

**2023 - 2024
Family Handbook**



**John H. Amesse
Elementary**

5440 Scranton Street
Denver, CO 80239
720-424-9988
johnamesse.dpsk12.org

Dear Families:

Welcome to the 2023 - 2024 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 (digitally) filling out the Google form at the end of the document or (physically) returning the last page of this handbook with your signature.

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.

Michael Bateman
Principal

Mayra Saucedo
Assistant Principal



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School Contact Information

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

Office Hours

Monday - Friday
7:15 am - 3:45pm

School Bell Schedule

ECE- Mondays, Tuesday, Thursdays, Fridays: 7:50 am -2:55 pm
ECE- Wednesdays– 7:50 am - 1:20 pm

K-5th Mondays, Tuesdays, Thursdays, Fridays: 7:40 am -2:55 pm
K-5th Wednesdays: 7:40 am -1:20 pm

Breakfast in the classroom is served once students arrive at 7:40am

Outdoor supervision begins at 7:30 a.m.

Students are not permitted to arrive at school before that time without parent supervision.

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.

Title 1 Compact 2023-2024

As a Title 1 School, we also have a Title 1 Compact that represents our expectations for the partnership between the school and families. A copy is provided below:

Link: [JHAE School-Parent School Compact 2023-24](#)



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Operations

Hug and Go Zone

- From 7:30-7:40 the Hug and Go Zone will be on Scranton in between the two sidewalks leading to the building.
- Staff 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.

Arrival and Dismissal Routines

Outside Day: When the temperature is above 26 degrees and there are no other elements (high winds, hard rain or snow), we will begin our day outside.

Inside Day: During inclement weather, we change our routines slightly to ensure that students have a safe place to wait for school to start inside the building.

ECE Arrival

Outside and Inside Days

- Families should bring ECE students to the outside door of their classroom at 7:50 am.
- Families must sign-in the student with the teacher each day.
- **NEW: Please mark your teacher's attendance poster to track your student's attendance.**
- Please let the teacher know if someone different will be picking up or dropping off the students and ensure that we have the appropriate permission slip on file for that person.

ECE Dismissal

Outside and Inside Days

- Families should come ECE to the outside door of the classroom at 1:20 pm on Wednesdays and at 2:55 pm on Mon./Tues./Thurs./Fri.
- Families must sign out the student with the teacher each day.
- Please do not use pick up time to have an extended conference with the teacher about the student. Family meetings can be scheduled with the teacher as needed for other times.



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Kindergarten Arrival

- School staff are outside at 7:30 am in the front of the school to:
 - support opening car doors and students moving traffic forward in the Hug and Go Zone,
 - monitor the two crosswalks in front of the school,
 - walk groups of students from the front to the back playground,
 - and supervise students on the back playground until Kindergarten teachers open doors at 7:40 am.
- At 7:40 am on the back playground area of building:
 - Kindergarten students will line up at their classroom doors
 - Teachers will greet learners and allow them to enter.
- At 7:45 am, teachers will close their doors.
- 7:45 - 7:55 a.m.
 - Teachers or paraprofessionals will watch the door for students.
- 7:55 p.m.
 - Attendance is taken at 7:55am.
 - Students who arrive after 7:55 will need to check-in in the front office in order to get a tardy pass.

Kindergarten Dismissal

- Students will be dismissed from their classrooms at 1:20 pm on Wednesdays and at 2:55 pm on Mon./Tues./Thurs./Fri.
- Students who are picked up by car will be walked to the front by a staff member.
- Parents will remain inside of their cars and will display a card to show which student is being picked up.
- Staff will radio for the student and the student will be directed to the car so that staff can assist them with getting into the car safely.
- At 3:05 pm:
 - Students who have not been picked up will wait in the main office for parents.

1st - 5th Arrival

- School staff are outside at 7:30 am in the front of the school to:
 - support opening car doors and students moving traffic forward in the Hug and Go Zone,
 - monitor the two crosswalks in front of the school,
 - walk groups of students from the front playground to the back playground,
 - and supervise students on the back playground until teachers arrive at 7:40 am.
- At 7:40 am on the back playground area of building:
 - Teachers will arrive.



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- Learners will line up by their teacher.
- Teachers will bring learners into the school building.
- From 7:42 - 7:55 a.m.
 - NEW: Students who arrive after 7:42 am should go directly to their class through the back or front doors of the school.
 - Staff will be at the **front main door and back doors** to allow students to enter until 7:55 a.m.
- Attendance is taken at 7:55am.
 - If your student arrives after 7:55 a.m. they must come to the main office to get a late pass.

1st - 5th Dismissal

- Students will be dismissed at the back playground at 1:20 pm on Wednesdays and at 2:55 pm on Mon./Tues./Thurs./Fri.
- Students who are picked up by car will be walked to the front by a staff member.
- Parents will remain inside of their cars and will display a card to show which student is being picked up.
- Staff will radio for the student and the student will be directed to the car so that staff can assist them with getting into the car safely.
- At 3:05 pm:
 - Students who have not been picked up will wait in the main office for parents.

Note: Parents and family members that show up early (before 2:55 p.m.) will be asked to wait outside to pick up their children. During inclement weather, parents will be allowed to wait inside our lobby.

Far Northeast HUB

- Far Northeast HUB 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.
- *All families trying to access the Far Northeast HUB will need to enter or be redirected to the outside Far Northeast HUB entrance for the safety and security of our students and staff.

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 families are 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



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of school in order to comply with the law. These minimum requirements are 968 hours in elementary school.

Attendance, Absences, Tardiness

As mentioned above, the Colorado State Law requires students to attend every day that school is in session (the only exception is if a child is ill). If a student becomes chronically absent, we are required by state law to report our concern to local and state authorities. Because of this, please schedule medical/dental appointments and vacations when school is not in session.

Procedures

- Please call the Attendance Line (**720-424-9920**) if your child will be absent or tardy. [Note: Even though you call the front office, it does not mean that the absence will be excused.]
- The office will confirm all absences with parents/guardians daily.
- Students need to ask about missed assignments when they return to school.

Note for ECE families: Every year we have limited space in our ECE classrooms. As such, If an enrolled student becomes chronically absent, we will select a student from the ECE waitlist to take the place of chronically absent students on the classroom roster.

Consequences for Multiple Absences

- ◆ If your child will be absent, please call the attendance line at **720-424-9920 before 7:40am.**
- ◆ After 2 absences, you will receive a phone call from the school homeroom teacher, to provide additional support.
- ◆ After 10 unexcused absences, the School Social Worker will mail via US Postal Service a Warning letter to parent(s). When received, you will sign the bottom and return to the office.
- ◆ After 15 unexcused absence parents will be required to attend parent meeting to complete an attendance support plan with student
- ◆ After 15 unexcused absences the School Social Worker will mail via US Postal Service a Truancy Notice to parent(s).
- ◆ 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 or Social Worker for any support that you may need in adhering to these guidelines.

Excused Absences



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- 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 doctor's note, 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 7:40 a.m.
- Students are considered tardy at 8:07 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 the parent and the student. Every tardy pass is logged in the students DPS record.

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.

Release of Students during the School Day

- 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.
- NOTE: If parents are picking up their students for a doctor's appointment or for another reason, they must pick up their child prior to 2:15 p.m., so that it does not interfere with school-wide preparation for dismissal.
- Parents cannot pick up students early after 2:30 on Monday, Tuesday, Thursday, Friday and 12:40 on Wednesday.



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- Please reserve early dismissal for urgent family business in order to provide optimal learning opportunities for your child.

After School

- The school day ends at 2:55 p.m. on M, T, Th and F and at 1:20pm on Wednesdays. 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, the parent/guardian needs to make arrangements with staff prior to dismissal.

Student Withdrawal from School

- If you must withdraw your student, please stop by the office to complete a withdrawal form.
- 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.
[Note: Early notification will enable your child's new school to receive his/her records promptly.]
- It is imperative that your child returns all school owned books and materials and pays any fees owed to the school.
[Note: If this confirmation of enrollment does not occur, the student will be marked absent for the days he/she is not present at John H. Amesse. Proper authorities will be contacted if chronic absenteeism occurs during this re-enrollment process.]

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.



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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.
[Note: 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.
NOTE: Each year parents should fill out new paperwork for medication and ensure that the nurse has the most updated medication and documentation.
- At the end of the school year, parents/guardians are asked to pick up any remaining medication.

Classroom/School Visits

- All parent and community volunteers must go through the volunteer registration process outlined by Denver Public Schools.
- **Parents MUST be registered volunteers to walk through halls past the main office OR go to classrooms.**
- 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 near the doors of the first grade hallway.
- 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.
- 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



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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>

[Note: 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
- Conferencing
- Mediation
- Circles
- Buddy Classrooms
- Lunch Interventions



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- Socio-Emotional Groups
- Community Service (on school grounds)
- Reflective Questioning
- Peer Mentoring
- Peace Place
- Capturing Kids Hearts: Class Contracts

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 it 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 Dress Code Policy

Uniform Ordering

Every student must have at least one John H. Amesse polo with a logo from our vendor in navy or light blue. Please visit the link below to place your order or contact the vendor at the



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contact information below. You can also go into the physical store to purchase the polo and pay in cash as well.

http://amesseuniforms.com/john_amesse_elementary/shop/home

Contact Info:





Phone: 303-548-6746

Email: uniform@impactweprint.com

Address: 3930 Holly St., Denver, CO 80207





We require uniforms as a part of our school dress code.

Parents/Guardians are expected to monitor student dress code to ensure compliance with the required school dress code. 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).

Monday (lunes)	Tuesday (martes)	Wednesday (miercoles)	Thursday (jueves)	Friday (viernes)
<p>JHAE Polo with logo</p>  <p>Purchase for \$12 at: Website: http://amesseuniforms.com/john_amesse_elementary/shop/home Phone: 303-548-6746 Email: uniform@impactweprint.com Address: 3930 Holly St., Denver, CO 80207</p>	<p>Light/Dark blue polo</p>  <p>Purchase at your local Walmart, Old Navy or Target.</p>	<p>Light/Dark blue polo</p>  <p>Purchase at your local Walmart, Old Navy or Target.</p>	<p>Light/Dark blue polo</p>  <p>Purchase at your local Walmart, Old Navy or Target.</p>	<p>Wear any JHAE T-shirt!</p>  <p>Purchase at John H. Amesse for \$5.00.</p>



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Monday (lunes)	Tuesday (martes)	Wednesday (miercoles)	Thursday (jueves)	Friday (viernes)
<p>JHAE Polo con logotipo</p>  <p>Lo puede comprar por \$12 en: El sitio de web: http://amesseuniforms.com/john-amesse_elementary/shop/home Telefono: 303-548-6746 Email: uniform@impactweprint.com Direccion: 3930 Holly St., Denver, CO 80207</p>	<p>Polo (azul claro o oscuro)</p>  <p>Lo puede comprar en Walmart, Old Navy o Target.</p>	<p>Polo (azul claro o oscuro)</p>  <p>Lo puede comprar en Walmart, Old Navy o Target.</p>	<p>Polo (azul claro o oscuro)</p>  <p>Lo puede comprar en Walmart, Old Navy o Target.</p>	<p>Lleva un polo o cualquiera camiseta de JHAE!</p>  <p>La puede comprar en John H. Amesse por \$5.00.</p>

Dress Code:

Mondays: (Logo Polo Shirt Day)

Students will be expected to wear:

- their John H. Amesse polo with our logo.
- jeans/khaki pants, shorts, or skirts that are blue, black or tan (with no holes.). Shorts and skirts should be no more than 3 inches above the knee.

Tuesday- Thursdays: (Polo Shirt Days)

Students will be expected to wear:

- a navy blue or light blue polo shirt (with or without the logo)
- jeans/khaki pants, shorts, or skirts that are blue, black or tan (with no holes.). Shorts and skirts should be no more than 3 inches above the knee.

Fridays: (John H. Amesse T-shirt Day)

Students will be expected to wear:

- any John H. Amesse t-shirt or (the navy or light blue polo shirt.)
- and to wear jeans or khaki pants, shorts or skirts that are blue, black or tan (with no holes.). Once again, shorts and skirts should be no more than 3 inches above the knee.

Shoes:

*Appropriate shoes must be worn at all times. No skating shoes (Heelys). No shoes with heels. No light up shoes. (as these may cause a distraction for students.)



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- In consideration of ECE students who are potty training and those who are still in pampers; Pilar and I discussed adjusting their pants requirements so that they can wear shorts with elastic and leggings that are (brown, blue, or black).

Other considerations:

- *Pajamas or other nightwear may not be worn at school, except on designated Pajama days.
- *Hats are not to be worn in school, except on designated hat days.
- *No clothing or jewelry that displays inappropriate text or pictures, including alcohol or drugs.
- *Midriff/Croptops for any students are not allowed that show the stomach area.

Note:

We anticipate that some families may need support with purchasing uniform shirts. If you are in need of support with purchasing uniform items, please reach out to the main office as soon as possible. If your family would like to sponsor a family in need, please reach out to our Front Office as well.

Consequences:

- If a student is out of dress code, teachers will send students to the office for parents to be called for a change of clothes.
- At the end of the day (around 2:30 p.m.) the teacher will send the student to the office to return any clothing provided by the school.
- If there are repeated instances of being out of dress code, the family will be contacted by our Social Worker or an administrator.
- If you need assistance with uniforms for your student please reach out to our Social Worker, Alison Hansen.

Cafeteria and Playground Guidelines

- Staff members consistently encourage learners to use manners: saying please and thank you.
- Procedures:
 - 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.



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- During lunch, learners will sit with their class.
- Learners will cross their fingers to signal that they need a restroom break
- Learners will use a bathroom pass (clothespin) from a staff member on lunch duty.
- 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 with the schoolwide prompt. ie.....1- get ready, clean up your trash, 2- stand up , 3- walk carefully to the dumping station, then line up with their class.

Cafeteria Rules and Procedures

- Parents/Guardians are invited and encouraged to join students for lunch time at a separate family lunch table in the cafeteria.
- 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.

Parents/Guardians visiting during Lunch

- Parents should check in with the office before going to the cafeteria for lunch.
- **Parents MUST be registered volunteers to join students at class tables for lunch. If they ARE NOT REGISTERED, volunteers can sit at the family table.**
- 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.

Student Meals

- All students will be given a lunch card with a barcode. Students may be required to punch in their student identification number as they get their lunch.
- Breakfast and lunch are free for all students.
- We participate in the Fruit and Veggie Snack program.
- All snacks must be served during the school day. Students are not to eat snacks as they exit the building or during specials. Each teacher must establish a consistent time of the day for students to eat snacks.
- Meals will not be delivered to the classrooms (with the exception of ECE.) Food in desks is not permitted to avoid various bugs and rodents.



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- All parents must fill out the Free and Reduced lunch survey so that the school can receive credit for families in need, which supports our school-based funding for student resources.

Playground Expectations and Procedures

- Learners will be expected to follow the directions of the playground leaders.
- 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/lunch 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 compromises 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 (Held in the cafeteria during assigned lunch/recess time)

- Families are invited to celebrate birthdays with their learners class during lunch time.
NOTE: Families celebrating with students during lunch time DO need to be registered volunteers.
- For ECE families, birthday celebrations can be held at the end of the school day, during the last 20-30 minutes of school.
NOTE: ECE families must speak to the students' teacher to make arrangements for birthday celebrations. Families celebrating in the classroom must be registered volunteers.
- 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.

General Classroom Celebrations:

- For general classroom celebrations, families who would like to celebrate in the classroom with students must be registered volunteers.

Cell phones/Technology

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. However, 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.



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- Learners must give their phones to their teachers to be locked up until the end of the day or keep the phones in their backpack. [The school is not responsible for lost or stolen cell phones.]
- Learners found using cell phones in the building will have their phone confiscated by a staff member and turned 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 will not 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 our weekly Roadrunner Rundown parent newsletter..
- Also please look for weekly homework folders and a weekly newsletter from your child's teacher.
- In addition, we regularly send School Messenger notifications and update the website and social media with announcements.
- Should you change your phone number or address during the school year, please notify the school as soon as possible, so that you receive timely updates.

Communication with your Child's Teacher

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

- 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.



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- If you need to discuss a concern or have questions for your child's teacher, please set up a time to meet with them.
- If necessary, **please schedule a classroom visit with your child's teacher** for a quiet observation. The teacher will alert the office of your visit. You will sign in when you arrive at the main office and get a visitor pass.

School Committees

Collaborative School Committee

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.

Parent Advisory Committee (PAC)

The purpose of the PAC (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.
- 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.**

Opportunities for Family Engagement

Did you know that there are multiple ways to engage in our school. Below is a list of some of the many opportunities available for you to engage in our school community throughout the school year:

- Community Readers
- Collaborative School Committee
- Snack & Chat
- Donations



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- Field Trips
- Classroom Volunteers
- Afterschool Clubs
- Volunteering for After school Events

Volunteers

Volunteers are essential to many programs. If you have an individual interested in volunteering in your classroom or who would like to participate as a field trip chaperone let our Front Office staff know (Michelle or Yesenia) the individuals contact information, and provide them with the following links:

English Link:

<https://app.sterlingvolunteers.com/en/Candidates/Account/Register>

Spanish Link:

<https://app.sterlingvolunteers.com/es/Candidates/Account/Register>

Organization code: e9x8to9

Please have them complete the following background check application. The office will ensure that all volunteers have completed the application and have a passed background check to begin supporting the classroom/students.

Transportation/Bussing

Our school is fortunate to participate in the DPS shuttle system. Instead of having one bus route for eligible students 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.

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 the students' classroom teacher. Unless your court order is on file with us and specifically states Denver Public Schools, WE MUST PROVIDE EQUAL RIGHTS TO BOTH PARENTS.

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:



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Hold

When Hold is announced, teachers and students must remain in their room or area. Hallways must be kept clear. Business can continue as usual within the classrooms or areas until release notification has been received. Keep doors closed and locked.

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.

SECURE

- 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 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 (Fire Drill)

- 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.

EMERGENCY TEAM

Every campus is required to have an emergency team and emergency plan. The required team members and their duties are outlined below.

All emergency plans must be submitted to the Emergency Preparedness Division within the first two weeks of the new school year.

Incident Commander (Michael Bateman): Determine the level of emergency response needed. Activate the Emergency Response Team (ETeam) and the District Emergency Response Team by calling 720-423-3911 or 33911. Decide whether to stay in the building or evacuate. Meet with city emergency responders or the District Incident Commander upon arrival. **Incident Commander Alternate (Mayra Saucedo, June Frances Anderson)**

First Aid Coordinator (Damien Herrera): Obtain medical supplies from the school emergency response backpack or nurse's office. Establish a first-aid station in a safe area. Coordinate medical response. Provide basic life support and care for the injured. Maintain records of the injured or deceased. Provide ongoing updates to the Incident Commander (IC). **First Aid Coordinator Alternate (Anai Chavez)**



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Student Supervision Coordinator (Jasmine Reyes): Account for all students and maintain order. Report extent of injuries in each class. Provide ongoing welfare checks of all students, staff and visitors. Coordinate evacuation of students. Coordinate with the student-parent reunification coordinator. Provide ongoing updates to the Incident Commander (IC). **Student Supervision Coordinator Alternates (Laura Barraza)**

Facility and Materials Coordinator (FM- Alex Vazquez): Secure the school building by locking exterior doors and turning off ventilation and gas as indicated. Assist in moving students, staff and visitors to safe locations. Move equipment and materials to areas where they are needed. Provide ongoing updates to the Incident Commander (IC). **Alternate (Robert)**

Student-Parent Reunification Coordinator (Yesenia Rincon-Carrete): Coordinate reunification of students and parents. Set up a reunification location in an appropriate space. Maintain sign-out sheets and other records. Ensure parents or guardians sign out each student. Account for all students. Provide ongoing updates to the Incident Commander (IC). **Student-Parent Reunification Coordinator Alternate (Pilar Gonzalez)**

School Crisis Recovery Team Coordinator (Alison Hansen): Coordinate crisis recovery services at the emergency site. Triage students, visitors or staff in need of emotional support. Collaborate with the District Crisis Team. Make referrals for appropriate counseling services. Provide ongoing updates to the Incident Commander (IC). Develop a plan to help students return to the classroom in coordination with the IC. Provide information to parents, staff and students in coordination with the Communication Office and the Incident Commander. **School Crisis Recovery Team Coordinator Alternate (Beulah Morman/Courtney Comfort)**

Handbook Acknowledgement Form

Digital Signature:

(Please sign the Google Form.)

https://docs.google.com/forms/d/1KcVukcZzYie2Tz_iYfdpuWTlXmkldMgfPQFo5QIrn1Q/edit

Or Sign the Paper Form:

I acknowledge that I have received and reviewed a copy of the John H. Amesse
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Family Handbook for the 2023 - 2024 school year.

Please submit one handbook acknowledgement form per family.

Student Name(s): _____ Grade: _____



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_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name Printed: _____ Date: _____