

**DENVER PUBLIC SCHOOLS**  
**Mathematics and Science Leadership Academy**

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**ABSENCE OF STAFF**

If you know beforehand that you are going to be absent, you are strongly encouraged to make arrangements for a guest Teacher beforehand. Dr. Lopez will provide you with a list of preferred Guest Teachers.

If you do not know in advance, please report your absence to the Sub Finder System (<https://sems.dpsk12.org/ogOnitAction.do>) as soon as possible. In an emergency, if you are not able to access the Sub Finder System, you may call (720)217-4143.

Teachers should call the school before 2:00 p.m. each day they are absent to notify us of their intentions for the following day so we may inform the substitute teacher whether to return the next day. If we do not hear from you, we will assume you will return the following day.

Please refer to the contract for information regarding Sick Days, Personal Days, and Leaves.

**ACCIDENTS OR INCIDENT REPORTING**

In case of an accident in which a child is seriously injured, notify the office immediately by sending another staff member or student. Do not move the child unless necessary. A person from the office will assist.

Please report all accidents for incidents involving students or staff as soon as they occur. Please return paper work within 24 hours. The official accident reports forms are available in the office.

**ATTENDANCE (Students) POLICY**

The MSLA staff recognizes that good attendance is an indicator of a child's success in school. When students are absent they miss important lessons and interactions. School instruction can be confusing and difficult for children who are frequently absent. In order to promote good attendance at Samuels the following attendance procedures will be instituted.

- Students arriving to classes after **8:15 am** must go to the office for a Tardy Slip. Students arriving after you have entered the class should still be marked as tardy on IC. Do not admit a late student to class without a pass after **8:15 a.m.**
- Every day before 8:30 a.m., attendance is taken and entered into Infinite Campus (IC) by the classroom teacher.
- If a parent requests early dismissal, the office will call the student for release and they should be sent to the office. Students will be released through the office only. Children will only be released to adults on their registration forms.
- File written excuses in the student's individual folders for reference.
- Please encourage good attendance by all pupils. Contact parent/guardian to encourage regular attendance. Each teacher will be expected to make a personal contact with the family should a child be out of school 3 or more days in a row.

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Notify the office to send a “letter of absence” when a child has reached 5, 10, 15, and 20 absences.

**BUILDING APPEARANCE/CARE**

Everyone is responsible for the appearance of our building. Please set an example and help children develop a sense of pride in our school. Please leave your classroom in good order for the following day. No smoking is allowed in the building or on school grounds in accordance with the Board policy.

Maintenance requests should be submitted to the facility manager. There are forms in the office and his box is there as well.

**BULLETIN BOARDS**

Classes on each hallway should coordinate with each other to divide responsibilities for bulletin boards and display cases on their own hallway. The displays should change monthly and reflect the dynamic learning community that is thriving at our school.

**CAFETERIA**

- Classes need to arrive to lunch on time due to our tight lunch schedule.
- Students should go to the restroom before coming to lunch.
- Students should bring sack lunches and coats with them where appropriate.
- Students must finish eating before leaving the cafeteria. No food will be allowed outside of the cafeteria.
- Students may not leave the school grounds during lunchtime without permission from the office.

**LUNCHROOM PROCEDURES:**

Please go over the following procedures with your children several times, and review them during the school year.

1. Classes will go through the lunch line one at a time. If a class is in line, please wait at the cafeteria door.
2. Students are to move through the line quickly and should know their numbers.
3. As students exit the line, they will be directed to the proper table. There will NOT be assigned tables this year.
4. Students will get napkins and utensils from the bins on the end of the table.
5. Students are to use quiet voices and manners while eating their lunches.
6. Students will raise their hands when everyone at the table is finished and the table is clean.

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7. A staff member will come and dismiss the table.
8. Students will proceed to the clearing station where food scraps are to be placed in the bucket, trash in the can and trays stacked neatly.
9. Students will line up at the door to await dismissal or escort to the playground/blacktop.

**CHILD ABUSE**

By law, teachers are required to report any suspected abuse or neglect of a child. **It is critical that if you notice something (i.e. bruising, redness, swelling) to make a report immediately. If a caseworker does come out it allows the child to be interviewed at school.** See Child Abuse Reporting forms.

**CLASS LOCATION**

We assume that your class will always be in its assigned area. Please notify the office if you take your class out of the building during the day. Also, please advise the office, the nurse, and the cafeteria of any upcoming **field trips**. Notice must be given 2 weeks in advance for field trips (see Filed Trip procedures).

**COPIES AND LAMINATING**

The copy machine and laminator are in a small room attached to the teacher's lounge. If you want copies or laminating to be done for you, please deposit them in the basket provided with your name, number of copies and date needed. Please allow 48 hours for this to be done.

If you would like to make your own copies, you may do so. The code for the copies is 0186 and is only for MSLA use. The door should remain closed.

**CUMULATIVE RECORDS**

Cums are kept in locked cabinets in the office. THEY ARE NEVER TO BE TAKEN OUT OF THE SCHOOL. CUMS ARE CONFIDENTIAL – ONLY CERTIFIED AND OFFICE STAFF SHOULD WORK WITH THE CUMS.

Teachers must use the check out sheet so that the office knows where the cumulative folders are at all times. Colorado State law requires that each person record his/her inspection, using the form on the inside cover of each folder. Cumulative files contain only permanent information.

Cums are to be completed at the end of the year prior to checking out for the summer.

**CUSTODIAL SERVICES**

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- Requests for custodial services need to be in writing and given to the Lead Teacher for approval. Forms are in the office.
- In case of emergency, when custodial help is needed immediately, you may call the Facility Manager. Anything spilled that could cause a stain should be cleaned immediately.
- Any major request for services or items that pose special problems should be directed to the principal first.
- Leave classrooms clean before teachers and students leave.

**DAILY RESPONSIBILITIES**

- Teacher work day is 7:40 – 3:55 on Monday, Tuesday, Thursday and Friday; 7:40 – 2:40 on Wednesdays.
- Check email twice a day, mailboxes daily, and phones before and after school for messages and important information.
- It is expected that staff respond to requests in a timely manner.
- Read the school bulletin.

**DISTRIBUTION OF PRINTED MATERIAL**

The office need a copy of all written parent communication– this will assist in answering parent questions.

**EMERGENCY Lesson Plans (Substitute Folders)**

During the school year, situations arise that are unavoidable and may prevent appropriate planning for substitutes. Therefore, all teachers should have a completed Guest Teacher Folder in the office containing emergency lesson plans. The folder should include:

- Fan out plan
- Daily Schedule
- Extra Duties
- Names and room numbers of teachers that can be of assistance
- Class discipline procedures
- Lunch routine
- Attendance instructions
- Student leaders and job procedures
- Emergency procedures (fire drill, lockdown, etc.)

**FIELD TRIPS**

Field Trips should be educational and should directly connect to classroom learning.

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- Students are to be supervised by certified staff members AT ALL TIMES. Parents and paraprofessionals are NOT allowed to supervise students.
- Request buses at least three weeks in advance by contacting Dr. Lopez. She needs the following information:
  - Number of students
  - Number of adults
  - Name and address of destination
  - Time you are leaving (must be 9:30 or later).
  - Time you are leaving the destination (earlier than 1:30).
- Notification of a Field Trip must be sent home prior to the day of the field trip.
- Inform specials' teachers and the cafeteria manager of any field trip at least two weeks in advance.
- Teachers must make arrangements for students not attending field trips. Notify the office of these arrangements.
- If a field trip is part of the regular curriculum, a student cannot be denied attendance.
- Notify Mrs. Gomez of your trip so that she can put it on the master calendar and Ms. Ursetta so that she can put it on the staff calendar.

**FIRE DRILLS**

Fire Drills will be held periodically throughout the school year. Staff members will be notified of the date and time for the first drill. After that, prior notice will not be given. The signal for the fire drill is a loud continuous sounding alarm. Emergency folders are to next to the door.

**Fire Drill Procedures**

- There is a chart in your room, showing the exit route
- Explain the procedure and rules for the fire drills to your class
- Walk students briskly in a line and in absolute silence
- Take class roster and red/green cards when leaving the room for a fire drill.
- Evacuation of visitors in the building will be the responsibility of the person they are visiting. However, your students are your first priority. If visitors choose to stay, that is their responsibility.
- If during lunch, all staff must assist in assuring the safety of our children. Gather the children by class and take roll. The office will provide a copy of class lists.
- Classes should proceed to the baseball field.
- Take attendance and hold up the green card if all students are accounted for. Hold up the red card if you are missing students.
- Wait for a signal that indicates that the drill is complete.

**GUEST TEACHER INFORMATION - CONTINGENCY PLAN**

1. If one of the "Specials" teachers (P.E., Art, Instrumental Music, Vocal Music, Library, or Computer), or SPED teachers is out the class/classes or groups may be cancelled or split up.

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2. When there is not a guest teacher for a regular classroom, teachers subbing for Specials will be asked if they will cover a classroom instead. This will be the guest teacher's choice. Those Specials classes may be cancelled or split based on the guest teacher's decision.
3. Under any circumstance, when there is not a guest teacher available for a classroom, children may be dispersed (fanned out) to other classrooms.
4. A rotating list of persons may cover classes when guest teachers cancel, do not show up, or if the job is not picked up by the guest teacher call-in system:
  - a. Intervention Teachers
  - b. Co-Lead Teachers
5. All building personnel will be available to help in special situations.
6. The Co-Lead Teachers are responsible for the safety and education of all children in the building. The above policy will be adhered to whenever possible; however, the principal will have ultimate authority in making decisions for emergency situations.

**LOCK DOWN PROCEDURES**

1. An announcement will be made that the school is going on lockdown.
2. Close and lock your door. If your door is open take in any students that are in the hallway. If it closed, keep the door closed.
3. Assemble students in a location that is out of sight from anybody looking in the window in the door.
4. **Students are to remain quiet at all times.**
5. Teachers are to email Ms. Nazareno, Dr. Lopez and Mrs. Gomez with the name of any missing students in the subject line. If you have extra students, put their names in the body of the email. [Lori\\_Nazareno@dpsk12.org](mailto:Lori_Nazareno@dpsk12.org), [Lynne\\_Lopez-Crowley@dpsk12.org](mailto:Lynne_Lopez-Crowley@dpsk12.org), [Hipolita\\_gomez@dpsk12.org](mailto:Hipolita_gomez@dpsk12.org)
6. If email does not work, you can call or text Lori (720)891-5303 or Lynne (720)217-4143.
7. Do not open the door or let anybody in (even students) once the door has been secured. You will hear an announcement over the intercom informing you that the lockdown is over.
8. If you are outside, proceed to the closest classroom.
9. If you are outside and the threat is inside go away from the building. If you can go to St. Rose de Lima 1320 W. Nevada Pl. 303 778-7603

**Modified Lockdown**

1. Normal proceedings within the building.
2. Nobody enters or leaves the building for any reason.

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**LOST AND FOUND**

Students who find items that have been lost should turn them into the office. A lost and found area will be located in the south hallway. Students should check for their belongings on a regular basis.

**MEDICATION**

Students will be given medication at school only when written request from doctor and guardian is sent to the school nurse. Advise the office and/or the school nurse when any medication is brought to school by the student. Students may not carry any medication to their classroom. For any concerns, please contact the school nurse.

**PARENT CONTACT/CONCERNS**

Teachers are expected to contact parents regarding students' positive and negative behavior and/or academic performance. Phone calls, notes, progress reports and informal conferences are a few examples.

Teachers need to provide documentation in IC of these conversations on the "Conference" tab.

Parents must first make an appointment to speak to a teacher if they have a concern. Forms will be provided. If the issue cannot be resolved then the next steps (according to district policy and DCTA contract) include involving the: principal (Lead Teacher and/or Instructional Superintendent)

**PARENT PROGRAMS**

Teachers are required to attend up to three evening programs during the year. These will include Back to School Night and other nights determined planned by the Climate and Culture Committee.

**PARENT/TEACHER CONFERENCES**

Conferences provide and excellent opportunity for the teacher and parent to become better acquainted and to discover the child as a learner. These meetings should be student-centered. Individual conferences should be scheduled whenever warranted or requested.

Building conferences are scheduled for 2 times during the year.



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**PARKING**

Staff parking is either in the lot across the street or in the new lot on the west side of the building. FYI – KIPP students will not be using either lot.

**PROCEDURES FOR OUTSIDE AND INSIDE DAYS**

Please teach thoroughly and review periodically. All school days will be considered Outside Days, unless you are notified. Notification can change at any moment as the weather changes.

**OUTSIDE DAYS:**

Coats – Teachers are responsible for seeing that all pupils take their coats with them when leaving their rooms when appropriate on Outside Days, since pupils will not be allowed to return from the Lunchroom or playgrounds to any classroom for coats left in their rooms.

**Lunch / Playground Schedule:**

<b>11:30 – 12:25</b>	<b>3<sup>rd</sup> grade</b>
<b>11:40 – 12:35</b>	<b>Thompson</b>
<b>11:45 – 12:40</b>	<b>Ursetta</b>
<b>11:50 – 12:55</b>	<b>Martin-Medina</b>
<b>11:55 – 12:50</b>	<b>Variot/Sabatto</b>
<b>12:05 – 1:00</b>	<b>Ocon/Brazeel (pick up your students and take them to specials)</b>
<b>12:10 – 1:05</b>	<b>Trainer</b>
<b>12:15 – 1:10</b>	<b>Holt/Brown</b>

**INSIDE DAYS:**

- A. **Before school** – All Grades will be in the Gym. At 8:00 am **teachers** will meet their classes in the gym.
- B. **During lunch** – During lunch on Inside Days, all pupils remain inside during the entire lunch period in the Gym, Auditorium or music room – see schedule. Teachers need to pick up their students on time.

**SCHOOL PARTIES**

- It is the teacher’s responsibility to coordinate class parties.
- Foods must be prepackaged and only clear beverage may be served.
- All classrooms must clean-up after parties

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**SHARED SPACES**

Notebooks for different shared facilities will be in Drawer 6 in the front office under the counter. You must sign out shared space if you want to reserve it. It is strongly suggested that you do so as soon as you are aware that you need or want the space.

**STAFF LOUNGE**

- Children, students, and tutors are not allowed in the lounge
- Cleanliness and care of the microwave, and refrigerator are the responsibility of the staff
- Staff lounge and refrigerator should be kept clean

**STAFF MEETINGS**

Attendance is required at all staff meetings and team meetings. These occur on Wednesdays from 1:00 pm – 2:40 pm.

**STUDENT SAFETY**

Safety in all school areas needs to be stressed at all times. Please encourage pupils to go straight home before going to a friend's home or other places.