

**DENVER PUBLIC SCHOOLS**  
*Peter C. Holm Elementary School*  
2016 - 2017

# *Student and Parent Handbook*



## **HOLM MISSION AND VISION STATEMENT**

The mission of Holm Elementary School and our community is to create an atmosphere in which all children are successful learners.

We believe that taking on a teamwork approach with parents, students, staff, and our community will allow for all students to experience successes. To ensure the success of every student, it is necessary for all team members to take responsibility for the educational process.

Holm Elementary School must address the individual needs of all students and be sensitive to the needs of the community. Honoring, appreciating, and supporting students of diverse backgrounds are essential to creating a safe and positive school environment. All students are treated fairly and equitably at Holm, and thus we do not discriminate based on ethnic, religious, cultural, economic, gender, physical or intellectual differences.

### **WELCOME TO HOLM**

Greetings and welcome to all new and returning Holm families. We are the Holm Lil' Huskies, our school colors are Blue and White. We are glad you are here and we look forward to watching our students learn and grow. It is important that we work together to provide a safe, positive learning environment for all students. This successful partnership leads to productivity, achievement, and success.

To support this partnership we are suggesting the following strategies and ideas:

- Have your child at school every day on time.
- Talk to your child every day about school. Ask them what color they are on that day (more information regarding colors and No Nonsense Nurturing is located in the next section).
- Discuss a success and a challenge from every day.
- Make certain that your child reads at least 30 minutes each and every day at home.
- Oversee your child's homework and call the teacher if there are questions about it.
- Call/visit the classroom teacher monthly.
- Talk to your student about following Holm behavioral expectations.

We believe skills and habits developed in elementary school lay the foundation for success throughout life.

Please do not hesitate to call any Holm staff member with questions or concerns. We are here to provide the best possible education for your child and only with your support is that possible.

### **NO NONSENSE NURTURING**

The staff at Holm utilizes No Nonsense Nurturing (NNN) which involves teaching expected behaviors to students, rewarding those who follow the expected behavior, and holding those who do not accountable. This is a school wide program. Each teacher has a consequence ladder in their classroom which is as follows:

Green= Following Expectations

Yellow=Verbal Warning

Orange= Warning in the form of time-out with another teacher an/or support staff

Red= Parent Contact, action required

NNN allows for students to hold themselves accountable by means of providing opportunity to correct unhelpful choices. NNN utilizes de-escalation techniques as well. If you would like more information regarding NNN, please contact Husky Den staff.

## **EXPECTATIONS FOR HOLM**

At Holm Elementary, we teach and expect our students and staff to demonstrate empathy, self-awareness, optimism, curiosity, zest, self-control, gratitude, grit, and social intelligence. Also, we put focus on the Holm Promise, which encompasses the character strengths mentioned above. Each student will frequently review the Holm School Promise. We encourage you, as parents, to utilize the Holm School Promise as a tool when checking in with your child about their school day. The Holm School Promise promotes health character development, community, and self-awareness. The Holm School Promise is as follows:

*At Holm School, this is what we do:  
We celebrate our differences and recognize our similarities.  
We are responsible for our actions and learn from our mistakes.  
We work hard and we play hard.  
We help each other learn, and we stand up for what is right.  
We care about ourselves, each other and our school.  
This is what we do, even when no one is watching.*

## **GENERAL INFORMATION**

### **SCHOOL HOURS**

***Please make sure your child is here on time.***

**8:00 a.m. - 3:00 p.m. All Day ECE, Kindergarten and 1<sup>st</sup>-5<sup>th</sup> Grade**

Breakfast will be served in classrooms starting at 7:55 a.m. If your child would like breakfast, please have them at the school at 7:55 a.m. If they do not choose to have breakfast, please have them at the school at 8:00. Bell rings at 8:00 a.m. and instruction begins at 8:00 a.m. Students are not allowed in the building until 7:55 a.m. Buses should arrive at the school at 7:50, if buses arrive early, students will line up in the front of the building until 7:55. There will be supervision. In order to respect, teacher planning time, please do not bring your child any earlier than 7:55 a.m.

7:30 a.m. - 3:30 p.m. Office Hours

7:30 a.m. - 6:00 p.m. Building Open for students in the a.m. and for parents picking up students from paid for YMCA after school care in the p.m.

### **ATTENDANCE POLICY**

Daily attendance is very important to school success. Therefore, the most important thing you can do for your children is to make sure they are at school everyday and on time. Holm has an attendance and tardy policy in accordance with the Colorado School Attendance Law. The attendance law allows for 10 days total for unexcused absences and violation of the law may result in the initiation of an attendance filing in Denver Juvenile Court. In order to be excused, absences of more than 2 days in a row must be accompanied by a doctor's note. After 10 unexcused absences, an attendance letter will be sent to you by our School Social Worker. A subsequent letter will be sent after 15 days of

unexcused absences in addition to a plan for improvement of the student's attendance. A school wide attendance incentive will be put into place, rewarding students for coming to school on time every day. In addition, if your child's attendance becomes an issue, you and your child may be asked to complete an attendance contract.

#### Reporting an Absence

If your child is going to be absent due to illness or a family emergency, we ask that you do the following:

- Call the school at 720-424-6350 to inform the office of the absence before 8:30 a.m., the day of the absence.
- Notify the school prior to the absence if the absence will be due to work, travel or some other reason. Please make arrangements with your child's teacher in effort to obtain make-up work.

#### TARDY POLICY

The tardy bell rings at 8:05 a.m. Please have your child prepared and ready to learn at 8:00 a.m. It is important that each student is in their classroom at the start of class, when the bell rings at 8:00 a.m. If students are late, they miss important early instruction and slow the learning of other students when the teacher has to repeat information and/or instruction. Please take your child to the office if you arrive at 8:05 a.m. or after. Please help your students get to school on time.

**School is in session on most snowy days.** Tune in to 850 KOA on the radio, the DPS website, or any local Denver news station to check their school closures list to see if the Denver Public Schools are closed. Occasionally, during severe weather, elementary schools may be operating on a half-hour delayed start.

#### EARLY PICK-UP

You must report to the office to sign your child out of school early. Please don't go to the classroom. The teacher will be contacted and will send your child to the office with their things. Students will only be released to the parent, guardian, or any person listed as an emergency contact on the registration packet. Notify the office of any other arrangement if your child needs to be picked up by an adult who is **NOT** listed on your child's registration packet. To ensure the safety of your child, a picture ID will be required to be shown. Please note that a person **NOT** listed on the registration packet won't be allowed to take your child without notification from you. **WE WILL STRICTLY ADHERE TO THIS POLICY.**

#### DEPARTURE AT THE END OF THE SCHOOL DAY

Dismissal time is at 3:00 p.m. and students need to be picked up at this time. If you know you will be late please call the school immediately so that we can inform your child.

#### ECE Students

A designated person must sign out ECE students. Special arrangements must be made with the ECE teacher if a person other than who is on the designated list will be picking up their ECE student for the day.

#### Kindergarten Students

A designated adult must either pick up kindergarten students at school or at the bus stop. If no one is at the bus stop, the bus driver will return the student to Holm and the office staff will contact you.

#### Walkers

In order to be safe, please discuss with your children the most desirable routes to take to and from school and insist that they do not walk alone but rather in groups.

### Bicycles

Bicycles are to be parked and locked in the racks at school. Bicycles should not be ridden on school grounds. Holm school staff and the National Safety Council recommend the following:

- all children wear a helmet
- children under nine years of age not be allowed to ride their bicycles to and from school
- there should be no more than one rider on a bike
- general traffic safety rules should be followed.

### Parking

All parking spots in the parking lot are for staff and buses only. If you will be picking up or dropping off your child by car, please do not park in the parking lot as it becomes a safety hazard and is very difficult for buses, daycare vans, and drivers serving children with physical disabilities to get through the lot. It is strongly suggested that you park your car on Willow Street directly in front of the school, along the street on Eastman Avenue, or along other side streets close to Holm. Please be respectful of neighbors and do not block or park in their driveways. The speed limit in front of the school is 20 mph but you may drive even slower.

### Morning Drop Off:

- You may drop off as early as 7:55 a.m.
- Drop your child off at the blue sign located north of the building between Holm and Hamilton. There will be an adult at the drop off area.
- The idea of the drop off lane is to keep it moving. Once your child gets out of your car, please move on so the car behind you can pull up.
- **U-turns are illegal in a school zone.** Please continue driving south on S. Willow St. Take a left on S. Waxberry Way, this street will take you back to S. Willow St. ([see attached map](#))
- We encourage you to use the drop off lane; it is more efficient for traffic and gets you where you need to go quicker. Please do not pull into the parking lot, it is for BUSES and employees only.
- If you wish to walk your children into the building, please make sure you park on the street and use the sidewalks rather than walking through the parking lot. This is a safety issue, please adhere to our request.
- If you need to talk to your child's teacher, you can write a note, or set up a time to talk to them. Mornings are very busy times and teachers need to get started with their day right away. We appreciate your cooperation in this.

### Afternoon Pick-Up:

- Students being picked up by car will line up on the sidewalk by the service drive (north of the building toward Hamilton).
- Students being picked up by car will have a lanyard with teacher's name and a number on it that will match a number in their parent's car.
- A staff member will be at the sidewalk to match student numbers to parent numbers. The student will give the staff member their lanyard before they get into their car.
- The idea is to keep the pick-up lane moving, please stay in your car when in the pick-up lane (same as drop off lane), please do not park here and get out of your car.
- Parents will line up in their cars along the sidewalk and wait for their child to be escorted to their car.
- If you want to park and walk to pick your child up, there are two designated pick up areas. One on the North end of the building and one on the South end. Teachers will be walking

their students out starting at the South end of the building; they will drop students off at the south parent pick up, then walk through the bus lane, then drop students at the north parent pick up. Please refrain from standing in the middle grassy area. We are designating two pick up areas for safety and for efficiency. It is much easier for teachers to know that their students have been picked up by a parent if they only have two areas to keep track of.

### **Hamilton Kids:**

- Hamilton kids picking up siblings will wait on the grass in between Holm and Hamilton. Holm students who are picked up by their Hamilton siblings will walk to the designated area.
- Hamilton students should not walk through Holm during our dismissal, they need to walk around.

### **Riding the Bus**

Students riding the bus are to follow bus safety rules. Once dropped off at the bus stop, students are to walk home immediately. Parents, or an adult the parent designates, are expected to remain with their child until he/she has been picked up by the school bus. Parents or an adult the parent designates is expected to be on time to meet their child at the bus stop when they are dropped off in the afternoon. Please refer to the "Bus Policy" section in subsequent pages for more detail. Please note that Holm staff does not dictate bus discipline, as transportation services have their own discipline policy that they document and follow. We work together with transportation services to best serve our students. Please try to get to know your student's bus driver.

### **Sibling Pick Up**

In the event that an older sibling will be picking up a student at Holm before dismissal time, you should contact the school first and inform school personnel that this will occur. The older sibling must be at least 18 years of age and be able to show identification, sign out their younger brother/sister in the office, and must be on the emergency list for designated contacts. If they are just walking their younger siblings home, our policy is for them to remain outside of the school building to pick up their brother/sister as classes are dismissed at 3:00 p.m.

## **CAFETERIA SERVICE**

### **Breakfast**

Served in the classroom starting at 7:45 a.m. All students receive breakfast for free.

### **Lunch**

Lunch periods differ by grade level. Please call the school office if you want to know when your child's class goes to lunch 720-424-6350

For additional information see lunchroom policies in the discipline and procedures section of this handbook.

At Holm Elementary, we do not permit Hot Cheetos, Hot Takis, and/or anything that can be considered in the same family of snack. Please note, you do not need to send snacks with your child, as snacks are provided. However, if you do choose to send a snack, please refrain from sugary snacks. Also, sodas are not permitted in lunches. Last but not least, if you are packing chips for your child's lunch, etc, please make sure it is an individual sized bag. We are promoting healthy eating and appreciate your support.

Free & Reduced Breakfast/Lunch Application Forms

Your child may qualify for free or reduced meals through the district's Food Service Department. Forms are available in the school office—please complete and return them as soon as possible. If you have questions regarding this program please contact the school office 720-424-6350 and ask for the Food Service Manager.

**EMERGENCY PHONE NUMBERS**

We especially need emergency phone numbers. We need at least three names and phone numbers. **If your information changes over the school year please keep us updated.** Every year we have a few fairly serious emergencies and we are unable to find parents whose children need them because we have not been provided updated emergency phone numbers or addresses. Thank you for this needed information.

**HEALTH CARE POLICIES**

Children live active, busy lives and occasionally get bumps and bruises, lose teeth, and have upset stomachs during their daily activities. Since we do not have a full-time school nurse, our policy is to only call you if the child's condition is significant. Normal childhood scrapes and complaints will be handled within the school setting and the school will call home based on the discretion of the nurse. In addition, if a child has a chronic medical condition or a temporary problem i.e., a broken bone, please notify the school. If there are restrictions due to an injury, medical documentation will be required.

**MEDICATIONS**

Medication requiring three doses a day should be given before school, after school, and at bedtime. Medication requiring four doses a day may necessitate giving one dose at school.

If it becomes necessary for your child to take any form of medication at school, **a signed Physician's Order and parent permission is required.** Please do not send pills or capsules in plastic bags or over-the-counter medications such as cold pills, Tylenol, and cough drops. Medication must be properly labeled, with medicine dosage, name of child, time of day to be taken and expected duration of treatment.

Medications will be stored and locked in the school health office. Your child is responsible for going to the office to take the medication whereupon it will be dispensed by the office staff. If your child takes medication at school on a daily basis, it is your responsibility to refill the prescription in a timely manner so that the medication does not run out.

**ALL medication must be turned into the office and not carried by students.  
We are not allowed to give any over-the-counter medications  
without a signed Physician's Order**

**VISITING HOLM**

Visitors who have a legitimate reason to be at the school are always welcome at Holm, however, we limit visitation during the school day in order to minimize classroom interruptions. Unless volunteering, classroom visitation and/or observation is only permitted by making an appointment with the teacher or approval of the principal. At no time are parents/visitors permitted to go directly to a classroom before or during school without this approval. See "classroom observation" for additional details on observing in your child's classroom. You must sign in at the office and obtain a visitor's pass.

**Classroom visitations are not the time for parent conferences with the teacher.** If you desire a conference, one will be scheduled during a non-instructional time.

## **VOLUNTEERS**

For the safety of our students and staff, Denver Public Schools has a volunteer background check process. There are several categories of volunteers:

**Parent Volunteers** - Parents volunteering to assist their child in the classroom are not required to undergo a background check. However, parents wishing to assist other students in the classroom and/or school must undergo a background check if they plan on volunteering on a regular basis.

*At Holm, parents volunteering on a “regular” basis are defined as volunteering in the classroom and/or school weekly, bi-weekly or monthly.*

**Non-parent/Community Volunteers** - Non-parent and community members wishing to volunteer on a regular basis, are required to complete a volunteer application and undergo a background check.

**Teen Volunteers** – Volunteers 17 and younger are not required to undergo a background check. However, they are required to complete a volunteer application, which is kept on file with the assigned school's main office.

**Episodic Volunteers** – Parents and non-parents wishing to volunteer on an episodic basis, i.e., career day, field day, etc. are not required to complete the volunteer background check process. It is the District's policy that volunteers are cleared **prior** to placement.

### ***Parent Volunteers at Holm***

**Step 1:** People that fit the categories of Parent Volunteers working with children other than their own (on a regular basis) or Non-Parent/Community Volunteers will need to be cleared through a background check by following the steps outlined in the Volunteer Background Check Process below.

**Step 2:** Once we receive notification from DPS that you have been cleared, we will send you an email notification stating that volunteering may begin.

**Step 3:** A master roster of all volunteers who have been background checked will be kept in the office for easy reference.

### ***Volunteer Background Check Process***

Step 1: Complete and print out the Volunteer Application that is online. Application can be found at [http://cpc.dpsk12.org/stories/storyReader\\$117](http://cpc.dpsk12.org/stories/storyReader$117)

Step 2: Completed form brought into the office for Secretary (witness) and Principal approval

Step 3: Completed application sent to DPS Volunteer Services for processing (time to process is 1-2 weeks)

Step 4: Once volunteer is cleared through DPS Volunteer Services, they will be contacted and made aware that they may begin volunteering. \*They may not begin volunteering until they are cleared by DPS Volunteer services and have received an email from us.

## **CLASSROOM OBSERVATIONS**

We welcome parents to Holm at anytime and their child's classroom is always open for observations.

We ask that any parent who would like to observe kindly give the teacher 24 hours notice before the observation. Individual teachers can waive this and often welcome parents in their rooms without notice. Please remember that your role is only observational. You may not instruct or photograph students. Our classrooms are learning environments and student learning takes priority. If you wish to discuss your observation with the teacher, this can be arranged for a later time. Our teachers will be happy to answer questions at that time. If, at any time, a teacher feels uncomfortable with an



observation, the parent will be asked to leave and consult with the principal for further discussion. In order to limit classroom disruptions, parents who wish to do multiple observations over a short period of time are only permitted to do so with principal approval.

**Classroom visitations are not the time for parent conferences with the teacher.** If you desire a conference, one will be scheduled during a non-instructional time.

**ADULT CODE OF CONDUCT**

All adults are expected to follow and respect the school rules and procedures.

Inappropriate behavior will not be tolerated. When adults engage in any type of verbally or physically aggressive behavior at school or on school grounds, Denver Public Schools Security and / or Denver Police will be called.

**OPPORTUNITIES TO VOLUNTEER AT HOLM**

If you are interested in volunteering, please schedule a time with the classroom teacher or ask them to put you in contact with Holm Helpers, our parent volunteer organization. On the day that you volunteer, please sign in at the office. Be sure to wear your Volunteer/Visitor's Pass. If you plan on working with students in the classroom, DPS requires that you fill out a volunteer application. In addition, a background check will be conducted at no cost to you. Some opportunities for volunteer involvement at Holm include:

- Room Parent
- Fundraising
- Collaborative School Committee (CSC) Members
- Help in the Classroom
- Field Trip Chaperones
- School Wide Events – Holm Helpers

**SCHEDULING CONFERENCES**

DPS has set aside two days during the school year for parent-teacher conferences. We will let you know in the course of the year as to when these days are scheduled. We encourage all parents, however, to be in regular contact with the classroom teacher. If there is a need to contact support staff, we will assist you in deciding which staff member might be able to answer your questions.

Please call the school at 720-424-6350, and the office staff will connect you with the appropriate person.

Please note that the issues below are grouped under the responsible staff contact person:

**Classroom Issues (Teacher):**

Homework Concerns  
Classroom Behavior  
Grades  
Field Trips  
Attendance  
Activities  
Learning Concerns

**Health Issues (Nurse):**

Immunizations  
Glasses  
Hearing  
Personal Hygiene  
Family Health Issues  
Allergies/Asthma  
Medications

**Family Health Issues (Nurse/Social Worker):**

Housing

**Mental Health Issues (Social Worker/Psychologist):**

Social/Emotional Concerns

Clothing  
Food  
Attendance  
Referrals to Outside Agencies

Assessments  
Referrals to Outside Agencies  
Issues Related to Learning

**IEP Issues (Special Education):**

Special Education Classes  
Speech Classes  
Learning/Attention Concerns

**Administrative Staff:**

Discipline  
Bus Concerns  
Other Concerns (As Needed)

**The Student Support Center: "The Husky Den"**

Behavioral Interventions  
Counseling  
Discipline  
Social/Emotional Concerns  
Referrals to Outside Agencies  
Personal Success Factors – Character Education

It is best to schedule a conference with teachers before or after the instructional day (7:45 a.m.- 3:00 p.m.). Please leave a message with the main office and/or on the teacher's voice mail and the teacher will contact you.

The principal will always make the effort to meet with parents whenever a conference is desired.

Requesting conferences with multiple support staff is possible and encouraged. Please let the support staffs know if you desire to do this.

**Call us anytime; we are here for you and your child, 720-424-6350.**

**REWARD PROGRAMS:**

Awards Assemblies/Spirit Day Assemblies

Every five weeks, you are invited to an awards assembly recognizing students who have demonstrated exemplary behavior in the classroom and around the school. The Husky Den staff and members of the Optimist Club recognize these students as Good and Super Citizens. Also, our Personal Success Factors or Character Strengths are of focus at spirit assemblies. These assemblies are also designed to celebrate each other and promote fun at school. We highly encourage you to attend Spirit Day Assemblies when you know that your child is being recognized. Please ask your child's classroom teacher for a schedule of the Spirit Assemblies.

At the end of the year, an awards assembly recognizes good citizenship along with excellence achieved in academics, attendance, sports, and other activities a student may participate in the school. Dates for all these assemblies are announced during the school year.

Attendance Incentives

Attendance incentives and interventions range from individual to classroom to grade level incentives based on the need. Students will be recognized for both perfect and excellent attendance at the Spirit Day Assemblies. Students may be recognized with a certificate and/or a prize from The Husky Den treasure chest.

Behavior Incentives

Behavior incentives and interventions are based on both individual and group behavior. At the Spirit Assemblies, students are nominated by grade level teachers to be the recipient of the character strength award. Also, students are able to give student to student “shout outs” to be recognized on the morning announcements. The “shout outs” are focused on demonstrating the character strengths and overall helpful behavior.

## **GRADE LEVEL EXPECTATIONS**

### **ACADEMICS**

#### **HOMEWORK POLICY**

Homework is assigned by your child’s classroom teacher. The best policy is to speak with your child’s classroom teacher regarding homework expectations. Reading independently or with an adult (dependent upon the child’s reading level) is expected at all grade levels, beginning with ten minutes per night in first grade and increasing to thirty minutes per night by fifth grade. You are encouraged to question your child about what has been read. Typically, written responses to reading will be assigned at least once a week. Planning for and writing to specific writing prompts should be expected in the intermediate (3-5) grades.

Weekly spelling lists, assignments aligned with these lists, and weekly spelling tests will be implemented at all grade levels. Long-term assignments or projects will also be assigned by individual teachers throughout the grade levels.

Nightly homework and reading completion is encouraged to improve academic skills and to teach children responsibility. Generally, homework assignments should take up to a total of thirty minutes per night in the first grade, increasing to an hour per night in the fifth grade. Please contact your child’s teacher or the building Literacy Facilitator for further information and any questions about homework. Your involvement with your child’s education is vital to their academic progress.

#### **SCHOOL SUPPLIES**

The school supplies listed is geared towards each grade level. Please note that individual teachers may require a few other items particular to his/her class. Supply lists are available in the main office. Please note that students in grades 3, 4, and 5 may be required to purchase a student planner from the school. This planner will be used throughout the year to help your child keep organized, keep track of assignments and for correspondence between home and school.

## **DISCIPLINE GUIDELINES**

#### **DISCIPLINE PROCEDURES**

Our expectation is that students will show respect for self, students, and all staff members. Listed below are expectations we have for ALL students.

Holm students will:

- Treat others with respect and courtesy, as they would like to be treated.
- Listen carefully and respectfully.
- Follow staff directions and instructions.
- Respect the space and possessions of others.
- Keep our school neat, clean, and trash free.

If there is a peer to peer conflict, students typically complete a behavior refocus form and a face to face restorative approaches conversation, facilitated by Husky Den staff or your child's classroom teacher.

Bullying and physical violence are not tolerated at Holm Elementary. All detrimental, aggressive, and chronically disruptive behaviors will be addressed and documented. Behavior plans will be developed as necessary. Consequences for the above identified behaviors will vary, depending on severity. Consequences include but are not limited to: community service, lunch/recess detention, in-school detention, in-school suspension, out of school suspension, and expulsion. As a parent, you will be contacted and advised of your child's behavior and appropriate consequence.

## **GENERAL SCHOOL POLICY**

Students at Holm:

- Must adhere to the DPS Board Policy and not bring weapons or drugs to school.
- Must not fight anywhere on school grounds, including going to and from school and at bus stops. Students anticipating a problem or being threatened or hassled should report it immediately to an adult.
- Must respect the property of the school and of other students. Stealing will not be tolerated.
- Must walk quietly in the hallways. No students are allowed in the halls before/after school or during lunch without an appropriate pass.
- Must not be on the playground before school starts, and are expected to go home immediately after dismissal at 3:00 p.m.
- Must do their part in keeping Holm and surrounding areas clean.
- Must have proper assembly behavior.
- Must have permission from a staff member to use a phone. The use of a phone is only allowed in emergencies.

Please refer to other building policies located in this manual.

## **RESPONSIBILITIES**

### **Staff**

- Provide a safe atmosphere.
- Demonstrate respect to other adults and all students.
- Recognize positive behaviors.
- Initiate conferences with students when problems arise and assist in resolving conflicts. Help them be aware of the problem and explore strategies to change behavior.
- Teach and use conflict resolution strategies.
- Expect and support student's nonviolent problem solving.
- Use appropriate consequences and follow through if students make inappropriate choices.
- Communicate with parents by phone calls and/or conferences.
- Initiate a follow-up problem solving conference with student, administration, and/or parents if a student is removed from class.
- Set a good example.
- Have clear expectations and rules posted and explained in the classroom.
- Create an academic environment in which students can practice good self-discipline and academic achievement.

### **Students**

- Come to school prepared to learn.
- Make appropriate choices of behavior.

- Accept positive and negative consequences for actions.
- Work to solve problems.
- Learn and use nonviolent conflict resolution strategies and help peers do the same.
- Set goals and achieve them.
- Make a personal plan when problems arise.
- Set a good example.
- Learn to practice self-discipline as it pertains to academic achievement.
- Complete and return all required homework assignments.

### Parents

- Treat children and adults with respect.
- Assist children in nonviolent problem solving and conflict resolution.
- Communicate with staff and come to requested conferences.
- Provide updated phone numbers and addresses.
- Support school activities.
- Set a good example.
- Take the responsibility to teach children the importance and purpose of education.
- Monitor homework assignments daily.

### **BUS POLICY**

Students who do not follow the rules will receive a bus referral. Consequences that follow a referral will be lunch detention, determined by the administration staff. After three referrals, bus riding privileges may be suspended anywhere from 3-5 days. Chronic problems may result in suspension from the bus for the remainder of the year.

Students riding the school bus:

- Must sit in the seats designated by bus driver, and remain seated for the duration of the trip.
- Must speak in a quiet conversational voice.
- Must follow the bus driver's directions.
- Must not eat or drink on the bus.
- Must not fight, shove, push, or argue.
- Must ride assigned bus. (Students cannot ride any other bus unless given permission by administrative staff.)
- Students from other schools (Hamilton M.S., Thomas Jefferson H.S. etc.) are not permitted to ride elementary bus routes.
- Parents are not permitted to ride the bus unless they have permission of the Principal.
- Parents are not permitted to board a bus to speak with or discipline a student. Problems of this nature must be addressed at the school.

### **LUNCHROOM POLICY**

Pop or soda should not be brought to school. Unhealthy snacks, such as Takkis and Hot Cheetos are not allowed in the lunchroom, please limit these snacks to home if you wish for your child to have them. If your child is bringing a lunch from home, please make sure that all chips, etc. are in single-serving packaging. Fresh fruit is provided at school daily.

The lunchroom rules and expectations are as follows:

- Use level 2 voices at all times.
- Walk everywhere you go.
- Stay at your table when eating.
- Eat in a timely manner.

- Raise your hand to dump your tray.
- Make sure your table is clean above and below.
- With permission, line up, keeping your hands to yourself.
- When in transition, remain at a level 0 voice.

If a bathroom break is necessary, it is preferable that the students go before exiting to the playground or enrichment. On inside days, students must line up quietly in designated area and wait to be taken to the auditorium by a staff member.

### **PLAYGROUND POLICY**

Kindergarten and ECE students' playground is on the south side of Holm.

1<sup>st</sup> through 5th graders' playground is located behind the building on the west side of Holm.

Students using the playground:

- Must respect and obey the directions of Holm staff members on the playground.
- Must not fight, wrestle or roughhouse.
- Must use appropriate language.
- Must not threaten, taunt or use racial slurs.
- Must not throw or kick rocks, sand, mud or snow.
- Must observe bells/whistles and respond immediately by going to their designated line-up area.
- Must walk on paved areas.
- Must not climb on fences, and must remain within fenced areas except when it's necessary to get a ball that has gone over the fence. Permission must be obtained from a playground supervisor.
- Must not bring snacks of any kind to the playground.
- Must not enter the building before school.
- Must not play tag or chase games on the black top area. Tag games may be played on the field and grassy areas.
- Must not re-enter the building at lunch unless given a bathroom/classroom pass by a teacher.
- Students are asked to respect the gardens and trees on playground and throughout the school grounds.

### **ITEMS THAT ARE NOT TO BE BROUGHT TO SCHOOL**

The following items can cause distractions for children, and interfere with their learning, and as a result we are requiring that they not be brought to school at all.

Personal items:

- Makeup of any kind, combs or brushes, perfumes, etc.
- Purses, wallets, mini-backpacks, etc.
- Any electronic equipment. If a student has a cell phone or IPOD device, it is to remain off throughout the school day. If electronic devices become a disruption in the classroom and/or impede on the safety of our students, the student's behavior will be addressed. Anything that resembles a weapon is treated as a weapon (this includes toy guns, knives, swords, etc.). It does not matter what material the object is made out of.
- Toys, dolls, trading cards, and any other non-educational items (unless needed for a specific school activity).

- Gum, candy, and junk food (these items are only allowed for special classroom activities).
- Soda pop.

### **HOLM DRESS CODE**

The goal of Holm Elementary School is to provide a high quality learning environment for all of our students. It is our belief that certain clothing and accessories are disruptive to the learning climate. Therefore, we utilize the following dress code:

- Shorts and skirts must be of sufficient length to extend below the fingertips when arms are down to the side. In addition, the same length requirement applies if your child is wearing jeans with holes in them. The holes on the pants or jeans must be past the child's fingertips.
- No headgear or outside coats are to be worn in the classroom. They should be removed upon entering the school (caps, etc.) and room (coats). *For certain medical conditions, with a doctor's note, we allow a head covering. Appropriate head coverings are also permitted for religious reasons.*
- Shoes must be worn at all times. No backless shoes, flip flops, shoes with wheels or high heels. If at all possible, shoes should be closed toed shoes to provide greater safety to children's feet. Also, students are expected to have appropriate shoes for physical education class. Students will not be able to participate in gym if they do not have appropriate foot wear.
- No clothing printed with objectionable words, designs or symbols is to be worn.
- Inappropriate clothing, such as muscle shirts, cropped tops, see-through blouses are not acceptable school attire. No halter-tops, spaghetti straps or any article of clothing that reveals the mid-section of the body may be worn. Shirts and blouses should at least meet the pants or skirts.
- Pants are to be worn at the waist and not rolled up or sagging.
- Any form of gang attire, as determined by school administration and DPS policy, will not be tolerated. This includes bandanas of any form, dark glasses, "sagging" pants, and clothing worn inappropriately that cause a disruptive effect at Holm.
- Significantly oversized clothing is discouraged.
- Long key chains worn around the neck or waist must be worn inside clothing.

**School administrators will determine the appropriateness of the clothing and action to take.**

Children may be given alternative T-shirts to wear if necessary.

Parents may be contacted to bring appropriate clothing for initial offenses. Repeated problems will require a conference with an administrative staff member.

### **INAPPROPRIATE BEHAVIOR**

Staff members who see or are made aware of inappropriate behavior will address it on the spot or request administrative assistance if appropriate. Classroom teachers have their own method to correct initial misbehavior which among other things entails a response from the student to tell or describe a better way to handle a bad choice made.

For more serious and/or repetitive offenses, the staff in the Husky Den will be contacted which will result in counseling by the Husky Den Staff and a possible lunch detention and/or suspension. A lunch detention entails eating in the Husky Den and/or loss of lunch recess. Students will be required to work and eat quietly during this time period. Parents will be contacted at this time.

Please contact your teacher/Husky Den staff to learn more about No Nonsense Nurturing.

In addition, Personal Success Factors or character strengths have been integrated into the discipline policy as well. You may contact the Husky Den staff to learn more about this.

With your support and cooperation, our partnership together will provide your child many opportunities to learn and grow. We look forward to working closely with you.

### **IMPORTANT PHONE NUMBERS & ADDRESSES**

Holm Elementary School  
3185 South Willow St.  
Denver, CO 80231  
Phone: 720-424-6350  
Fax: 720-424-6375

Denver Public Schools  
Administration Building  
900 Grant Street  
Denver, CO 80203

Main DPS Information & Welcome Line: 720-423-3200

DPS Bus Transportation Hotline: 720-423-4699

DPS Food & Nutrition Services Free & Reduced Lunch: 720-423-5624

DPS School-of-Choice Hotline: 720-423-3493

DPS Website: [www.dpsk12.org](http://www.dpsk12.org)

Holm Website: [www.holm.dpsk12.org](http://www.holm.dpsk12.org)

Thank you for taking the time to review the Holm Student Handbook with your child. Please sign below to indicate that you have reviewed the handbook. In addition, your child should sign it and return to their classroom teacher by the designated date provided by his or her teacher.

We look forward to a wonderful year. Thank you for being an active part of our Holm Community.





*Please tear off this back page, sign, and have your child return this signature page to his or her classroom teacher.*

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DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

CLASSROOM TEACHER: \_\_\_\_\_

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

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