

**2020 - 2021  
Family Handbook**



**John H. Amesse  
Elementary**

5440 Scranton Street  
Denver, CO 80239  
720-424-9988  
[JohnAmesse.dpsk12.org](http://JohnAmesse.dpsk12.org)

Dear Families:

Welcome to the 2020 - 2021 school year at John H. Amesse Elementary School!

Our Family Handbook serves as an important source of information for each of you. We have included helpful information to ensure a successful school year. Please read through the handbook and keep in mind that more detailed policies and procedures are available at your request.

Please acknowledge that you have received a copy of this handbook by returning the last page of this handbook with your signature. Please, return the last page of this document with your signature to your child's homeroom teacher.

We sincerely hope you all have an enjoyable and successful year. If you have any questions or we can further support you, please contact us at (720) 424-9988.

**Angelina Walker**  
Principal

**Robbin Trotter**  
Assistant Principal

**Juanita Montes-Chacon**  
Family & Community Liaison



John H. Amesse  
Elementary

**School Contact Information**

Main phone: (720) 424-9988  
Attendance Hotline: (720) 424-9920  
Fax: (720) 424-9914  
Website: [JohnAmesse.dpsk12.org](http://JohnAmesse.dpsk12.org)  
Facebook: Search: John H. Amesse Elementary

**Office Hours**

Monday - Friday  
7:15 am - 3:30pm

**School Bell Schedule**

ECE 3 English - TBD    ECE 3 Spanish – TBD  
ECE 4 - TBD  
K-5<sup>th</sup> Grade In-Person: 7:30-2:00pm  
K-5th Remote: 7:40-11:40 and then homework in the afternoon

***Breakfast in the classroom is served once students arrive at 7:30am***

***Due to COVID- there is no outdoor supervision at this time***



John H. Amesse  
Elementary

### **Our Vision**

We will empower our staff, students, and families to challenge the inequities in our educational system, allowing us to close opportunity gaps and strengthen our Montbello community. We will grow to be the top performing network of public schools in Colorado in academic outcomes as well as be a model of public educational excellence and community empowerment across the nation.

### **Our Mission**

Together, we ensure all learners achieve excellence in academics and the arts, while simultaneously empowering kids, families and staff in our Montbello community as diverse and equitable change makers.

### **Operations**

#### **Hug and Go Zone**

- From 7:30-8:05 the Hug and Go Zone will be on Scranton in between the two sidewalks leading to the building
- Cones/signs will direct families to pull up and drop learners off and leave.

#### **ECE Arrival and Dismissal Routines**

- ECE classrooms with exterior doors have learners/ families enter and exit through exterior classroom doors.
- Times TBD

## **Arrival and Dismissal Routines**



John H. Amesse  
Elementary

## K-5 In-Person Arrival Routines

### K-5 Morning **Outside in Indoor** Routines

- School Leadership Team and Paras are outside at 7:30am in front of building and behind school supporting with morning arrival, dismissal, and greeting families and learners.
- Learners will line up where their scheduled classrooms are lined up, socially distanced apart.
- Teachers and staff will conduct health screen outside.
- Students will enter the building, socially distanced apart.
- Attendance is taken at 8:05am.
  - Learners arrive to class on time and place belongings in designated areas, neatly.
  - Learners are marked tardy by 8:05am.
- Breakfast in Classroom (BiC) and Morning Circles begins at 7:30am and ends at 8:00am.

## K-5 Dismissal Routine

- 1:50- Learners clean up their classrooms, chairs are stacked on top of desks
- 2:00- Dismiss from classrooms
- 2:00-2:20- Teachers stand outside of classroom doors or bring classrooms to assigned spots outside
  - All teachers are expected to walk entire class of learners out to their spot at 2:00 to greet parents and guardians at the end of the day.
  - 3rd through 5th who need to pick up younger siblings must say goodbye to their teacher.
  - Grades K-2 learners must stay with their teachers until direct visual contact is made with person responsible to pick up.
- 2:20- Learners that are remaining are brought to the main office for a phone call home

## Center for Family Opportunity

- FACE center families will enter through the outside door number 16 which is located in the front part of the school
- They will station a person at the entrance to let families in and will have a separate buzzer for families.
- Any family trying to access the CFO will need to enter/ be redirected to the CFO for entrance.

## Attendance, Absences, Tardiness

- Every minute counts! Regular attendance is necessary to provide your child with the best educational opportunities available. Each day of classroom instruction is important and we want your child to have every opportunity to learn and achieve.
- 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.



John H. Amesse  
Elementary

- Please call the Attendance Line (**720-424-9920**) if your child will be absent or tardy. Even though you phone the front office, this does not necessarily mean that a student absence will be excused.
- We must confirm all absences with parents/guardians daily.
- Colorado State Law requires students to attend every day that school is in session (the exception would be a child that 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, students are not given the opportunity to enroll in ECE due to limited space. If a enrolled student becomes chronically absent, we will select a student from the ECE waitlist to take the chronically absent students place on the classroom roster.

## Attendance Policy

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.). Students must attend a minimum number of hours of school in order to comply with the law. These minimum requirements are 968 hours in elementary school.

- ◆ If your child will be absent, please call the attendance line at **720-424-9920 before 8am.**
- ◆ After 3 absences called in due to sickness without a note a medical note will be required for future absences otherwise it will be marked as unexcused.
- ◆ After 4 unexcused absences, you will receive a phone call from school homeroom teacher, to provide additional support.
- ◆ After 8 unexcused absences, the School Social Worker will mail via US Postal Service a Warning letter to parent(s).
- ◆ After 10 unexcused absences parents/guardians will receive a call from the Family Liaison to provide additional support.
- ◆ After 10 unexcused absence parents will be required to attend parent meeting to complete an attendance contract with student
- ◆ After 12 unexcused absences the School Social Worker will mail via US Postal Service a Truancy Notice to parent(s). If received you will need to sign bottom half of notarized form and return to school.
- ◆ After 20 unexcused absences the school will file for Truancy Court



These policies are also available in the main office. Additionally you may contact the Attendance Secretary, Social Worker or Family Liaison for any support that you may need in adhering to these guidelines.

### **Excused Absences**

- Students should be in class and on time for every period on every day of the school year.
- No absences are excused unless the school has been notified that a child is ill or has a family emergency. Students who are ill, need a doctors notes, excusing them from their absence. Please consult with our nurse's office on whether or not to send your child to school when they are ill.

### **Tardiness**

- Students should arrive at school by 7:30 a.m.
- Students are considered tardy at 8:05 a.m. and should report to the office for a tardy slip.
- Tardiness prevents your child from learning self-discipline, causes them to miss vital information at the beginning of the school day, and can disrupt the class for others.
- Excessive tardiness will result in a conference with parent and student. Every tardy pass is logged in the students DPS record.

### **After School**

- The school day ends at 2:00 pm and students should be off school grounds within 10 minutes after dismissal (unless attending an after school program). This Denver Public School policy is followed citywide.
- *If a student is still at John Amesse 15 minutes after dismissal every effort will be made to contact the parent/guardian. If the parent/guardian cannot be located, the proper authorities will be called.*
- On the rare occasion that you know you will be late picking up your son/daughter from school, please call the office at 720 424-9988.
- If a child needs to stay after school, arrangements will be made with the parent/guardian prior to dismissal.

### **Release of Students during the School Day**

***\*Due to COVID-19 when a student is being picked up early, families can ring the buzzer and wait outside for their child to be brought outside to them.***



John H. Amesse  
Elementary

- Students will be released only to people whose names are listed on the contact list in Infinite Campus.
- 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.

### **Closings/Delayed Starts**

- 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 delay starts.

### **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 John Amesse. 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.

### **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



John H. Amesse  
Elementary

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.

### **Medication**

- If a student requires prescription medication or over-the-counter medication during the school day, the labeled medication container must remain in the nurse's office.
- The nurse/office staff will only accept medication in its original packaging.
- The child may not keep it in his/her backpack or desk!
- We must have a signed Medication Request Release Agreement, signed by a physician, in order for the school nurse or one of the office personnel to dispense prescription and over-the-counter medications.
- At the end of the school year, parents/guardians are asked to pick up any remaining medication.

### **Classroom/School Visits**

***\*Due to COVID-19, for the 2020-2021 School Year, there will be no classroom/ school visits until further notice.***

- To ensure the safety of our students and staff at all times, **all visitors are asked to sign in, provide an ID picture to be checked, acknowledge the destination and purpose of the visit, and get a visitors pass from the office.**

### **Lost and Found**

- Items can be found on a coat rack in the cafeteria.
- At the end of each month, the coat rack will be cleaned out and remaining items will be recycled or disposed of.

### **Progress Monitoring of Student Achievement**

- At John H. Amesse, we are dedicated to ensuring that all of our students are continuously progressing academically and socially. In order to accomplish this we ensure that we are continuously monitoring student progress.
- Assessment of student achievement will involve a full range of measures to ensure the most comprehensive picture of the student progress.
- Multiple assessment tools will be used to ensure the reliability and validity of assessment results.





John H. Amesse  
Elementary

- The use of multiple indicators (including tests given multiple times per year) allows comparison of results to ensure an accurate and overall assessment of each student's performance, as well as a comparison with the local school district and nearby schools.

### **School Wide Policies**

#### **Anti-Bullying policy**

John H. Amesse Elementary has **ZERO** tolerance for all bullying behaviors. We are always monitoring and assessing whether or not incidents are a sign of bullying.

**Definition of Bullying:** Bullying is defined as "any written or verbal expression, or physical act or gesture, or pattern thereof that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events." CRS 22-32-109.1(2)(a)(X)

#### **Consequences**

- A student who engages in any act of bullying is subject to appropriate disciplinary action in accordance with District Policy JK (VI) pertaining to discipline procedures.
- Consequences may include suspension, expulsion and/or referral to law enforcement authorities.
- The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

#### **School Stand AGAINST BULLYING!**

- **We will not bully others.**
- **We will help students who are bullied.**
- **When we know someone is being bullied, we will tell an adult at school and an adult at home.**

For additional information, visit: <http://www.stopbullying.gov>

**Please contact your child's teacher or an administrator if you have any concerns regarding your child. Please refrain from speaking to other students about your specific concern regarding your child.**

### **Restorative Practices at JHAE**

**Purpose:** The Restorative Philosophy at JHAE challenges the idea that suspensions are an effective disciplinary tool; therefore, suspensions are only implemented when absolutely necessary. Instead, JHAE prefers to utilize inclusionary techniques that seek to help students identify how misbehavior impacts their education, as well as the education of their classmates. Some techniques that JHAE uses are:

- Empathetic Listening



John H. Amesse  
Elementary

- Conferencing
- Mediation
- Circles
- Buddy Classrooms
- Lunch Interventions
- Socio-Emotional Groups
- Community Service (on school grounds)
- Reflective Questioning
- Peer Mentoring
- Peace Place

We at JHAE understand that the term discipline refers to training, and our objective is to support our learners as they learn to make positive choices in life that will help them to become successful adults. A Restorative culture promotes feelings of belonging and inclusion. Restorative philosophy views misbehavior as harm caused, creating an obligation that needs to be identified and repaired, specifically by the person responsible for causing the harm. In a restorative approach, misbehavior and poor decision-making are seen as valuable learning opportunities and seeks to strengthen community bonds by working through the learning process together. On the other hand, a punitive approach often excludes and ostracizes students, focusing almost exclusively on punishment, and causing the offender to be more resentful and often more defiant. Bonds are torn down, hostility is elevated, and often a power struggle ensues.

**Brief Description of System/ Behavior Ladder:**

1. Verbal redirect with clear directions on how to self-manage and correct behaviors
2. Verbal redirect with clear set of two choices to self-manage or correct behaviors
3. Teacher/ Student Restorative Conference away from peers focusing on ideas for restorative interventions
4. Parent Notification- Call home and speak with a parent/guardian about the situation
5. Team/Student Restorative Meeting- Conduct a team meeting with the student focusing on ideas for restorative practices
6. Parent Conference with all involved (topic of conversation will include restorative practices the student will engage in)
7. Referral to Restorative Coordinator

**Positive Behavioral Interventions and Supports (PBIS)**

PBIS is a proactive system for defining, teaching and supporting student behavior resulting in academic and social gains and a positive school environment. Below you will find the Core Values at John H. Amesse. There are many opportunities for all students to be recognized for demonstrating these Core Values and Expectations, such as Student of the Week and Road Runner Awards.



## JHAE Uniform Policy

**While in remote- students are NOT required to wear uniforms!**

John H. Amesse Elementary has a Mandatory Uniform Policy. **ALL** students must adhere to this dress code when they arrive to school every day! Families will be contacted should students arrive in non-uniform attire.

### Guidelines for Tops:

**John H. Amesse T-Shirts with logo \$8 in the main office**  
(Navy Blue, Green, Orange, Light Blue or Yellow)

**Store bought Collared Shirts (polos)- no logos**  
Navy Blue & Light Blue (**ONLY**)

**\* John H. Amesse polos with the previous logo will NO longer be permitted \***

*\*Underneath shirts should be white or match the color of the collared shirt\**

**Shirts can be purchased at the John H. Amesse Front Office.**

**Sweaters/Hoodies** - Same colors as John Amesse collared shirts (Navy Blue / Powder Blue) or you may purchase a JHAE sweater from the main office with the logo

### Guidelines for Bottoms:

**Pants** - Solid Navy Blue, Khaki or Dark Navy Blue Plain Denim

**\*Dark navy blue plain denim are permitted as long as they are plain in style and are free of tears, holes, designs, and wording\***

**Skirts or Skorts** - Solid Navy Blue, Khaki or Dark Navy Blue Plain Denim

**Shorts** - Solid Navy Blue, Khaki or Dark Navy Blue Plain Denim  
*(Must be long uniform shorts)*

**\*All denim bottoms must follow the navy blue plain denim pants guidelines\***

Students do not need to wear a belt; however, pants **must** be worn above the waistline.

### **NOT PERMITTED:**

**Caps, Hats, Sunglasses, Dark Navy Blue Denim that has holes, tears, designs or wording, Sweat pants, Black pants, White Tops, Tops or bottoms with writing or stripes, Shoes with a heel**

● 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 given a sticker as a reminder to bring a uniform. If this is consistent parents will receive a phone call and will be asked to bring in a uniform for their child to change.**



John H. Amesse  
Elementary

It is our utmost priority to ensure that all of our students are in their classroom receiving quality instruction from their teacher. Please ensure that your child is dressed in compliance with the dress code listed above when they arrive to school everyday so they miss no instructional time.

If you need assistance with uniforms for your student please reach out to our Social Worker Ms. Lennox or our Family Liaison Ms. Montes.

### **Cafeteria and Playground Guidelines**

***\*Due to COVID-19 there will be no playground use before or after school!***

- Staff consistently encourages learners to use manners: please and thank you.
- Teachers wait until transfer of learners is complete and learners are welcomed by lunchroom or recess staff on duty.
- For learners who eat first, when they enter the lunchroom, they will receive hand sanitizer in classrooms before coming to lunch. For the learners who go to recess first, lunch/ recess staff will distribute hand sanitizer prior to entering the lunchroom.
- Learners will sit with class.
- Learners will use the emoji cross fingers (include picture) sign to signal restroom break
- Learners will use a bathroom pass (clothespin).
- Learners must have a pass to leave for lunch clubs/ meetings prior to entering the lunchroom from the teacher with: student name; location of where going; time and date and teacher signature.
- Learners will talk to peers at a Normal Voice- level 2.
- Learners will limit movement once seated and eating (ie....get utensils and condiments prior to being seated).
- Learners will clean up, dump trays and line up to schoolwide prompt. ie.....1- get ready, clean up your trash, 2- stand up , 3- walk carefully to dumping station, then line up per table.

### **Cafeteria Rules and Procedures**

***\*Due to COVID-19, for the 2020-2021 School Year, there will be no classroom/ school visits until further notice.***

- Parents/Guardians are invited and encouraged to join students for lunch time.
- Learners will interact with kindness and dignity toward others
- No junk food or soda will be allowed in the cafeteria for lunch time.
- No learners are allowed to share food due to students having food allergies etc.

### **Playground Expectations and Procedures**

- Learners will be expected to follow the directions of the playground leaders.



John H. Amesse  
Elementary

- Learners will be expected to act in a polite, courteous manner toward all students and adults.
- Learners can seek adult assistance when needed.
- Learners will be expected to take proper care of all playground equipment.
- The classroom teacher will pick up the class each day at the end of the recess period.
- Recess will be held outside unless the temperature is below 32F, there is a steady precipitation, the winds are too strong for safety, or any other condition that compromise the safety of the students.
- Families are requested to ensure that students are dressed appropriately for outside recess at all times of the year.

#### **Birthday Celebrations (Only held in the cafeteria during assigned lunch/recess time)**

***\*Due to COVID-19, for the 2020-2021 School Year, there will be no classroom/ school visits until further notice.***

- On day of birthday, learners go to the office to receive a pencil or other small gift of appreciation from the secretary following morning announcements. Learners will also receive a birthday shout out during announcements.
- Families are invited to celebrate birthdays with their learners class during lunch time only after students have eaten lunch (with the exception of ECE). ECE families please speak to your students teacher to make arrangements for birthday celebrations. Families are advised to bring one mini cupcake per student, one cookie per student or healthy snacks. Please refrain from bringing items that include nuts.

#### **Parents/Guardians visiting during Lunch**

***\*Due to COVID-19, for the 2020-2021 School Year, there will be no classroom/ school visits until further notice.***

- Parents should check in with the office before going to the cafeteria for lunch.
- A family table is located at the back of the cafeteria for families to eat with their children
- Parents/Guardians are responsible for non-school age children. Please keep young children in close proximity to you to avoid accidents and ensure that everyone is safe at all times.

#### **Cellphones/Technology**



John H. Amesse  
Elementary

The John H. Amesse staff acknowledges the fact that many children have cell phones. We know the use of cell phones has become vital in many situations; cell phones are distracting to the learning environment and should not be used in the building. A student who brings a cell phone to school must adhere to the guidelines listed below:

- If a child needs to bring a cell phone to school he/she should turn it off.
- Learners must give their phones to their teachers to be locked up until the end of the day.
- Learners found using cell phones in the building will have their phone confiscated by a staff member and turn into administration. The phone will be returned to the child's parent/guardian only.

**What NOT to bring to School....**

- Please do not allow your children to bring sentimental or expensive items, or large sums of money to school.
- Learners should not bring electronic games or toys to school. If any of these items are lost, the school cannot be responsible for replacement.
- Learners cannot bring weapons, toy guns or weapon facsimiles to school. Our ZERO tolerance policy for weapons, toy guns or even facsimiles of weapons could lead to contact with Denver Public Schools Safety and Security, Denver Police Department and out of school suspension or expulsion.

**Communication**

- At John H. Amesse, 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 child and updates from the school.
- Should you change your phone number or address during the school year, please notify the school as soon as possible.

**Communication with your Child's Teacher**

Teachers will provide several different ways for you to communicate with each other, such as weekly and monthly newsletters, conferences or appointments. In addition, they each have email and voicemail.



John H. Amesse  
Elementary

In order to eliminate disruptions in the classroom, we will not allow phone calls to a teacher's room. You can leave teachers a voice mail to request a time to meet or a time they can call you back. If you need to get a message to your child, the office staff can relay the message for you without interrupting the class. The only visits that will be allowed in the classroom are for quiet observations by signing in at the main office and getting a visitor pass. If you need to discuss a concern or have questions for your child's teacher, please set up a time to meet with them.

### **School Committees**

#### **Family Leadership Team**

Our parents of the Family Leadership 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. Parents of the Family Leadership Team take part in the superintendent's forums held each month, parent market, and a variety of school related events. 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.

#### **School Advisory Board**

This team is made up of representatives from all of our stakeholder groups including educators, parents, community members and students. It serves as a leadership body for school accountability and exists to enhance student achievement, parent engagement and school climate through collaboration. The team also provides guidance, evaluation and approval of the school's budget and Unified Improvement Plan.

#### **Language and Literacy Parent Advisory Committee (LLPAC)**

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 John Amesse
- provide a forum of communication between parents of English language learners and John H. Amesse, as well as DPS.

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

- John H. Amesse staff members will be conducting 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.



John H. Amesse  
Elementary

- 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 John H. Amesse to hear about their past experiences with Home Visits.
- **Our goal is to have 100% of our John H. Amesse families to have two home visits each year.**

### **Safety Management**

At John H. Amesse, our students', and staffs' 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 or hazard is inside or very close to the school a lockdown will be called.
- 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 door are locked. No one is allowed to enter or leave the building. Instruction and school business continues 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.

#### **Drop-off and Pick-up**

***\*Due to COVID-19, for the 2020-2021 School Year, there will be no classroom/ school visits until further notice.***





John H. Amesse  
Elementary

Learning is the most important activity that occurs in our school and therefore we want to protect it from any disruptions. One way for us to minimize disruptions to your child's learning and to their classroom is to ensure that they are in class for the entire time from 7:50am - 3:10pm. Another is to eliminate any noise or distractions in the hallways. We appreciate and encourage parents to reach out to each other and create community amongst themselves, but it cannot happen at the expense of students' learning.

Parents will drop their students off on the playground by 7:40 a.m. Students will be brought into the building at 7:50 am in order for breakfast to immediately begin. In the afternoon, students will be dismissed and will walk outside. **Please do not come in the building to pick them up.** The only exception will be for ECE parents, who need to sign-in their children in the morning and sign them out in the afternoon.

Parents and family members that show up early (before 3:10 p.m.) will be asked to wait outside to pick up their children. Please wait outside for your children to come to you. During inclement weather, parents will be allowed to wait inside our lobby.

### Visitors/Observers in the Classroom

***\*Due to COVID-19, for the 2020-2021 School Year, there will be no classroom/ school visits until further notice.***

Learning is our primary mission and we invite parents and families to join us in that work. We would like for parents to be involved in the classroom and are always welcome to observe. To do so, all parents or family members must sign-in at the front office and receive a visitor's pass. **While in the classroom, please do not interact with the teacher, your child or with other students, unless prior arrangements with the teacher have been made.** If you need to talk with the teacher, please set up a meeting before or after school or during the teacher's planning period. Communication with your child's teacher is extremely important and highly encouraged, but not during class time.

The faculty and administration of John Amesse encourages all parents and community members to visit and be part of our family. Feel free to schedule a visit or an appointment with one of our staff members.

### Transportation/Bussing

Our school is fortunate to participate in the DPS shuttle system. Instead of having one bus route for eligible student we now have a shuttle system that operates more like a city bus; buses now come by every few minutes (5 -15 minutes apart). Also, all students are now eligible to ride the bus. Please communicate with your child's teacher whether or not you expect your child to ride the bus, walk home or wait for a ride.



John H. Amesse  
Elementary

### **Child Custody**

If you have a court/restraining order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office and inform students' classroom teacher. Unless your court order is on file with us, WE MUST PROVIDE EQUAL RIGHTS TO BOTH PARENTS.

### **Handbook Acknowledgement Form**

I acknowledge that I have received and reviewed a copy of the John H. Amesse  
Elementary  
Family Handbook for the 2020 - 2021 school year.

\*Please submit one handbook acknowledgement form per family.\*

Student Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



John H. Amesse  
Elementary

Parent/Guardian Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_