

**2025-26**  
**(Addendum to the DPS Family Handbook)**



**Montclair's Mission and Vision**

**Vision:** Every learner belongs, grows, and thrives.

**Mission:** Our community honors, values, and lifts all our learners. Students reach their greatest potential through rigorous academics, an inclusive environment, and embedded enrichment.

**Montclair CARES**

Community Advocacy Responsibility Engagement Safety



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### **MESSAGE FROM THE PRINCIPAL**

*Dear Montclair Families,*

*Welcome to the 2025-2026 school year! I'm Clint Duvo, your principal, and it is truly a joy to welcome you and your children back to Montclair. As we begin this new year, I am excited to share how we continue to build a school community where every student feels safe, supported, and inspired to learn and grow.*

*At Montclair, our vision is to create a vibrant learning environment where every child can thrive academically, socially, and emotionally. Our mission guides us to provide a welcoming and inclusive space that encourages curiosity, resilience, and a love of learning. We believe that when students feel connected and valued, they are empowered to reach new heights.*

*This year, our theme is “**Empowered by Connection; United in Purpose.**” This theme reflects the heart of what makes Montclair special—our community. We know that students do best when families, teachers, and staff work together as partners. By strengthening these connections and sharing a clear purpose—supporting each child’s success—we create a strong foundation for learning and growth. Together, we empower our kids to be confident, capable, and caring individuals ready to face the challenges of today and tomorrow.*

*We are committed to keeping you informed and involved throughout the year. Your partnership is vital, and we encourage you to engage with us through school events, communications, and daily conversations with your child about their learning. When families and schools unite, amazing things happen!*

*Thank you for trusting us with your child’s education and for being an essential part of the Montclair family. We look forward to a year filled with discovery, achievement, and meaningful connections.*

*Here’s to a wonderful year ahead!*

*Warm regards,*

*Clint Duvo*

*Principal, Montclair Elementary School*

### **MONTCLAIR - SCHOOL MISSION/VISION**

**Vision:** The Montclair Community believes every learner belongs, grows, and thrives.

**Mission:** Our community honors, values, and lifts all our learners. Students reach their greatest potential through rigorous academics, an inclusive environment, and embedded enrichment.

### **MONTCLAIR - SCHOOL RULES**

We have school-wide rules to help create a positive school community. The rules are as follows:

1. Take care of yourself
2. Take care of others
3. Take care of our school

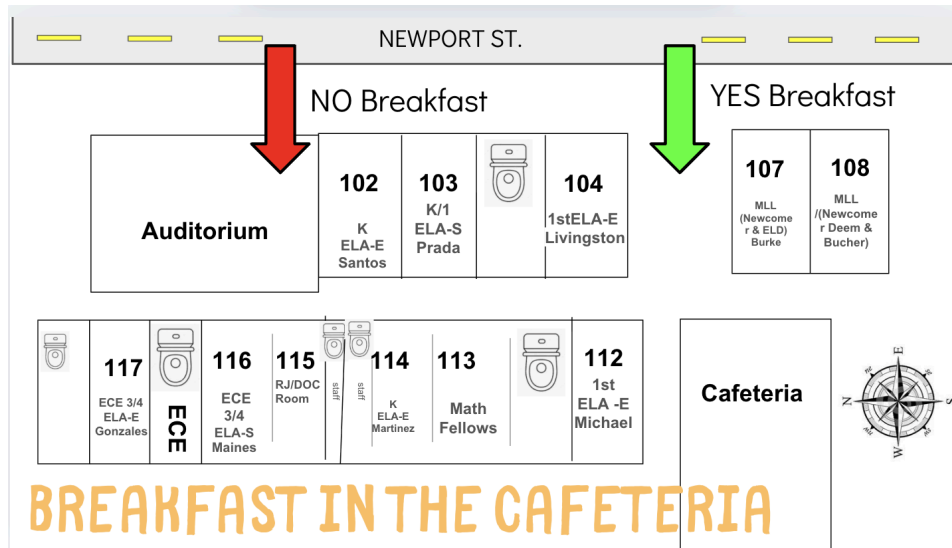
## ACCIDENTS/ILLNESSES/MEDICATIONS

When minor injuries occur, the school staff will administer first aid. In the event of a severe accident, paramedics and family members will be notified. **Keeping your phone number and your emergency number current is extremely important.** Families will be called to pick up a child(ren) who has a fever above 100 degrees or who is unable to learn due to their symptoms. Generally, a student ill enough to require several doses of medication during the school day should stay home. Please contact the school nurse if your child requires medication during school hours. Please notify the school if your child has any existing medical problems or allergies. If necessary, an emergency medical plan should be on file (such as a child being asthmatic, allergic to bee stings, etc.).

## ARRIVAL AND DISMISSAL

### ARRIVAL

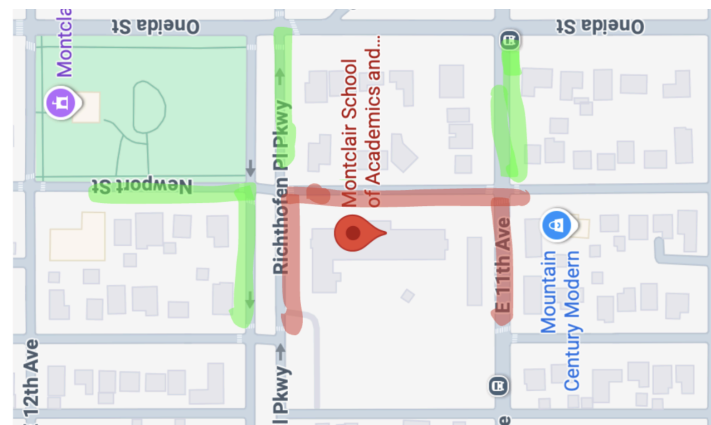
All students may be dropped off at 7:45 am each day for breakfast. All students in grades K-5 enter campus through the main entrance on Newport Street. All ECE students must be signed in and signed out daily by a parent/guardian. Students will be marked tardy at 8:09 am, and the parent/guardian must come inside to the main office and sign in their child. The academic day begins promptly at 8:10 am. **Please only drop off students at 7:45 am. Staff members are available to supervise children at 7:45 am. See the map here for drop-off locations between 7:45 am and 8:09 am.**



**PLEASE DO NOT PARK ALONG RICHTHOPHEN PLACE PARKWAY OR NEWPORT ST. DIRECTLY NEXT TO THE SCHOOL. DO NOT PARK IN THE STAFF PARKING LOT.**

**Green Zones - Parking is allowed**

**Red Zones - Parking is NOT allowed. These are considered "Kiss and Go!" areas. Pull up, say goodbye to your child, and let them out of the vehicle. The GO!**

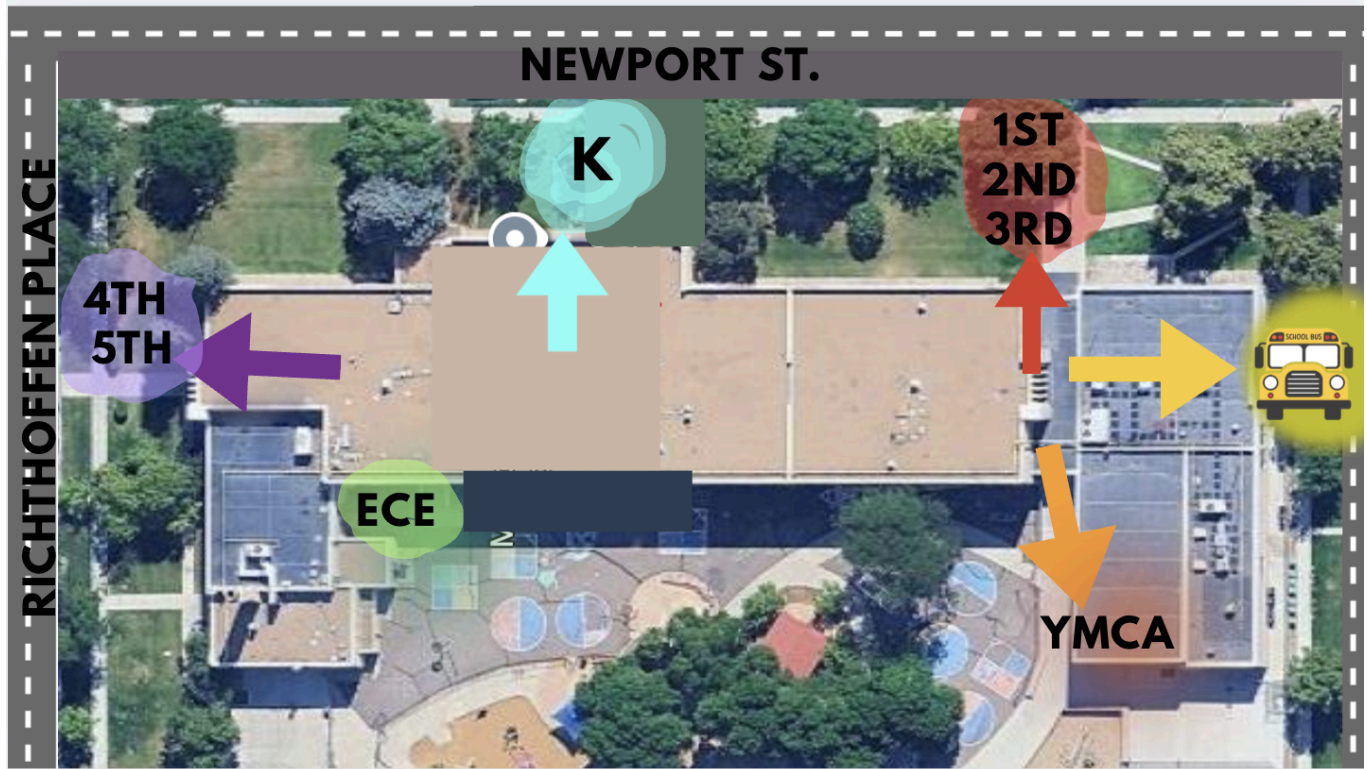


### DISMISSAL (END OF DAY)

**Dismissal will occur at 3:10 pm daily and 1:10 pm on the first Thursday of every month.** Refer to the map below for the specific pick-up zones. Students attending our after-school YMCA programming will be dismissed directly to the YMCA staff, and this will be communicated through their program. Please be on time for pick-up, as students who are not picked up shortly after dismissal will likely have to wait outside the school building with a Montclair staff member. **Please be advised that our new policy for late pick-up (within 15 minutes of release time) will be as follows:**

- **1st late pick-up will result in a warning**
- **2nd late pickup parent/guardian will need to fill out an emergency contact form for the office, as well as fill out an application for the YMCA programming**
- **If there are ongoing difficulties with picking up a student on time, the administration will reach out to schedule a meeting to develop a plan. Per DPS policy, if there is another instance in the month or a total of five cases occur in the year, DHS will be notified.**

We understand that extenuating circumstances can arise. Therefore, if you ever need to arrive late to pick up your student, please call the front office at 720-424-5380 so we know when to expect you. We need to have all of your most up-to-date information in our system. If you change your contact information (e.g., phone number) at any time, please notify the front office. We appreciate your support in ensuring we can always reach you on behalf of your student.

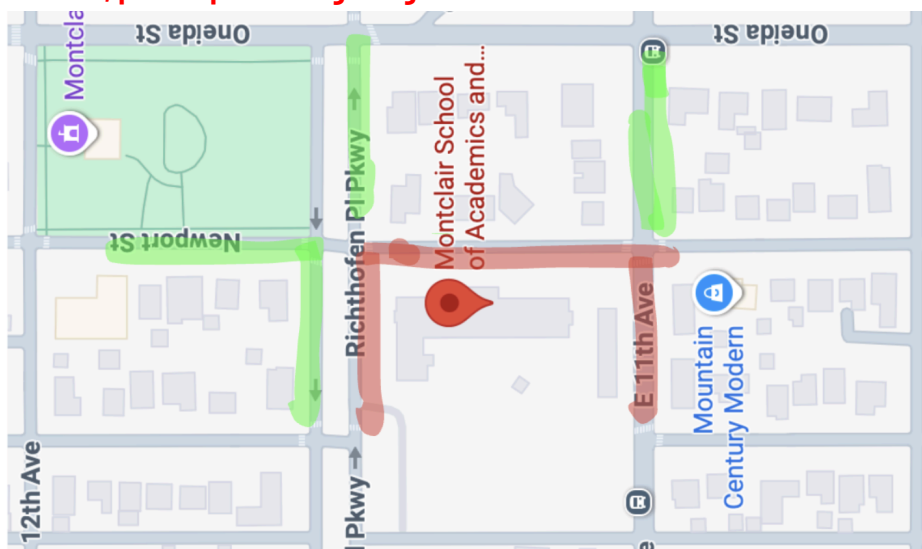


### Parking

Unfortunately, there is minimal parking available at Montclair. **No car should be left unattended in the red zones during arrival and dismissal. If you need to walk from your vehicle to your student, please find a parking spot on the street indicated in the green zones. Note: The parking lot gates will be closed for any additional significant school events to ensure spaces are reserved for employees only. PLEASE DO NOT PARK ALONG RICHTHOFFEN PLACE PARKWAY OR NEWPORT ST. DIRECTLY NEXT TO THE SCHOOL. DO NOT PARK IN THE STAFF PARKING LOT.**

**Green Zones - Parking is allowed**

**Red Zones - Parking is NOT allowed. These are considered "Kiss and Go!" areas. Pull up, open the door, and let your student get in the vehicle and GO. If you wish to stay and chat or to enter the school to speak to a staff member, please park along the green lines.**



## **AFTER-SCHOOL ACTIVITIES AND INFORMATION**

We are so excited to offer after-school student care and encourage you to register your child for the YMCA, which provides additional structured enrichment opportunities after the school day. Please contact our office for more information on how to sign up for the YMCA! To register, go to <https://bit.ly/denverymca>.

## **ATTENDANCE POLICY**

The DPS Vision, "Every Child Succeeds," requires 97% student attendance. All students are expected to be at school every day to maximize their learning potential. **No student should exceed nine absences for the duration of the school year. Attending school daily ensures your child receives all the instruction they need to master their grade-level standards.** Attendance impacts our school rating. Please help the school and your students do their best by bringing your student to school daily. Students exceeding nine absences will work with our attendance team to support improving their attendance. Please help us achieve this goal by following the guidelines below.

- **Students should be at school by 8:10 a.m. every day.** The bell that signals the start of instruction rings at 8:10 a.m. Any student who arrives after 8:10 a.m. must visit the office to obtain a tardy slip and will be recorded as "tardy" in our attendance system for that day. Dismissal is at 3:10 pm except on the first Thursday of the month, when dismissal is at 1:10 pm.
- **If your student will be absent, please call and leave a message on our Attendance Line at 720-424-5389.**
- When an illness causes your student to be absent for more than three days, you must bring a doctor's or health provider's note when your student returns to school for the absences to be excused.
- **For anticipated appointments (e.g., vaccinations, dentists), please contact the attendance line at 720-424-5389.**
- Families or guardians must sign students out from the main office when they must be picked up early. Early pick-up must occur before 2:45 p.m. If the adult is not on the list of authorized people, no matter if s/he is related to the student, s/he will not be permitted to take the student with them.
- According to the Denver Public Schools' attendance intervention policies, we implement the following official steps:
  - Any unexcused absence will receive a phone call home.
  - Students who miss more than 10% of school, 18 days, excused or unexcused, are considered chronically absent.

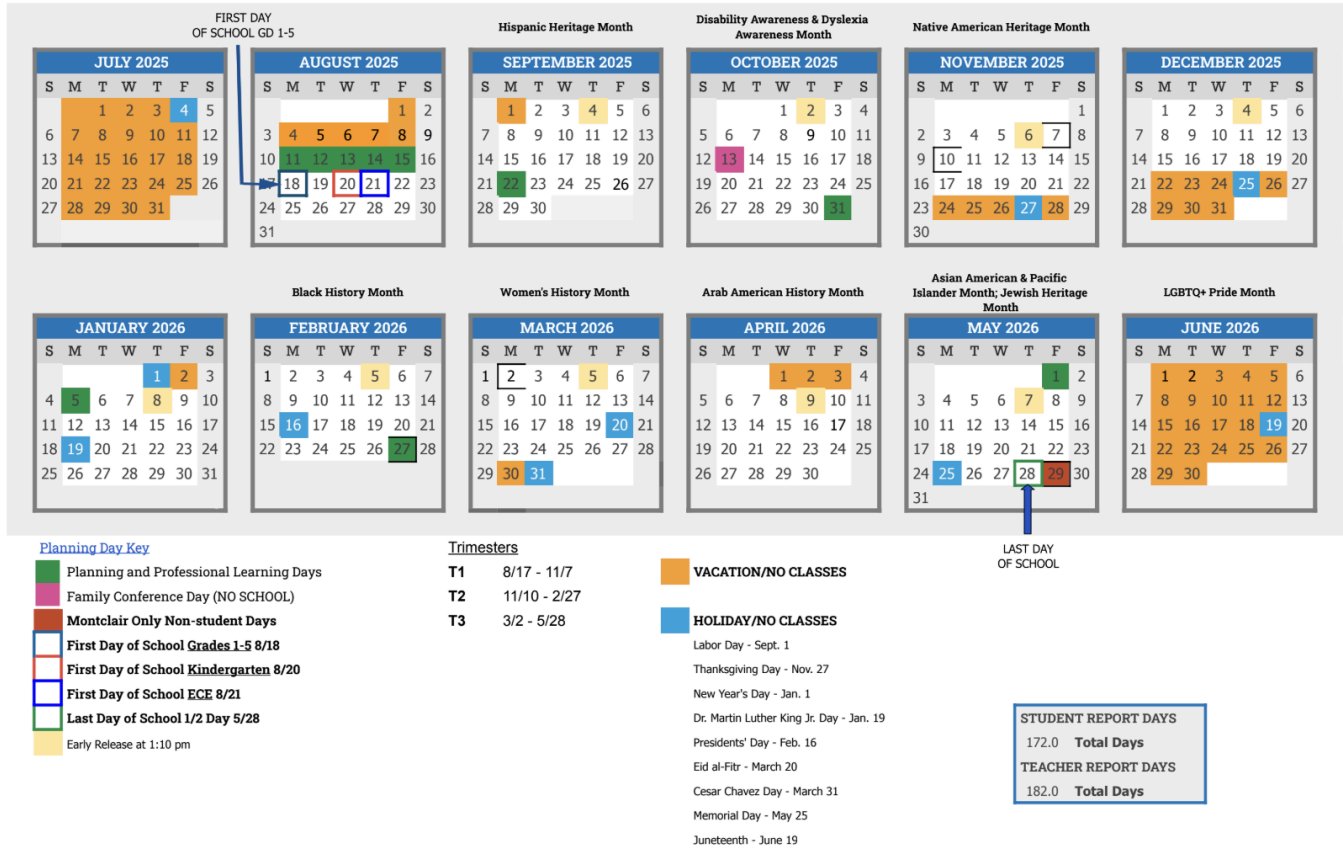
# CALENDAR



## Montclair 2025-26 School Year Calendar

**\*NOTE:** Montclair has a different schedule from other DPS schools. Dates on this calendar show when Montclair will and will not be open for students.

Updated: 6/2/25







## MONTCLAIR 25-26 Family Activity Calendar

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### AUGUST

Updated 6/2/25

- 4 Registration K-5th 9 AM - 5 PM
- 5 Registration ECE 9 AM - 5 PM
- 14 Meet the Teacher/  
Popsicles on the Playground 4-5 PM
- 18 Grades 1-5 First Day of School
- 20 Kinder First Day of School
- 21 ECE First Day of School
- 22 Resource Fair 3:30 PM

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### SEPTEMBER: Hispanic Heritage Month

- 1 Labor Day/ No School
- 4 Early Release: out at 1:10 PM
- 11 Back To School Night 5:00 -6:30 PM
- 15 SAC Meeting
- 19 Montclair Carnival 3:30- 5:30 PM
- 22 Non-Student Day
- 26 Monty's Movie Night 6:00 PM

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### OCTOBER: Disability Awareness & Dyslexia Awareness Month

- 2 Early Release: out at 1:10 PM
- 6 SAC Meeting
- 7 PAC Meeting
- 13 No School
- 14-16 Conferences ECE - 5th
- 16 Individual Picture Day
- 30 Parade of Masks 2:20 PM
- 30 Literacy Night 3:15 PM - 5 PM
- 31 Non-student Day  
PEAK Meeting  
Giving Tree Receiving Sign Up

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### NOVEMBER: Native American Heritage Month

- 6 Early Release: out at 1:10 PM
- 10 SAC Meeting
- 14 Monty's Movie Night 6:00 PM
- 19 Individual Picture Retakes
- 20 Family Thanksgiving Meal
- PEAK Meeting  
Giving Tree Gifting Sign Up

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### DECEMBER

- 4 Early Release: out at 1:10 PM
- 8 SAC Meeting
- 11 Winterfest 4:45 PM
- 22-31 Winter Break
- PEAK Holiday Craft Extravaganza 10:  
Giving Tree Distribution

- In-person registration
- First Day: Grades 1-5
- First Day: Kindergarten & ECE

- PARENT TEACHER CONFERENCES
- P.E.A.K. / S.A.C. / MEETINGS
- SPECIAL DATES TO REMEMBER
- NO CLASSES: STAFF PLANNING DAYS
- NO CLASSES: HOLIDAY/BREAKS
- EARLY RELEASE DAY: OUT AT 1:10 PM

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### JANUARY

- 1-2 Winter Break
- 5 Non-Student Day
- 8 Early Release: out at 1:10 PM
- 12 SAC Meeting
- 19 No School (MLK)
- 26 SAC Meeting

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### FEBRUARY: Black History Month

- 5 Early Release: out at 1:10 PM
- 9 SAC Meeting
- 16 No School (President's Day)
- 26 Monty's Movie Night 6:00 PM
- 27 Non-student Day
- PEAK Craft Day
- PEAK Meeting

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### MARCH: Women's History Month

- 5 Early Release: out at 1:10 PM
- 6 Spring Play
- 9 SAC Meeting
- 10-12 Conferences Kinder - 5th
- 20 No School, Eid al Fitr
- 25 Class Picture Day
- 26 PAC Meeting
- 30-31 No School, Spring Break
- Dine Out Night
- PEAK Meeting

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### APRIL: Arab American History Month

- 1-3 No School, Spring Break
- 9 Early Release: out at 1:10 PM
- 13 SAC Meeting
- 28 Graduation Pictures: ECE & 5th
- 30 Monty's Movie Night 6:00 PM
- PEAK Craft Day
- PEAK Meeting
- Student vs. Staff Soccer Game

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### MAY: Asiah American & Pacific Islander Month; Jewish Heritage Month

- 1 Non-student Day
- 7 Early Release: out at 1:10 PM
- 8 ECE Muffins with Moms 7:30 AM
- 8 International Night 4:45 PM
- 13 SAC Meeting
- 19 Field Day
- 22 Field Day Rain Date: DO NOT SCHEDULE OTHER EVENTS
- 22 Redesignation Breakfast 8:15 AM
- 25 No School
- 27 5th Grade Continuation 9-11 AM
- 28 Kindergarten End of Year Celebration 9 AM
- 28 ECE Graduation 11 AM-12 PM
- 28 Last Day of School for Students
- TBD Class Picnic Day

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### JUNE: LGBTQ+ Pride Month

- PARENT TEACHER CONFERENCES
- P.E.A.K. / S.A.C. / MEETINGS
- SPECIAL DATES TO REMEMBER
- NO CLASSES: STAFF PLANNING DAYS
- NO CLASSES: HOLIDAY/BREAKS
- EARLY RELEASE DAY: OUT AT 1:10 PM
- Last Day of School

## **BEHAVIOR MANAGEMENT AND DISCIPLINE PROCEDURES**

### **Behavior Philosophy**

We support our students with LOVE and HIGH EXPECTATIONS, and our behavior philosophy follows this goal. Montclair's behavior management system aims to **educate** and **support** our students by providing them with an understanding of their behavior and its impact on their education, relationships, and opportunities. It provides them with the tools to understand the perspectives of others, advocate for themselves, and stay focused on achieving their goals.

We will implement a program called Changing Perspective school-wide, a philosophy based on building connections and fostering a sense of school family. Students are expected to treat others respectfully and be asked to resolve conflicts using words. We believe all problems can be solved with kindness and respect, and resorting to physical means will escalate the conflict.

### **Behavior**

Every student has the right to a safe, respectful, and orderly education, along with the responsibility to behave appropriately and respect others and school property. DPS uses Positive Behavior Support (PBS) systems to recognize positive behavior regularly.

Discipline in DPS follows three processes:

1. Preventative—proactive strategies like rewards, praise, and conflict resolution teaching to avoid problems.
2. Informal—teacher-managed responses to minor rule violations with consequences that fit the behavior for meaningful learning.
3. Formal—referrals for serious or repeated infractions handled by administrators or support teams, following a fair, consistent discipline matrix considering the student's age, history, and special needs.

***The most significant factor in determining a student's success with school discipline is the support we receive from families!***

### **Positive Behavior Interventions and Supports - CARES**

We will use the following systems to reinforce positive character with our students. This will serve as the foundation for our character education program. Please reinforce these ideas with your students at home and in the community to support their connection to the learning experiences they will have with character at Montclair.

At Montclair, we believe that all teachers have a right to teach and all students have a right to learn... Therefore, we promise to strive every day to show:

- **Community**
- **Advocacy**
- **Responsibility**
- **Engagement**
- **Safety**



### **BREAKFAST IN THE CAFETERIA**

All students are offered breakfast in their classrooms. **Breakfast will begin at 7:45 a.m. in the cafeteria.** Students will sit at their designated classroom table and enjoy breakfast.

Students arriving after 8:10 will still be able to receive a grab-n-go breakfast. Students arriving late should report to the front entrance for a tardy pass.

### **MONTCLAIR INCENTIVES AND REWARDS**

Our school often rewards good deeds, respectful behavior, and academic effort. Below are some ways in which students may be recognized:

- **Cougars of the Month**
  - Each homeroom teacher will select one student who has gone above and beyond and shown CARES each month. These students and their families are invited to a special breakfast awards ceremony in the library on the last Friday of the month. The first Cougars of the Month will be selected for September and each month after that.
- **CARES Tickets**
  - Special tickets are given out daily to students who are "caught" doing good deeds or showing respectful behavior, embodying the traits of CARES. Students are honored with this ticket, and it is best practice to ask a student how they earned their CARES ticket today. Students may receive a prize from our CARES tickets raffle each Friday.
- **Making CARES Party**
  - Classrooms compete for points daily by demonstrating CARES, using good manners, and following school rules. These points will equate to a puzzle piece on their classroom pawprint. When they complete their classroom puzzle, classes will be invited to the Making CARES Party. (Parties will be scheduled throughout the school year; when a classroom paw is filled, the class will be invited to the next party planned on the calendar.)

### **CELL PHONES, ELECTRONIC DEVICES, IPADS, TOYS, GAMES, WEAPONS**

These items are not permitted at school under any circumstances. They distract from the learning environment, and we are not responsible for losses, damage, or theft.

**If students need to use a cell phone to communicate with their families during the school day, they may check their cell phones with a teacher or in the main office and retrieve them at the end of the school day. However, please be advised that the school is still not responsible for theft or damage.**

Weapons and knives are strictly prohibited in schools. Bringing a weapon or any item that could be mistaken for a weapon of any kind will be considered a punishable infraction. It may result in suspension and/or expulsion from school (See DPS Board Policies).

**Toys, slime, and other similar distractions should be kept at home during the school day to prevent them from distracting students.**

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

- Thrillshare platform and Weekly Newsletter
  - At Montclair, we believe that effective communication between our team members and

the home is essential for the successful education of our students. Montclair provides online communication to families via Thrillshare. Please make sure you sign up for your child's teacher's Thrillshare account. Families will also receive a weekly newsletter containing all school activities, official information, announcements, and letters from the school or teachers. If families have any questions, please contact their child's teacher or our front office.

- School Website
  - Our school website is filled with information for families and our community that will help you stay informed about school events, news, and access to DPS resources. Increasing the number of families who can readily access our school material will assist in answering questions you may have. <http://montclair.dpsk12.org/>
- Robocall
  - If we have an important message to send to all families and guardians, automatic robocalls will be administered periodically. The family is responsible for updating the main office with any changes to their phone numbers.
- Family Teacher Conferences & Family/Community Nights
  - We consider collaboration between families and our teachers essential. We will conduct family-teacher conferences to discuss your student's progress individually. In addition to conferences, we will have various family/community nights. Your attendance on these nights is crucial to our team's success, ensuring a bright future for our students.
- Report Cards
  - Report cards are sent home three times a year for ECE through 5th-grade students.
- Protocol for addressing concerns
  - If you have a concern or question, please start your inquiry with the staff member directly involved. Together, we will make every effort to clarify or resolve the issue. If the unresolved issue still concerns you, please contact the principal, assistant principal, or front office for assistance.
- Contacting your child's teacher
  - To contact our teachers, please email them or use the DPS App. If there is a change in your student's pick-up routine, contact the office.
- Visiting the School
  - Our doors are open! We invite families to visit our classrooms and any other area, as long as non-DPS personnel are allowed in the building. This is one of the best ways to get involved and learn about your children's daily life at school. If you observe a class, please speak with the teacher to see if there is something they would like you to help with. Please do not interrupt instruction to discuss personal matters. Per DPS Policy, for the protection of our students, all visitors must ring the bell, identify themselves, and state the purpose of their visit. They must then pass by the office to obtain a visitor's pass before entering any of our workspaces. Signing in is also important so that we know who is in the building in case of an emergency, such as a fire.

### **EXCURSIONS (FIELD TRIPS)**

Field trips are intended to provide students with experiences that offer insight, information, or knowledge that might not be learned in the classroom. Every grade level plans one to four annual field trips connected to Common Core Standards.

If there are concerns about a particular student's behavior that could affect their safety or that of their peers, families may be asked to accompany their child on the day of the field trip. If a mutual decision is made that a student will not attend a field trip, the student will still be provided with some academic activities within a different classroom at the school. Please be advised that school attendance is still required if the student does not attend the field trip.

### **DPS FOOD AND NUTRITION SERVICES**

This year, all students must have an online You Benefit! form filled out. Our School is moving away from paper copies; each family must complete their application online. You can complete the online form at <https://www.myschoolapps.com/>. The office staff will be available to support or answer any questions you may have. You may also visit the Food and Nutrition Services website <http://foodservices.dpsk12.org/>. **It is important that you complete this application, no matter your income or lunch status, as this impacts our Free and Reduced Lunch Percentage tied to the funding our school receives each year.** Please complete the meal application when you register your student(s).

Per DPS policy, our lunch room offers five meal components daily at lunch. For the meal to be complete, students must take three (3) of the five (5) components, including ½ cup of fruit and/or vegetable. Most of the entrées we serve consist of two elements. For all students in grades ECE-5, a complete meal is served at no charge.

### **Food**

We provide breakfast to every child at our school daily. It is free of charge if you have filled out the district's lunch application form. Lunch is served to all students courtesy of Denver Public Schools. It is a balanced, nutritious meal with a fruit and salad bar. Families must fill out a [You Benefit! Form](#) before the first day of school or during registration, lunch will be free for all students this school year. Food may not be sold on school grounds during lunch hours by anyone other than authorized personnel or vendors.

**No candy, cookies, or chips will be allowed during the school day (these will only be allowed for students who bring a complete, healthy packed lunch from home).** Please only send students items for a healthy, full lunch. Please remind your student that food should only be consumed in the cafeteria (not during recess). For health reasons, we kindly request that you refrain from bringing fast food to our school. Also, please note that parents or guardians are not allowed to share food they bring with children other than their own. Items brought in must be commercially prepared to avoid potential personal liability and legal issues due to food poisoning. Classroom birthday parties should be held at the end of the day or during recess on a date determined by the family and teacher. When planning classroom birthday parties, please talk to your student's teacher before bringing food.

## **HOMELEARNING**

Home learning extends school learning by assigning work that is communicated by teachers and recorded by students. Students are responsible for understanding, completing, and submitting home learning, with teachers setting standards and consequences. Research shows that about 10 minutes per grade level is effective (e.g., 30 minutes for 3rd grade), and excessive home learning doesn't improve achievement. K-5 students should have no more than 50 minutes of daily home learning.

All students must read at least 20 minutes daily at home and respond by writing or drawing. Having a favorite book is important; library support is available to help you find one.

Families should establish a regular time and place for home learning, review completed work, and engage with their children each evening to foster a consistent routine.

## **FAMILY AND COMMUNITY INVOLVEMENT**

Get involved! The meetings of the following groups are conducted in English, Spanish, and other languages as needed. We will also provide translation services for any other language a family may speak! Families are always welcome to join, and we urge you to participate.

**The School Advisory Committee (SAC)** is the school's governance committee. This committee includes the Principal, family representatives, teacher representatives, a classified staff member, and a community/business representative. Elections are held yearly for open positions. Members of this committee provide input on staffing, budget, discipline, policies, and other school-related activities. They promote the achievement of educational goals set forth by the School Improvement Plan, consider issues related to the quality of education, encourage community involvement, and recommend activities that create positive human relations.

**Family Meetings – ELA PAC** are monthly informal conversations and formal presentations that allow for learning, sharing ideas, asking questions, and getting answers about the programming and education of children learning English. These monthly meetings provide topical information for families, including homework help, CSAP updates, nutrition/wellness speakers, informative discussions with community members, and insights into how Montclair and DPS operate.

**Parents, Educators, and Kids (PEAK)**—This is a group of teachers and parents who collaborate to enhance communication and share ideas on fostering strong connections among students, parents, and teachers. The team will work on planning events, Parent/Student Workshops, and our Volunteer Program. We will also use this time to share information and resources with our families!

## **PUBLIC CONDUCT ON SCHOOL GROUNDS**

According to DPS Policy KFA, persons using or upon school district property for any purpose shall not engage in:

1. **Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions, or any activity sponsored or approved by the Board.**
2. Physical abuse of or threat of harm to any person or school district-owned or controlled property, or at school district-sponsored or supervised functions.
3. The threat of damage to the property of the school district, regardless of the location or property of a member of the community or a visitor to the school, when such property is located on school

district-controlled premises.

4. Forceful or unauthorized entry to or occupation of school facilities, including buildings and grounds.
5. Unlawful use, possession, distribution, or sale of drugs and other controlled substances, alcohol, and other illegal contraband on school district property, at school-sponsored functions, on any school bus transporting students, or within 1,000 feet of the perimeter of the school grounds. (Persons known to be under the influence of drugs or alcohol shall not be permitted to enter the school building or grounds.)
6. Unlawful possession of a deadly weapon, as defined in state law, on school property or in school buildings, unless the person falls within one of the exceptions in state law for possession of a deadly weapon.
7. Profanity or verbally abusive language.
8. Any conduct constituting a breach of any federal, state, or city law or duly adopted policy and/or regulation of the Board.
9. Loitering (to stand idly around, linger, delay, wander about, remain, abide, or tarry in a public place).

## **RECESS**

Physical exercise is essential for our students' health. We teach students to safely use our playground equipment and play games with good sportsmanship. The school expects all students to engage in a physical play activity while outside. **Due to the importance of physical activity for our K-5 students, they will go outside if the temperature is at or above 25 degrees and there is no inclement weather. ECE students will follow the DPS ECE policy.**

At recess, we ask that students play within the designated stations and follow the set rules. Students not following expectations may be asked to stand out with a staff member on duty or sit at the picnic tables on the upper level.

## **SCHOOL CLOSING OR LATE STARTS (Heat or Snow Related)**

Announcements of school closings, delayed openings, or early closings due to hazardous weather or other conditions are made on the DPS website, radio stations, and local TV stations. Please keep your radio or TV on during bad weather for pertinent information. We will also strive to notify families when information is available via robocall or push notification on the cell phone application.

## **SECURITY**

### **Severe Weather Procedures**

- Tornado Watch
  - Office staff will consistently monitor the weather
- Tornado Warning
  - All Staff and students will go to their classrooms. Outside activities will be brought inside.
  - Students will go to *Shelter-in-Place* (if necessary) or their assigned hall locations.
  - Please only come to the school if the weather is safe in the school area. Your student will be in the safest place at the school.



- o We will only dismiss students once the weather danger is over.
- Lightning in the Area
  - o Outside activities will be brought inside
- Snow
  - o The district will determine if the snow is severe enough to cancel school. Please watch your local TV station or visit [www.dpsk12.org](http://www.dpsk12.org) to see Denver Public Schools activity and school cancellations.

### **Evacuation**

- Fire Drill
  - o All students and staff will exit the school and go to a designated location.
  - o Everyone will remain outside until the “all-clear” message is given.
  - o If students can re-enter the building, they will return to their respective classes. If not, information will be available at the school or through the DPS Communications Office.
- Off-Campus Evacuation
  - o If we need to leave school grounds on foot, we either go to St. Joseph’s ( 1250 Newport St, Denver, CO 80220).
  - o Information will be available at the school or through the DPS Communications Office.

### **Lockdown - Closing Access to the Schools**

- Lockdown
  - o We will lock our school doors if danger in our building or neighborhood compromises the safety of our students.
  - o All exterior doors will be locked.
  - o All interior doors will be locked.
  - o No one may enter or leave. There will be no exceptions to ensure our students are kept as safe as possible.
  - o Students will be dismissed once the situation is over.
  - o Information will be available through the DPS Communications Office or the DPS website. **Please do not call the school**, as we will be working with authorities to ensure the safety of the students.
  - o A sign will be posted on the windows of our doors stating whether we are in a lockdown.
- Lockout
  - o DPS may place us on a “lockout” if there is police activity in the area, but not in our immediate area. External doors will be locked, but internal activities may continue normally. No visitors will be allowed to enter the building. We will communicate when possible during these events.

### **For more information on any safety situation**

- Contact the DPS Communications Office at 720-423-3414
- Any weather-related schedule changes will be posted on the DPS website at [www.dpsk12.org](http://www.dpsk12.org)
- Weather-related school closures may be heard on KOA 850 AM, KXPB 96.5 FM, and KJMN 92.1 FM.

### **Release of Students**

- In any emergency, **we can only release students to the persons listed on the Registration/Emergency form, unless special arrangements have been made.** Our school office must always have a current telephone number for contact.

**TECHNOLOGY****Technology at School**

Montclair has invested a significant amount of money to ensure our students have a 21st-century educational experience. We ask that students sign a contract to support them in understanding how to properly care for technology. The contract includes information on how we can respect and care for our Chromebooks, as well as the importance of maintaining the technology in good condition for future students to use. Students and families will receive our Chromebook policy to read together at the start of the year. They will then sign to acknowledge that all information is understood and return the signed policy to their classroom teacher. **Students who misuse devices may lose access to this type of technology, and families will be expected to pay for any damage to the devices they possess.**

**DRESS CODE POLICY**

Students are expected to demonstrate respect for themselves and others by dressing in a manner conducive to learning. All clothing shall be worn in the manner in which it is designed to be worn. The following are the requirements for clothing worn on school grounds and at school functions per DPS Dress Code Policy: For all clothing that is worn, the following applies:

1. **Pajamas are not allowed during school hours, except on designated pajama party days.**
2. **The school provides stuffed animals and fidgets as needed** to support concentration, soothe students, or address other individual needs. If your student requires a specific stuffed animal or fidget from home, please contact your student's teacher.
3. **Shoes must be worn at all times.**
4. **Hoods and hats** may be worn, but if they distract the student wearing them, they will be asked to remove them. The items will be returned at the end of the day, and the classroom teacher will contact the family.
5. **Attire displaying profanity, derogatory messages, or drug paraphernalia is not allowed.** Students wearing such clothing will have their guardians contacted to bring appropriate attire. If a family member is unavailable, the school can provide a shirt for the student.
6. **Attention to the dress code will be reinforced by the administration on Monday, August 18, 2025, who will also model the appropriate use of fidgets, hoods, hats, and stuffed animals.**
7. At school entrances, staff will monitor student dress. If a parent or guardian is present, staff will kindly discuss any concerns with them.
8. Homeroom teachers will reinforce these expectations daily and contact families as needed.

The principal or their designees may make exceptions to this policy to address a specific student's medical, religious, or similar needs.

*Denver Public Schools implements student policies and regulations at all of its schools. Please visit the Denver Public School Board of Education Policies and Procedures for more information.*

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### **School-Parent Engagement Policy**

***NOTE: Each school receiving funds under Title I, Part A of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent policy jointly developed with parents for all children participating in Title I, Part A activities, services, and programs. The compact, jointly developed with parents, is part of the school's written parental involvement agreement (policy), which was created by the school and parents under Section 1118(b) of the ESEA. The compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the State's high standards.***

### **SCHOOL PARENT ENGAGEMENT POLICY (AGREEMENTS)**

Montclair Elementary School will:

Through the monthly Parents Educators and Kids (PEAK) or School Advisory Committee (SAC) meetings, parents are involved in planning, reviewing, joint development, and improving the school's parental involvement policy.

Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time for parents. It will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible can attend. The school will invite all parents of children participating in Title I Part A programs (participating students) to this meeting and encourage them to attend.

Provide information to parents of participating students in a precise and uniform format, including alternative formats upon request by parents with disabilities, and, to the extent practicable, in a language that parents can understand or with interpretation available.

Provide to parents of participating children information in a timely manner about Title I, Part A programs that include a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

Provide opportunities for regular meetings for parents to formulate suggestions and participate, as appropriate, in decisions about their children's education. The school will respond to any such suggestions as soon as practicable.

Provide each parent with an individual student report detailing their child's performance on the state assessment in at least math, language arts, and reading.

Provide each parent with timely notice when their child has been assigned or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

## **School Responsibilities**

### **Montclair Elementary School will:**

**Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the state's student academic achievement standards.**

Provide teachers with support, feedback, and observations to facilitate effective teaching. Students will be provided extra support through ELD interventions, SPED services, MTSS services, additional Math and Literacy support, and social and emotional support.

**Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held: one in the Fall for one-on-one meetings with additional classroom workshops addressing Academic Standards (Fall and spring).

**The school will provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports: Parents will receive their students' reports every trimester.

**Provide parents with reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows: Parents may contact staff via email, phone, or in person to schedule meetings. Parents can also meet with the Parent Liaison and administration with any immediate concerns or questions.

**Provide parents with opportunities to volunteer and participate in their child's class, observe classroom activities, assist with school events, and contribute to school-wide initiatives.** Families are welcome to volunteer in many capacities at Montclair Elementary. They will need to contact the parent liaison or front office to schedule and coordinate volunteer opportunities that most appeal to them, or contact their students' teacher.

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See the school/family compact below...

### **SCHOOL-FAMILY COMPACT**

*Montclair Elementary School and the families of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children) agree that this compact outlines how the families, the entire school staff, and the students will share the responsibility for improved student academic achievement and how the school and families will build and develop a partnership that will help children achieve the State's high standards.*

***This school-family compact is in effect during the school year.***

**At Montclair Elementary, we recognize the importance of alignment within the school community in achieving our mission of preparing students to compete, succeed, and lead in college and life. We value our Montclair Mission and Vision, which states that the Montclair community joyfully nurtures ALL students with love and high expectations. We seek to develop students academically, socially, and emotionally, empowering them to care and advocate for themselves, their community, and others. This mission can be best achieved when students, families, and school staff are all actively involved in education and working to meet the school's cultural and curricular expectations. We all share the responsibility of promoting student learning, and as educational partners, we value each person's contribution to our school community. The following contract outlines the expectations needed to support student learning best. It will be signed each year by each family.**

#### **Students**

**I agree to:**

- I do my best to live our Montclair values of *community, advocacy, responsibility, engagement, and safety*. I agree to demonstrate this positive character at school with my peers and my teachers
- Commit myself to living the values of our school community
- Arrive at school on time every day and be prepared to learn
- Complete my homework and read every night, and bring my homework folder to school every day

#### **Teachers and Staff**

**We agree to:**

- Arrive at school on time and prepared for an academically rigorous, values-driven environment every day
- Welcome our students and families with open hearts and open minds
- Support our kids with Love and High Expectations
- Assess students regularly and fairly
- Enforce all rules and policies consistently and fairly
- Communicate with families openly, honestly, and frequently, with both positive and constructive feedback
- Maintain the highest standards of academic performance and conduct
- Build relationships with our students and families through the Home Visit program
- Create a safe and welcoming environment where we treat each other with respect

#### **Families**

**I/We agree to:**

- Read with your student for *at least* 20 minutes every night
- Support Montclair's academic program and values
- Ensure my student is at school on time, in uniform (M-Th), every day, and is only absent in the case of illness
- Monitor my student's school work, homework, grades, and behavior reports regularly

- Communicate regularly with teachers and staff and attend the required family events
- I actively support my students' behavior, which could include daily communications, weekly meetings, and/or after-school conferences.
- Support my child to ensure that they are showing the Montclair values at all times (*Community, Advocacy, Responsibility, Engagement, Safety*). If my child is not adhering to these school values, I will commit to working with my child and the school team to help them make better choices at school.
- If necessary, engage in thoughtful discussions with administrators about providing remedial support and/or retention strategies.

*Families, please sign to indicate your agreement with all the information in the Montclair School Compact and our Family Handbook.*

Name of Student \_\_\_\_\_

Family/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_