designated stops. Any changes require a parent/legal guardian's written request, approved by a school administrator and by Transportation.
16. Only students and school personnel regularly assigned to the bus for a particular route or excursion will be allowed to ride on a school bus unless special permission is granted by a Transportation administrator or school official in charge.
17. Keep the bus clean and free of damage.
18. Should any student persist in violating any of these rules it will be the duty of the driver or paraprofessional within transportation to notify their supervisor to contact parents to address the behavior.



Please detach this sheet and return to your  
child's teacher by September 2, 2016

I, \_\_\_\_\_(please print), Parent/Legal  
Guardian of \_\_\_\_\_,  
**acknowledge that I have received and read the Lowry Elementary  
Family and Student Handbook.**

Parent Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_