



**Mathematics and Science**  
LEADERSHIP ACADEMY

Where everyone is a learner, teacher and leader

# **2016-2017 MSLA Student and Parent Handbook**

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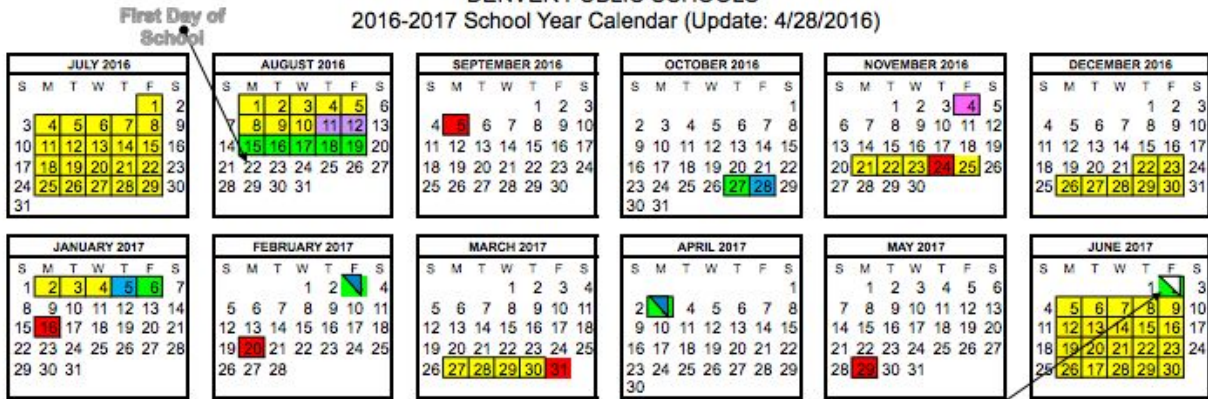
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# 2016-2017 DPS School calendar

## DENVER PUBLIC SCHOOLS 2016-2017 School Year Calendar (Update: 4/28/2016)



**NON-STUDENT CONTACT DAYS**

**Planning/Professional Days (No classes for students)**

August 15, 16, 17, 18, 19; October 27; January 6; June 2 (half day)  
Total of 4.5 Planning days - teacher self-directed planning. Total of 4 professional days - principal/district directed. SLT/Principal to determine which non-student contact days are planning and which are professional.

**Parent/Teacher Conference Day (No classes for students)**

November 4 (Schools may modify the daily schedule for parent/teacher conferences to meet the needs of the school community. Schools will also determine dates and times for parent/teacher conferences during 2nd semester.)

**Planning and Assessment Days (No classes for students)**

February 3; April 3  
All Schools; 1/2 planning; 1/2 assessment & data analysis day

**Assessment Days (No classes for students)**

All Schools; assessment and data analysis day - no classes October 28; January 5

**END OF TERM-TO BE FOLLOWED BY REPORT CARDS**

ES, ECE-8 and MS Trimester: November 14; February 27; May 28  
6-12, High School 6 Weeks: September 30; November 4; December 21; February 17; April 7; June 2  
6-12, High School 9 Weeks: October 21; December 21; March 10; June 2

**MS/HS WALK-IN REGISTRATION**

August 11, 12

**VACATION/NO CLASSES**

**HOLIDAY/NO CLASSES**

Labor Day - September 5  
Thanksgiving Day - November 24  
Martin Luther King Jr. Day - January 16  
Presidents' Day - February 20  
Cesar Chavez Day - March 31  
Memorial Day - May 29

**Last Day of School: Half Day for Students**

**SEMESTER DATES**  
First Semester Begins 8/22; Ends 12/21  
Second Semester Begins 1/9; Ends 6/2

**STUDENT REPORT DAYS**

79 Days 1st Semester  
94.5 Days 2nd Semester  
173.5 Total Days

**TEACHER REPORT DAYS**

87 Days 1st Semester  
99 Days 2nd Semester  
186 Total Days

The Calendar for the 2016-2017 school year is adopted by the Board of Education subject to the provision that if for any reason the School District must close schools for more than the time provided by the statutes, the adopted 2016-2017 calendar may be amended by the Board of Education to provide enough additional school days on Saturdays, during vacation, or at the end of the present calendar to meet legal requirements as required by the statutes.

## MSLA Quick References

School Address:	451 S. Tejon St Denver, CO 80223
School Phone:	(720) 424-1310
School Fax:	(720) 424-1326
School Website:	<a href="http://msla.dpsk12.org">msla.dpsk12.org</a>
Free Inclass Breakfast:	8:00AM-8:10AM
School Hours:	8:00AM-2:45PM
Teacher's Hours:	7:00AM-3:00PM
Mascot:	Puma
School Colors:	Teal and Grey

**\*\*\*Parents and guardians MUST PERSONALLY SUPERVISE students before 7:45AM and after 3:00PM\*\*\***

# Message from the Lead Teachers

MSLA Students and Families,

I am looking forward to the opportunity to serve the students families of MSLA. I strive to provide support, encouragement, and strong leadership for the MSLA community. I am confident we have the right pieces in place to help our students succeed. It is our job to work together as teachers and parents to ensure our children are set up for success.

I hope you feel confident entering the 2016-2017 to approach your child's teachers and Instructional Leadership Team with any questions, concerns, or celebrations you have. We will work diligently to ensure your child receives the very best at MSLA.

Let's have a great 2016-2017 school year!

Blaire Baldwin  
Lead Teacher

Welcome MSLA Families!

It is very exciting to be working with you this year to ensure our students' success! We are striving to improve our vision that all who enter our school are learners, teachers, and leaders. As we move into this year, it is my mission to see that our actions are always aligned to the DPS value of putting students first.

I value your voice and participation at MSLA. We will continue to host our monthly PAC meetings for parents, but keep a look out for more opportunities for parents and families to engage with student learning at MSLA. Our collaboration and your support during this year's journey is appreciated. Please reach out to me and our wonderful office staff to help meet your needs. Together we can make our school amazing!

With warm regards,

Ms. Rebecca Lane  
Lead Teacher

# Vision & Mission Statement

## MISSION STATEMENT

- ★ To create a culture where children capture the knowledge, skills and dispositions needed to excel in our global society.
- ★ To empower teachers to make the decisions that best impact student outcomes.
- ★ To engage all community members as facilitators and beneficiaries of our rich learning opportunities.

## VISION STATEMENT

The Mathematics and Science Leadership Academy is a teacher-led school where everyone is a learner, teacher and leader.

# Safety & Discipline

## Positive Behavioral Intervention and Supports

At MSLA all students will be able to earn personal and class recognition for positive behavior and academic grit. This recognition will come in the form of our school "pawsitives". Pawsitives are earned when students are recognized by an MSLA staff member for demonstrating a behavior that reflects one of the 5 MSLA values -- perseverance, collaboration, respect, responsibility, and fun.

Students can use these to earn classroom and school rewards.

## Positive Reinforcement

At MSLA all teachers will use positive reinforcement to encourage students to always give their best effort. Positive reinforcement focuses on and rewards the positive behaviors that our students demonstrate.

## Consequences

Teachers will always strive to encourage and reward positive behavior. We acknowledge that at times certain students may need additional supports in order to correct negative behaviors.

Teachers are asked by the district and MSLA to use restorative practices to help our students correct behavior detrimental to learning. All consequences must be restorative in nature and seek to help the student rejoin their classmates in a positive learning environment. MSLA follows the district discipline matrix when behaviors call for additional support.

## **EXCUSING STUDENTS FROM CLASS/HALLWAY BEHAVIOR**

Students are not to be sent off the school grounds during school hours unless signed out by a parent or guardian designated on the registration form. For early pickup parents/guardians must check the student out through the office. The secretary will call the classroom, and notify the teacher to send the student with belonging to office for safety purposes. Parents and guardians will not be allowed to pick up students at classroom.

Students are not to be out of their regular classes to work on projects anywhere in the building unless teacher approval has been given and adult supervision is arranged.

Students are not allowed to walk to the auditorium, cafeteria or gym by themselves. Teachers are expected to walk students to lunch.

Classroom bathroom breaks may be taken or students may be taken to the bathroom one at a time.

Students are expected to walk down the hall in a straight line with no talking to ensure they do not disturb the learning of other students.

## **Bicycles, Scooters, Roller Blades, & Skateboards**

Bicycles should be locked in the bike rack and scooters are to be kept in your locker. They are not to be moved during the school day. Students are required to walk or carry their bicycle, scooter or skateboard on school grounds. Students are encouraged to wear a helmet if they ride a bike or scooter to school.

## **Emergencies and Emergency Contact Information**

911 will be called first when an extremely severe (life threatening) medical emergency arises. In the case of a serious illness or injury, the home phone is called first. If there is no response, the parents will be called at work. If parents cannot be reached at home or at work, the emergency numbers are called. Every attempt is made to notify parents when there is a serious injury. **It is extremely important that your child's emergency contact information is current at all times. Please inform the school office of any changes in residence, employment, and/or phone numbers which occur during the school year.**



# Dress Code

Students are to wear an MSLA polo shirt or t-shirt while at school. If a student comes to school out of uniform they must wear an MSLA loaner shirt over their clothing. Each classroom will have a loaner uniform shirt for this purpose. These shirts must be checked in at the end of the day and may not go home with the student.

\*Hats are not to be worn inside except on designated hat days. Students are also expected to wear tennis shoes at all times since we have recess every day and gym most days.

If student consistently wears a hooded jacket in school, parents will be encouraged to purchase an MSLA hoodie or encourage student to wear long sleeves underneath MSLA shirt.

Please dress your children appropriately in regards to the weather. Most days the children are outside for recess, gym and other activities. During inclement weather children need hats, coats, gloves or mittens.

Please be sure your student doesn't come to school wearing the following:

- Inappropriate footwear, including skate shoes or bedroom slippers.
- Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
- Inappropriately sheer, tight, loose, or low-cut clothing that bares or exposed midriffs, including garments made of fishnet, mesh or similar material, halter tops, backless clothing, tube tops, muscle tops, revealing tank tops or sundresses.

# School Grounds Rules

General school rules apply on school grounds before school, during recess, and after school.

Students must **always** be supervised by an adult while on school grounds.

During recess hours, students may only enter the building one student at a time with verbal permission and a pass by the supervising teacher.

# LUNCHROOM RULES

Students will be dropped off in the lunchroom by their classroom teacher. They will respect and adhere to ALL school rules. In addition they will follow the following procedure:

1. Students will respectfully walk through the lunch line and get their lunch.
2. Students will sit at the first available table, 16 students per table.

3. Students will remain seated while eating their lunch and will raise their hand if they need to get out of their seat for any reason.
4. Teacher will dismiss students one table at a time after they have cleaned up their area.
5. Students will walk to dump their trays and sit with their class on the other side of the room.

If parents come to eat with their children and choose to sit at a separate table, they may only eat with their student and family members. Additional students will not be permitted to eat with them.

## **Drop Off and Pick up at School**

### **Morning drop off**

Students may enter the MSLA gym at 7:45AM. Students who arrive prior to 7:45AM will not be allowed in the gym and must wait in the front foyer or in the main office until 7:45AM. At 7:55AM students will be escorted to the MSLA wing of the building to attend class. School begins at 8:00AM. Any students arriving to school after 8:05AM are considered tardy and must report to the office prior to going to class. If a student comes to class without a tardy slip, they will be sent back down to the office to retrieve a slip.

### **After school pick up**

School ends at 2:45PM. Parents will be able to meet their students for pick up on the small playground located on the corner of Tejon Street and West Virginia Ave. Students will not be released until a parent picks them up from the playground. We ask that parents be respectful to others and do not park in the parking lot entry lane and call for their students. For the safety of all we ask that all parents park their cars in the parking lot and walk to pick up their child from the playground.

On days where there is inclement weather, we will release all students from the auditorium. Parents should pick up their students from the auditorium and exit through the blue doors that are near the stage.

## **Storm Schedule and School Closing Information**

Regardless of the weather, school will be in session unless a school-closing announcement is made on the radio or television. School closure information will be available first on the radio stations KHOW-AM (630), KSYY-FM (95.7), KBNA (Spanish)-AM (1220) and KOA-AM (850) since they begin operating at 3:00 a.m.

Information can also be found online at Denver Public Schools Winter Weather Information, at Facebook DPS News Now, and DPS official Twitter account.

## Bus Transportation

Students will be dismissed at 2:45pm. The bus leaves promptly at 2:50 pm.

**It is mandatory that parents notify the main office if a student will not ride the bus home after school by 2:00pm.** Your student will ride the bus after school unless we have received prior notification.

### Safety on the Bus

The consequences for inappropriate bus behavior range from parent notification to suspension from the bus. Safety is critical while on the bus. For more information on Denver Public Schools Bus Safety, see appendix in main office.

## Health

### Allergies and Food Intolerances

The main office and school nurse, Shannon Dominguez, must be informed of any student who has a serious known allergy that could endanger his or her life, especially bee stings, food or medication that causes severe or life threatening reactions. For more information on how to handle your child's allergies at school, please visit the front desk at the school and read more about Denver Public Schools policy.

### Immunizations

The State of Colorado requires evidence of immunization for school enrollment. A child entering school must meet the requirements for each vaccine, or have a signed Statement of Exemption. A child will be denied entry into school until this information is provided. Please visit the front desk at the school if you have concerns about immunizations for your child and visit the Colorado Department of Public Health & Environment website to read about the [Board of Health Rule for School Required Immunization](#) or visit the main office for more information.

## **Health Centers**

For information about school-based Health Centers provided by Denver Health, For more information about school-based Health Centers provided by Denver Health, please visit the front desk at the school and read more about it.

## **Medication Guidelines**

Any medications must be checked in with the main office. Your child may not be sent to school with medication to self-administer, including over-the-counter medications, including cough-drops. Please visit the school nurse to discuss questions or concerns.

## **Student Illness Guidelines**

The following guidelines are necessary to help ensure the health of our students and staff. If your child exhibits the following symptoms do not send them to school:

- If the child has been vomiting during the night or before school.
- If the child has a fever of 100 degrees (f), or greater, or has been running a fever during the night.
- If the child has been diagnosed with strep throat he must be on antibiotics for at least 24 hrs before returning to school.
- If the child has conjunctivitis or "pink eye," they must be on antibiotics 24 hours before returning to school.

# Food

## School Meals Information

Breakfast is **free** for all students from 8:00-8:10am.

For current menus and pricing, please visit [Denver Public Schools Food & Nutrition Services](http://foodservices.dpsk12.org) at <http://foodservices.dpsk12.org>. To pay for lunches online, visit [My School Bucks](https://www.myschoolbucks.com/ver2/login/getmain?requestAction=h) at <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=h>.

To find out if your family qualifies for free or reduced lunches please complete an application at the front desk at the school. All information is kept confidential.

## Guidelines to Healthy Foods at School

In accordance with the [Denver Public School District Wellness Policy](http://static.dpsk12.org/gems/healthyschools/DPSHealthAgendaFINALOct.2010Web.pdf) found at <http://static.dpsk12.org/gems/healthyschools/DPSHealthAgendaFINALOct.2010Web.pdf>, MSLA Elementary School has implemented guidelines to ensure nutritious foods and beverages at school. These healthy guidelines apply to school-sponsored events and fundraisers, snacks and classroom parties. Foods and beverages should be nutrient-dense such as fruits, vegetables and cheese. The DPS wellness policy encourages healthy eating and physical activity in order to help students learn.

At MSLA, we offer the following guidelines regarding foods intended for snacks, or foods to be shared at parties, celebrations, and school functions:

### FOOD & BEVERAGES IN THE CLASSROOM

Students will eat breakfast in the classroom from 8a-8:10a. Breakfast attendance must be taken and breakfast tubs must be placed into the hall for pickup by 8:10a. Fruit or vegetable snacks are provided to the each classroom Tuesday-Friday. As the classroom teacher, you will need to select a specific snack time that is consistent for the students each day as consistency in mealtimes is healthiest for students. Food and drink should not be served outside of breakfast or snack times. Celebration exceptions: If you select to participate in occasional celebrations, please remember that you may be infringing on instructional time. All food must be pre-packaged, prepared foods. It is a liability for us to serve food to students that was not prepared in a commercial kitchen. All celebration food and beverages should limit the amount of sugar our students consume. Keep in mind that many

juices contain a lot of sugar. We encourage fresh fruits and vegetables as snacks for our students. Students are not permitted to eat candy on a regular basis in the classroom.

Birthday Celebrations should be coordinated at least 3 days prior to the event with the classroom teacher and should occur during the last 15 minutes of the school day (2:30PM to 2:45PM).

## **About the Classroom**

### **Parent/Teacher Conferences**

Quality education requires close and open communication between parents and teachers. In order to support our belief in educational excellence, formal scheduled conferences will be held in the fall, winter, and spring concerning each student. The conferences are, by design, brief sessions. If a parent needs to discuss a matter in more detail, it is appropriate to schedule another meeting. Students may be involved in the preparation and presentation of information to parents at the conference.

### **Make Up Work and Testing**

Students are required to make up work and assessments missed due to an absence or tardy.

### **Assessments**

MSLA follows the Denver Public Schools testing schedule, which varies depending on grade level. For specific information on testing, please contact your teacher or read more at the [Department of Accountability, Research & Evaluation](http://dpsare.com/) at <http://dpsare.com/>.

### **Communication Policy Between Teachers & Parents**

Each month, communication will go out to families from MSLA by way of the LENS Newsletter. This communication will serve to share about happenings in the school. Teachers may also choose to send how classroom specific newsletters as needed.

### **Classroom Websites**

Teachers may also opt to use classroom websites.

# General School Policies

## Reporting Student Absences and Tardies

Please report any student absence or tardy to our school attendance line at 720-424-1310. This line is a voice message service when the school office is closed. Feel free to leave a message during the day or night.

## Absent or Tardy Policies

If your child will be **absent or tardy**, please call the school by 8:00 am. Please leave the child's name, room number and reason for absence. If we don't hear from you, parents/guardians will be called by the school on the day of the absence. **A written note, signed by the parent or guardian**, explaining an absence or tardy must be sent with your child when they return to school (**if contact wasn't made**).

If your child is tardy please come in with them, or write a note or call the office to excuse the student. Otherwise the school secretary will be contacting the student's parent or guardian to determine where a child is and the tardy will be recorded as unexcused. Students who are tardy negatively impact instruction in the classroom. Please make every effort to get your child to school on time.

Please sign the Attendance Book in the office when your child is leaving early, or returning during the school day. It is very challenging for a child to catch up on missed instructional time. Therefore, it is important for students to be at school each day that we have classes. Please plan for student absences to align to DPS vacation days. **Please contact the school, in advance and in writing, if your child will be going out of town.**

Excused absences and tardiness include illness, medical or dental appointments, funeral, extenuating circumstances with administrative approval that must be presented at sign-in. All written notes must include: student's full name, date, reason, a parent/guardian signature, a daytime phone number where parent/guardian can be reached.

## Parent or Guardian Leaving Town

Signed documentation must be given to the school whenever a parent or legal guardian leaves their child in the care of another adult while they are out of town. This person must be listed on the school's list of approved adult contacts.

## **Medical or Other Appointments**

Whenever possible, schedule your child's medical or other appointments outside of school hours. Please sign the Attendance Book in the office when leaving early for the day or leaving and returning the same day. Please, **DO NOT**, go directly to your child's classroom to pick them up for an appointment unless instructed to do so at the office.

## **Long-Term Absences and Assignments**

If you know that your child will be out of school for several days, please contact the school to arrange for work to be sent home or picked up. Please give teachers some time to prepare assignments and materials.

## **On-Time Policy**

- Regular daily attendance is required of all students.
- Students will be allowed in the building at 7:45AM
- Instruction and breakfast begin at 8:00 a.m. After 8:05 a.m., tardy students must be signed in at the Front Desk by an adult or present a signed parent/legal guardian note.

Our teachers will teach until 2:45p.m. every day. They will then escort the students to be dismissed. Students that have not been picked up by 3p will be checked into the office. After 3pm, students must be picked up and signed out from the office.

## **Leave It at Home**

Students are strongly discouraged from bringing money, toys, or valuable items to school, as the school assumes no responsibility for lost, damaged, stolen or destroyed items. Money may be left with the teacher or office personnel for safe-keeping in the case that it is to be used for a school event. Any money sent to school is safest when in the form of a check placed inside an envelope with the student's first and last name written on it. Students may not have cell phones, tablets, or video games turned on from 7:55 to 2:45. All technology must be turned off and stored in backpacks when on school property unless otherwise directed by



a specific classroom teacher. MSLA is not responsible for any items if they are lost, stolen, damaged, or destroyed.

### **Cell Phones/Tablets:**

Students may not have cell phones or tablets in class with them. If a child brings a cell phone or tablet to school, they must turn it off and keep it in their backpacks. They will not be allowed access to the device until dismissal time (2:45p). All cell phones/tablets being used by the student in school will be confiscated and only returned to the parent.

## **Recess**

Recess is a regular part of the school day and will take place outside except when temperatures are below 32 degrees and/or it is raining or snowing. Students need to wear clothing that is appropriate for the weather. Please send a Doctor's note to your child's teacher if they are under orders not to go outside. It is our policy that if a child is healthy enough to come to school, they are healthy enough to go outside at recess.

## **Transfer to Another School**

A parent should contact the school office in advance of a student's transfer, stating where the child is moving and the name and address of the new school. Information will be prepared to assist the student's entry into the new school. Any library books not returned when the student withdraws must be paid for at that time. Additionally, the school would appreciate your participation in an Exit Survey in order to help us understand attrition at our school. The front desk will assist with administering the survey.

## **DPS Internet Policy**

Visit the DPS Electronic Mail and Internet Policy at <http://www.boarddocs.com/co/dpsk12/Board.nsf/goto?open&id=9W/WS2M6EA42C> , as well as the [Denver Public Schools Department of Technology Services](http://dots.dpsk12.org/techpolicies) website at <http://dots.dpsk12.org/techpolicies> for information on internet use at school. MSLA students and parents sign a technology agreement at the beginning of each school year.

## **Library**

Your child will have access to our school library or the Denver Public Library Bookmobile each week. A lost book from the MSLA library can either be replaced or have a fee assessed per the book type. If a student has an outstanding book at the end of the year, we will hold their report card until the book is located, paid for, or replaced.

## **Lost and Found**

Lost and Found is located in the stairwell of the MSLA wing of the Rishel Campus. Any lost money or small items of value are kept in the main office. Please put your child's name on backpacks, coats and other personal items. The school is not responsible for lost, stolen, damaged, or destroyed articles. Students should not bring or wear expensive items to school. At the end of each month any unclaimed items will be donated.

## **Student Records and Confidentiality**

The confidentiality of student records and privacy rights of students and parents shall be maintained in compliance with the [Family Education Rights and Privacy Act](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> . Scholastic achievement, medical information, and standardized test results on file may be reviewed by parents & guardians upon request.

## **Report Cards**

Report cards will be sent home three times during the school year at 12 week intervals/trimesters. The first (November) and second (February) report cards will be sent home with your student. The last report card of the school year is sent home on the last day of school. If you do not receive one, please call the school.

## **School-Wide Communication**

MSLA has a variety of means of communication with parents:

- Please help your child become responsible for giving you any communications sent home from school by reminding them to check their backpack when arriving home.
- MSLA Directory provides important information and phone numbers.
- School Community Bulletin Board in the main office and near the back doors by the auditorium lists pertinent information for the MSLA Community.
- MSLA Web Site: [www.msla.dpsk12.org](http://www.msla.dpsk12.org)

- You may call or leave a message at the front desk of the school.

## **Marketing Policy**

MSLA is committed to the education of our students. We utilize our channels of communication to provide families with important information in 3 areas:

- Overall MSLA Information
- Classroom Information
- District Information

We understand that families also appreciate receiving community information through our school channels that may be a benefit for their students and families. We utilize the LENS newsletter to provide upcoming event information that is not directly related to MSLA.

Guidelines for Community Information to be included in the LENS:

- Information must be submitted to the MSLA office for approval.
- Information must be timely – i.e. registration for a camp or extracurricular activity, or deadline to purchase tickets for student activity, should be within 2 weeks of newsletter send unless otherwise notified.
- Information must be approved by the MSLA Instructional Leadership Team.
- Information may not continuously repeat in the LENS.
- A minimal amount of any hard copies brought to the school (no more than 20) will be placed outside the office – they will not be distributed to the classrooms.

Any business, entrepreneur, or community member interested in passing marketing information onto the MSLA Community should contact the MSLA Dean of Culture, Ammon Lucero, to discuss Sponsorship Packages. These packages are designed to balance the opportunity for MSLA to receive financial support from local businesses and entrepreneurs, and for these businesses to market to our community in a way that does not disrupt the primary purpose of our communication channels.

The following types of marketing are not allowed by any individual or organization, outside of MSLA, at any time:

- Passing out flyers on school property
- Utilizing MSLA directory or class lists to disseminate marketing materials
- Attending an MSLA committee or organization meeting to promote a business or event

- Using the MSLA name to promote your event without consent from the ILT and PAC

## Parental Involvement

### Volunteers

Volunteers are essential to many of programs. All volunteers must fill out an application and have a [background check](http://volunteerservices.dpsk12.org/wp-content/uploads/2011/06/Volunteer-Background-Check-Categories.14-15.pdf) at <http://volunteerservices.dpsk12.org/wp-content/uploads/2011/06/Volunteer-Background-Check-Categories.14-15.pdf> done prior to working with students. In addition they are required to attend volunteer training. Applications are available in the office.

### Visitors

Visitors must obtain a pass from the front office. The pass must be worn visibly at all times while the visitor is on school grounds. The visitor must sign in with the front office to obtain a pass. Visitors are not allowed into classrooms or in the halls unless the office has authorized the visit. Parents must sign in at the office and get a badge to wear. This includes parents who regularly volunteer at the school.

### Volunteer and Visitor Expectations

Both while they are engaged with Denver Public Schools and afterwards, volunteers, interns, or any other duly authorized individual providing services to Denver Public Schools, must preserve the confidentiality of all Denver Public Schools employee and student records, and other proprietary and confidential information, and may not use any of this information to benefit himself or herself or any entity, business, or person other than Denver Public Schools at any time.

### Field Trips

Field trips are designed to provide students with quality educational learning experiences outside the school. Teachers have the responsibility to choose the parent volunteers from their class that will assist them with supervision on each field trip. Siblings or other children are discouraged from accompanying parents on field trips.

### Parent Advisory Committee (PAC)

The MSLA PAC has a tradition of supporting the academic efforts of the school through involving parents in understanding our language model and school data, supporting classroom teachers, hosting social events for parents and children, and raising funds to cover off-budget needs of the school. The MSLA PAC has raised thousands of dollars to support MSLA Elementary. The overall purpose of PAC is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

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

MSLA has a tradition of community participation. Parent, teacher and community representatives are elected and volunteer their time to be a part of the CSC Committee. MSLA's CSC operates under by-laws and consists of elected representatives and focuses on the School Unified Improvement Plan that includes:

- Student Achievement
- School and Community Relationships
- Parent Compacts
- MSLA's Discipline and School Safety Plan

Meetings are regularly scheduled, advertised, and open to the public. They are held monthly for the full committee and subcommittees meet on an as needed basis. Actions of the committee are communicated with the school via posted agendas and minutes, the monthly school newsletter, and the MSLA website.

The respectful atmosphere maintained in meetings and the ability of all groups to work together enables the MSLA CSC to hear and address concerns. Oftentimes the CSC meeting is a forum for information dissemination.

For a current list of CSC Members, please check the [MSLA website](#).

Breakdown of the Roles & Responsibilities of the [Collaborative School Committee and the School Leadership Team](#) or visit the main office for a copy.

[Denver Public Schools Handbook for Families and Students](#) at or visit the main office for a copy.

## Parent & Student Agreement

I have read, and or been read, the MSLA Parent/Student Handbook. I agree to comply with the items in the handbook. If I have any questions about the handbook, I will direct them to the MSLA Instructional Leadership Team which can be reached through the MSLA office.

**Fill out this page and turn it into MSLA main office.**

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date