

Trevista at Horace Mann
Family and Student Handbook
2018 – 2019



TREVISTA
AT HORACE MANN

Address: 4130 Navajo St.

Denver, CO 80211

Telephone: 720-423-9800

Website: www.trevista.dpsk12.org

Principal: Mandy Martinez

This handbook summarizes information and policies specific to Trevista.
*All parents and students are expected to read this handbook before school begins
in August and agree to abide by its policies.*

Please consult the **DPS Handbook for Families & Students** for a comprehensive overview of the many resources, programs, services and policies that are often referenced by Denver Public Schools (DPS) students, parents and guardians.

Dear Trevista Families:

Welcome to the 2018-2019 school year at Trevista. Whether this is your child's first year at Trevista or they are a returning student, we are excited to welcome them to the Trevista community. We understand the importance of our role in your child's life as educators and we will make every effort to ensure your child is supported and empowered to reach their maximum potential.

Our primary goal at Trevista is simple: Every Child Succeeds. To do this, we make every effort to accelerate our students' learning, close opportunity gaps and ultimately, help each of our students reach their full potential.

Student success expands beyond an academic foundation. We are committed to educating the whole child, creating opportunities for students to show their creativity, and providing an array of unique enrichment activities.

Along with our teachers and support staff members, we also recognize and value all of our parents and guardians. The more parents are informed, the more their children are likely to succeed. Please read this handbook carefully and then sign and return the Parent Signature Page to the school office.

For more detailed information about Denver Public Schools, please refer to the DPS Handbook for Families & Students, which can be found at www.dpsk12.org. The DPS handbook has compiled some of the most frequently asked questions and answers from throughout the DPS school system into one easy-to-read guide. I encourage you to read it and keep it on-hand as a resource throughout the school year.

Again, I would like to extend a warm welcome to you and your family as we begin another great school year together at Trevista. I hope you will find this handbook to be a useful resource for answering your questions and providing you the tools and knowledge to help your child succeed

Mandy Martinez

Principal
Trevista at Horace Mann

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General Information

School Hours: Monday – Friday: 8:15AM – 3:15PM

Office Hours: Monday – Friday: 7:30AM – 4:00PM

Attendance Line: 720-423-9800 (please call by 7:45AM)

Introduction

Welcome to Trevista at Horace Mann. This handbook will hopefully answer any questions you might have about our school. After you have read it, please let us know if you have additional questions or concerns.

The policies and procedures described in this handbook support the Mission and Vision of our school and are designed to build integrity, trust and respect among members of our school community. We believe these common expectations of conduct, academic responsibility and communication will help us to create a healthy academic and social community.

Mission

Trevista at Horace Mann exists to serve the unique physical, social, emotional, linguistic, and academic needs of all students. The community of Trevista is committed to creating and maintaining a child-centered and caring environment where teaching and learning recognize the diversity, gifts, and culture of all members and ensure students are both supported and challenged to meet their highest potential as members of an evolving global society.

Vision

Our community is invested in the college and career readiness of all students achieved through our relentless commitment to and accountability for:

- A safe, respectful, supportive, and inclusive school environment,
- Highly engaging and rigorous instruction,
- Language-rich and culturally responsive classrooms,
- Bilingualism and biliteracy through the Dual Language Program and
- Collaboration with and among all families, students and staff.

Dual Language Program at Trevista

At Trevista we believe in empowering all of our students to reach their highest potential as members of an evolving global society. We believe in providing students with the opportunity to become bilingual, biliterate and bicultural through a 90:10 dual language program that begins in 3 year old ECE. Research shows that dual language programs:

- Enhance cognitive development
- Raise academic outcomes for all students
- Prepare students for a highly diverse workplace

Trevista Core Values

- Work Hard
- Show Respect
- Be Responsible

Leadership Team

Mandy Martinez, Principal: Mandy_Martinez@dpsk12.org

Jessica Mullins, Assistant Principal: Jessica_Mullins@dpsk12.org

Liz Blake, Dual Language Coordinator: Liz_Blake@dpsk12.org

Arrival and Dismissal

Students may not arrive at school before 8:00 A.M. unless they are enrolled in the morning Discovery Link (K-5: 6:30 A.M.-8:15 A.M.) or Springboard (ECE: 7:00 A.M.-8:15 A.M). We do not have playground supervision before 8:00 A.M. Students should go directly to our playground areas at 8:00 A.M.

For the safety of all of our students, please do not double park on Navajo Street or 41st at arrival or dismissal time. Crosswalks and parking lot entrances are to be kept clear of cars, and the small parking lot on 42nd **cannot** be used for drop off or pick up as it is a walkway for our students.

Attendance & Punctuality

Daily attendance and punctuality is an expectation for all students in order to provide them with a high quality and consistent learning experience. Students are expected to maintain a 95% attendance rate – this is approximately no more than one absence a month. Habitual absenteeism and tardies may result in mandatory additional academic sessions. All tardies and absences are part of a student’s permanent record.

Because attendance is so closely connected with students’ academic success and completion of high school, Trevista implements a strict attendance and tardy policy. Chronic absences and tardies are taken very seriously. A separate document exists to outline the impact chronic absenteeism and tardies have on students, as well as the steps Trevista will take to ensure every child has regular and punctual attendance. Parents of students with habitual absenteeism or tardies will receive the document and attend a required meeting before enrolling in school in August. However, the Trevista attendance and on-time expectations document is available to all families upon request.

Attendance Expectations

Students will be expected to be here every day school is in session.

All excused absences require approved documentation.

Excused Absences

For purposes of credit and grading, reasons for excused absences include **documented:**

- Illness of the student

- Death in the immediate family
- Doctor or dentist appointment
- Observance of a religious holiday
- Suspension

Approved Documentation for Absences

Approved documentation for a school absence includes:

- A doctor's note stating illness, appointment time and date, and follow-up information
- Other official documentation will be approved by the school principal on a case-by-case basis
- **All documentation must be turned in within 48 hours upon the student returning to school**

Unexcused Absences

Reasons for unexcused absences may include:

- Absence without approved documentation
- Family and/or student vacations
- Child-care situations
- Non-school-related activities
- Sleeping in
- Missed school bus

Tardiness and Leaving Early

Students will not be dismissed after 3:00 pm (until it is time to dismiss at 3:15). A student is considered tardy if he/she arrives to school one (1) minute after the scheduled start time (8:15 AM.) If a student is tardy, they must enter through the front office entrance, sign in, and receive a tardy slip in order to be admitted to class. Students will not be "buzzed" in through any other entrances. **Tardiness and early dismissal from school count against a student's attendance record,** and consistent minutes missed can add up to full or half days missed. Excused tardies also require approved documentation.

For our students' safety, all doors to our building are always locked. Students and parents who arrive after classes have entered the building in the morning should go to the main entrance and ring the bell for entry. The student must check in with the Main Office before proceeding to his or her classroom. **All adults must check in the main office before entering the building.**

The school encourages family vacations to be scheduled to coincide with school vacations. Extended vacations or absences from school will impact the decision to promote the student to the next grade. All appointments should be made outside of school hours or during school breaks if at all possible. Students are responsible for notifying teachers of their absence in advance and making up any assignments, quizzes or tests by an agreed-upon date.

All School Promotion and Retention Policies

Trevista requires students maintain a 95% attendance rate, complete quality assignments, follow the school's code of conduct and reach individual achievement targets. Failure to meet these requirements will result in mandatory participation in a summer academy or intervention classes in order to be promoted to the next level of schooling.

Promotion, retention, and acceleration decisions will be made by the Trevista principal, in consultation with teachers and parents, after careful consideration of a body of evidence. The purpose of the Trevista promotion, retention, and acceleration policy is to ensure that every student is promoted with the necessary knowledge and skills to be successful at the next level. Students who are retained will participate in intervention and remediation in order to ensure that they develop missing skills and accelerate academic achievement necessary for success in high school, college and career.

Adults on Campus

Your child's safety is our top priority. Any non-staff adult entering the Trevista campus must sign in at the main office and wear a Visitor Badge. The badge serves as a visual ID that allows staff to immediately determine if a visitor has permission to be on the Trevista campus.

Parent Partnership Programs and Resources:

- Attend Parent/Teacher Conferences
- Parent Advisory Council (PAC) Program: PAC members develop our school's family engagement plan and address English Language Learner topics.
- Monthly Community Information Sessions with the Principal and Assistant Principal
- Parent/Teacher Home Visit Program: Trevista Teachers will set up home visit meetings with parents or guardians at least once per year.
- School Accountability Board – SAB members are parent elected positions to provide direction for school policies, accountability for student achievement, School Improvement Plans and school safety concerns.
- Volunteer Opportunities: Parents can support Trevista by volunteering for field trips, participating on the PTA, supporting the school's fundraising efforts, and mentoring or tutoring Trevista students.

Basic Principles and Guidelines for School Interactions

- Schedule appointments with teachers or administrators if a discussion is needed. This will allow adequate time for parents, teachers, and administrators to focus on the topic of concern.
- Raise concerns with the appropriate person first. Conversations with teachers usually clear up or resolve issues. Please make sure you have tried to work with teachers before contacting administrators.
- Voicemail and e-mail are public documents; confidentiality cannot always be assumed.
- To protect all parties, conversations may be documented and a third person may be present.
- Verbal, physical or sexual harassment will not be excused or tolerated.

Breakfast-In-The Classroom (BIC) Program for ECE – 5th grades

To ensure all of our students begin the day with a healthy breakfast, Trevista is participating in the DPS “Breakfast in the Classroom” program. Breakfast will be available to all students during their morning meeting time at 8:15 A.M. and end promptly by 8:30 A.M.

Bus Transportation

Bus routes are set by the DPS Transportation Department. Any questions concerning this service should be directed to the transportation office. For information regarding late busses, or any other bus questions, please call the Parent Hotline at 303-825-2611.

Snacks & Lunches

Students may bring their own lunch to school but doing so should promote healthy nutritional choices. Please **DO NOT** pack soda pop or candy in school lunches. Students may only pack a small sized bag of chips if it is part of a balanced sack lunch from home. Students may not bring large size bags of chips to eat at lunch or any other time during the day, unless it is to be shared among the class for a celebration. Students are not allowed to share their food at lunch to prevent the spread of germs as well as conflict among peers.

Students may bring water in water is spill-safe water bottles.

Outside Recess

Students have a supervised 45-minute lunch/recess every day.

- The Playground Coach has a two-way radio and first aid kit.
- Trevista holds outside recess every day unless weather is too extreme or wet. All students are expected to go outside for recess unless the office and teacher are provided with a doctor’s note.

Outdoor Rules

The following rules apply to recess and the time before and after school.

- **Do NOT bring personal sports equipment or toys from home.** Trevista provides playground equipment for student use. Personal items may be lost, stolen or broken causing additional conflicts on the playground.
- Bullying and Intimidation will not be tolerated (see Trevista Discipline Matrix)
- Get permission before re-entering the school.
- Students may not throw snow or ice, and may not engage in physical horseplay with other students.
- No tackle football. Students may play touch football.
- All playground equipment must be checked out and returned to the Playground Coach at the conclusion of recess.

Extracurricular Programs & Activities

We also offer a variety of clubs before, during or after school such as Chess Club, Homework Help, Discovery Link, Springboard, etc. Faculty or volunteers supervise all clubs. Some activities, including athletics, require additional fees for participation.

Parent/Teacher Home Visit Program

Home visits from teachers provide informal and individual opportunities for parents to share ideas, concerns and questions about our school. Parents have more time to share information and insights about their child and learn how they can support academic success. Teachers will be scheduling a Parent-Teacher-Home-Visit during the year to get to know you and your child better. While we love to visit families in their homes, we can also arrange to meet at other locations. Just let the teacher know your preference when he or she contacts you.

Student-Parent-Teacher Conferences

At Parent Teacher Conferences, parents will leave the evening with a folder containing personal information about their child's progress and at least one strategy for helping at home. Of course, parents (or teachers) may request a personal one-on-one conference at any time during the year to discuss academic or social/emotional progress.

Progress Reports

Progress reports are sent home three times a year. In addition to the traditional DPS progress reports, Trevista teachers will also share progress toward end of year goals with families.

Standards of Student Conduct

Trevista at Horace Mann seeks to build a climate of mutual respect, trust and courtesy. When anyone in the school is disrespectful or disruptive the entire community is diminished. Everyone is entitled to a secure and supportive learning environment that includes respect for diverse viewpoints with opportunities for the respectful exchange of ideas.

Although teachers strive to deal flexibly and creatively with situations as they arise, there are certain behaviors not tolerated by the school. **Please see the Trevista Discipline Matrix for DPS behavior policies and administrative actions on Page 13 of this handbook.**

Fighting at Trevista

One of Trevista's core Vision Statements is that we will provide a Safe and Nurturing Environment for our students. Therefore, fighting at Trevista is not tolerated under any circumstances. In circumstances where students are older than 10 years the DPD (Denver Police Department) will be called to sort out the situation and issue tickets (requiring appearance in juvenile court with accompanying fines). If students "agree" to fight, both parties will be issued tickets. We leave the investigation for "fault" to DPD. Trevista may also begin Suspension proceedings. Habitual offences will result in documentation toward expulsion.

Drug & Alcohol Policy

Our educational mission is to nurture each student's capacities for clear thinking, sound judgment and conscience in action. The possession or use of consciousness-altering substances is a hindrance to the healthy development of young adults and disrupts the culture of trust cultivated between students, faculty and parents. The use, possession or sale/distribution of drugs, alcohol and tobacco is prohibited in school and at school functions. If students engage in any of the above we call DPD and let them sort out fines and consequences. Trevista may also begin Suspension proceedings. Habitual offences will result in documentation toward expulsion.

Trevista at Horace Mann reserves the right to initiate expulsion proceedings in response to a violation of the rules regarding fighting, drugs, alcohol or weapons.

Facebook, Twitter & Other Online Social Networks

Trevista faculty and staff do not accept invitations to join any social networking sites from students. Trevista will not search out any student's personal page or website; however, if we are informed of anything of a concerning nature, we will respond.

All-Weather Clothing

All students should come to school prepared for all weather conditions. Outdoor activities are a big part of the daily schedule. Rain and cold weather gear (coats, boots, gloves, hats, etc.) should be brought to school when conditions necessitate.

Uniform Dress Code

Students at Trevista at Horace Mann are expected to wear a school-issued shirt along with jeans, black or khaki pants, shorts or skirts reaching fingertip levels.

Appropriate dress is important to achieve success in school. Appropriate dress creates an atmosphere of success and sets the tone for acceptable behavior and self-confidence in school. In preparing for school each morning, please make sure your child has followed Trevista's dress code.

In addition, all students are expected to dress in the following manner:

- Clothing covering from shoulder to mid-thigh.
- Shoes laced and tied
- Skirts and shorts as long as the student's fingertips with arms extended down toward the floor
- Facial jewelry limited to earrings and tiny nose studs
- Outside jackets and non-Trevista sweatshirts with hoods must be taken off and put in lockers at the beginning of the day.

Must NOT Wear

- Hoods indoors
- Hats (except for health or religious reasons)
- Sunglasses or gloves inside the building
- Heels, slippers or flip-flop shoes

The faculty and staff of Trevista at Horace Mann reserve the sole right to interpret and enforce the student dress code. Students who violate the dress code will be required to take off the item and/or change into and wear a school uniform for the day, call home for appropriate clothing to be brought to school for them, or be sent home. Repeated dress code violations may result in further disciplinary actions.

PE Class Attire

For the safety, hygiene and the ability to move in Physical Education classes, students must dress properly. Students must wear or bring athletic shoes and comfortable clothing.

Lost & Found – Located in the Trevista Cafeteria

If you are missing something, check the Lost & Found located in the lobby area just outside of our cafeteria. The school is not responsible for replacing or reimbursing students and their families for lost or stolen items. All lost items will be bagged and donated at the end of each trimester.

Emergency Information

For the safety of your child, all Emergency Information contact information must be kept current in our computer system. **Please inform the office and your child's teacher immediately if your contact information changes.** Any special dietary or health concerns should be given to the school nurse and your child's teacher. When a parent or responsible adult cannot be contacted, the school may contact the Denver Police and/or Office of Social Services.

Custody Agreements

A copy of the Custody Agreement regarding children of divorced parents must be on file in the Main Office.

Medications – Acute and/or Chronic Medical Needs

See DPS Handbook for Families & Students

Social/Emotional Needs of Students

Trevista at Horace Mann employs a full time a full time social worker that assists students and families with short-term emotional or behavioral supports. If student conduct indicates more chronic needs, the school will work with the family to determine appropriate and affordable assistance. If a student is in or begins a therapeutic relationship that is related to the student's school life, we require that a Consent Form for Exchange of Information, allowing communication between the school and the care provider, be completed and filed with the school social worker.

Student Technology User Agreement

Trevista is initiating a 1:1 Device program for students and teachers in an effort to embrace 21st Century Skills. After reading and returning the required agreement, students will be using devices in their classrooms. Device use will be monitored by building level administration as well as district level administration to gauge use and effectiveness of the device in the classroom. Devices are school district owned devices and the contents on the device can be viewed at any time.

Goals for Student Users

- To prepare students for a 21st century environment

- To increase productivity and engagement of all learners
- To make student-centered learning a priority
- To increase collaboration, creativity, critical thinking and communication **in** our students

Guidelines

Student use of the Device falls under the district Acceptable Use Policy for technology. Internet and device use will be monitored through district level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the Device are the property of the school district and subject to review and monitoring.

Using the Devices

- Clean the screen with approved soft, lint-free cleaning towels. Do not use any spray cleaners or liquids
- Make sure hands are clean before use
- Keep Device away from food and drink
- Charge the Device only with the included charger and using a standard wall outlet for your power source
- Document any software/hardware issues to your teacher as soon as possible.
- Keep the Device in a well-protected temperature controlled environment when not in use.
- During class time, students are expected to keep Notifications **Disabled** for the purpose of not being a constant distraction for the student or for others.

Applications

Student Devices will be given to students with key applications already installed. Applications should not be installed or uninstalled by the student. It is the responsibility of Trevista staff to install and uninstall all applications. If there is an application a student would like installed he/she may discuss the educational merits of the application with his/her teacher. Once an application is deemed appropriate for the classroom it may be installed.

Saving documents with your Device is accomplished using "cloud" storage. This will require you to have a Google Docs account. Using this account, you can save, export, and import documents in a couple of different formats. This allows you to access your documents from other computers via the Internet. You can also share your documents with other students or your teacher.

Reporting Technical Issues

Any errors or problems with the Device should be reported as soon as possible. The following procedure should be exercised when reporting Device issues:

- Let your teacher know of your issue

- If your teacher is unable to resolve the issues, they will then direct it to the Site Technology Partner (STP) to see if it is something they can resolve.
- If it is an issue that we cannot resolve internally, we will have to issue a work ticket and it may take several days to have the issue resolved.

We will address damage to the device to determine if it is due to accidental cause. Damage due to negligence or misuse will result in the student assuming the financial responsibility of replacement for the Device.

Security

Students should not set a security passcode on his/her device.

Care and Responsibility

Level A: Care and Responsibility

- Letting another student use your assigned device
- Not having the device in school issued cover
- Use of headphones if a teacher has given instruction not to use them
- Using the device around food
- Leaving the device unattended
 - Should be in classroom or storage cart
- Playing games or on a site not approved by teacher during instructional time
- Clearing browsing history
- Battery not charged

Level B: Care and Responsibility

- Any intentional damage/destruction to device and/or components of device
 - Suspension plus costs of repair/replacement

Technology Misuse

Level A: Inappropriate Use

- Inappropriate use of camera (face-time, etc)
- Presence of inappropriate non-instructional materials

Level B: Unacceptable Use

- Installing apps without approval
- Possession or distribution of adult content of any kind
- Possession of inappropriate files of any kind
- Possession of pirated copies of music or movies
- Cheating
- Threatening or bully others

- Additional email accounts
- Deleting district account for i-Tunes store
- Resetting Device to factory settings

Consequences for Violation of Care/Use

- Loss of privileges + possible replacement cost
- Detention + Loss of privileges + possible replacement costs
- **In** school suspension + Loss of privileges + possible replacement costs
- Out of school suspension + Loss of privileges + possible replacement costs

General Rules

- Loss or Damage must be reported immediately.
- Headphones/ear bud use during class are left up to the discretion of each teacher
- Devices will be monitored by school administrators at any time for misuse
- Students will lose Device use for misuse or inappropriate use is suspected
- Teachers will restrict Device use during class if misuse is suspected

Costs for Replacement:

- Lost or beyond repair: \$400
- Device Screen: \$120
- Damaged/Lost Charger: \$30
- Damaged/Lost Cover: \$20
- Battery: \$70
- Home Button: \$10
- Camera: \$30

Trevista Technology User Agreement

Student Name:

Grade:

Student

Please read and check each statement before signing:

- I will not modify the device unless instructed by Trevista staff
- I will not sync the device to another computer or email accounts
- I will not take the device out of the case
- I will not take inappropriate pictures or use the internet inappropriately I will report any issues as soon as possible
- I will not leave my device unattended or have it near food or drink
- I understand that absences and my behavior may cause for removal of my technology privileges

I understand and will abide by the above Technology user agreement. I further understand that if I commit any violation, my access privileges may be revoked and school disciplinary action taken.

Parent or Guardian

Please read and check each statement before signing:

- I assume all financial responsibility should my child be deemed responsible for damage to the device
- I understand that this access is designed for educational purposes. Therefore, my child's actions may cause for the removal of his/her technology privileges (either temporary or long term)
- As a school-owned device, I understand that my child's device can be searched at any time for improper material or evidence of improper use.

As the parent or guardian of this student, I have read and agree to the Technology user agreement.

FAMILY & STUDENT HANDBOOK RETURN FORM

Thank you for reviewing the Family & Student Handbook with your child. Please detach this form and return to the main office by September 4, 2017. Your acknowledgment will give consent to use your child's image to celebrate our school, use and be responsible for technology and participate in field trips. (<http://trevista.dpsk12.org> & <http://facebook.com/TrevistaFalcons>).

Student Name

Student Grade

I have reviewed the Family and Student Handbook with my child and am aware of school expectations and policies. I agree to:

- Attend parent-teacher conferences twice a year.
- Check notices sent home each week.
- Support student with homework and return to school on time.
- Read with student and/or make time for them to read every day for at least 30 minutes.
- Attend at least one parent meeting per year.
- Maintain regular communication with the school about students' academic and social progress.
- Bring student to school on time unless they have a fever or need to see a doctor.
- Attend *at least* one other family event during the school year (Family Science Night, school play, Field Day or other).
- My child's use and responsibility for technology devices
- Consent for using your child's image to celebrate our school
- Participate in field trips

Student Signature

date

Parent Signature

date

