



MONTCLAIR SCHOOL

• OF ACADEMICS & ENRICHMENT •

FAMILY HANDBOOK

Policies, procedures, and family partnership expectations

C	A	R	E	S
Community	Advocacy	Responsibility	Engagement	Safety

Take care of yourself. • Take care of others. • Take care of our school.

Montclair School
1151 Newport St.
Denver, Colorado 80220
 Front Office: 720-424-5380
 Attendance Calls: 720-424-5389
 Health Office: 720-424-5425

Office Hours: Mon. - Fri. (8:00 am - 3:30 pm)
Student Hours: Mon. - Fri. (7:45 am - 3:10 pm)

Montclair School Leaders:
 Clint Duvo, Principal
 Javiera Reyes, Assistant Principal
Front Office Support Staff:
 Guadalupe (Lupe) Lopez Morales, Office Support II
 Sarah Rayburn, Office Support II

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I. OUR FOUNDATION

Mission and Vision

Vision

The Montclair community believes every learner belongs, grows, and thrives.

Mission

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

Montclair CARES Values

We strive every day to demonstrate the following values:

C	Community
A	Advocacy
R	Responsibility
E	Engagement
S	Safety

As partners in education, we agree to the following shared commitments:

PARTNER	COMMITMENT
Staff	We will create a safe, welcoming, and inclusive school environment; model the CARES values; communicate clearly; and respond respectfully to student and family needs.
Students	We will live the CARES values, arrive at school on time and ready to learn, participate actively, complete our work, and read for 20 minutes each night.
Teachers	We will provide rigorous, engaging, and inclusive instruction; support each student's academic and social-emotional growth; and communicate regularly with families about learning and progress.
Families	We will support regular attendance and on-time arrival, encourage 20 minutes of reading each night, review school communications, reinforce the CARES values, and work collaboratively with school staff.

II. VISITOR POLICY

Visitor Standards

All visitors must enter through the main entrance and report to the front office.

Visitors must sign in and wear a visitor badge at all times.

These procedures apply to every visitor, including regular volunteers and familiar families.

Visitors may enter classrooms or hallways only with front-office approval.

Families may not go directly to classrooms to pick up students.

For early dismissal, the front office will contact the classroom.

Visitor Expectations

Montclair Elementary is committed to maintaining a safe and respectful environment for students, families, and staff. We ask every member of our community to uphold these expectations in each interaction.

PLEASE DO	PLEASE DO NOT
Speak with kindness and professionalism.	Use abusive, racist, xenophobic, or homophobic language.
Be patient and respectful.	Engage in aggressive behavior.
Work collaboratively to resolve concerns.	Make verbal or physical threats of any kind.

Consequences for Violating Community Expectations

We work hard to promote respect and kindness at Montclair. Failure to follow these community agreements may result in:

1. A verbal reminder from administration.
2. A written warning and reminder of the expectations.
3. A ban from school grounds, even when the visitor's child is enrolled.

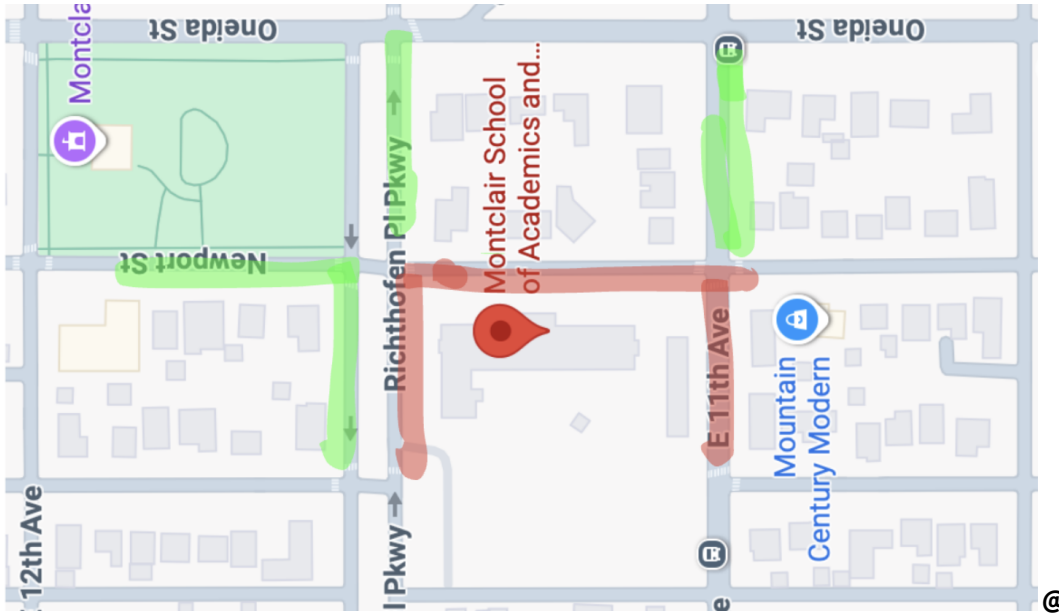
Visitor Check-In: Parents, Guardians, and Other Non-DPS Visitors

1. Present a valid government-issued photo ID or proof of identity.
2. Complete the Raptor Visitor Management System check-in.
3. Receive and wear a visitor badge before leaving the front office.
4. Follow the same process when picking up a student.

Parking

Parking and Curb Zones

Follow the **Green Zone (Parking Allowed)** and **Red Zone (Hug and Go)** maps. Do not park in the staff lot or along Richthofen Place.



Children Accompanying Families and Visitors to School

We understand that families may sometimes need to bring young children or other children with them when visiting the school or attending a meeting.

To protect student privacy, maintain a safe and orderly learning environment, and ensure clear supervision and emergency accountability, children who are not enrolled at Montclair must remain with their accompanying adult in the main office unless they are participating in an approved school activity.

School staff are not responsible for providing child care or informal supervision during or after school for individual parent or guardian meetings. The presence of a child at a meeting does not create a supervision assignment for staff; parents and guardians must arrange and remain responsible for appropriate care and supervision.

These expectations help reduce avoidable safety, confidentiality, and liability concerns while allowing staff members to focus fully on the purpose of the meeting and the needs of the family. All visitors must sign in and follow established visitor procedures.

Different arrangements may be communicated for designated school-sponsored activities for which supervision has been specifically assigned.

III. ATTENDANCE, ARRIVAL & DISMISSAL

Attendance Standards

Attendance Target	Montclair's student-attendance target is 97%, supporting the DPS goal of "Every Child Succeeds."
Chronic Absence	Missing 10% of the school year—18 days, excused or unexcused—is considered chronic absence.
District Legal Threshold	A student is considered habitually truant after four unexcused absences in one month or 10 in a school year. Elementary students must attend at least 990 hours annually.
Reporting an Absence	Call the Attendance Line at 720-424-5389 for every absence. A doctor's note is required after three consecutive days of illness.
Educational Neglect	Educational neglect in Colorado is defined as a caregiver's failure to enroll a school-age child, permit chronic truancy, or ignore diagnosed special education needs. To report suspected educational neglect, call the statewide Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437) or contact your local school district.

Daily Schedule and Logistics

TIME	EVENT / EXPECTATION
7:45–8:05 a.m.	Staff-supervised student drop-off.
By 8:05 a.m.	Students eating school breakfast must finish in the cafeteria.

7:45–8:05 a.m.	Students in grades 1–5 may enter through the atrium doors (closest to the cafeteria) for breakfast or through the auditorium doors to wait until school begins. Food is not allowed in the auditorium. Kindergarten and ECE students go directly to their classrooms for breakfast.
8:05 a.m.	Grade-level teachers pick up students from the cafeteria or auditorium. Grade-level teams coordinate pickup responsibilities.
8:10 a.m.	The academic day begins. Students arriving after 8:10 a.m. report to the main office and are marked tardy.
3:10 p.m.	Daily dismissal.
1:10 p.m.	Early dismissal on the first Thursday of each month.

School Breakfast

Students enter through the cafeteria entrance, where a designated Montclair staff member greets them.

Students must finish breakfast by 8:05 a.m.

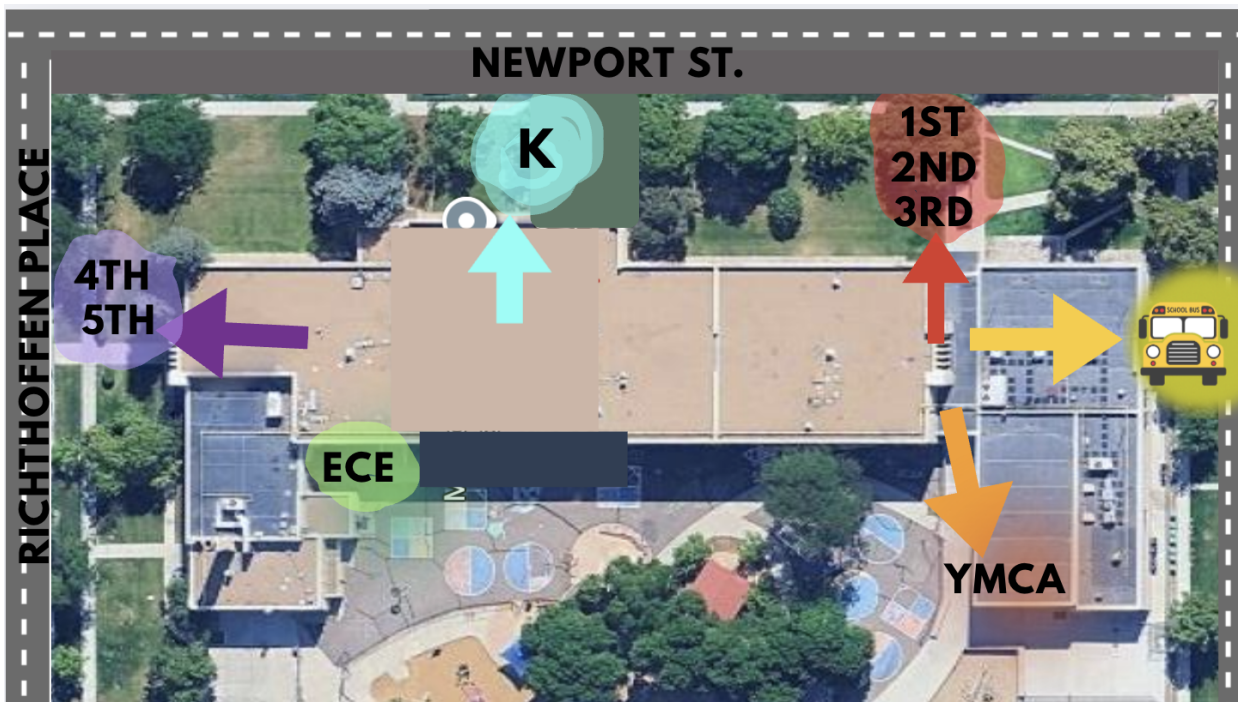
Students Not Eating School Breakfast

K–5 students enter through the auditorium side door between 7:45 and 8:05 a.m.

Students may not eat in the auditorium.

Dismissal Standards

Students are dismissed at 3:10 p.m. each day, except on the first Thursday of every month, when dismissal is at 1:10 p.m. Please see the dismissal map below for more information.



Late Pick-Up

Grace Period: At 3:20 p.m., classroom teachers take students who have not been picked up to the main office. Office staff will call parents, guardians, and listed emergency contacts if a child is not picked up promptly.

Late Pick-Up Procedure

A designated pick-up adult listed in Infinite Campus must sign out and escort the student from the building:

1. Buzz in using the front-office call box.
2. Present a photo ID to office support staff so they can verify that you are an authorized adult in Infinite Campus.
3. Sign the student out on the Late Pick-Up Clipboard.

Late Pick-Up Escalation

3:30 p.m.	If a parent or guardian cannot be reached and has not notified the school, staff will contact the Denver Public Schools Department of Climate and Safety. DPS staff may conduct a welfare check at the family address listed in Infinite Campus.
4:00 p.m.	If a parent or guardian still cannot be reached by DPS staff and has not notified the school, a Montclair administrator will contact the Denver Police Department.

Repeated incidents	All Denver Public Schools staff are mandatory reporters. Repeated failure to pick up a child without communicating with the school may require staff to report the pattern to the Colorado Child Abuse and Neglect Hotline and/or law enforcement.
Extenuating circumstances	If you expect to arrive late, call the front office at 720-424-5380. Keep all contact information current in Infinite Campus and notify the front office whenever it changes.

IV. BEHAVIOR, DISCIPLINE & SAFETY

Discipline Philosophy

We support students with Love and High Expectations. Montclair uses a three-level behavior response process:

Preventive	PBIS and CARES practices
Informal	Teacher-managed responses
Formal	Administrative referral using the Denver Public Schools Discipline Matrix

District Discipline Protections

In alignment with DPS Board Policy, Montclair has eliminated expulsions and significantly reduced suspensions for students in ECE through third grade, except when required by law. Students with disabilities have additional legal protections in discipline procedures.

Bullying Prevention

Bullying is unwanted, repeated aggressive behavior involving a power imbalance. Montclair uses restorative practices and social-emotional learning to respond.

Anonymous Reporting

Safe2Tell: 877-542-7233 | [Safe2Tell.org](https://www.safe2tell.org)

Standard Response Terminology

Montclair follows DPS-standard emergency terms:

TERM	WHAT IT MEANS
Secure	A threat is outside the building. Exterior doors are locked; business continues as usual inside.
Lockdown	A threat is inside or in close proximity. Interior and exterior doors are locked; no one enters or exits.
Shelter-in-Place	A hazard is identified, such as a tornado warning. Students move to assigned hallway locations.
Evacuation	A hazardous situation is inside, such as a fire. Students move to designated outdoor locations or off-site to St. Joseph's.
Reunification	During an emergency, students are released only to adults listed as emergency contacts who present valid government-issued photo ID.

V. STUDENT POLICIES & TECHNOLOGY

Student Electronic Device Policy (2026 Update)

Student use of Personal Communication Devices (PCDs) is prohibited during the entire instructional school day for all Montclair students, ECE through grade 5. The school day includes instructional time, homeroom or advisory, transitions, recess, lunch, restroom use, time elsewhere in the school building or on campus, field trips, and school-sponsored instructional activities occurring during the designated school day.

Bell-to-Bell Device Ban To support student mental health and reduce distractions, Montclair prohibits personal electronic devices throughout the school day.	
Prohibited PCD Items	Cell phones, smartwatches, wireless earbuds, and personal tablets.
Storage	ECE–3rd grade devices must be checked in at the office. Devices for 4th–5th grade students are kept in locked classroom storage.
Full Policy	See Appendix A in this handbook for the full Montclair Student Communication Device Policy referenced by the source document.
Exceptions	Authorized only through an IEP, 504 Plan, or Health Plan.

Violation Progression

STEP	RESPONSE
1	Warning, documented in Infinite Campus
2	Confiscation and parent/guardian notification documented in Infinite Campus
3	Office hold and family conference documented in Infinite Campus
4	Administrative referral documented in Infinite Campus

Technology and Chromebooks

Students and their families must sign a technology-use agreement and are expected to care responsibly for school-issued Chromebooks. Intentional, aggressive, reckless, or otherwise irresponsible damage to a school-issued Chromebook may be billed to the family. Illegal or

inappropriate use may result in restricted technology access and other responses consistent with District policy.

Dress Code, Toys, and Innovation Rules

- Students must dress respectfully for learning.
- Students should wear shoes that will protect their toes and heels, and allow them to run and play without the loss of the shoe.
- No skates or shoes with wheels.
- Pajamas are prohibited except on designated spirit days.
- Hoods and hats are permitted unless they become a distraction.
- Toys, stuffed animals, fidgets, and other non-academic items from home are not permitted unless specifically authorized as part of an approved student support or school activity. Fidgets, sensory tools, and similar items are provided or permitted when a student has an identified need documented in an IEP, BIP, 504 Plan, or other approved student support plan.
- School-approved recess equipment or other items specifically permitted by school procedures are exceptions to this rule.
- Items from home are not allowed.

VI. HEALTH, NUTRITION & ACADEMICS

Health and Medications

When a child has a fever above 100 degrees, the school will call a parent or guardian to pick up the student.

All medications must remain in the original pharmacy container.

A completed Student Medication Request Release Agreement must be on file with the school nurse.

Nutrition and Food Services

You Benefit! Form: Every family must complete this online form annually because it affects school funding. [You can find the form here.](#)

Healthy Choices: All food sold or provided during the school day must meet USDA Smart Snacks standards. [You can find the monthly menu options here.](#)

Food Delivery: Students may not order or receive food deliveries, including DoorDash, Postmates, or Uber Eats.

Sharing: Students may not share food with peers at breakfast or at lunch. Many students have allergies that classmates may not know about.

Classroom Celebrations

We understand that families may wish to celebrate their child's birthday at school. To avoid disruptions to instruction, please do not send cupcakes, treats, or other celebration items without making arrangements in advance with your child's teacher.

Any classroom celebration held during instructional time must receive prior approval from school leadership. Approved classroom celebrations may take place during the final 30 minutes of the school day, while birthday celebrations are limited to the final 20 minutes.

All food must be store-bought, and families are encouraged to include healthy options. Upon request, teachers can provide celebration guidelines and information about relevant food allergies. Families must follow all classroom allergy, food-safety, and school requirements when sending treats.

Cultural Celebrations & Exemptions

We are committed to respecting and supporting the cultural practices of our students and families. Please complete a [26-27 Montclair Cultural Observance & Exemption Form](#) (Family Handbook, Appendix C) if your child has an observance that may require them to be excused from a school activity, refrain from participating in an event, or leave class for a period of time.

Provide as much detail as possible so that our staff can plan appropriately and make reasonable accommodations. You may request a copy of this form in the main office.

Academics: Home Learning

Homework and Reading

Montclair follows a “10 minutes per grade level” homework recommendation, with a maximum of 50 minutes for fifth grade. Classroom homework policies vary by classroom. For questions, please contact your child’s teacher directly. All students are expected to read for 20 minutes every night.

VII. FAMILY ENGAGEMENT & COMMUNICATION

Stay Connected

Thrillshare	Sign up for your teacher's account to receive classroom updates.
Parent Portal	Monitor grades, attendance, and state test results at myportal.dpsk12.org .
Weekly Newsletter	Use the weekly newsletter as the primary source for school activities and official announcements.

Leadership Committees

Families are encouraged to participate in Montclair's school-governance groups:

SAC	School Advisory Committee: provides input on budget, staffing, and discipline policies.
PEAK	Parents, Educators, and Kids: coordinates volunteers and community events.
MLE PAC	Supports families of Multilingual Learners.

Volunteering

To volunteer with Denver Public Schools, complete the following steps:

STEP	ACTION	DETAILS
1	Submit the DPS Volunteer Application	Complete the online application; watch the required orientation video; review DPS safety and confidentiality expectations; and select a preferred school, program, or role.
2	Complete the Background Check	Use the Sterling Volunteers link inside the DPS application. Do not use the public Sterling website, which may charge a fee. DPS covers the cost through the correct link. The code is E9X8T09 . Processing typically takes 24–72 hours.
3	Connect With the School	Wait for application and background-check approval; contact the Montclair main office about opportunities and scheduling; and complete any additional school-specific orientation or training.

Examples of Volunteer Roles

• Support reading, mathematics, or classroom activities.	• Organize materials or shelve library books.
• Assist with lunch, recess, arrival, or dismissal.	• Chaperone field trips.
• Help with school events and celebrations.	

Check-in requirement: Every volunteer must check in at the main office and wear a visitor badge each time they are in the building. **More information:** [DPS Volunteer Services](#)

VIII. SCHOOL EMERGENCIES

Montclair follows Denver Public Schools emergency procedures and works with first responders to protect students, staff, and visitors. Families support a safe response by remaining available for official updates and following school and district directions.

Prepare Before an Emergency

- Talk with your child about listening to staff and following emergency directions.
- **Keep emergency contacts and authorized pick-up adults current in Infinite Campus.**
- Keep medication forms and supplies current with the school nurse. Medications must remain in original pharmacy containers.

During an Emergency

PLEASE DO	PLEASE DO NOT
• Check official DPS and Montclair communication channels for updates. • Call the DPS Family Constituency Hotline at 720-423-3054 for district information. • Wait for reunification instructions and bring valid government-issued photo ID.	• Come to the school unless directed; traffic may delay first responders. • Call the school or your child; high call volume may interfere with emergency communications. • Rely on unofficial social media posts for instructions.

Emergency Response Terms

Secure	A threat is outside the building. Exterior doors are locked; business continues as usual inside.
Lockdown	A threat is inside or in close proximity. Interior and exterior doors are locked; no one enters or exits.
Shelter-in-Place	A hazard is identified, such as a tornado warning. Students move to assigned protective locations.
Evacuation	A hazardous situation is inside, such as a fire. Students move to designated outdoor or off-site locations.
Reunification	Students are released only to adults listed as emergency contacts who present valid government-issued photo ID.

During a lockdown: Do not come to the school. Stay where you can receive official updates. Students will not be released until the incident has ended or a safe reunification process is established.

Official communication: The school or district will notify families when it is safe to pick up students and where reunification will occur. Updates may come by automated call, text, email, website, mobile app, or local media.

