



# DORA MOORE

Community Kindness Curiosity Excellence

## Student & Family Handbook

2024-2025

In service of our Dora Moore mission to *nurture kind and curious learners* that are *future ready*, we want to be clear about our policies so that our classrooms remain a place where students can focus solely on academic pursuits. We want to create an environment dedicated to mutual respect and courtesy.

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### **Arrival, Breakfast, and Dismissal**

Start of School Bell: 9:00am

End of School Bell: 4:00pm

#### Breakfast/Arrival

Students are not allowed to be dropped off for breakfast or supervised care before 8:30am unless they are registered in our Discover Link program [see info about enrolling in Discovery Link below]. At 8:30am, K-8th grade students are allowed to enter the cafeteria through Door #13 for breakfast.

If you would like your child to eat breakfast at school, they must be in the cafeteria before 8:55am.

Due to licensing restrictions, ECE students are not allowed to be in the cafeteria before school. However, we will serve all ECE students breakfast in the classroom starting at 9:00am. If you need ECE

care prior to 9:00am, we have a solution! We are one of a few sites who have ECE care available through Discovery Link! See info below to register!

There is no staff supervision outside on the playground for K-8th grade students until 8:45am, therefore, students are not allowed to be dropped off on the playground unsupervised before 8:45am. ECE students must be signed-in by a guardian with the classroom teacher at 9:00am and are not eligible to be dropped off early unless they are in Discovery Link.

Teachers will meet students promptly at the 9:00am bell on the playground and walk directly inside to start the day.

### After School Pick-up/Dismissal

We expect all families to have arrangements made to pick up their children promptly at 4:00pm. Out of respect for our staff who have their own children to pick up on-time and personal responsibilities to attend to, it is imperative that all students are picked up on time. If you cannot pick-up your child at 4:00pm, they will need to be registered in the Discovery Link program.

Students registered in Discovery Link will be escorted and dropped off directly with the DL staff in the cafeteria.

### Dismissal

Teachers will begin to walk students out to the playground after the 4:00pm dismissal bell. Please plan to pick up your students in their designated class spots if they are 5th grade or younger. Middle school students will be permitted to leave independently. Students who are not picked up by 4:10pm will be walked to the main lobby for pick up.

If your student has not been picked up by 4:30pm and we have not been able to reach an authorized pick up person, we are required to contact the Denver Police Department.

### **Attendance**

At Dora Moore, we adhere to the DPS district policies on attendance. That being said, to best educate students, we need them in front of our hard-working teachers as much as possible when they are well. So if students are not present, we are not able to do our job well. We also know and understand that life happens.

In the event your child needs to miss school for any reason, please communicate that with the office attendance line (720-424-5312), and/or your child's teacher. If your child arrives at school on or after 9:10am they are marked tardy. These also count against students' overall attendance.

Our goal for every student is for them to be at school 90% of all school days, or more. When they fall below that we have a team of people working to identify barriers to attendance and find ways to support families to get students in front of teachers as much as possible. Please know we have 3 tiers of support at Dora Moore as it relates to attendance. They are:

- Tier 1 - Teacher Connection: When a student reaches 4 or more combined absences in any trimester then the teacher of that student will try connecting with the parent/guardian of that student, if not before. They will attempt to connect by talking in-person at school, over the phone, by email, and/or through the Reachwell app.
  - The goal of this communication is to identify barriers to school attendance so we can support as a team and improve student attendance.
- Tier 2 - Family Partnership Conversations: When a student reaches 5-7 unexcused absences or 8-10 combined absences in any trimester then a member of our Dora Moore attendance team will reach out to the parent/guardian of that student in an effort to have a conversation around student attendance.
  - The goal of this conversation is to identify both barriers to student attendance as well as possible student/family supports that could help remove barriers to student attendance.
  - Truancy Letters - If a student is absent for 5 or more days in any trimester it is district policy to send truancy letters to families. This is part of DPS policy, and something we adhere to.
    - More than anything, we want students in front of teachers and learning
- Tier 3 - Intensive Family Partnership Conversations: When a student reaches 10 or more combined absences in any trimester we are forced to take more serious actions to ensure students have the best opportunity for learning that they can. At this level, any of the following can occur:
  - Conference with principal and or school social worker, including a home visit to student's home to connect with parent/guardian in the event all other attempts to reach them have failed.
    - The goal of this conversation is to identify both barriers to student attendance as well as possible student/family supports that could help remove barriers to student attendance.
    - This conversation can also include student retention, truancy filings, etc
  - Referral to district and/or community supports, as needed
  - Filing for truancy through the court system

## **Behavior & Discipline**

Dora Moore's school leaders and staff will handle situations consistent with school and district policies and procedures. Every student has the right to a safe and productive learning environment. Students are expected to conduct themselves in a manner compatible with the school's function as an educational facility. Conduct which disrupts or threatens to disrupt the operation of the school, which interferes in any way with the public or private rights of other students or community members, which threatens or endangers the health or safety of any person, or which damages property will not be tolerated and will result in disciplinary action. All teachers will set and teach clear expectations, positively reinforce target behaviors, and intentionally set the tone for the classroom community.

For minor infractions and incidents, we use a 4-step system:

Step 1: Warning/Redirection

## Step 2: Provide Intervention

- ❖ Ask student to take a break and/or implement an Intervention - [DM Behavior Ladder Intervention Menu](#)
- ❖ Build the relationship with the student by greeting them by name, make eye contact, and smile, [2 x 10 strategy](#)
- ❖ Reteach the skill or reteach the rules, then model, provide opportunities for practice, and praise the student
- ❖ Provide choices; [Love and Logic Classroom](#)

## Step 3: Consequence Assigned; Guardian Contact

- ❖ Loss of privilege and/or
- ❖ Community Service
- ❖ Detention
- ❖ [List of Alternative Consequences for Type 1 Behaviors'](#)

## Step 4: Office Referral - ISS, OSS

- ❖ Reflection, Guardian Call, Consequence

For more significant behavior incidents, these are direct referrals to school leaders.

In all behavior and discipline, we strictly follow DPS Board Policies which can be found here: <https://board.dpsk12.org/>

## Cell Phones and Electronics

Personal electronic devices tend to contribute to exclusion, cyber-bullying, distraction in class, and a breakdown of personal relationships in social situations.

Cell phones and other electronic devices (i.e. iPods /MP3 players, tablets, earbuds/Airpods, smart watches, etc.) are not permitted at school. In order to prioritize learning and promote a healthy and safe school environment, these devices will not be allowed during school hours which includes lunchtime and recess.

If your child needs a cellphone for after-school hours, they will be turned into the homeroom teacher at the start of each day. Each homeroom teacher has a secured place to store them. Cell phones are not allowed to be kept in student's backpacks or be anywhere within their personal possession. In case of emergency, a phone is available for student use in the classroom or office.

If an electronic device is seen or heard, it will be confiscated. The school is not responsible for any lost, stolen, or confiscated electronic devices. This policy is a zero tolerance policy. This means there will be no exceptions to the rules and the traditional behavioral ladder will not be utilized.

If your student's cell phone or electronic device is confiscated, the following will apply:

After the first offense, the cell phone or device will be turned in to the secretary and will be available to be picked up by the student after 4:00 that same day. The second violation will result in the phone being held in the office until a parent/guardian can come pick it up.

If there is a third offense, it will be documented as a type 2 behavior incident (Severe defiance of authority/disobedience) and will result in a day of In School Suspension (ISS). Continued disregard for this school policy will result in Out of School Suspension(OSS) and mandatory family re-entry meetings.

### **Social Media Policy**

It is our school's belief, and the consensus of numerous research studies, that smartphones and social media are having detrimental effects on young adults, particularly those under 16 years of age. If conflicts that begin on social media or messaging platforms (Instagram, TikTok, SnapChat, group chats, Google Meets, Google Chat, email, etc.) are brought to our attention, we will take the following steps:

- Contact families and let them know 1) What was reported 2) Remind them of our school belief about the negative impact of social media and unmonitored smartphone usage and 3) Attend to any safety/mental health concerns on behalf of students
- We will not be investigating social media conflicts, issuing school based consequences for out of school behaviors, or managing student phone and device use outside of school walls and school hours. If students choose to engage in conflict in school because of a social media conflict, or create a hostile environment through discriminatory conduct, we will follow district policy to address those behaviors and preserve a positive school environment.

### **Chromebooks and School Materials Policy**

It is our responsibility as a community to respect and take good care of all of our learning materials. Students are assigned a variety of school-purchased materials throughout the year and are responsible for keeping track of the materials, treating materials well, and replacing lost or damaged items. This includes school books, calculators, chromebooks, etc.

**Assigning items:** When a teacher introduces a school material into the classroom, students will get an individually assigned item. The student is then responsible for that item and will be held accountable for appropriate usage. It is a student's own responsibility to not let others borrow their assigned items, and to keep track of them within the school building.

**Lost/Damaged Items:** If a student loses or damages an item, parents/guardians will be responsible for the full cost of the item to replace it. Payment plans are available upon request.

#### *Additional Chromebook Policies:*

**Slow release:** Beginning in Q1, students will house their assigned chromebook in their homeroom. Chromebooks will not go home unless the student completes the chromebook checkout form. If/when teachers determine that students have demonstrated responsible use of chromebooks, they will begin allowing students to take them home to complete designated assignments.

**Proper usage:** Chromebooks are district devices designed to be used for schoolwork. Chromebooks are not to be used for playing games, watching shows/movies, or other general entertainment. The school/district can monitor student use of chromebooks at all times (even when they are not in the school building). If students are found to be misusing the device, privileges will be revoked.

Damage/loss: Students are responsible for keeping their chromebooks in good condition. Intentional damage of a chromebook will result in a replacement fee (\$250) and a Step 4 consequence (In School Suspension). Loss or unintentional damage will result in a replacement fee being charged.

Improper use: If a child is found to be on websites that are not related to schoolwork, their chromebook will be taken for the day and they will complete work on paper. If a child has had their chromebook taken away 3 times, they will lose chromebook privileges for the rest of the quarter/trimester. A parent meeting and contract must be signed to reinstate chromebook privileges. In the event that a student loses chromebook privileges, the student must complete any device-dependent work during lunch/recess.

## **Dress Code**

We are committed to excellence and preparing students to be future ready. Part of this includes learning how to dress for success.

We follow district dress policies, as described here: Attire must not disrupt the school's learning environment. It must meet reasonable standards of cleanliness and show respect for others.

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

- Sunglasses, hoods, hats or any other head covering worn inside a building. Headscarves/Hats of a religious nature are permitted as allowed under state and federal law. Head coverings meant to protect hair such as durags are allowed.
- All grooming items must be in a student's bag, pocket, or purse and must remain put away in class. This applies to:
  - Hair brushes/Combs
  - Soaps and cleaning solutions
  - Shampoo, toothpaste, mouthwash, antiperspirants, and sun tan lotions and screens
- Inappropriately low-cut or revealing clothing that bares or exposes the chest, buttocks, or genitalia.
- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that contain any words, symbols, or pictures that:
  - Refer to drugs, tobacco, alcohol or weapons
  - Are of a sexual nature
  - Are obscene, profane, vulgar, lewd or legally libelous
  - By virtue of color, arrangement, trademark or other attribute denote membership in gangs, associations or clubs which advocate drug use, violence or disruptive behavior
  - Threaten the emotional or physical safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Pose a threat or potential threat to the safety or welfare of any person
- Underwear as outerwear.

If a teacher or staff member identifies that a child's clothing does not meet reasonable standards or has inappropriate pictures or language, they will have a quiet, private conversation with the student and school psychologist/social worker. Families will be notified in cases of repeated clothing incidents. Students that are in violation of dress code will be asked to change their clothing and/or remove the offending item. Repeated violations (3+) of dress code can result in disciplinary referrals using the DPS Discipline Matrix for Defiance.

### **Food & Snack Policy:**

In an effort to ensure that all spaces are welcoming and sanitary for a productive learning environment, outside food and snacks are not permitted during content classes at any time.

- Breakfast/Arrival
  - Students are not allowed to be dropped off for breakfast until 8:30 am unless they are registered in our Discover Link program. At 8:30am, K-8th grade students are allowed to enter the cafeteria through Door #13 for breakfast. If you would like your child to eat breakfast at school, they must be in the cafeteria before 8:55am.
- Lunch
  - Lunch is provided daily for all students. Although school lunch is provided to all students for free, students may choose to bring food with them if they prefer. In an effort to honor all cultures and preferences, our guidelines for what students cannot bring during lunch is limited:
    - No caffeine
    - No 'family-size' or 'sharing-size' items. Single-serving sized items are only allowed.
    - Students are not allowed to share food due to allergies, safety, and cultural concerns.
- Snacks
  - Staff at Dora Moore acknowledge that children need nutrients to learn and grow. Aside from breakfast and lunch, the only times students are permitted to eat is during the dedicated snack time in a classroom. Additionally, our staff believes that we must promote healthy eating habits that support growth and development. The follow list are snacks approved to bring and consume during SEL time:
    - Fruit/vegetables
    - Granola/protein bars
    - Crackers
    - Trail mix
    - Water
  - Although this list is subject to change, we ask that you please be considerate of what is supportive for the development of your child. For this reason, we will not allow any drinks other than water, chips of any sort, donuts, leftovers/takeout, or candy to be consumed in classrooms or during passing periods. Family/sharing sized snacks will also not be allowed, during snack time or at lunch.
- Gum/candy
  - In an effort to ensure all students are provided with a clean, sanitary learning environment, students are not allowed to chew gum or eat candy at any time. Candy that is given as a positive behavior incentive is allowed at the discretion of the teacher.

## **Toy/Items from Home Policy**

Please do not allow your student to bring in any outside toys to school. This includes stuffed animals, trading cards, toys on keychains, stress balls/fidget toys (unless it is a specified student accommodation), dolls, action figures, and makeup. We also discourage students from bringing any expensive or irreplaceable items as we are not responsible for lost or stolen items. If a student brings their own sports equipment to use at recess, Dora Moore is not responsible for loss or damage of that equipment. If equipment from home becomes a problem after the first offense, equipment will be taken away and returned at the end of the school day. If a second offense occurs, a guardian will be required to pick up the equipment from the office and we will no longer allow that student to bring in items for recess.

## **Safe2Tell**

Safe2Tell Colorado provides the only anonymous way for students, parents and community members to report unsafe and risky behaviors before they grow out of control. Each year, Safe2Tell Colorado receives thousands of reports on bullying, cyber-bullying, suicide threats, mental health concerns, child abuse, substance abuse, violence, planned school attacks, and other concerning behaviors. Each concern reported to Safe2Tell Colorado allows for caring, concerned adults to effectively intervene in the life of a child or youth who is struggling.

- The Toll-Free number is: 1-877-542-7233 (SAFE). Save the number as a contact in your cell phone, in case you ever need it!
- Anonymous web reports can be made by clicking the Submit a Tip Button on the <https://safe2tell.org> website.
- Reports also may be made using the anonymous Safe2Tell Colorado mobile app available on the Apple Store and Google Play.
- Safe2Tell CO is for serious reports only. It is NOT for pranks or hang-up calls.

## **Student Health**

All Medications, *including* over the counter medications, must be prescribed by a provider, and supplied by the family. A medication release form or action plan *must* be completed for all medications being given at school (Please visit or contact the Health Office @ Dora Moore to receive the correct form 720.424.5305).

If a medication is to be given at home *and* at school, please request an additional pharmacy labeled container for school use only.

If your student becomes ill while at school, you will be contacted by a member of the Dora Moore team. If you are contacted to pick up your child, please do so promptly, as this will help to reduce the spread of illness and keep the Dora Moore community healthy.

The parent/guardian will be called and requested to pick up their child if the student:

- is unable to participate comfortably in regular activities due to their illness, or



- has signs or symptoms of a potentially significant illness, or
- requires more care than the school staff are able to provide.

Please keep your student home when they are ill. If you are uncertain whether to keep them home, please visit or contact the Health Office @ Dora Moore (720.424.5305)

## **Student Safety**

Student safety is supported through school supports and includes student safety protocol processes for the following areas: Suicide Risk Review Process, Threat Response Process, Individualized Supervision Management Plans, and Non-Suicidal Self-Injury Process. Processes may be initiated for reasons that include, but are not limited to: self reports, anonymous tips, observations of concern, law enforcement information, or community charges. Protocols are facilitated by a trained staff member. Students and guardians are invited to participate. Below is a brief of each protocol process.

### **Student Safety Protocol Processes**

*Suicide Risk Review Process:* The Suicide Risk Review Process is initiated whenever a student talks about harming themselves, or if there is concern that a student has thoughts about hurting themselves. The [protocol](#) includes a Preliminary Suicide Risk Screener and Full Suicide Risk Review.

*Threat Response Process:* The Threat Response Process is initiated when a student poses a threat, makes a threat, or if there is concern that a student may be about to act out violently. The [protocol](#) includes a Preliminary Information Gathering Form and a Full Threat Appraisal.

*Non-Suicidal Self Injury Process:* The Non-Suicidal Self Injury Process is initiated whenever a staff member becomes aware that a student has been hurting themselves through self-injury. The [protocol](#) is called the Non-Suicidal Self Injury protocol.

Each student safety protocol is concluded with the development and implementation of an Action and Intervention Plan to help support the safety of the student, of the school and community, and a successful return to learning. Plans also aim to provide necessary services and support that address the individual student's needs. Parents are encouraged to contact their school mental health provider or administrator with questions about these processes.

*Individualized Supervision Management Plan (ISMP) Process:* An Individualized Supervision and Management Plan (ISMP) is developed and implemented when a student has been charged with or adjudicated for an offense of a sexual nature. The goal of the ISMP is to build a foundation for safety within the school community; to respond to the individual needs of the student and their family; and address through supervision and management the needs of the student. The ISMP outlines specific supervision parameters that will be in place for the student during the school day and specifies any need for supervision during extracurricular activities on school grounds.

### **Suicide Prevention and Response**

Suicide is a leading cause of death for children and youth in Colorado. Referrals for hospitalization continue to rise as Colorado has one of the highest rates for suicide in the country. Denver Public Schools is dedicated to serving the Whole Child by working to ensure physical and psychological safety in schools. All schools work diligently to provide access to suicide prevention programming and community resources. As a parent, it's important to be aware of common [warning signs](#), and to take all concerns seriously. Remember that together, we can prevent suicide!

### *What should I do if I have concerns about my child?*

It's important to take all concerns seriously! Listen to your child, and acknowledge how they feel. Let them know you care and seek help from a trained mental health professional. When risk is imminent, call 911 or transport your child to the nearest emergency room. If you are worried about another child, you can call 911 or make a Safe2Tell report by calling 1-877-542-7233 or completing the form [online](#).

### *What else can I do as a parent?*

- Talk with your child about mental health. Be present, listen, and take all concerns seriously.
- Help your child identify trusted adults that they get help from. Talk to your child about Safe2Tell, and make sure they know how to report concerns at home, school, and in the community.
- Share information on talk and text lines such as [988](#), the [Colorado Crisis Services](#), and the [Trevor Project](#) that children and youth can access for support. Consider practicing a call with your child.
- Engage in restricting the means by which a child may consider using to harm themselves or others. This includes increasing supervision and implementing [gun safety](#). Remove any medications that a child could use and overdose.
- Partner with your school's mental health provider (*school psychologist, school social worker, school counselor, or school nurse*) to implement a plan for school and home. Use the [DPS School Finder](#) to locate your school's web page and contact information.
- Ask your school or primary care physician about free or low cost resources in your community.
- Access referrals provided by emergency services. This could include follow-up with a primary care physician, referral to [school-based health center](#), or a referral for free counseling through [Second Wind Fund](#).

### *How does DPS support suicide prevention?*

DPS implements annual suicide preventive programming with students in 5th, 6th, 9th, and 12th grades. Programs implemented include: [Riding the Waves](#), [Signs of Suicide](#), [More than Sad, It's Real](#), and [Erika's Lighthouse](#). Programming is supplemented with information on [Safe2Tell Colorado](#) to ensure all students have access to an anonymous reporting tool. DPS schools also provide annual training for parents and staff and work to cultivate community partnerships that support accessible and affordable mental health services for DPS families. Parents are encouraged to contact their school mental health provider or administrator with questions about these services.

### **Visitors**

Visitors and family members are expected to follow [DPS Administration Policy KFA](#) that states *"it is the responsibility of staff to ensure a safe and secure school environment conducive to learning, and therefore require the operation of schools to be free of any conduct intended to obstruct, disrupt or interfere with teaching, research, service, administering or disciplinary functions or any other activity sponsored or approved by the Board. As such, parents are required to comport themselves on school grounds according to the guidelines delineated above.*

*In the event that a parent / legal guardian is found to violate this policy of conduct on school property, they may be restricted from the otherwise free access normally afforded to parents and legal guardians to ensure the safe and orderly operation of the school."*

- All visitors must enter through the main front door (#1) facing 9th Avenue and all visitors must check in immediately and directly at the office. Absolutely no parents or visitors are allowed to go anywhere in the building prior to checking in at the main office.
- All visitors will be required to sign-in and must wear a *visitor* sticker or badge during school hours. Visitors are not allowed to go to a classroom unless there is a previously scheduled appointment or volunteer opportunity with a specific classroom teacher.
- Guardians who are checking a student out of school early must remain in the office and wait for the school staff to call the student down from their classroom. To prioritize safety and minimize disruptions, guardians (except for ECE) are not allowed to retrieve their students directly from a classroom--They are required to wait in the office for their student to arrive before leaving.
  - All guardians must physically sign their student out on the clipboard in the office.
  - Guardians may be required to produce a valid ID to confirm their identity.
- All visitors are expected to act in a professional manner that does not interfere with the functioning of the school environment or the safety and well-being of our staff and students.
- Violations of our visitor policy and DPS Board Policy will not be tolerated.