

# Green Valley Elementary

## PARENT AND STUDENT HANDBOOK



Office Hours:

7:30 am - 3:30 pm

School Hours:

Monday – Friday 7:45-2:55

**School Bell Schedule Grades ECE - 5<sup>th</sup> Grade - 7:45 am - 2:55 pm**

Breakfast is served once school starts at 7:45 am and ends at 7:55 am

Outside Supervision begins at 7:30 am and ends at 3:10 pm

4100 Jericho St  
Denver, CO 80249  
720-424-6710 (main)  
720-424-6717 (attendance)  
720-424-6735 (fax)

Online at: [greenvalley.dpsk12.org](http://greenvalley.dpsk12.org)

On Facebook at: [www.facebook.com/GreenValleyElementaryGrizzlies](http://www.facebook.com/GreenValleyElementaryGrizzlies)

Jennifer Buckland  
Principal

Corby Peck  
Assistant Principal

Linette Cabral  
Assistant Principal

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**GVE VISION**

IN UNITY, WE EMPOWER OUR CULTURALLY DIVERSE STUDENTS TO EXEMPLIFY OWNERSHIP, AND WORK TOGETHER TO ACHIEVE ACADEMIC/SOCIAL SUCCESS.

**GVE MISSION**

AT GREEN VALLEY ELEMENTARY, WE MEET THE NEEDS OF ALL OF OUR STUDENTS BY FOCUSING ON AND INCORPORATING STUDENT OWNERSHIP IN HIGH-QUALITY INSTRUCTION & A POSITIVE SCHOOL CULTURE.

## GVE CORE VALUES

LEADERSHIP

COOPERATION

CARING

COURAGE

RESPECT

PERSEVERANCE

RESPONSIBILITY

## BELL SCHEDULE

PLEASE NOTE THAT STUDENTS WILL NOT BE ALLOWED TO ENTER THE BUILDING BEFORE 7:30 AM.

### **ARRIVAL/DEPARTURE**

- Students can begin to arrive on school grounds at 7:30 a.m. as no supervision/coverage can be provided prior to that time
- The front door will be opened from 7:45 a.m. to 7:55 a.m. to allow students to get to class quickly; otherwise, all doors will be locked during school hours.
- After 7:55, **students will be required to be signed in at the front desk.**
- We will have crosswalk guards, which allow parents to quickly drop off their children in a safe and efficient manner. Please drop students off on the sidewalk closest to the school to keep them from walking into traffic across the street and avoid dropping them off in intersections.
- The parking lot is gated off during drop-off to ensure safety for students and families

### **ATTENDANCE**

Students learn best when they are in school. When a student misses a day of school, he or she misses valuable lessons in each class and the opportunity to practice. Studies from across the country show that students who have poor attendance are more likely to drop out of school. For this reason, moving forward, **our attendance policy will be strictly enforced.**

We have high expectations for attendance at DPS. It is important that your child is in school, all day and every day. You can help by scheduling your child's personal appointments outside of the school day. Here are some additional attendance expectations to take note of:

- Please schedule medical/dental appointments and vacations when school is not in session.
- Students need to ask about missed assignments when they return to school.
- Please call the Attendance Line (**720 – 424 - 6717**) if your child will be absent or tardy. **Even though you phone the front office, this does not mean that a student's absence will be excused.**
- We MUST confirm all absences with parents/guardians daily.

- If we notice chronic absenteeism with your child, we will take every step possible to ensure that he/she is in school daily. Also, if students are not present in school for 10 consecutive days, they will automatically be unenrolled from GVE.
- Colorado State Law requires students to attend every day that school is in session (the exception would be a child who is ill). **If a student becomes chronically absent, we are required by state law to report our concern to local and state authorities.**
- ECE – Every year, some students are not given the opportunity to enroll in ECE due to limited space. If an enrolled student becomes chronically absent, we will select a student from the ECE waitlist to take the chronically absent student's place on the classroom roster.

### **BEHAVIOR EXPECTATIONS**

Students need to focus on academics to succeed in school. A student's job is all about learning to focus, getting along with others, and growing academically, socially, and emotionally. Most students will need guidance and redirection at times throughout their school years. But, when a student's behavior is disruptive to his or her own learning, or to the learning of others, he or she can fall behind. If a disruptive behavioral problem develops, parents and students can build relationships with teachers and work together to set learning and behavioral goals that lead to a solution.

### **BIRTHDAY CELEBRATIONS**

**(ONLY HELD THE LAST 15 MINUTES OF SCHOOL - 2:40 PM – 2:55 PM)**

- Birthday parties should be pre-scheduled with your child's teacher and should occur during the last 15 minutes of the day.
- If you would like to celebrate your child's birthday with their classmates, please only bring store-bought cupcakes or cake for your child's class. Please do not bring homemade food or soda.
- If you are going to bring a cake, please plan on staying, cutting, and serving the cake to the students.
- Thanks in advance for assisting with the cutting of the cake, passing out cupcakes, and cleanup of the birthday table after the party.

### **CELL PHONES/ELECTRONICS**

The use of cellular phones and other personal electronic devices (except for tablets used to access reading material) during school hours is prohibited. Students must turn off their phones and keep them in their backpacks. Use of cell phones/electronics during the school day will result in these items being taken and turned into the front office for parent pickup. **Green Valley will not accept responsibility for the loss of cell phones or electronic devices.**

## **COMMUNICATION**

- At Green Valley, we strongly believe that communication between the school and home is critical for student success.
- We will make every attempt to keep you informed and solicit your input on school activities. Please look for folders on Thursdays and review all the contents of the folder.
- Also, please look for weekly homework folders for your son/daughter.
- Should you change your phone number or address during the school year, please notify the school as soon as possible.

## **DRESS & APPEARANCE - STUDENTS**

Green Valley Elementary is a uniform school, and all students must come to school dressed appropriately. If a student is dressed inappropriately, the office will call a parent/guardian for the appropriate clothing to be brought to school. The student may receive consequences for repeatedly not adhering to uniform dress guidelines.

Our dress code consists of:

- Tops should be a solid color (no logos) short or long-sleeved shirts, sweatshirts, turtlenecks, or sweaters (black, light pink, navy, light blue, hunter green, or white).
- Bottoms should be khaki, navy blue, or black pants, shorts, skirts, and skorts
  - Shorts should extend beyond the student's extended fingertips when hanging at his/her side (mid-thigh level). Slits in skirts cannot rise above mid-thigh.
- Green Valley Elementary spirit-wear.
- Pants must be worn at normal waist level.

### ***Dress Down Days***

Students are allowed to come to school without uniforms on Free Dress Days. These days are reserved for specific days (picture days and only when articulated by the school). Parents will be notified from the school office when students have Free Dress Days.

Inappropriate Dress

Students cannot wear:

- Spaghetti straps
- Pants, shorts, skirts with tears, cuts, and/or openings which render the garment inappropriate
- Tube tops
- Midriff-baring tops
- Over-sized accessories
- Printed designs other than GVE spirit wear
- Wallet chains
- Emblems, logos, or insignias
- Hats
- Jeans
- High heeled shoes

### Out of Uniform:

Students out of uniform will be sent to the office for the student to call home and ask for a change of clothing to be brought to school. It is our utmost priority to ensure that all of our students are in their classrooms receiving quality instruction from their teachers. Please ensure that your child is dressed in compliance with the dress code listed above when they arrive at school every day so they miss no instructional time!

- Parents/Guardians are expected to monitor student dress code to ensure compliance with the required school uniform policy. While we realize that children grow very fast, we ask parents/guardians to keep an eye on their child's clothing to ensure it is the appropriate length for school (no shorter than mid-thigh)
- Students arriving to school out of uniform will be sent to the office and their parents will be messaged about the dress code violation. Students will be given loaner clothes that will be returned to the front office at the end of the day.

### **EMERGENCY CONTACT INFORMATION**

- It is very important that parents leave updated emergency numbers on file at the school regularly throughout the school year. It is the parent/guardian's responsibility to keep contact information current in our school database. If your contact information is changed, immediately alert the front office.
- In the event of an emergency, we may call the emergency numbers listed and/or doctor or other emergency personnel if we are not able to locate either parent or guardian.
- If we cannot reach anyone, we may call 911.

### **HOMEWORK POLICY**

Homework is to be completed outside the classroom. Parents are expected to check their child's homework to ensure completion. Homework is not an alternative to class participation/attendance.

Teachers give homework in order to:

- Reinforce concepts and skills learned in class
- Provide practice with newly learned habits
- Develop independent study habits
- Makeup work missed because of absences
- Review material learned earlier in preparation for tests and other classwork
- Assessment of students' progress
- Involve parents in the educational process

### **INCLEMENT WEATHER**

- During severe weather, Denver Public Schools may close schools for the entire day or delay the start of the school day.

- Please check your local news stations for DPS school closures/delays.
- A message denoting the closure or late start will also be left on the school district's closure hotline at (720) 423-3200.
- Please reference our website and/or school Facebook account to also inform you of closings or delayed starts.

### **MEDICATION/INJURY**

- The Clinic/Nurse's Office is open for students who are ill, injured, or have a health concern. Except for emergencies, a student must have a pass from a teacher to go to the nurse's office/clinic.
- If a student has a problem that requires prescribed medication during the school day, he/she must have a permission slip signed by a parent. The medication must be brought to the office as soon as the student arrives at Green Valley Elementary, and must be in the original prescription container labeled with the recommended dosage. It is the student's responsibility to go to the health office when it is time to take the medication. **NO OVER-THE-COUNTER** medicine is allowed unless authorized in writing by the student's doctor and medication is in its original container. Please contact the nurse directly regarding medication issues.

### **PARENT-TEACHER CONFERENCES**

Parents are encouraged to schedule conferences with teachers before and after school. During the year, teachers will communicate consistently with parents as needed. Formal conferences are scheduled once a semester.

### **PARKING AND DROP OFF/PICK UP**

For the safety of all our scholars, please observe the routine for dropping off/picking up your children.

- Follow the directions of the teacher on duty.
- Do not park on the yellow curb.
- Please do not park in our neighbors' driveways
- Please park prior to picking up your children, they will not be allowed to go into the street.
- Please do not double park when dropping off or picking up your children.
- Please note that students will not be allowed to enter the building before 7:30 a.m.

## **PROGRESS REPORTS**

Students receive report cards every twelve weeks throughout the academic year. Progress reports will be sent home every six weeks with students or handed out at conferences. Parent/Student/Teacher conferences will be held twice each year to review student growth and progress toward academic standards. If you do not receive a progress report, please contact the school.

Partially Proficient, Proficient, and Advanced marks are passing. Unsatisfactory marks show the student is not meeting the standards for that grade level.

## **RELEASE OF STUDENTS DURING THE SCHOOL DAY**

- Students will be released only to people whose names are listed on the contact list. Students can only be released to a person on the list who is 18 years or older.
- The person who picks up the child must show an ID that matches the name listed on the contact list.
- If there is someone who is not allowed to pick up or contact a student at school, appropriate court papers must be on file at the school.
- Early release during the school day requires that the parent or designee sign the child out in the office. The child will be called to the office when they are signed out early in order to not disrupt learning taking place in the classroom.
- Please reserve early dismissal for urgent family business in order to provide optimal learning opportunities for your child.

## **SAFETY MANAGEMENT**

At Green Valley, our students, and staff's safety is our #1 priority. Therefore, we create a safety plan that is specific to our building and the needs of our students. This plan includes the following procedures:

### **Lockdown**

- When a threat is inside or very close to the school a lockdown will be implemented.
- This procedure secures the building and safely shelters all students, staff, and visitors inside the school building.
- School business and classroom activities cease. No person is allowed to enter or leave the building until the all-clear announcement is made.



### **Lockout**

- When there is a threat or hazard outside of the school a lockout will be called.
- Lockout uses the security of the physical facility to act as protection.
- Perimeter doors are locked. No one is allowed to enter or leave the building. Instruction and school business continue as usual.

### **Shelter In Place**

- In the event of severe weather, students, staff, and visitors will take refuge in designated inside safe assembly areas.

### **Evacuation**

- If it is unsafe for the students, staff, and visitors to remain inside the building they will evacuate to designated evacuation locations.
- Evacuation locations are designated in the school emergency management plan.

## **SCHOOL COMMITTEES**

### ***Collaborative School Committee***

The CSC is an advisory board that provides site-based management for Green Valley Elementary. Its purpose is to enhance student achievement by creating the School Improvement Plan and school climate by engaging the school community using collaborative efforts. The board is composed of parents, teachers, classified staff, community members and school administration. The CSC meets once each month and all meetings are open. Check the school website for the minutes from each meeting.

### ***Parent/Teacher Organization Association***

Our parents of the PTO team, deeply understand and can authentically speak to others about our academic and culture plan in order to inspire community pride in our neighborhood school. We welcome all parents who are excited to be part of being involved in the school and making sustained change. If you are interested in joining this team, please connect with the front office for additional information.

### ***Multilingual Language and Literacy Parent Advisory Committee (MLLPAC)***

The purpose of the LLPAC (Language and Literacy Parent Advisory Committee) is to:

- Provide information about the English Language Acquisition (ELA) program
- Ensure you and your children feel informed and supported by Green Valley
- Provide a forum of communication between parents of English language learners and Green Valley, as well as DPS.

### ***Parent/Teacher Home Visit Program***

- Green Valley staff members will be conducting voluntary home visits during this school year.

- By engaging in these visits, we hope that these informal visits will increase positive relationships between families and staff members.
- We believe that it takes a village to raise a child and the work we do together will lead to the success of every student. Please reach out to other families of Green Valley to hear about their past experiences with Home Visits.
- **Our goal is to have 100% of our Green Valley families receive a home visit.**

## **STUDENT SUPPORT SERVICES**

In addition to providing instruction in all CORE subjects (Language Arts, Math, Science, and Social Studies) and enrichment in the arts, Green Valley Elementary provides a comprehensive range of strategic support services. Because Green Valley Elementary is committed to helping students achieve their highest potential, the teachers and administration work together using a dynamic problem-solving process and structure to provide a continuum of evidence-based instruction and interventions, based on student needs.

Students qualifying for MLL support are provided with the necessary language development opportunities, in addition to their academics.

Students qualifying for Special Education Services on an *Individual Education Plan (IEP)* are provided the appropriate support in the least restrictive environment. The Special Education team consists of mild/moderate educators (K-5), a speech and language pathologist, a psychologist, an occupational therapist, and a registered nurse.

The Multi-Tiered Student Support Services team (MTSS), made up of teachers and administrators, works with the homeroom teacher and parents to develop the most appropriate education plan for students. In an effort to help *all* children be successful, Green Valley Elementary offers a variety of strategic interventions in math and literacy for all grades.

Green Valley Elementary also provides *Gifted and talented* support to students who qualify in a given area.

## **STUDENT WITHDRAWAL FROM SCHOOL**

- Please inform the office and your child's teacher as soon as possible, if you will be moving or changing schools. It is imperative that once your child is enrolled in another school, our front office receives confirmation of this enrollment. If this confirmation of enrollment does not occur, the student will be marked absent for the days he/she is not present at Green Valley. Proper authorities will be contacted if chronic absenteeism occurs during this re-enrollment process.
- It is imperative that your child returns all school-owned books and materials and pays any fees owed to the school.
- Early notification will enable your child's new school to receive his/her records promptly.
- If you must withdraw your student, please stop by the office to complete a withdrawal form.

## **VISITORS**

Green Valley Elementary welcomes parents. **All visitors must report directly to the main office with an ID to receive a pass. THIS POLICY WILL BE ENFORCED EVERY DAY OF THE SCHOOL YEAR.** A parent must accompany student visitors under the age of 18. Any other arrangement to visit must be made through the school principal, counselor, or main office.

## **VOLUNTEERING**

Green Valley Elementary has many opportunities for families and community members to volunteer. Many studies have proven that students achieve more and enjoy the educational experience if their family is actively involved with the school. Please contact the family liaison or visit our school website for more information.

### ***Volunteering in the classroom***

Parents are encouraged to volunteer in the classrooms. All volunteers must go through a background check. You may obtain the Background Check Form in the office.

Parents in the Classroom

We love having parent volunteers in the classrooms. In order to preserve the integrity of instruction we want to limit observations to no more than 30 minutes. If you are coming in to observe your child, please contact the teacher or the leadership team to organize a time to do so.

Parents on the playground

Parents are invited to have lunch with their students. We ask that parents ensure that school rules are followed during lunch and recess.

In the lunchroom, all visitors should:

- ensure that their child(ren) are following cafeteria rules
- not let students go to the playground prior to being dismissed by the adults on duty in the cafeteria
- sit at the middle table with only your child
- Due to allergy considerations, please refrain from sharing items with other students

On the playground parents must not:

- take pictures of other children,
- play on the playground equipment,
- and let siblings who are not enrolled at Green Valley play on the playground during lunch recess. (This includes younger siblings.)

**PARENT COMPACT 2023-2024**

*As a GVE Parents/Guardians, I will:*

- Make sure my child arrives at school on time.
- Participate, as appropriate, in decisions relating to my child’s education.
- Promote positive recognition of my child’s progress.
- Stay informed about my child’s education and communication with the school by promptly reading all notices from the school or the school district (Parent reminders, e-mails, newsletters, progress reports, and notes from the teacher) and responding in a timely manner.
- Volunteer at the school at least once throughout the school year.
- Monitor attendance by calling or by sending a note to the office excusing my child when he/she is going to be absent or late. If attendance becomes chronic, I understand that court filings will take place due to state legal requirements for attendance.
- Make sure that homework is completed daily by checking and initialing my child’s planner.
- Make sure my child is reading every night for at least 30 minutes.
- Make sure my child adheres to the school uniform policy and supports the school when they call to inform me he/she is not in uniform.
- Attend Parent/Teacher Conferences so that I may learn about the successes of my child.
- Monitor Standard Based Report Cards and sign all progress reports.
- Contact school officials regarding any concerns or problems in a calm and effective manner.
- Contact the school as soon as possible to update addresses, phone numbers, and contacts--thereby making sure the school has updated information at all times.

Teacher/ Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_