

Trevista at Horace Mann
Family and Student Handbook
2021 - 2022



TREVISTA
AT HORACE MANN

Address: 4130 Navajo St.

Denver, CO 80211

Telephone: 720-423-9800

Website: www.trevista.dpsk12.org

Principal: Jessica Mullins

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 2021-2022 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.

Our primary goal at Trevista is simple: Every Child Succeeds. To do this, we establish trusting relationships, make every effort to accelerate our students' learning, and help each of our students realize their limitless 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 through art, music, and physical activities. In addition, we commit to daily social emotional learning and students learn how to navigate strong emotions, peer relationships, and visit the perspective of others.

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.

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

Jessica Mullins
Principal
Trevista at Horace Mann

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General Information

School Hours:

- **ECE-5th Grade:** Monday – Friday: 8:05AM – 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

Jessica Mullins, Principal: Jessica_Mullins@dpsk12.org

Alison Yocum, Senior Team Lead: Alison_Yocum@dpsk12.org

Amanda Swales, Senior Team Lead: Amanda_Swales@dpsk12.org

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

Luz Rossi-Jones, Dual Language Coordinator: Luz_Rossi-Jones@dpsk.12.org

Taylor Kalchbrenner, Senior Team Lead: Taylor_Kalchbrenner@dpsk12.org

Arrival and Dismissal

Students may not arrive at school before 8:05AM unless they are enrolled in the before school programs through:

- Discovery Link - K-5: 6:30AM-8:05AM
- Leading Edge - ECE: 7:00AM.-8:05AM

We do not have supervision before 8:05AM. If students arrive before 8:05 parents will be called to come to the school to supervise students. Students should go directly to their arrival door at 8:05 am.

ECE students must be signed in and out by an adult that is at least 18 years old.

All students will be dismissed outside at 3:15. Please see the attached map for dismissal locations. Kinder, 1st, and 2nd grade students need to be picked up by an adult indicated on the pick-up list or an older sibling. Students in 3rd-5th grade are allowed to walk home. Adult supervision is provided during dismissal until 3:25. All students need to be off of the school grounds (unless otherwise arranged) for safety and supervision purposes. All students not picked up by 3:25 will go to the main office. If you will be late picking up your child, please contact the teacher or main office to let them know.

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.

2021/2022

Llegada @ 8:05

Despido @ 3:15

Discovery Link
Entrada (#11)



Hay lugares de estacionamiento designados en el estacionamiento del personal para los padres de ECE. →

Leading Edge
Entrada (#7)

Dejar a los padres - NO ESTACIONARSE
(lado sur de 42nd Ave.)

1st Grade DL (#6)
(Ms. Luna)

1st Grade (#17)
(Ms. Magaña)

5th Grade (#16)
(Ms. Yocum, Ms. Kalchbrenner, Ms. Karen)

2nd/3rd (#4)
(Ms. Shay, Mr. Baker)

2nd Grade DL (#18)
(Ms. Beall)

3rd DL/4th Grade (#19)
(Ms. Mako, Ms. Myers)

Kindergarten (#2)
(Ms. Paula, Ms. Eli, Ms. Amy)

ECE (#20)
Valeria/Ana
Dan/Natalie

ENTRADA PRINCIPAL
(personal y
estudiantes tardíos)

Los padres no entrarán al edificio con los estudiantes. La supervisión del personal garantizará que los estudiantes lleguen seguros a su salón de clases.
Los estudiantes NO PUEDEN llegar temprano o quedarse hasta tarde para jugar en el patio de recreo antes o después de la escuela sin la supervisión de un tutor.

Dejar a los padres - NO ESTACIONARSE
(41st Ave.)

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 tardiness 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. 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.

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 Documentation from a physician is required if students are absent more than 2 days in a row due to a medical reason. Absences due to family travel will only be marked excused for the first 2 days and once a year.

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

Withdrawal Procedures

Any student who has been absent from school without notice and/or permission for 4 or more days in a given month or 10 or more cumulative days is at risk for withdrawal from Trevista. Procedures for withdrawing students are as follows: 1. Minimum of three phone calls and one home visit re: attendance is made and documented by school 2. Registered letter is sent to the last known address and/or hand delivery of letter requesting the parent/guardian contact the school regarding the student's absences 3. Copy of letter is placed in student file/documented. 4. Once steps 1-3 have occurred, and no guardian of the student is available for contact, the student will be withdrawn from school 5. In the case of a student who has been withdrawn and returns to attend school in the same school year, the registration process will take place again for the student to re-enter. A mandatory attendance contract will be put into place. Failure to comply with the contract can result in an immediate summons and petition to truancy court, mandatory summer school, and/or retention in the student's current grade.

Tardiness and Leaving Early

A student is considered tardy if he/she arrives to school one (1) minute after the scheduled start time window (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
- 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 positions to provide direction for school policies, accountability for student achievement, School Improvement Plans and school safety concerns.
- Parent/Teacher Association - a group organized and run by parents to support school initiatives.
- 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 email 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 participates in the DPS "Breakfast in the Classroom" program. Breakfast will be available to all students during their morning meeting time.

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. Chips that are not part of a sack lunch or large bag of chips will be taken away.** Students are not allowed to share their food at lunch to prevent the spread of germs as well as conflict among peers.

All students must go through the lunch line and get a school lunch if they do not have a sack lunch from home. It is our responsibility as a school to ensure that every child has the opportunity to eat a healthy lunch.

Students may bring water in 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 a first aid kit.
- Trevista holds outside recess every day unless the 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
- 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 Choir, Tutoring, Discovery Link, Leading Edge, 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 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.

Field Trips

We have many exciting field trips that we plan every year at Trevista. To ensure the safety of our students please see the guidelines below. We are thrilled that our students will have the opportunity to explore museums, the zoo, and other Denver area highlights.

Expectations to Attend Field Trips

- Follows directions
- Does not engage in physical aggression
- Avoids excessive peer conflict
- Responds to redirection
- Trusted to stay with a group without eloping

*****Students not meeting one or more of the above expectations may be ineligible to attend field trips or require a parent/guardian to accompany them on the field trip.***

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. Students with habitual disruptions will be required to attend a social/emotional group after school with a parent in order to address the root of the behavior and learn strategies to engage in the learning community.

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.

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.

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 and/or hoodie along with their choice of bottoms. Parents should contact the front office if they need support with purchasing uniform shirts. Even though students are in a uniform t-shirt we encourage students to express themselves and what makes them unique through shoes, pants, skirts, hair, jewelry, etc. Most importantly, we want students to feel comfortable and have a sense of belonging within the school community. This self-confidence sets the tone for the day and creates an atmosphere of success.

Cell Phone Policy

Students are highly discouraged to bring cell phones to school as they can be easily lost or stolen and can cause major distractions during the school day. If a student does bring a cell phone to school they are to be turned in to the teacher at the beginning of the day for safekeeping and will be returned to the student at the end of the day. Cell phones will be taken by a Trevista staff member if seen out during the school day. If this happens, parents will be called and will have to come to the school to pick up the cell phone after school.

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 Southwest Stairwell near the Front office

If you are missing something, check the Lost & Found located in the southwest stairwell near the front office. 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 social worker who 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

Technology 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.

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.

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 causes. 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

- Students should not allow other students to use their assigned device unless directed by a teacher or administrator.
- All Ipads should be in a protection cover

- Headphones should be used responsibly.
- The device should not be used around food or drink
- The device should be accounted for by the student and/or teacher at all times
- Students may not play games or go onto a site not approved by teacher during instructional time

Level B: Care and Responsibility

- Any intentional damage/destruction to device and/or components of device will result in a 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

General Rules

- Loss or Damage must be reported immediately.
- Headphones/earbuds 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.