



KUNSMILLER
CREATIVE ARTS ACADEMY

DENVER PUBLIC SCHOOLS

STUDENT/PARENT HANDBOOK
2018-2019

Principal: Heather Walton

Executive Principal: Pete Castillo

Phone #: (720) 424-0200

MASCOT: DRAGONS

WELCOME

Welcome to Kunsmiller *Creative Arts* Academy, where the arts are the doorway to learning! Our teachers and staff are committed to providing a safe, stimulating, challenging, and friendly learning environment that encourages students to reach their full potential academically, artistically, and socially. We feel confident that KCAA will not only meet your child's needs but also exceed the educational expectations you have for your children.

The purpose of this handbook is to give you much of the information you will need during the school year. Please refer to it often if you have questions about certain procedures at KCAA. Additional information will be sent throughout the year as needed.

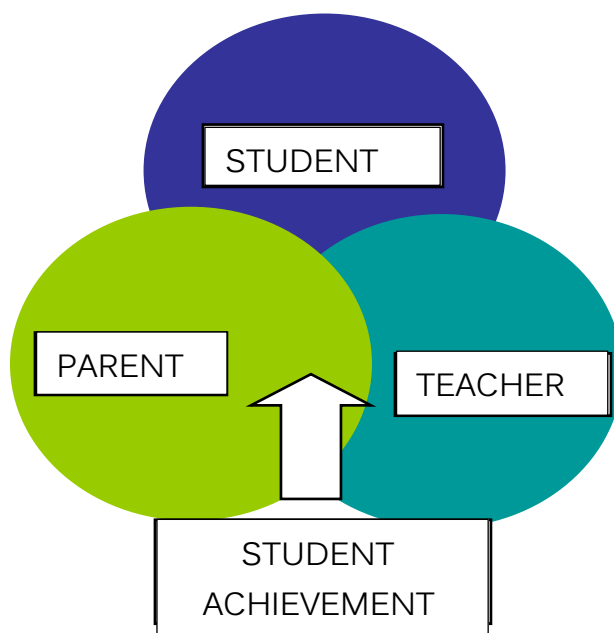
We look forward to, and continue to, request your support and partnership in the educational experience of your child. By working together as a team, we ensure a school year of success, growth, and fun for your student. I would like you to know that our doors are always open and we look forward to a great year.

Educationally yours,

Heather Walton EdS

Principal

STUDENT-TEACHER-PARENT PARTNERSHIP



KCAA is dedicated to challenging all of its students to reach their greatest potential and attain high academic achievement with the integration and exposure to the arts.

Academic achievement is the product of the knowledge, skills, performance, responsibility, behaviors, and effort of all the partners in a student's learning. For each student to reach or exceed their academic expectations, the student, teacher, and parent must each accept their share of the responsibility and commitment in promoting educational progress. KCAA expects each partner to bring these assets to the educational process every day.

- **Student:** have fun, feel safe in taking an academic and artistic risk, be ready to learn, accept responsibility for work and behavior, communicate with parents and teachers, work hard, accept challenges, be respectful, be safe, be honest, and be the best you can be.
- **Teacher:** have fun, inspire, empower a love of learning and the arts, engage students in learning, facilitate student and classroom goals and expectations, assess student's learning and progress, communicate with student and parent, and establish a safe learning environment.
- **Parent:** have fun, support student's effort and progress, reinforce engagement in the arts, support student goals, expectations and skills, communicate with student and teacher, get involved with the school, and insure student arrives at school to on time.

Absence Line: (720) 424-0207
Office Number: (720) 424-0200
Spanish: (720) 424-0210
DPS Weather Line: (720) 423-3200
Transportation Hotline: (720) 423-4600
DPS Website: www.dpsk12.org

SCHOOL HOURS

All Day Kindergarten through Fifth Grades: 8:35-3:47 (*Students are tardy after 8:50*)
Office Hours: 8:00-4:30

SCHOOL PROCEDURES

We would like our students to arrive at school between 8:10 a.m. and 8:30 a.m. each morning and go immediately to the east playground area. All exterior doors will remain locked and students need to enter through the main doors on the east side. **We provide no outside supervision before 8:10am.** In an effort to keep all students safe, it is imperative that students are only in supervised areas of the school prior to 8:30 a.m. If you student will be eating breakfast at school, they will need to enter the front doors at 8:10 a.m., and go directly to the lunchroom. **Your student is not allowed in the hallways or classrooms before school starts in the morning.** KCAA teachers attend meetings in the mornings and are not available to supervise students. Please make sure your student knows they can only be on the playground before school starts. As the weather changes you will need to plan to dress your student appropriately for varying temperatures.

ATTENDANCE POLICY

Parents need to call the KCAA absence line or the school office before 8:45 a.m. to report a student's absence each day they are absent. You may leave a message at this number, (720) 424-0207, 24 hours a day. You can also report an absence on the KCAA phone app. **If your child is not called in by 9:00 a.m., his/her absence will be unexcused.** Upon returning to school, a written note is required from the doctor to be considered an excused absence.

KCAA and Denver Public Schools follow the state guidelines regarding attendance. KCAA will notify you if your child misses five days of school. The school nurse, school psychologist, or social worker will follow up attendance issues (excused & unexcused) greater than 10 days.

BUILDING ENTRY DOORS

All entry doors will remain locked during school hours. Please use the door buzzer to the right of the main doors for entry. All visitors are to come to the main office to sign in and get a visitor's pass. Visitors are also to use these doors to exit after signing out at the office.

CHECK OUT PROCEDURES

Research shows that students have a higher rate of success when they attend school consistently and remain all day. Make every attempt to make appointments for your student outside of school hours. If students must leave during school hours, parents are required to come to the office and sign out their children. This is a safety precaution. A child will never be sent home without parent permission. If your child will need to leave prior to the end of the school day, please send a note letting us know what time you will come to pick up your child. Teachers will not release a student without authorization from the office. When you come to pick up your children, the office will call the classroom and the student will come to the main office.

Students may not leave school for any reason without signing out at the main office. A child may only leave school with persons 18 years and older listed on the emergency card. The office staff will request a picture ID in order to pick up a student.

EMERGENCY CARD INFORMATION

Please help us to better help your child by keeping your child's emergency card information up-to-date. PLEASE call the office to let us know of any address or phone number changes or to add more names or phone numbers. In case of an illness, or other emergency we want to be able to contact you as quickly as possible.

HALL PASSES

Students are expected to stay in class. If it is necessary for students to be in the halls, they must have a hall pass. It is the student's responsibility to secure a pass from the teacher before entering the halls.

STAYING AFTER SCHOOL

Occasionally a teacher needs to keep a student or students after school for rehearsal, additional instruction, information, etc. If it is necessary for your child to stay longer than five (5) minutes you will be notified so that arrangements can be made.

TARDIES

When a student arrives at school after 8:45 a.m., they should report directly to the office for a pass. Late arrivals will not be excused unless a parent or guardian calls the attendance line or personally speaks with a school secretary.

TRANSPORTATION HOTLINE

Please call the TRANSPORTATION HOTLINE to report any concerns and for questions on pick-up site and time. The phone number is (720) 423-4609/4610/4611/4612.

TELEPHONE USE

Parents: Please call to leave a message for your children ONLY when it is an emergency. Students: Students will be allowed to use the telephone only in cases of emergency and if he/she needs to stay after school. Students must arrange for transportation, going home with friends, etc. prior to coming to school.

VISITORS

Except during testing times, parents and guardians are welcome to visit KCAA anytime while school is in session. To make your visit as meaningful as possible, you will want to contact your child's teacher before your visit to verify the schedule for the day. **FOR SECURITY REASONS, ALL VISITORS MUST SIGN IN AT THE SCHOOL OFFICE AND GET A PASS BEFORE PROCEEDING TO THE INSTRUCTIONAL AREA.** Please return to the office to sign out after your visit.

STUDENTS ARE NOT ALLOWED TO BRING GUESTS TO SCHOOL

GOING HOME WITH ANOTHER CHILD

According to Colorado State Law, students who wish to ride home with a friend on a bus other than their own must have a note signed by a parent or guardian and by an administrator.

MEALS

Students may either pay cash each day at lunchtime or they may pre-purchase lunches at in the kitchen before school. **You can also purchase lunches at <https://www.myschoolbucks.com>.** Please be sure you have your child's name and pin number available. When a student has only one pre-purchased lunch remaining,

the lunchroom staff will let them know. Additional lunches will need to be purchased at this time. Each child is responsible for his lunch money or “sack” lunch brought from home. Please make sure your child’s name and room number are on the “sack” lunch. Please avoid sending lunch products that need to be heated in a microwave. There is no microwave available for student use.

LUNCH AND BREAKFAST PRICES

- Breakfast:** All elementary students - FREE
Adult - \$2.50
- Hot Lunch:** All elementary students - \$2.00 each day (includes milk)
Adult - \$4.00
- Menus:** Menus are posted on the KCAA as well as the DPS websites.

Lunch Room Procedures

1. Teachers and/or paras will accompany their classes to the playground. Classes go to the lunchroom after recess.
2. Children may choose their seats in the lunchroom, but may not change seats without permission.
3. Food or drink is never to be taken out of the lunchroom. If a child spills, it is their responsibility to clean it up (help will be provided if needed).
4. Due to food allergies, students are not allowed to share food with others.
5. When a student is finished eating, they are to clean up their area and raise their hand for dismissal. They are to put dirty dishes, leftover food and paper in the proper container and go back to their seats until time for dismissal.
6. During the lunch period on “outside days,” students will have recess first and then enter through the proper doors and go directly to the lunchroom, when called by playground supervisors. Students should bring their coats when needed. Once the student is outside, they are not allowed back in the building without a pass from a teacher or paraprofessional.
7. As per DPS policy whenever the temperature & the wind chill factor falls below 25 we will keep students inside.

8. All students are expected to be outside on the playground in the morning. No students are allowed to be inside waiting when the morning bell rings. The classroom teacher will accompany the students to class from the playground.

FREE AND REDUCED LUNCH FORMS

Each school year a new application is required for the Free and Reduced Price Meal Program. If a student was on the Free and Reduced Meal Program on the last day of the 2017-2018 school year, that status (free or reduced) will be carried over for the first 30 calendar days of school. During the fall 2018 registration, all families will have the opportunity to reapply for free or reduced lunch. Please reapply early to insure that students will not be dropped from the program.

COMMUNICATION

Website/Phone App: The KCAA website kcaa.dpsk12.org will provide information on events, including time and location that will be taking place throughout the school year. It will also include student work and photos celebrating our school community. Please check the website regularly. The phone app, which can be displayed in multiple languages, provides lunch menus, school community events, attendance line, and email information.

Information Rack: An information rack is located in the front office. This rack will contain information/flyers from various community organizations. Also available, are extra copies of the newsletter, lunch menu, school maps, etc.

Monthly Newsletter/Calendar: All classroom teachers are asked to communicate in writing regularly with families. You should expect a newsletter from your child's teacher at least once a month. In addition, you will receive a weekly news blast from the Principal.

KCAA PTO: This year we would like to focus on increasing parent engagement and building our Parent Organization. Please look for upcoming meeting dates that you can attend.

ROBO Call: In the event of information that needs to be shared with parents immediately, a ROBO call will go out to all parents who have requested this service on their registration forms and have maintained current phone numbers with the office. Please be sure to listen to the entire message prior to calling the school. It is important that parents notify the school when phone numbers have been changed.

EMERGENCIES

- If there is the need to provide information immediately to families, a ROBO call will go out to all parents who have requested this service on their registration forms and have maintained current phone numbers with the office.
- If a crisis situation develops, please note and follow the procedures listed below:

In the case of a building evacuation (which will be determined in conjunction with DPS Safety and Security and the Superintendent's Office), we are required to have two sites for possible use depending on the situation. The first preference site is Harvey Park Recreation Center, 2120 S Tennyson Way, Denver, 80219.

Students will only be released to people listed on the emergency card.

Identification will be required.

- In the case of a lockdown of the building, all students will remain in the building until the lockdown is lifted and **no one** will be able to enter or leave the building during the lockdown with the exception of emergency personnel (police, fire, DPS Safety and Security). When the lockdown is lifted, parents will be allowed in the building to pick up their students if necessary.
- In an effort to maintain the safety of our entire community, it is strongly suggested that you leave the school campus and find a secure location until the lockdown is lifted. Parents who have provided and maintained an updated phone number will receive a ROBO call when the school is no longer in a lockdown situation.
- In the case of severe weather during school hours, please listen to local TV/radio, and/or www.dpsk12.org for the most efficient dissemination of information regarding school delay starts and/or early closures before calling the school or picking up your student.

FERPA (The Family Educational Rights and Privacy Act)

FERPA is a Federal law that protects the privacy of student records and information. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Under this federal law, KCAA staff is not allowed to provide information, including discipline matters, to anyone other than the student's legal guardian.

HEALTH-CLINIC-MEDICINES

Our health clinic is available to those students who become ill or injured at school. Denver Health has an on-site clinic and can see students who are registered and have a parent or guardian present. If a child runs a temperature or requires medical treatment, the parent or guardian will be called to pick up the child. The Denver Public Schools Health Policy states that a student who has a 100-degree temperature or higher is not allowed to remain at school, and must be taken home. If students are considered contagious they will not be in contact with others. Also, if there is any question of possible conjunctivitis (pink eye) or unexplained rash, the student will have to leave and not allowed to return until explained by a physician. Conjunctivitis is highly contagious and will not go away without proper medication.

Colorado State Immunization Law: Immunization requirements will be strictly enforced for all Denver Public School students. Students new to DPS must bring a current immunization record when they register. Students who are noncompliant must update all needed immunizations.

Medications: Medications will be given at school ONLY under the following conditions:

- **Physician signature** and Parent/Guardian on the “Medication Administration Sheet”
- All prescription medications must be provided in the original pharmacy labeled container with the student’s name, dosage, dates, times to be given, name of medication, physician’s name, and pharmacy name.
- Non-prescription medications or over the counter medications must be provided in the original container and require a **Physician** signature for administration.

EXCUSES FROM PHYSICAL EDUCATION

A written note from home by a parent or a physician will excuse a child from gym class for a serious illness or injury. Please indicate whether the excuse is for a day only or for an extended number of days. Requests for continued excused absence from gym must be satisfactorily validated by a physician's statement. A doctor's note, stating the student is medically cleared is necessary to participate in gym again.

SCHOOL NURSE, SOCIAL WORKER, PSYCHOLOGIST

The nurse, psychologist, and the social worker are primarily concerned with children who, because of various problems are unable to realize their fullest potential for productive and creative experiences in school. They may counsel the child and/or parents in cooperation with teachers and staff. Referrals to the psychologist and nurse may come from the principal, teachers, and parents or from the child himself/herself. The school nurse, psychologist and social worker are currently responsible for support services to our children.

CHILD ABUSE

School personnel are required by state law to follow up on all cases of possible child abuse. It is not the responsibility of the school to determine whether or not a child's injury is considered abuse. The Denver Department of Human Services makes this decision. It is the school's responsibility to report injuries that may be the result of abuse. The school may also call the police if the child is afraid to go home.

LOST AND FOUND

Lost and found items are stored next to the lunchroom. Small items, i.e., glasses, keys, purses, wallets, and jewelry will be in the office. All items not collected by the end of each trimester will be donated.

MAKE-UP WORK

After an absence, it is the student's responsibility to request make-up work from teachers. Students are allowed two days to make-up work for every one-day absent. If students are absent three or more days, make-up work can be requested by the parent through the Front Office. We ask that parents telephone by 9:00 a.m. and work can be picked up after 3:45 p.m. the next day.

It is essential that students absent from school make up missed work. It is the responsibility of the student to initiate requests for make-up. Reasonable time will be allowed to make-up work and should be arranged with the teacher.

REPORT CARDS

Report cards are one of the tools used by teachers to communicate how students are progressing at school. Report cards will be issued at the end of each trimester. The Trimester end dates for the 2018-2019 school year are:

Fall Trimester ends – November 9, 2018

Winter Trimester ends – February 22, 2019

Spring Trimester ends – May 31, 2019

STUDENT-OWNED CELL PHONES AND ELECTRONICS

While we understand that in this day and age many of our students have personal cell phones, they are not a required learning tool at KCAA. If your child must bring a cell phone to school, it is done so at your own risk. No school maintains liability if they are lost, stolen, or broken. Teachers may choose to collect all student cell phones each morning and return them at the end of the school day.

STUDENT-TEACHER-PARENT CONFERENCES

Two formal conferences will be scheduled for all students during the school year; once in the fall and once in the spring. Additional conferences may be scheduled at any time.

SEEKING HELP

If a student has a problem or feels uncomfortable for any reason, her/she should first speak to a teacher or adult in the building. If this does not resolve the problem, the student should speak to the principal.

SCHOOL EXPECTATIONS AND RESPONSIBILITIES

POSITIVE BEHAVIOR INTERVENTION SUPPORT

S- smart **M-** motivated **A-** *artistic* **R-** respectful **T-** trustworthy

STUDENT CONDUCT

Social Emotional Learning is a part of KCAA's total educational program. Our goal is to maintain a safe, positive school environment where all students are treated with dignity and respect in a fair and consistent manner; an environment where individual differences are accepted, student achievement is our first priority, and students learn skills for responsibility and self-management.

Common courtesy and acceptable standards of conduct are qualities of home training. The school reinforces that training. We expect appropriate behaviors to be displayed at school and at all school-sponsored activities. We expect students to take PRIDE in themselves, in their fellow students, in KCAA staff, and in the school building and grounds. We expect students to follow all school expectations. To reinforce the traits listed above, KCAA will continue to follow the SMART Guidelines. How does this program work?

- Positive Behavior Referrals will be given to students who demonstrate one or more of the character traits.
- Teachers track the number of SMART notes students receive.
- Every Monday, one student from each grade level will be recognized and receive a Dragon Award during our all school community meeting.
- KCAA will hold award assemblies during the school year to recognize the individual efforts of students.

KCAA HAS A NO TOLERANCE FOR DISRUPTIVE or UNSAFE BEHAVIOR POLICY.

Disruptive behavior is defined as any behavior which stops the educational process. These activities include but are not limited to fighting, harassment, verbal abuse, defiance of authority, etc.

ARTICLES NOT PERMITTED AT SCHOOL

In order to maintain a safe learning environment, we require certain items to stay at home:

- Toys, gum, and candy
- Chains (metal or plastic) or pocket knives, manicure sets, manicure scissors, and small tool sets are not allowed. Weapons of any kind or items that can be used as

a weapon (toy or facsimile) are not allowed. For further information on this policy, please see the Denver Public Schools website Conduct Code.

- Heely's (shoes with wheels) are not allowed at school.

BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS

Students are expected to walk bicycles, skateboards, rollerblades, and scooters on the school grounds. Park bicycles in the designated area only. Bicycles, skateboards, roller blades, and scooters are brought to school at your own risk. The school has no insurance coverage if they are lost, stolen, or broken. *We strongly encourage students to bring individual locks for their bicycles.*

DRESS AND APPEARANCE

Students are expected to demonstrate respect for themselves and others by dressing in a manner conducive to learning. All clothing shall be worn in a manner in which it is designed to be worn.

APPROPRIATE DRESS FOR SCHOOL

Shirts:

- No spaghetti or thin straps.
- No vulgar, illegal activities, inappropriate words, or pictures.

Pants:

- All pants must be worn at the waist, NO baggy or tight styles

Note from PE Teacher:

Please have your child prepared for the following on a Gym Day: Comfortable rubber sole sneakers, proper shoelaces, skirts with shorts underneath. No saggy jeans are allowed, loose jeans must have belt.

FIGHTING

All discipline incidents are reviewed on a case by case basis. KCAA will utilize the DPS board policy to determine appropriate discipline consequences when issues arise. Inappropriate physical contact can lead to risk of serious injury and will not be tolerated for any reason. If the child is over 10 years of age, by law, the police may be notified and a possible ticket will be issued.

Sometimes adults will tell a student that it is okay to hit someone who hits him/her first. While a student may decide to do that, the student should remember that there are consequences for physical violence at school. Students sometimes are surprised that both parties get the same consequence because they feel like they have been given "permission" to fight. These students feel like the other person "started it." A fight does not start with the person who threw the first punch. It usually starts long before that with words and actions.

Does this mean that there is nothing a student can do? No, if a student believes that they might be involved in a fight, we want the student to try to prevent it by problem solving, not by violence. A good first step to take would be to talk to a teacher or administrator. If the "problem" has not yet gotten to the physical state, no one gets in trouble by talking to an adult. It is important to let someone know that a student is having trouble before anyone gets hurt.

INAPPROPRIATE LANGUAGE, DISCRIMINATION, INTIMIDATION

We have a "zero tolerance" policy for acts of cruelty, harassment, excessive teasing, bullying, discrimination, violence, and intimidation. Profanity and other inappropriate language are not acceptable. We believe that all students and adults, no matter their sex, race, or religious preference have the right to be free from abuse of any kind. State and city laws also protect these rights. Therefore, disrespectful or profane language or language that uses racial, religious or sexual slurs directed towards anyone will not be tolerated. We expect that students will know the difference between appropriate and inappropriate language. If a student thinks that language that uses racial, religious, or sexual slurs has been directed towards him/her, please report these concerns immediately to a teacher or an administrator. Students who habitually use inappropriate language are subject to more serious consequences up to and including suspension/expulsion.

PLAYGROUND

Varieties of appropriate playground games are available and are taught by the P.E. teacher. **The game rules and regulations taught by the P.E. teacher will be the rules and regulations enforced on the playground. ONLY KCAA STUDENTS WILL BE ALLOWED ON THE PLAYGROUND DURING THE SCHOOL DAY.**

PLAYGROUND RULES

1. Students are to demonstrate respect for the rights of others.
2. No food, drink, gum, or candy is permitted on the playground.
3. Students are to follow the P.E. taught rules for games, activities, and use the correct playground equipment.
4. For the safety of all students and adults please refrain from throwing snowballs and/or pushing or sliding on the ice.
5. Injuries: Get adult help and then get away from the injured student or sit down.
6. To keep our playground beautiful, please pick up after yourself and use the appropriate trash cans. Please do not climb in the trees or play in gardens.
7. Line up when the whistle is blown.

TOBACCO or ALCOHOL

The USE or POSSESSION of tobacco products or alcohol in any school building, on school grounds, in any school vehicle, at the bus stop, or at any school sponsored activity is strictly prohibited in accordance with the Colorado State Law. Possession of lighters, matches, etc., is not permitted.

DISCIPLINARY ACTION AND DISCIPLINE REFERRAL LADDER

KCAA maintains high expectations for behavior. Students should focus on school-wide expectations when assessing their own behavior. When behavior problems occur, most will be worked out between teachers and students. If the student misbehavior continues disrupting the learning environment, the student is referred to the next appropriate level of intervention. More severe behaviors may warrant an immediate referral to the office.

Denver Public Schools EXPULSION policies:

As per the Colorado State Law and DPS School Board Policy, a mandatory expulsion hearing is warranted for the following offenses:

- **DANGEROUS WEAPONS**: bringing, carrying, using, or possessing a dangerous weapon (firearm, firearm facsimile, pellet or “B-B” gun, knife, sling shot, etc.) See Conduct Code on the DPS Website.
- **DRUGS**: sale or exchange of drugs and other controlled substances for anything of value, as defined by state law, including anabolic steroids and prescription drugs.

See Conduct Code on the DPS Website.

- **HABITUAL DISRUPTION:** declaration as habitually disruptive student. See Conduct Code on the DPS Website.
- **ASSAULT/ROBBERY:** commission of an act which, if committed by an adult, would be robbery or first or second degree assault, including sexual assault, as defined by state law. See Conduct Code on the DPS Website.

ACKNOWLEDGEMENT OF KCAA STUDENT HANDBOOK

I have discussed and reviewed the responsibilities and rules within this handbook with my child. My signature indicates that we will work with the staff at KCAA to provide a safe and positive learning environment.

Child's Name _____ Teacher _____

Parent/Guardian's Name (print) _____

Parent/Guardian Signature _____ Date _____

Please sign and return to your student's teacher.