

# McMeen Elementary Family-Student Playbook 2024-2025



School Day: 7:40-2:40  
1000 S Holly St • Denver, CO 80247 • 720.424.5520  
Fax – 720.424.5547  
<http://mcmeen.dpsk12.org/>



Dear McMeen Community:

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

Andria Hinman, Principal  
Lauren Bartsch, Assistant Principal

### **VISION STATEMENT**

McMeen Elementary stands as a school of excellence in which everyone is safe, respected, and celebrated. Together, we create 21st century thinkers who continue to achieve and innovate.

### **MISSION STATEMENT**

With our teachers, families, and surrounding community we empower culturally aware individuals to become altruistic, compassionate, and intrinsically motivated models for what is truly exceptional

McMeen Elementary stands as a school of excellence in which everyone is safe, respected and celebrated. Together we create 21st century thinkers who continue to achieve and innovate. With our teachers, families and surrounding community we empower culturally aware individuals to become altruistic, compassionate, and intrinsically motivated models for what is truly exceptional.

## McMeen Elementary Staff

<b>Main Office</b>			<b>Specials</b>		
Andria Hinman	Principal	Main Office	Emilee Claypool	Art Teacher	202
Lauren Bartsch	Asst. Principal	Main Office	Stephanie Medema	Music Teacher	Stage
Debbie Burbach	Secretary	Counter	Julie Wienski	PE Teacher	Gym
Jackie Guzman	Secretary	Counter	Suzanne Ramsey	Library	215
<b>ECE</b>			<b>Team Leads</b>		
Chris Hughes	Teacher	102	Lauren O'Brien	STL & Interven.	101
Hysoonie Henry	Para	102	Kelly Dickinson	STL & Interven.	101
Cecilia Rivera	Teacher DL	103	Lauren Heaton	STL & Interven.	101
Yamilet Sandoval Coronado	Para	103	Summer Holm	STL & Interven.	101
Erica Aldaz	Teacher DL	114	Lyly Zaragoza	STL & Interven	101
Areli Nevarez	Para	114			
			<b>Gifted and Talented</b>		
<b>Kindergarten</b>			Jenni Cessar	Teacher	200L
Maria Jaimes	Teacher DL	109			
Maura Painter	Teacher DL	110	<b>Multilingual Education</b>		
Charlotte Blair	Teacher	111	Bonnae Hammond	Teacher	New
Sarah McReynolds	Teacher	112	Marcela Puerta Arias	Teacher	New
<b>1st Grade</b>			<b>SPED</b>		
Monáy Murphy	Teacher	105	Erica Bohannon	Teacher	104
Lauren Epps	Teacher	106	Ilana Fishman	Teacher	205
Odelince Pie	Teacher-DL	107	Shannon Good	Teacher	215B
Soledad Montecino	Teacher DL	108			
			<b>Student Services</b>		
<b>2nd Grade</b>			Stephen Ranney	OT	200J
Misty Powell	Teacher-Lit	201	Jessica Smith	Speech	200L
Kayla Alvarez	Teacher-Math	214	Lauren Durkin	Social Worker	100J
Luis Figueroa	Teacher DL - Math	212	Miriam Cavender	Nurse	Clinic
Gabriela Martinez	Teacher DL - Lit	213	Tracy Sachs	PT	
			Julie Magnuson	Psychologist	100J
<b>3rd Grade</b>			Nicole Gonzalez Smith	JFS Therapist	215A
Elkin Barrera	Teacher DL - Math	203	Abby Schilly	JFS Therapist	100K
Chris Beatty	Teacher-Math	210	Ted Nelson	JFS Therapist	
Ali Caldwell	Teacher-Lit	204	Bex (Rebecca) Clayman	JFS Therapist	215A
Monica Espitia	Teacher DL - Lit	211			
			<b>Behavior</b>		
<b>4th Grade</b>			Beth Krieger	Dean of Culture	113
Kendal Mullins	Teacher-Lit	206	Chuck Novatka	Behavior	113
Julia Gazillo	Teacher -Math	207	Manny Torres	Behavior	113
Ray Romero	Teacher DL - Math	208			
Edwin Roa	Teacher-DL - Lit	209	<b>Support Staff</b>		
			Mariam Almjdobi	Native Lang Para	
<b>5th Grade</b>			Cristina Boyer	ELA-S Para	

Felicia Pugh	Teacher-Math	151	Ashley Martinez	Para	
Manaury Pimentel	Teacher - Lit	150	Verenice Rochin	Para-Spanish	
David Mejia	Teacher-DL-Math	152	April Stevens	Para	
Lindsey Arias	Teacher_DL-Lit	153	Abigail Velasquez	Para-Spanish	
			Jean Boylan	Volunteer Coor.	
			Monika Vasin	Technology	
			Bryn Schouse	Para	
			Lynn Wilson	1:1 Para	
			Jill Szynskie	1st Gr. DL Para	
			Miho Travi	K Para	

## McMeen Elementary School Mission Statement

McMeen Elementary stands as a school of excellence in which everyone is safe, respected, and celebrated. Together, we create 21st century thinkers who continue to achieve and innovate.

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## Capturing Kids Hearts Monthly Traits

McMeen Elementary School provides a learning environment that is safe and orderly. Our goal is to teach students to behave in ways that contribute to academic achievement and school success, and support a school environment where students and staff are safe, respected, and celebrated. In order to promote a positive and respectful attitude, McMeen has the following **Capturing Kids Hearts Traits** that all students are expected to follow:

- September-** Empathy
  - October-** Self-Direct
  - November-** Teamwork
  - December-** Responsibility
  - January-** Respect
  - February-** Kindness
  - March-** Courage
  - April-** Perseverance
  - May-** Integrity
-

## School Day

7:15 a.m. Office opens

**7:30\* Students may arrive on school grounds**

7:40 Bell rings; students in class ready to learn

10:35 Lunch – ECE

11:00 Lunch – Kindergarten

11:25 Lunch – 4th Grade

11:50 Lunch – 1<sup>st</sup> Grade

12:15 Lunch – 5<sup>th</sup> Grade

12:40 Lunch – 2<sup>nd</sup> Grade

1:05 Lunch – 3<sup>th</sup> Grade

2:40 Classes Dismissed– Supervision Ends

At 2:50, any unaccompanied students will be asked to wait in the office. Parent/Guardian(s) will need to come to the office to officially sign out the student. **Picking your child up later will incur a fee of \$1/minute that you are late, charged to your student account.**

**\*Supervision will begin at 7:30. Please do not drop your student off prior to 7:30. If you need childcare before 7:30, please contact Discovery Link, our on-site childcare provider at 720.423.1781. Discovery Link provides childcare from 6:30-7:40 am and 2:40-6:00 pm.**

\*\*All students are dismissed promptly at 2:40 p.m., and parents/guardians are expected to pick-up children on time.

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## McMeen Home and School Compact

This agreement describes responsibilities for all people actively involved in the educating of McMeen students. Below is a shortened version of the compact. You can access the full compact on our website.

### School Responsibilities

The McMeen Elementary will:

- *Provide high-quality curriculum and instruction to all students. For 24-25 this includes CKLA/Caminos for literacy and Bridges for math.*
- *Provide ongoing professional development to teachers to ensure they*

- are able to provide high-quality instruction to students.
- Provide teachers with ample time to analyze student data and use that to plan instruction.
- Provide teachers with ongoing coaching and evaluation using the DPS LEAP framework.
- Hold parent-teacher conferences the second week of October, approximately 6 weeks into the school year. Ongoing conferences will be provided on an as needed basis at the **request of the parent/guardian or teacher.**
- Provide parents/guardians with frequent reports on their child(ren)'s progress through the use of report cards after each trimester (3x/year) and ongoing as deemed necessary by the teacher or per parent/guardian request.
- Make ourselves available to parents/guardians in a reasonable manner. This includes being accessible by phone, email, and messaging through ReachWell, as well as in-person meetings during non-instructional times and responding within 48 hours during school hours only.
- Provide parents/guardians with opportunities to volunteer and participate in their child(ren)'s class as requested by the teacher.
- Communicate additional opportunities for parents/guardians to volunteer through the Collaborative School Committee (CSC), Parent Teacher Organization (PTO), Parent Advisory Committee (PAC) meetings, recess monitoring, and other opportunities that come up.
- Communicating weekly with families about school activities using the ReachWell App so that the communication is translated into the parent/guardian's preferred language. This includes a weekly message from their child(ren)'s teacher, the school nurse, and the school as a whole.
- Implementing safety protocols that ensure the focus while children are at school can be on learning and that we create an environment where students feel safe so they can focus on learning.

### Parent/Guardian Responsibilities

We, as parents/guardians, will support our children's learning in the following ways:

- Monitoring my child's attendance, striving to miss no more than 9 days of school per year. This includes ensuring my child shows up on time for classes to start at 7:40am and are picked up promptly after school at 2:40pm.
- Monitoring social media and phone use as this is not a school responsibility.
- Volunteering in my child's classroom.

- *Adhering to all policies set up by the school regarding the safety of the children they serve. Recognizing that these policies may need to change throughout the year as situations and circumstances change.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and what is going on with the school by promptly reading all notices from the school or the school district received through email and/or the ReachWell App. If I am not receiving weekly communication from the school and my child's teacher, it is my responsibility to work with the school to figure out why and remedy the issue.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*
- *Accompanying my child to all school events they attend outside of the school day. If I, or an adult I trust, is not able to accompany them, I will keep them home from the event.*
- *Partner with school staff to support my child's behavior in a way that promotes learning for all students. This could include up to coming to sit with them for a full day if they are struggling with following classroom expectations.*
- *Monitor my child's cell phone use to ensure any problems that arise are taken care of at home and do not impact the school day. I recognize that social media is generally not intended for students under the age of 14.*

## OPTIONAL ADDITIONAL PROVISIONS

### Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Complete all class work*
- *Let the teacher know when we need extra support*
- *Read daily outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Turn in my cell phone to my teacher (or whoever my teacher is for the day) when I arrive at school so it is not a distraction throughout the day and I can focus on learning.*

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## Behavior and Conduct Guidelines

McMeen is a proud community with high standards and expectations as reflected in our **McMeen Home and School Community Agreement** and our **Capturing Kids Hearts Traits**. The following are some additional guidelines to assist our students and community in maintaining a successful learning environment.

### Dress Code

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

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

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

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



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

### **Playground Conduct**

Our behavioral expectations for students are the same on the playground as they are throughout the school. Adhering to the Capturing Kids Hearts Traits is paramount.

### **Electronics Policy**

While we recognize that the use of cellphones is a convenient way to communicate within families, we ask students to limit cell phone use to before and after school. To support this, students will be responsible for turning their cellphones and any other distracting electronic devices to their teacher at the start of the day. The teacher will lock the devices away for safekeeping. If a staff member sees a student with an electronic device during school hours, he/she may collect the item and return it at the end of the day. If children need to contact parents/guardians during the school day, they will use the school telephones with teacher or office staff permission. Likewise, please limit adult use of cell phones within the school building and turn your phone to silent when visiting classrooms.

The school is not responsible for lost or stolen electronics brought to school.

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## **Attendance – Absences and Tardiness**

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

### **On-time policy**

Students will enter the building when the morning bell rings at 7:40 a.m. If students arrive late/tardy (after 7:40am), they must go to the front door for admission to the building. Students must sign-in at the attendance desk, which is located directly outside of the office.

If you know your child will be absent or tardy, please call the main number of the school, **(720) 424-5520**. Whenever possible, please schedule your child's medical or other appointments outside of school hours.

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

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# School Traffic Safety Rules

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

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

- Park legally and walk to school. Please be conscious of not blocking driveways in the neighborhood as we would like to maintain a positive relationship with our neighbors.
- Teach your children to use the crosswalks and to stay on the sidewalk. Please do not cut through the parking lot as this can be incredibly unsafe with cars and buses moving through.
- DO NOT double-park.
- DO NOT stop at the stop signs by the crosswalks and wait for your child to get in or out of the car. This blocks traffic and the cars behind you may try to go around you, creating a dangerous situation for the children.
- DO NOT park in the bus lanes on Tennessee St. in the mornings. You WILL be able to park in the bus lane on Tennessee St. in the afternoons for pick-up.
- DO NOT park or stop in the crosswalks.
- DO NOT do any U-turns.
- DO NOT jay-walk.

## Drop-off Specific Items

In the mornings, we do offer Kiss-n-Go for all K-5 students (ECE students must be signed in with the classroom teacher by a parent). This occurs in the circle around our parking lot.

- Kiss-n-Go will open at 7:25am and close promptly at 7:40am when classes start.
- When using Kiss-n-Go, please pull as far forward as you can in order to eliminate traffic in the street.
- Please have your child exit on the right side of your car so they are not stepping into traffic.
- DO NOT park in the Kiss-n-Go lane.

## Pick-up Specific Items

- There is NO Kiss-n-Go in the afternoon.
- If you would like your child to meet you somewhere off the playground, you must communicate this with your child's teacher.

## 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.

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## **Safety Changes to Schedule and/or Procedures**

### **School Closure/Late Bus Schedule**

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

### **Announcement of School Closure or Late Bus Schedule**

School closure or late bus schedule will be announced on local television stations beginning at 5:00 am.

### **Safety Procedures**

***\*Note: All of these situations will be called by DPS' Office of Safety and Security and not by the school.***

#### **Tornado Warning**

- All staff and students go to the 1st floor hallway. Outside activities are brought inside.
- Students will shelter-in-place if needed.
- Do not come to the school as danger is in the school area.
- We will not dismiss until danger is over.

#### **Lightning in the Area**

- Outside activities brought inside.
- We will not dismiss while lightning is present.

#### **Evacuation**

- The most common evacuation is a fire drill.
- All students and staff will exit the school and go to a designated location on the field.
- Everyone will remain outside until the "All Clear" message is given.
- If we need to leave school grounds, we will walk or go by bus to our designated off-site evacuation locations. Information will be available at the school or through the DPS Communications Office.

## **Snow**

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

## **Delayed Start/School Closure**

To learn if DPS is on a “Delayed Start,” closed due to severe weather, or will dismiss school during the day due to snow, watch local T.V. channels 2,4,7,9, 31, and 50 (Spanish) or listen to radio KOA 850 AM and KJME 1390 AM (Spanish).

If DPS is on a delayed start, the scheduled start time is 9:40 am.

Students will be released to parents or guardians who are listed in IC and have proper I.D.

## **Lockout**

We will go on a lockout if there is danger present in the neighborhood.

- All students will come inside.
- All exterior doors will be locked.
- Classes and indoor activities will resume as normal.
- No one may enter or leave the building. NO EXCEPTIONS!
- No dismissal until the situation is over

## **Lockdown**

We will lockdown if there is a danger in our building.

- All exterior doors will be locked.
- All interior doors will be locked.
- All students and staff will hide
- No one may enter or leave. NO EXCEPTIONS!
- No dismissal until the situation is over.
- Watch the news or the DPS website for the latest information.
- Do not call the school.

## **Inside Days - Recess**

(Implemented when weather conditions are not conducive for students to be outside)

When weather prevents students from being outside, an announcement will be made over the PA system if it is to be an “Inside Day”. Students will then go to the cafeteria on the same schedule to eat lunch. Instead of going outside after lunch, students will go to the auditorium.

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## **Visiting McMeen**

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

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

### **Child Custody**

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

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## **General Information**

### **School Wide Communications**

The school newsletter is sent home weekly with important dates and information through ReachWell. Additionally, the school website is updated throughout the school year with important dates and information. If you are not receiving communication from the school, it is your responsibility to notify us at McMeen and work with us to remedy the situation.

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

### **Food Services/Lunchroom**

**Breakfast** - Free breakfast will be served each day beginning at 7:30 a.m. in the classrooms to all students.

**Lunch** – Your child may bring lunch, or get one at school.

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

lunchroom. We prefer your child eats a cold, packed lunch. There is not a microwave for student use. We are unable to accommodate electric/plug-in lunch boxes either.

## **Homework Policy**

At McMeen, we do not require homework to be assigned by teachers. The purpose of homework, should it be provided, is to provide students with additional support as well as communicate what is happening in the classroom to parents/guardians. Teachers *may* choose to not send homework, but must send homework if a parent/guardian requests it.

## **Student Records and Confidentiality**

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

## **Health Services and Procedures**

### **General Health and Medical Procedures**

#### Immunizations

Colorado state law requires that all students attending school must be compliant with required immunizations. In order to meet compliance, parents/guardians must submit the most current and up-to-date immunization records to the school nurse. If a family chooses to not immunize their student(s), an approved exemption must be submitted every school year. Students who are not compliant with required immunizations may be excluded from attending school until they are compliant.

In the event of a community outbreak of one or more of the illnesses preventable by a state-required immunization, all students who are not currently on their immunization status may be required to stay at home and not attend school.

Required immunizations, schedule and exemption processes can be found [here](#).

#### Health Conditions

In order to assure that students are safe and healthy in the school setting, the school nurse should be informed of any student health condition, including asthma, diabetes, severe allergies (anaphylaxis) and seizures. Even if a student



has had a severe allergy, asthma or seizures in the past but are currently not experiencing symptoms, it is important that the school nurse is still aware of these conditions. Parents/guardians can inform the school nurse about their student(s) conditions by indicating them on the online school registration form, paper school registration form, or directly speaking with the nurse.

Severe food or insect allergies are determined by the individual's life-threatening reaction to the food or insect bite. Life-threatening reactions include severe vomiting/diarrhea, breathing and/or swallowing difficulty, hives all over the body, etc. Severe food or insect allergies are usually diagnosed by a medical provider after an individual's exposure to the food/insect bite. Click [here](#) to learn about the difference between food allergies and food sensitivities.

If a student has ever experienced severe food or insect allergies, asthma or asthma-like symptoms and has a prescription for an emergency epinephrine injection and/or a rescue inhaler (albuterol), it is highly advised that the student has a rescue inhaler stored at school with the school nurse.

#### Medication Policy

Students may not carry medications on school property. Any and all medications (including over-the-counter medications such as Tylenol, vitamins, cough drops, and Motrin) that parents/guardians wish to have had students taking at school must be submitted to the school nurse by the parent/guardian. All submitted medications must be accompanied by a completed and signed DPS medication administration form/agreement by both the parent/guardian and the student's prescribing physician. The school nurse will not administer medications to students without the appropriate medication forms and medication containers with appropriate pharmacy labels.

To learn more about DPS medication policies and access medication forms, click [here](#).

#### Urgent/Emergency Care

If the school nurse determines that a student is in critical need of urgent or emergency care, while at school, the school has the authority to contact Emergency Medical Services (EMS/911) to come to the school and assess the student. Parents/guardians will always be contacted immediately after contacting EMS (Please make sure to update all emergency contact phone

numbers with the school) and, if possible, contact will be made prior to the EMS call. There is no fee for EMS assessment in the school-setting. However, if it is determined that a student needs to be transported, by ambulance, to a hospital, there is a fee for the ambulance transport. This fee is NOT covered by the school. Parents/guardians sign an agreement in the yearly DPS school registration form acknowledging that emergency transport fees are not covered by the school and are the parent/guardian's responsibility.

#### Outdoor Recess/Activities Temperature/Weather Policy

If the school administration has approved outdoor recess during cold or hot weather, all students will be sent outdoors for recess. If a parent/guardian requests a student be held indoors during outside recess due to weather conditions/temperature, a medical provider's note and signature, indicating specific details on when the student may or may not be outdoors, must be submitted to the school nurse.

#### **School Nurse**

McMeen has a full-time nurse. Health services scheduled throughout the year at various grade levels include vision, hearing and occasionally dental screenings, counseling with children and their parents/guardians about health conditions/obstacles, and providing needed information for children with special medical needs.

In order to assure all students are appropriately accessing their education, the school nurse works closely with all school team members, including school administration, the school psychologist, social worker, occupational, speech and physical therapists, special education team and classroom teachers.

#### **School Psychologist Services**

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

#### **School Counseling Services**

At McMeen, we partner with Jewish Family Services to provide 2 full-time counselors for students and families. Please reach out if you would like to connect with one of our counselors.

#### **McMeen Library**

The McMeen library is open during the school week, with a schedule allowing each class to use the library during a scheduled time to check out books. Students are also allowed to come before and after school.

## **Collaborative School Committee (CSC)**

The Collaborative School Committee (CSC) brings together families, staff and community members to create and implement a plan to promote high achievement within the school. This committee meets on a regular basis throughout the school year and is an opportunity for key stakeholders to have a voice in our school. If you are interested in getting involved, reach out to Principal Hinman at [andria\\_hinman@dpsk12.net](mailto:andria_hinman@dpsk12.net). DPS CSC's have been given the responsibilities in the following areas:

1. **Student Achievement.** Review the Unified Improvement Plan (UIP) for the school according to district guidelines, and in collaboration with the school community, based on current objective achievement data provided by the central office and meeting the approval of the appropriate Instructional Superintendent.
2. **Budget.** Preparing and including in the CSC Committee minutes an annual school budget according to district guidelines that supports the objectives of the UIP, based on the allocation from the Board of Education.
3. **Relationships.** Establishing relationships with parents, community members, civic, service and neighborhood organizations, to increase involvement in the school, and ensure full inclusion of all groups within the school community in the CSC process.
4. **Safety and Discipline.** Reviewing school procedures and policies as a part of the UIP, including a review of the discipline and safety issues at the school: Incorporating, as a part of that review, an analysis of the data on verbal threats and physical harm to teachers, students, and community members.
5. **Staffing Allocation.** Assist the principal by making recommendations concerning the use of the staffing allocation provided to the school by the Board of Education.
6. **Evaluation of the Principal.** Annually evaluating the principal.

## **Bicycles**

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

If a student rides a scooter or skateboard that cannot be locked up, they may leave it with the front office staff for safekeeping until the end of the school day.

## **Lost and Found**

Lost and found items are on the coat racks and shelves located inside door 5. Prior to long breaks (e.g. fall break, winter break, spring break, and summer break), you will be reminded to check the lost and found for items that belong to your child. Items that are unclaimed after the last day of school prior to that break will be donated to local charities.

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

## **Classroom Celebrations**

If parents/guardians wish to celebrate their child's birthday in class, they need to notify the teacher at least one week in advance. All birthday celebrations will occur 2:25 pm - 2:35 pm. When a birthday celebration is arranged, parents/guardians need to provide store bought food/drinks, paper plates, napkins and plasticware for each student in the class. Also, parents/guardians must be available for setup and cleanup. According to DPS policy, we cannot serve food prepared in private homes to children during the regular school day.

## **Pets**

For safety and health (allergies) reasons pets are not allowed to be brought to school or school grounds. Please recognize that many of our students also have fears surrounding animals, so we want to respect this so they can feel safe here at school. Additionally, students should not allow pets to follow them to school.

## **Dismissal**

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

## **Community Use of the Playground**

The playground is public property when school is not in session. We invite families to come play and use the space; however, it cannot be during school hours, including when Discovery Link is operating. Please make sure you respect the space and clean up after yourselves.

## **Physical Education**

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

A parent/guardian note is necessary to excuse your child from activity in the physical education classes. Should your child have a cast, splint, etc. a note from a doctor granting permission to fully participate is necessary after the cast is removed. Please call 720-424-5520 if you have questions or concerns.

### **Toys/Personal Items**

Toys (fidget spinners, stuffed animals, Pokemon cards, etc.) and other personal items not related to learning should not be brought to school. It is recommended that students not bring items of material or sentimental value. Toys brought to school will be confiscated and returned to a parent or guardian at the end of the day. McMeen is not responsible for any broken, lost, or stolen items.

### **Transportation**

For general bus routing assignments and concerns related to bus rider conduct and other issues, call the Department of Transportation at 720-423-4600. If a bus is running late, please also call the number above. McMeen often cannot tell you where a bus is and we will direct you to call the Department of Transportation.

### **Questions**

If any questions arise after reviewing the McMeen Parent-Student playbook, please contact the main office, 720.424.5520.