

Parent-Student Handbook

2016-2017

School Day: 8:45-3:30
3440 W. Yale Ave • Denver, CO 80219 • 720.424.6560
Fax – 720.424.6585 • Attendance Line – 720.424.6601
<http://gust.dpsk12.org/>



Dear Parents:

Welcome back to school!

This handbook has been created to help answer many questions you may have as a Gust Elementary School parent/guardian. In addition, there are many topics in this handbook that you may share with your children – things we cover at school that you may reinforce at home for a safe and successful school year. Please keep this in a handy place throughout the school year to refer to as needed.

Joanne Lander, Principal
Kathleen McLaughlin, Assistant Principal
Vanessa Trussell, Assistant Principal
Brent Westrop, Assistant Principal
Traci Gonzales, Secretary
Xochitl Hernandez, Secretary

Gust Elementary Staff

ECE Teachers	ECE Paraprofessionals	Denver Teacher Residents
Dolores Griego	Monica Laumann	
Katya Velarde	Alex Maestas	
Theresa Way	Karen Dunlap	
Jonell Van Alstyne	Louise Martinez	
Ben Fale	Elvia Laumann	
Ron Befus	Andrea Holguin	
Elizabeth Davila	Kelle McCann	
Kindergarten Teachers	Kindergarten Paraprofessionals	
Ursula Gomez	Yolanda Gonzalez	
Ivory Allen	Alma Serrano	Greg Coffey
Jennifer Wyman	Yvonne Ginter	
Kei Liakos	Perla Vizcarra	
First Grade Teachers	First Grade Paraprofessionals	
Kari Rana	Maurine Boling	Frank Winchester
Heather Lavelle	Nancy Dolan/Jim Elliott	
Kathy Dock	Toni Zito	
Celia Tejeda	Claudia Torres	
Second Grade Teachers	Second Grade Paraprofessionals	

Javiera Villegas	Darlene Gallegos	
Jesus Hermosa		
Rene Valero	Annalin Valero	
Danell DeRudder		Sarah Siddens
Jill Ellis	Nancy Dolan	
Kim Roybal	Sarah Chayoga-Sanchez	
Delaney Phi	Jim Elliott	
Third Grade Teachers	Third Grade Paraprofessionals	
Kate McCorry	Alyssa Casillas	Morgan Huibregtse
Jessica Templeton	Dianna Merrill	Betsy Ferguson
Jessica Wagner	Diana Andrea Jaramillo	Caitlin Smith
Karlyn Franchini		Caitlin Smith
Kristin McCandless		Edric Spears
Frank Roman	Devany Martinez	
Fourth Grade Teachers	Four Grade Paraprofessionals	
Alex Nelson		Lea Norberg
Emily Breck	Vanessa Atayde-Rodriguez	Alexandra Werner
Shafiq Nguyen		Emily Mimovich
Darlene Beaton		
Fifth Grade Teachers		
Ian Kolsky		
Elizabeth Ellis		

James-Rocco Stevens		Amber Ford
Wade McManus		
Specials		
Jeff Bowen	Physical Education	
Richard Dell	Physical Education	
Crystal Doerksen	Music	
Victoria Martinez	Visual Arts	
Kyler Albert	Technology	
Katie Harlfinger	Technology and Library Science	
Support Staff		
Kathy Walker-Elliott	Mild/Moderate Special Education	
Paul Chavez	Mild/Moderate Special Education	
Tony Bonato	Mild/Moderate Special Education	
Melissa Leach	Mild/Moderate Special Education	
Lisa Kucera	School Psychologist	
Nancy Schindler	Speech Pathologist	
Gabe Delreal	Facilities Manager	
Maria Sepulveda	Nutrition Services	
Office Staff		
Traci Gonzales	Secretary	
Xochitl Hernandez	Secretary	
Joanne Lander	Principal	
Kathleen McLaughlin	Assistant Principal	
Vanessa Trussell	Assistant Principal	
Brent Westrop	Assistant Principal	

Jaye Horvath	School Nurse	
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Gust Elementary School Mission Statement

Our Gust Elementary learning community empowers all students to meet each challenge of the 21st century.

Gust Core Values

Growth	- student growth
Unity	- family, respect, diversity
Success	- high expectations, life-long learning, collaboration
Trust	- safe-environment

DPS Core Values

Students First: We put our kids' needs at the forefront of everything we do.

Integrity: We tell the truth, and we keep our promises.

Equity: We celebrate our diversity and will provide the necessary resources and supports to eliminate barriers to success and foster a more equitable future for all our kids.

Collaboration: Together as a team, we think, we work, and we create in order to reach our goals.

Accountability: We take responsibility for our individual and collective commitments; we grow from success; we learn from failure.

Fun: We celebrate the joy in our work and foster in our students a joy and passion for learning to last their whole lives.



Tiger Traits/ Personal Success Factors

Gust Elementary School provides a learning environment that is safe and orderly. Our goal is to teach students to behave in ways that contribute to academic achievement and school success, and support a school environment where students and staff are responsible, respectful, and caring. In order to promote a positive and respectful attitude, Gust has seven **Tiger Traits** that all students are expected to follow:



Optimism

- Believes that effort would improve the situation
- Stays motivated, even when things don't go well
- Believes in possibility of improvement



Gratitude

- Recognizes other people's efforts
- Shows appreciation for opportunities
- Says thank you or does nice things for people



Curiosity

- Eager to explore new things
- Asks questions to learn more
- Takes an active interest in learning



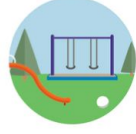
Crit

- Finishes projects even when feeling like quitting
- Sticks with a project or activity
- Stays committed to goals, even after experiencing failure



Zest

- Actively participates
- Shows enthusiasm
- Approaches new situations with excitement and energy



Social Intelligence

- Able to find solutions during conflicts with others
- Cares for others' feelings
- Adapts to different social situations



Self-Control

School Work

- Comes to class prepared
- Remembers to follow directions
- Gets to work -right away- instead of waiting until the last minute
- Pays attention and resists distractions

Interpersonal

- Remains calm even when criticized or otherwise provoked
- Allows others to speak without interrupting
- Is polite to adults and peers

Our intent is to consistently recognize positive behaviors and to provide feedback that is on-going to promote a caring community of learners.

School Day

7:30 a.m. Office opens

8:15* Students may arrive on school grounds

8:40 1st Bell rings; student go to classrooms

8:45 Tardy Bell - Classes begin

10:45 Lunch – ECE

11:15 Lunch – Kindergarten

11:30 Lunch – 1st Grade

11:45 Lunch – 2nd Grade

12:00 Lunch – 3rd Grade

12:15 Lunch – 4th Grade

12:30 Lunch – 5th Grade

3:30 Classes Dismissed

3:45 p.m. All student must be picked up – Supervision Ends

After 3:45, any unaccompanied students will be asked to wait in the office. Parent/Guardian(s) will need to come to the office to officially sign out the student. *Students should not arrive at school until 8:15 a.m., as **no adult supervision is provided prior to that time.** Students that arrive early will be escorted to the office and a parent/guardian will be contacted regarding appropriate drop-off time.

**All students are dismissed promptly at 3:30 p.m., and parent/guardians are expected to pick-up children on time.

Note: On very cold or wet days, students will be invited into the building before school beginning at 8:15 a.m.

Gust Home and School Community Agreement

This agreement describes responsibilities for all people actively involved in the educating of Gust students.

Gust Student Responsibilities:

- Set high expectations for self and take responsibility for learning
- Come prepared and organized to class everyday
- Listen and participate in class
- Ask questions and seek support when needed
- Complete all classroom and homework assignments on time
- Follow the Gust Tiger Traits/Personal Success Factors.

Parent/Guardian Responsibilities:

- Be involved in child's education at school and home
- Come to parent meetings and school community activities
- Have high expectations for your child
- Ensure that your child is on time and attends school every day
- Know the school rules and discuss them with your child
- Communicate with your child's teacher regarding strength and weaknesses
- Provide a place at home for child to read and do homework
- Ensure that your child reads daily and that you read with your child
- Praise your child for his/her successes and support in overcoming challenges

Teacher and Staff Responsibilities:

- Encourage and motivate students to achieve academic growth
- Set high expectations for all students
- Implement the district curriculum and provide support to each student
- Teach to different learning styles and needs
- Connect with students
- Communicate with students, parents, and other staff members
- Be available to students and parents
- Be lifelong learners and learning role models to students

Administration Responsibilities:

- Set high expectations for staff, students, parents, and self
- Provide support and leadership in implementing the district's curriculum

- Implement quality programs that will increase academic achievement for learners
- Ensure and maintain a positive, safe, and clean school environment
- Recruit, retain, and train highly qualified staff
- Provide adequate resources, supplies, and materials
- Provide opportunities for staff, student, and parent input in decision-making
- Communicate with students, parents, and staff
- Praise staff, students, and parents
- Celebrate school, individual students, and staff accomplishments

Characteristics of Gust Students

Gust students come to school daily prepared and ready to learn. Gust students:

- Pay attention in class
- Have necessary classroom equipment and supplies
- Complete assignments on time
- Are helpful to teachers and classmates
- Attend school regularly and arrive on time

Gust students show kindness and respect to all persons in the school environment. Gust students:

- Use good manners.
- Work and play fairly.
- Help others.
- Use appropriate language.
- Keep hands, feet, and objects to themselves.
- Speak kindly about one another.

Gust students help make our school a safe and pleasant place to learn. Gust students:

- Know and follow school rules.
- Take care of school property and the school grounds.
- Use appropriate tone and level of voice.
- Walk when in the building.

Behavior and Conduct Guidelines

Gust is a proud community with high standards and expectations as reflected in our **Gust Home and School Community Agreement** and our **Tiger Trait** characteristics. The following are some additional guidelines to assist our students and community in maintaining a successful learning environment.

Dress Code

Students are encouraged to dress in a manner that is neat, safe, and conducive to learning as stated in the Denver Public Schools Policy JICA- Student Dress. Student dress and personal appearance shall meet standards of reasonable cleanliness and safety and must show respect for others.

The following items are deemed disruptive and are not acceptable on school grounds, in school vehicles, or at school functions or activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses, hats or head scarves worn inside a building
3. Inappropriately sheer, tight, loose, or low-cut clothing that bares or exposes the stomach, back, breasts, buttocks, or intimate parts. (i.e., garments made of fishnet, mesh, or similar material, and midriiffs, halter tops, backless clothing, tube tops, muscle tops, revealing tank tops or sundresses, etc.)
4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any words, symbols or pictures that:
 - Refer to drugs, tobacco, alcohol or weapons
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark or other attribute denote membership in gangs, associations or clubs which advocated drug use, violence or disruptive behavior
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the school in delivering educational services
5. Inappropriate footwear, including bedroom slippers
6. Underwear as outerwear
7. Inappropriate grooming or hygiene

(A complete version of Policy JICA may be found on the Denver Public Schools' website at www.dpsk12.org within the Policies section.)

If a student comes to school dressed inappropriately, the child will be sent to the office and the parent is responsible for bringing a change of clothes.

Playground Conduct

Our behavioral expectations for students are the same on the playground as they are throughout the school. Adhering to the Gust Tiger Expectations is paramount.

Electronics Policy

While we recognize that the use of cellphones is a convenient way to communicate within families, we ask students to limit cell phone use to before and after school. If children need to contact parents during the school day, they will use the school telephones with teacher or office staff permission. Likewise, please limit adult use of cell phones within the school building and turn your phone to silent when visiting classrooms. We also value the physical activity provided during recess as an important social and emotional release during a long school day and discourage the use of electronics at this time. The electronics policy outlined below includes, but is not limited to: cell phones, game systems, and iPods.

Students should have all electronics turned off and in their backpacks from 8:45 a.m.-3:30 p.m. If a staff member sees a student with an electronic device during school

hours, he/she may collect the item and return it at the end of the day. The second and any subsequent times an electronic device is taken it will be turned into the office and a parent will be asked to pick it up. The school is not responsible for lost or stolen electronics brought to school.

Attendance – Absences and Tardiness

Regular daily attendance is critical to successful school achievement and is required of all students. Students should be absent only in the case of illness or family emergency.

On-time policy

Students will be allowed in the classroom entrance door when the morning bell rings at 8:40 a.m. The tardy bell will ring at 8:45 a.m. Students must go to the front door for admission to the building. Students must sign-in at the attendance desk, which is located directly outside of the office.

If you know your child will be absent or tardy, please call the main number of the school, **(720) 424-6560 BY 9:00 a.m.** If we don't hear from you, parents/guardians will be called by the school on the day of the absence. Whenever possible, please schedule your child's medical or other appointments outside of school hours.

Please sign the ATTENDANCE BOOK in the office when your child is leaving early, or returning during the school day.

Makeup Work

If your child is away from school due to illness or family travel, the classroom teacher may assign homework or makeup work. This is to make sure the child doesn't miss vital learning during his/her absence. Whenever possible, let the teacher know in advance about an absence so that lessons or homework can be provided in a timely fashion.

School Traffic Safety Rules

CHILD SAFETY SHOULD BE OUR PRIMARY CONCERN ESPECIALLY DURING DROP-OFF AND PICK -UP

For the safety of our children, please respect these guidelines:

- Park legally and walk to school.
- Teach your children to use the crosswalks.
- DO NOT double-park.
- DO NOT stop at the stop signs by the crosswalks and wait for your child to get in or out of the car. This blocks traffic and the cars behind you may try to go around you, creating a dangerous situation for the children.
- DO NOT park in the bus lanes on Irving St.
- DO NOT park or stop in the crosswalks.

- DO NOT do any U-turns.
- DO NOT jay-walk.

School Closure/Late Bus Schedule

The decision to close school or run elementary buses on a late schedule rests with the district's Superintendent. This decision is based on information collected between midnight and 5:00 a.m. In some cases a delayed schedule will be announced based on snow conditions and forecasted wind-chill factor.

Announcement of School Closure or Late Bus Schedule

School closure or late bus schedule will be announced on local television stations beginning at 5:00 am. The media will be updated at 12:00 noon, so tune in for additional changes.

Severe Weather Procedures

Tornado Warning

- All staff and students go to classrooms. Outside activities are brought inside.
- Students will shelter-in-place if needed.
- Do not come to the school as danger is in the school area.
- We will not dismiss until danger is over.

Lightning in the Area

- Outside activities brought inside.
- We will not dismiss.

Snow

- Watch local T.V. stations to see if DPS is closed. If so, please do not send your children to school.
- Visit the DPS website: www.dpsk12.org
- Activities may be canceled.

Delayed Start/School Closure

To learn if DPS is on a "Delayed Start," closed due to severe weather, or will dismiss school during the day due to snow, watch local T.V. channels 2,4,7,9, 31, and 50 (Spanish) or listen to radio KOA 850 AM and KJME 1390 AM (Spanish). If DPS is on a delayed start, elementary buses may arrive ½ hour later than usual.

Evacuation

- The most common evacuation is a fire drill.
 - All students and staff will exit the school and go to a designated location.
 - Everyone will remain outside until the "All Clear" message is given.
 - If we need to leave school grounds, we will walk or go by bus to our designated off-site evacuation locations (Light of Christ Church or Abraham Lincoln High School) Information will be available at the school or through the DPS Communications Office.
- Students will be released to parents or guardians who are listed on the emergency card and have proper I.D.

Lockdown

We will lockdown if danger if danger in our building or neighborhood threatens our students.

- All exterior doors will be locked.
- All interior doors will be locked.
- No one may enter or leave. NO EXCEPTIONS!
- No dismissal until situation is over.
- Watch the news or the DPS web site for the latest information.

- Do not call the school.
- A sign will be posted in door windows stating we are in lockdown.

Inside Days - Lunch Schedule

(Implemented when weather conditions are not conducive for students to be outside)
Generally, students spend a portion of the lunch period outside. When weather prevents students from being outside, an announcement will be made over the PA system if it is to be an “Inside Day”. Students will then go to the cafeteria on the same schedule to eat lunch. Instead of going outside before lunch, students will go to the auditorium.

Visiting Guest

For the safety and security of all of our students and staff, it is asked that **all** visitors enter through the front doors by the office and check in at the office. This policy needs to be followed at all times, including the beginning of the day and at dismissal time. Please **do not** knock on a side door and wait for someone to open it for you, doing this seriously compromises the security of our building.

Parents wishing to visit their child’s classroom need to stop at the office, sign in, and get a visitor’s pass. When you are in a classroom observing, please do not try to hold a conference with the teacher about your child. If you wish to confer, please make an appointment to meet with the teacher before or after school.

Child Custody

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office and inform your child’s classroom teacher. Unless your court order is on file with us, we must provide equal rights to both parents.

School Wide Communications

The school newsletter, Tiger Tales, is sent home monthly with important dates and information. Additionally, the school website is updated throughout the school year with important dates and information.

Clear communication between family and school is critical to your child’s learning. Please communicate questions and concerns directly to the person involved. If you need to speak with your child’s teacher, it would be greatly appreciated if you make an appointment to see him/her. Teachers may communicate with you via e-mail or telephone as well.

Food Services/Lunchroom

Breakfast - Free breakfast will be served each day beginning at 8:45 a.m. in the classrooms to all students.

Lunch – Your child may bring lunch, or buy it at school. You may purchase weekly or monthly lunches by writing a check made out to Gust, or you may send cash with your child. Lunch price is \$1.75, and the Reduced Price for those qualifying is \$.40. Free and reduced priced lunches are available to children who qualify based on family size and income. Forms are distributed to all parents/guardians each Fall. If your family does not currently qualify, you may apply any time during the school year if circumstances change.

If your child chooses to bring a lunch, please pack a lunch that promotes healthy choices. Family-sized and large bags of chips etc. should be left at home as students are not allowed to share food while eating in the lunchroom.

Homework Policy

Each classroom has a different homework policy that your child’s teacher will go over at the beginning of the school year. Some basic guidelines of what your child needs in order to be successful with homework:

1. A specific place to do homework.
2. A schedule for completing homework.
3. Encouragement, motivation, and prompting.

If you find that your child is consistently unable to complete homework, please speak with your child’s teacher.

Student Records and Confidentiality

The confidentiality of student records and privacy rights of students and parents shall be maintained in compliance with the Family Education Rights and Privacy Act of 1/1/95. Scholastic achievement, medical information, and/or standardized test data on file may be reviewed by parents/guardians upon request.

Health Services and Procedures

General Health and Medical Procedures

The school should be informed of any special problems your child deals with such as epilepsy, diabetes, nosebleeds, rheumatic fever, heart conditions, asthma, or serious allergies. In compliance with Colorado law, an immunization record signed by a doctor must be filed before school starts. If your child requires medication during school hours, bring a completed (by your child’s doctor) Student Medication Request Release Agreement and the medication to the main office where it will be stored and dispensed. *Please be sure to alert the school office if your emergency phone numbers change.*

School Nurse

Gust has a full time nurse. Health services scheduled throughout the year at various grade levels include vision, hearing, dental, scoliosis screening, counseling with children and their parents about health problems, and providing needed information for children with special learning needs. The nurse is involved with school absences that are due to chronic or acute health conditions.

School Psychologist Services

At Gust, a school psychologist works with the school nurse, teachers and parents in providing expertise and assistance to children with special needs be they social, academic, behavioral or environmental. The school psychologist is available to parents for consultation related to school matters.

Gust Library

The Gust library runs on a flexible schedule every school day from 7:45am-4:00pm. All Gust staff, students and families are able to check out items from the library. During the school week, each class uses the library during a scheduled time to check out books. Students are also allowed to come before and after school. Parents who are interested in checking out books for their families are able to do so with their student accounts. If you are in good standing, you may continue to check out books when needed. If an item is lost, the borrower may continue to check out books after the item is paid for at the rate of \$5.00 per missing book.

Students transferring within the Denver Public School system must return or pay for all textbooks and library books from other schools before being allowed borrowing privileges at Gust.

Collaborative School Committee (CSC)

The CSC is proactive, anticipating needs and creating solutions. Gust's CSC is a site-based management team made up of the principal, teachers, parents, a classified employee and a community representative. DPS CSC's have been given the responsibilities in the following areas:

1. Student Achievement. Review the Unified Improvement Plan (UIP) for the school according to district guidelines, and in collaboration with the school community, based on current objective achievement data provided by the central office and meeting the approval of the appropriate assistant superintendent.
2. Budget. Preparing and including in the CSC Committee minutes an annual school budget according to district guidelines that supports the objectives of the UIP, based on the allocation from the Board of Education.
3. Relationships. Establishing relationships with parents, community members, civic, service and neighborhood organizations, to increase involvement in the school, and ensure full inclusion of all groups within the school community in the CSC process.

4. Safety and Discipline. Reviewing school procedures and policies as a part of the UIP, including a review of the discipline and safety issues at the school: Incorporating, as a part of that review, an analysis of the data on verbal threats and physical harm to teachers, students, and community members.
5. Staffing Allocation. Assist the principal by making recommendations concerning the use of the staffing allocation provided to the school by the Board of Education.
6. Evaluation of the Principal. Annually evaluating the principal.

GFTA – Gust Family Teacher Association

The mission of the GFTA is to advocate on behalf of all children and youth and to empower GFTA members to influence individuals, organizations, and communities to positively impact the lives of children and youth. The activities of the GFTA are achieved through GFTA subcommittees made up of volunteers from the school community. Parents are welcome and encouraged to attend the monthly meetings beginning at 3:30 p.m. Check the Gust web site for more details; additional GFTA programming to be planned throughout the year.

Miscellaneous School Information

Bicycles

Bicycles may be ridden to school by students and should be parked and locked in the racks provided. Once bikes are in the racks they are not to be removed until the student is ready to go home. Students are to walk their bikes while on school grounds. Each student is responsible for locking his/her bike as the school is not responsible for lost or stolen bikes.

Scooters and skateboards should not be brought to school.

Lost and Found

Lost and found items are on the coat racks and shelves located outside the computer lab (Room 138). Twice per year, you will be reminded to check the lost and found for items that belong to your child. Items that are unclaimed after a given time will be donated to local charities.

Please label your child's outerwear, backpacks, lunch boxes and valuables with their full name. Discourage your child from bringing personal items to school that are valuable, irreplaceable, or may distract from school work.

Classroom Celebrations

If parents wish to celebrate their child's birthday in class, they need to arrange the time with the teacher at least one week in advance. When a birthday celebration is arranged, parents need to provide store bought refreshments, paper plates, napkins and plastic ware. Also, parents must be available for setup and clean up. According to DPS policy,

we cannot serve food prepared in private homes to children during the regular school day.

Pets

For safety and health (allergies) reasons pets are not allowed to be brought to school or school grounds. Additionally, students should not allow pets to follow them to school.

Dismissal

At dismissal time, students are expected to exit school grounds as soon as possible. Parents and siblings need to arrange a spot where they can meet each other *outside*. If students need to re-enter the building, they should do so through the doors by the office. For safety purposes, it is asked that parents wait *outside* of the school when picking children up.

(ECE and Kinder classrooms have specific dismissal procedures which are determined by the classroom teacher.)

Physical Education

Gust students participate in physical activity and need to have athletic shoes available for P.E. Students may wear other shoes and sandals to school, as long as they pack athletic shoes in order to participate in physical activities. Students may wear dresses to school, but are asked to have shorts on underneath.

A parent note is necessary to excuse your child from activity in the physical education classes. Should your child have a cast, splint, etc. a note from a doctor granting permission to fully participate is necessary after the cast is removed. Please call 720-424-6560 if you have questions or concerns.

Toys/Personal Items

Toys and other personal items not related to learning should not be brought to school. It is recommended that students not bring items of material or sentimental value.

Transportation

For general bus routing assignments, call 720-423-4699. For concerns related to bus rider conduct and other issues, please contact 720-424-6560 to speak with an Assistant Principal.

Questions

If any questions arise after reviewing the Gust Parent-Student handbook, please contact the main office, 720.424.6560.