

2024 - 2025  
Family Handbook



John H. Amesse  
Elementary



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

Dear Families:

Welcome to the 2024 - 2025 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. We have included a copy of the School Supply list [here](#).

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.

**Michael Bateman**  
Principal

**Mayra Saucedo**  
Assistant Principal

**School Contact Information**

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

**Office Hours**

Monday - Friday



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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 a top performing public school in Colorado in academic outcomes and we will 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.

**Our Values**

- Achievement – We work hard and challenge ourselves to grow and reach our highest level of potential
- Wonder – We are curious, we seek to build knowledge, innovate and solve problems creatively.
- Empathy – We care about one another and invest in one another – even when it’s hard.
- Collaboration – We know that we are stronger together. We consciously work to exemplify superb teamwork.
- Advocacy – We feel empowered to create positive change whenever needed.

**Operations**

**Hug and Go Zone**

- From 7:30-7:40 the Hug and Go Zone will be on Scranton St. 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.

## Arrival and Dismissal Routines

**Outside Day:** When the temperature is above 30 degrees and there are no other elements (high winds, hard rain or snow), we will dismiss from designated areas and once you arrive using the app Pikmykid we will release student

**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 and once you are here you will let us know on Pikmykid up app for us to release student outside

### ECE Arrival

Outside and Inside Days

- Families should bring ECE students to the outside door of their classroom at 7:50 am.



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- Families must sign-in the student with the teacher each day.
- 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.

### 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 or car line 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 released once you let us know you are here with the [Pikmykid App](#).
- 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.
  - Learners will line up by their teacher.
  - Teachers will wait 5 minutes and then bring learners into the school building.
- At 7:45 am, students will enter the building.
  - Students that arrive after 7:45 am should go through the front doors of the school.
- From 7:45 - 7:55 a.m.
  - Staff will be at the **front main door and back doors** to allow students to enter until 7:55 a.m.



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- 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. Please mark on the Pikmykid up when you have arrived
- 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 and **Please mark on the Pikmykid App** when you have arrived. Staff will dismiss students 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. For early pick-up, students MUST be picked up by 2:15 p.m. After that time, parents will be asked to wait for dismissal.*

#### 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 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. **If a student is chronically tardy, the tardies accumulate and form absences. Please ensure that your student is dropped off on time at 7:40 a.m. every day. Chronically absent and tardy students will be contacted by teachers and our Attendance Team to support with strategies to ensure that your student does not miss crucial learning.**

#### 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 3 absences due to sickness without a medical note, a medical note will be required for future absences otherwise it will be marked as unexcused.



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- ◆ After 2 unexcused absences, you will receive a phone call from the school homeroom teacher, to provide additional support.
- ◆ After 5 unexcused absences parents will be required to attend a parent meeting to complete an attendance contract with the student and to learn of parent resources through out Far Northeast Community Hub.
- ◆ After 10 unexcused absences, the School Social Worker will mail via US Postal Service a Warning letter to parent(s).
- ◆ 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 the bottom half of the notarized form and return it to the 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

- 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 7:55 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.

#### Positive Recognition of Attendance

Monthly we celebrate individual students with exceptional attendance through Linen Lunch (a special treat during their lunch time). In addition, the class with the high attendance average is also celebrated at our Roadrunner Rallies; and the class receives our Roadrunner.

We also want students and families to participate in tracking attendance and how it contributes to student achievement. There will be an positive monthly attendance tracking poster in each classroom where (in ECE & Kinder) families mark attendance and can celebrate with students. In 1st - 5th grade classrooms, students will track their attendance and make connections to their achievement with their teachers; so that they can share the celebrations with their families.

#### 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.
- Please reserve early dismissal for urgent family business in order to provide optimal learning opportunities for your child.
- NOTE: If parents are picking up their students for a doctor's appointment or for another reason, it will need to be before 2:15 p.m. on Mondays, Tuesdays, Thursdays or Fridays, before 12:40 p.m on Wednesdays so that it does not interfere with the preparation for dismissal of the entire school.

#### 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.*



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- 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.

#### 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 and updated every school year, 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

- All parent and community volunteers must go through the volunteer registration process outlined by Denver Public Schools.
- 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.**
- If parents are not registered volunteers, they will need to remain in the front office until their student is retrieved.

#### Lost and Found

- Items can be found on a coat rack in the cafeteria. (in the hallway- outside of door #11.)
- At the end of each month, the coat rack will be cleaned out and remaining items will be recycled or disposed of.
- Once every quarter, the coat rack will be located outside on the back playground during arrival and dismissal for families to gather any missing student items.

#### 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.
- Overall growth and achievement will be shared with families during Snack & Chat Meetings at least quarterly.



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### **Student Achievement Concerns:**

If you are concerned about your student's lack of academic progress, please reach out to your student's teacher via email or Class Dojo first to create a plan of support. Also, there are Project-based learning nights available to get resources for Literacy and Math during the school year. If there is still a concern after talking with the teacher, we may consider referring your student to our MTSS team to have a more formal academic monitoring.

### **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>

*[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
- 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



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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

**In Class Supports for Students**

**Peace Place**

Each class has a location in which students can advocate for a 1 minute break within the classroom to help regulate their emotions. The student will give a silent symbol to the teacher. Then, the student will start a 1-2 minute timer and will engage in a silent activity in the Peace Place (writing, drawing, hugging a stuffed animal, etc). When the timer goes off, the student will return to the lesson quietly.

The teacher will check in with the student at an appropriate time if the student indicates that there is a need.

**Zones of Regulation**

Each classroom will have a Zones of Regulation poster, and there will be Zones of Regulation posters located in each hallway of the school. The posters will allow students to have a non-verbal way to identify how they are feeling at any given time. Staff will support students who are having trouble regulating emotions by discreetly checking in with the student around the Zones. Restorative Practice staff will make an effort to check in with the student in the classroom first near the Zones of Regulation poster. As needed, staff members can utilize the Zones of Regulation posters in the hallways to positively redirect students who need support.

A copy of the Zones of Regulation resource will be provided to families at the beginning of the year during Home Visits, so that parents are able to use the support at home as well.

**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 & Dress Code Policy**

**At John H. Amesse, we require uniforms according to the policies listed below:**

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).





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**Dress Code:**

**SHIRTS:**

All students will be expected to wear the approved John H. Amesse polo shirts or t-shirts while at school. Parents may also purchase navy blue or light blue polo shirts without a logo from the local clothing store. Any John H. Amesse t-shirts with the John H. Amesse logo are acceptable as well. If you have extra t-shirts that no longer fit your student, please consider donating them to our uniform clothing bank for families in need.

**BOTTOMS**

**Pants** All bottoms should not have any holes. Students may wear tan, blue, or black khaki pants or jeans.

**Shorts, Skirts, Jumpers** Shorts, Skirts, and Jumpers must be no shorter than 3 inches above the knee. Tan and navy blue shorts and jumpers will be available through our clothing vendor. These are optional.

**Shoes** Students may wear any type of closed-toed shoes to school, so that they are able to participate in physical education. Shoes that have wheels or light up are not acceptable as it compromises the safety of students and/or can cause a distraction to learning.

**Hats** Hats are not to be worn in school, unless it is during a special dress or day or if there is special permission provided due to a doctor's note.

**Free Dress Days**

Occasionally, students may earn a "free dress day." On free dress days:

- \*Pajamas or other nightwear may not be worn at school, except on designated Pajama 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.
- \*All other Dress Code rules applies to pants, skirts, and shorts.

**Consequences:**

- If a student is out of dress code, teachers will call the office to call parents in order to have them bring a change of clothes for the student.
- If there are repeated instances of being out of dress code, the family will be contacted to see how we can support them with school uniforms.
- If you need assistance with uniforms for your student please reach out to our Front Office staff.

**Cafeteria and Playground Guidelines**

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



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- 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.
- During lunch, learners will be able to sit in their grade level area.
- 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 at a voice level 0.....**1- get ready**, clean up your trash, **2- stand up**, **3- line up**: walk carefully to the dumping station, then line up with their class.
- If classes do not have the appropriate voice level, there may be a requirement to have a silent lunch for a period of time as determined by the staff on duty.

### Cafeteria Rules and Procedures

- Parents/Guardians are invited and encouraged to join students for lunch time.
- Learners will interact with kindness and dignity toward others
- **No junk food, no large bags of chips or candy and no soda will be allowed in the cafeteria for lunch time.** (Large items will be confiscated and taken to the main office where students will be able to pick them up at the end of the day)
- No learners are allowed to share food due to students having food allergies etc.
- No lunch or snack items should be eaten outside of the cafeteria without permission from the teacher.

### Parents/guardians visiting during lunch

- Parents must sign in at the office before going to the cafeteria for lunch.
- A family table is located in the back of the cafeteria for families to eat with their children
- Parents/guardians are responsible for children who are not of school age. Keep young children close to you to avoid accidents and make sure 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 is 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. Food in desks is not permitted to avoid various bugs and rodents. Student lunches are free for all students for the 2024-25 school year. Staff may purchase lunches by establishing an account with the Cafe Manager, Maria. The account must be kept current throughout the school year. There will be no lunches on credit for staff members.

### 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 30F, 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 (Only held on Fridays)

- Families must have teachers' approval in order to schedule birthday celebrations. The teacher must notify the office of the date and time of the celebration. Celebrations will be held during the last 30 minutes of instructional time on our Fun Fridays only. 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. If you would like to go to the students classroom for celebrations you must be an approved volunteer.

### 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:



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- If a child needs to bring a cell phone to school he/she should turn it off.
- Students who bring cell phones do so at their own risk. The school is not responsible for lost or stolen cell phones or technology. (Items can be stored in their backpacks, but not take them throughout the day)
- 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 digital newsletters and review all the contents. Occasionally, we will send home paper flyers for special events or permission slips.
- Also please look for weekly homework folders for your child and updates from the school.
- 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 and monthly newsletters, class dojo, 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.

### **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.

#### **ELA Parent Advisory Committee (PAC)**

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.
- 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.**



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### Visitors/Observers in the Classroom

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.

NOTE: All parents that would like to visit a classroom, **must be registered volunteers**, and they must have an appointment with the teacher. The teacher will communicate that appointment date and time with the front office. If the appointment is not recorded with the office, the parent will not be able to volunteer or visit that day.

**Please remember that while you are in the classroom, you should 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.

### Opportunities for Family Engagement & Volunteers

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
- Field Trips
- Classroom Volunteers
- Front Office 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 the Family Liaison (Ms. Quijano) and the office know 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



## John H. Amesse Elementary

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.

### **After School**

There will **not** be an after school program available for the 2024-25 school year through Scholars Unlimited. If you are interested in an after school care option, please contact the Denver Broncos Boy's and Girls Club across the street from McGlone Academy. The link to the program is located [here](#) or you can reach them by calling their office at 303-373-1900.

### **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, 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:

#### **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)**

**First Aid Coordinator)Nurse Ashley** 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)**

**Student Supervision Coordinator: June Frances Anderson** 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: Dorys Esqueda**

**Facility and Materials Coordinator (FM- Alex Vasquez):** 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).



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**Student-Parent Reunification Coordinator (Mayra Saucedo):** 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: Jasmine Reyes**

**School Crisis Recovery Team Coordinator (Allison 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: Corey Swatzmiller**

**John H. Amesse Elementary School-Parent Agreement (Policy)/Compact 2024-2025**  
**(Reviewed Annually)**

***NOTE: Each school receiving funds under Title I, Part A of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent policy that is jointly developed with parents for all children participating in Title I, Part A activities, services, and programs. The compact, also jointly developed with parents, is part of the school's written parental involvement agreement (policy) developed by the school and parents under section 1118(b) of the ESEA. The compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.***

**SCHOOL PARENTAL INVOLVEMENT AGREEMENT (POLICY)**

**John H. Amesse will:**

Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.

- Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way through the Collaborative School Committee, and Snack and Chat meetings.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible through the Snack and Chat meetings.
- Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

**SCHOOL-PARENT COMPACT**

*John H. Amesse Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2023-2024.*

**School Responsibilities**

**John H. Amesse Elementary (JHAE) School will:**

- **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
  - **JHAE will utilize an approved curriculum. The curriculum includes:**
    - ECE- TS Gold*
    - Math (K-5th)- Engage NY*
    - Literacy- (K-5th): CKLA/Caminos*
    - Social Studies: InquirED*
    - Science: Amplify*
    - Social Emotional Learning: Harmony & Zones of Regulation*
- **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:
  - **October 16, 2023.**
- **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:



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- In addition to report cards, teachers will provide a weekly class update to parents related to curriculum and events.
- Teachers will communicate with parents regarding celebrations and concerns, and will document communication in Infinite Campus.
- Teachers will send weekly homework through homework folders.
- **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
  - Parents can communicate with staff through email or phone (which is provided through the school's website) or by contacting the main office in order to talk with a staff member and will receive a response within 24 business hours.
- **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**

Parents are invited to sign up to volunteer for the school during key engagement events, such as:

- *Registration*
- *Meet and Greet/Back to School Night*
- *Collaborative School Committee Meetings*
- *Snack and Chat Meetings*
- *Email/Phone Communications to Registered Volunteers (for Special Events)*
- *Front Office Volunteers*
- *Direct Communication with the Teacher around Classroom Volunteering*

**Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring the amount of television our children watch.*
- **Volunteering in our child's classroom at least once each Trimester.**
- *Participating, as appropriate, in decisions relating to our children's education.*
- *Promoting positive use of our child's extracurricular time.*
- *Staying informed about our child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- **Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.**
- **Read with our child at least 30 minutes every day outside of school time.**



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## **John H Amesse 24-25 Technology Contract**

### **Responsible**

1. I will only use the apps that my teacher has instructed me to use
2. I will properly get my device and return it to the appropriate place
3. I will sign out and charge my computer in the appropriate location when I am finished with it.
4. I will take care of my device by holding it with two hands and not having any food or drinks near it

### **Respectful**

1. I will only use the device at the appropriate time
2. I will not be on the device when my teacher is talking or giving directions
3. I will not allow the device to distract me from learning
4. I will not use my device to record (photo or video) others or myself without the permission of my teacher

### **Safe**

1. I will never use my device to search material that is inappropriate for school
2. I will not change any settings, add or remove apps
3. I will never give my password or username to anyone
4. I will never use someone else's device without my teacher's permission
5. I understand that having a device at school is a **privilege**.

\*If the technology device breaks, guardians will be held responsible for the payment of the repair.

\* If I choose to not follow any of these expectations I will lose the ability to use technology.

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

Student Signature \_\_\_\_\_

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

Date \_\_\_\_\_





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**Handbook Acknowledgement Form**

I acknowledge that I have received and reviewed a copy of the John H. Amesse Elementary Family Handbook for the 2024 - 2025 school year.

**If filling out this form online, please feel free to sign the Google Form linked here:**

[Family Handbook- Digital Signature Page](#)

Or scan the QR Code below



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

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

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

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

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

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

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

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