

Marie L. Greenwood

Parent and Student Handbook 2025-2026



Office Hours:
8:00am - 4:00pm

School Hours:
Monday – Friday

School Bell Schedule Grades ECE - 8th Grade - 8:20am - 3:25pm

Breakfast in the classroom is served once school starts at 8:20am and ends at 8:40am
Outside Supervision begins at 8:20am and ends at 3:35pm

5130 Durham Ct
Denver, CO 80239
720-424-6630 (main)
720-424-6701 (attendance)
720-424-6655 (fax)

Online at: greenwood.dpsk12.org



Dear Families:

Welcome to the 2025 - 2026 school year at Marie L. Greenwood School!

At Marie L. Greenwood School, our utmost priority is to ensure that **all** of our students reach their highest potential academically, and are on the path to being active, well-informed, and contributing members of our local/global community!

Our Family Handbook serves as an important source of information for each of you. We have included helpful information to ensure a successful school year. Please discuss these policies with your child and ensure that he/she has an understanding of the content.

Please acknowledge that you have received a copy of this handbook by returning the last page of this handbook with your signature.

With total commitment and cooperation of students, parents, and the Greenwood staff, we will be able to provide students with the highest quality education possible.

We sincerely hope you have an enjoyable and successful year. If you have any questions or if we can further support you, please contact us at (720) 424-6630.

Blake Hammond
Principal

Kimberly Ahern
Assistant Principal

Maria Alfaro
AP of Operations

Lisa Weatherbie
Principal Resident

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Our Mission

At Marie L. Greenwood School we meet the needs of all of our students by focusing on and incorporating **Student Ownership** in:

- 1) **High Quality Instruction**
- 2) **A Positive School Culture**

Our School's Character Traits

Leadership	Cooperation
Caring	Courage
Respect/Responsibility	Perseverance

Statement Of Basic Rights

Marie L. Greenwood School recognizes that all people, regardless of race, color, religion, sex, national origin, age, or disabling condition, are equally entitled to a quality education and learning environment. If any person feels that his/her rights have been violated, he/she needs to immediately express his/her concerns to the administration, office staff and/or teacher.

Here are some simple things you can do to help your child learn and succeed.

- Give your child a clear message that education is important and valued in your family.
- Have daily conversations with your child about their school day. Get to know your child's interests, strengths and talents. Talk with your student about college and careers.
- Make sure your child attends school every day and arrives on time, ready to learn.
- Establish a set time and place to complete homework and read on a daily basis.
- Check the Parent/Student Portal so you know your child's homework assignments and progress.
- Check in regularly with your child's teacher for ongoing communication; attend parent/teacher conferences or make additional teacher appointments as needed.

Bell Schedule

Please note that students will not be allowed to enter the building before 8:20am.

Morning Bell	8:20 am
Tardy Bell	8:30 am
Afternoon Dismissal	3:25 pm

Visitors

Marie L. Greenwood School welcomes parents to be an active participant in their child's education. We know that a healthy school and family connection promotes the well-being of our children. **All visitors must report directly to the main office with an ID to pick-up a child. Only approved guardians will be permitted to pick up or visit students. This policy will be enforced everyday of the school year.** A parent must accompany student visitors under the age of 18. Any other arrangement to visit must be made through the school principal, counselor, or main office. Parents/guardians will be permitted to enter the building, and speak with the front office in regard to the matter at hand. **No unauthorized personnel will be permitted past the front office during school hours due to safety procedures/protocols.**

Arrival/ Departure

- Students can begin to arrive on school grounds at 8:20 a.m. as no supervision/coverage can be provided prior to that time
- Students can be dropped off at 8:20 in the drop-off lane (in front of the main entrance) or the back entrance off Eagle Street
- Any student that arrives at 8:40am or after must be signed in by a household member above the age of 18 years old.
- Please abide by the procedures of the kiss & go line. Once your car stops within the yellow line (on the curb), your child should exit the car. Please do not wait as we have several other cars waiting to drop off their child as well. We ask that those who are not following the directions of the staff of the kiss and go line, use an alternative drop off location. **If your student requires additional time to exit the vehicle, please pull all the way forward out of the way of others. Please do not exit the vehicle with your student.**
- All ECE students are required to be signed in/signed out at the classroom door. Please park your car on Gateway Blvd, and sign your child in and out at the classroom door. Siblings under the age of 18 are not permitted to sign-in/sign-out an ECE student.
- The front door will be opened from 8:20 am – 8:30 am to allow students (K-8) to get to class quickly; otherwise, all doors will be locked during school hours.
- We will have crosswalk guards, which allows parents to quickly drop off their children in a safe and efficient manner. Please drop students off on the sidewalk closest to the school to keep them from walking into traffic across the street and avoid dropping them off in intersections.
- The parking lot is coned off during afternoon pick-up to ensure safety for students and families.

After School

- The school day ends at 3:25 pm. and students should be off school grounds within 10 minutes after dismissal (unless attending an after school program). This Denver Public School policy is followed citywide.
- *If a student is still at Greenwood 15 minutes after dismissal, every effort will be made to contact the parent/guardian. If the parent/guardian cannot be located, additional procedures will be taken.*

- On the rare occasion that you know you will be late picking up your son/daughter from school, please call the office at 720 424-6630.
- If a child needs to stay after school, arrangements will be made with the parent/guardian prior to dismissal.

Attendance

Students learn best when they are in school. When a student misses a day of school, he or she misses valuable lessons in each class and the opportunity to practice. Studies from across the country show that students who have poor attendance are more likely to drop out of school. For this reason, moving forward, **our attendance policy will be strictly enforced.**

We have high expectations for attendance at DPS. It is important that your child is in school, all day and every day. You can help by scheduling your child's personal appointments outside of the school day. Here are some additional attendance expectations to take note of:

- Please schedule medical/dental appointments and vacations when school is not in session.
- Students need to ask about missed assignments when they return to school.
- Please call the Attendance Line (720 – 424 - 6701) if your child will be absent or tardy. **Even though you phone the front office, this does not mean that a student absence will be excused. Even excused absences are still counted as an absence and count towards chronic absenteeism and truancy.**
- We **MUST** confirm all absences with parents/guardians daily.
- If we notice chronic absenteeism with your child, we will take every step possible to ensure that he/she is in school daily. Also, if students are not present in school for 10 consecutive days, they will automatically be unenrolled from MLG.
- Colorado State Law requires students to attend every day that school is in session (the exception would be a child that is ill). **If a student becomes chronically absent, we are required by state law to report our concern to local and state authorities.**
- ECE – Every year, some students are not given the opportunity to enroll in ECE due to limited space. If an enrolled student becomes chronically absent, we will select a student from the ECE waitlist to take the chronically absent student's place on the classroom roster.

Excused Absences

- Students should be in class and on time for every period on every day of the school year.
- No absences are excused unless the school has been notified that a child is ill or has a family emergency. Students who are ill need a doctor's note excusing them from their absence. Please consult with our nurse's office on whether or not to send your child to school when they are ill.

Tardiness

- Students should arrive at school by 8:20 a.m.
- Students are considered tardy at 8:30 a.m. and should report to the office for a tardy slip.
- Tardiness prevents your child from learning self-discipline, causes them to miss vital information at the beginning of the school day, and can disrupt the class for others.

- Excessive tardiness will result in a conference with parent and student. Every tardy pass is logged on the students DPS record, which can lead to court filings for chronic absenteeism.
- Any student that arrives at 8:40am or after must be signed in by a household member above the age of 18 years old.

Release of Students During The School Day

- Students will be released only to people whose names are listed on the contact list. Students can only be released to a person on the list who is 18 years or older.
- The person who picks up the child must show an ID that matches the name listed on the contact list.
- If you would like to add someone to your students' contact list, please go to your DPS Parent Portal to make changes.
- If there is someone who is not allowed to pick up or contact a student at school, appropriate court papers must be on file at the school.
- Early release during the school day requires that the parent or designee sign the child out in the office. The child will be called to the office when they are signed out early in order to not disrupt learning taking place in the classroom.
- Please reserve early dismissal for urgent family business in order to provide optimal learning opportunities for your child.

Student Withdrawal From School

- Please inform the office and your child's teacher as soon as possible if you will be moving or changing schools. It is imperative that once your child is enrolled in another school, our front office receives confirmation of this enrollment. If this confirmation of enrollment does not occur, the student will be marked absent for the days he/she is not present at Greenwood. Proper authorities will be contacted if chronic absenteeism occurs during this re-enrollment process.
- It is imperative that your child returns all school owned books and materials and pays any fees owed to the school.
- Early notification will enable your child's new school to receive his/her records promptly.
- If you must withdraw your student, please stop by the office to complete a withdrawal form.

Transportation

Authorization To Ride

Students are able to receive transportation through the Success Express. Any questions regarding the shuttle schedule or bus policies should be directed to that department: 720-423-4699.

Bicycles

Bicycles may be ridden to school, but it is the owner who assumes total responsibility for his/her property. Bicycles should be locked in the provided racks outside the building.

Closings/Delayed Starts Due To Inclement Weather

- During severe weather, Denver Public Schools may close schools for the entire day or delay the start of the school day.
- Please check your local news stations for DPS school closures/delays.
- Please reference our website and/or school Facebook account to also inform you of closings or delay starts.

Inclement Weather

For morning arrival during inclement weather students will follow the traditional procedure of entering in the front or rear door of the school and report to their assigned locations. Please ensure that you leave ample time to get your child to school even during inclement weather.

Emergency Contact Information

- It is very important that parents leave updated emergency numbers on file at the school regularly throughout the school year. It is the parent/guardians responsibility to keep contact information current in our school database. If your contact information is changed, immediately update this in your DPS Parent Portal or alert the front office.
- In the event of an emergency, we may call the emergency numbers listed and/or doctor or other emergency personnel if we are not able to locate either parent or guardian.
- If we cannot reach anyone, we may call 911.

Coursework

When students feel successful in their classes and grow academically each year, they are much more likely to be successful in high school, graduate and pursue post-secondary opportunities. It is important for students and parents to understand learning goals for each class and to understand when extra support is needed.

Building Campus

Marie L. Greenwood School is a *closed-campus* school and we value the safety of every single child!

- Any person who is not a Marie L. Greenwood School student or staff member must enter through the front door and report directly to the main office and must relinquish their government issued ID while inside the school building.
- A visitor's pass is required for anyone visiting the building. Per state law, all visitors must log in and out of the building.

- **Students leaving the building without prior approval/ authorization will be declared unexcused/ truant for the period(s) missed. To ensure the safety of the child, DPS Climate & Safety will be contacted immediately.**

Calling/Phone Usage

Calling Home by Students

Students will only be allowed to call home at the end of the school day using the main office phones for emergencies (for example, regarding transportation issues or cancelation of after-school activity).

Students Called by Telephone

Students will not be called to the telephone except in cases of extreme emergency. Messages will be taken and delivered by the last period of the day.

Teachers by Telephone

Each teacher has a telephone number and voice mail. If a teacher is actively teaching, your call will be routed to voicemail. Please allow sufficient time for teachers to return your call or address your concern, preferably at least one business day. Our teachers and staff will return calls or address concerns in a timely manner, but teaching is their first priority. Often calls need to wait until the end of the business day.

Cell Phone/Electronics

The use of cellular phones and other personal electronic devices during school hours is prohibited.

6th-8th grade students will be using Yondr pouches to store any and all electronic devices brought to school. Students are responsible for maintaining the pouch for the duration of the school year. Students and families will sign agreements showing their responsibility for the pouch. Any damaged or lost pouches will be paid for by the student/family. If a student has an electronic device not in a Yondr pouch, it will be brought to the main office where a parent will have to pick it up. School staff will conduct random searches of student materials to ensure that cell phones are in Yondr pouches. If a student does not follow the expected Yondr pouch policy after two warnings, the students will be moved to a clear backpack and face disciplinary procedures.

K-5 students must turn off phones and keep them in their backpacks. Use of cell phones/electronics during the school day will result in these items being taken and turned into the front office for parent pickup. **Greenwood will not accept responsibility for loss of cell phones or electronic devices.**

Ordering Via Electronic Devices

Students are not permitted to order food or any items (such as Grubhub, DoorDash, etc) while on campus and during school hours.

Lost And Found

- Items can be found on a coat rack near the cafeteria.
- At the end of each month, the coat rack will be cleaned out and remaining items will be recycled or disposed of.
- Found items should be turned in to the main office.

Library Resources

- The use of library and classroom books is free to students. Students will be charged for any damaged or lost books. Payment should be given to the School Librarian or the Dean of Operations.

Classroom Rules/Expectations

At the beginning of the school year, routines, rules and expectations are established by the classroom teachers and their students. Incentives and rewards for following those rules and expectations are also established. Teachers will follow the district and Marie L. Greenwood School discipline ladder (located below). It is expected that all students will maintain their academic focus and appropriate behavior throughout the school day and year. The expectations will continue to be reinforced throughout the school year.

Dress and Appearance- Students

Marie L. Greenwood School is a uniform school, and all students must come to school dressed appropriately. If a student is dressed inappropriately, the office will call a parent/guardian for the appropriate clothing to be brought to school. The student may have consequences for not adhering to uniform dress guidelines.

Appropriate dress

- Tops should be solid color (no logos) short or long sleeved shirts, sweatshirts, turtlenecks or sweaters (black, , navy, light blue, hunter green or white).
- Bottoms should be khaki, navy blue, or black pants, shorts, skirts, skorts, and jeans
 - Shorts should extend beyond the student's extended fingertips when hanging at his/her side (mid-thigh level). Slits in skirts cannot rise above mid-thigh.
- Marie L. Greenwood School spirit-wear.
- Pants must be worn at normal waist level.

Dress Down Days

Students are allowed to come to school without uniform on Free Dress Days. These days are reserved for specific days (picture days and only when articulated by the school). Parents will be notified from the school office when students have Free Dress Days.

Inappropriate Dress

Students cannot wear:

- Spaghetti straps
- Pants, shorts, skirts with tears, cuts, and/or openings which render the garment inappropriate
- Tube tops
- Midriff baring tops
- Oversized accessories
- Printed designs other than MLG spirit wear

- Wallet chains
- Emblems, logos or insignias
- Hats
- High heeled shoes

Out of Uniform

Students out of uniform will be sent to the office for the student to call home and ask for a change of clothing to be brought to school. It is our utmost priority to ensure that all of our students are in their classroom receiving quality instruction from their teacher. Please ensure that your child is dressed in compliance with the dress code listed above when they arrive at school everyday so they miss no instructional time!

- Parents/Guardians are expected to monitor student dress code to ensure compliance with the required school uniform policy. While we realize that children grow very fast, we ask parents/guardians to keep an eye on their child's clothing to ensure it is the appropriate length for school (no shorter than mid-thigh)
- Students arriving to school out of uniform will be sent to the office and their parents will be messaged about the dress code violation. Students will be given loaner clothes that will be returned to the front office at the end of the day.

Expectations for Behavior

Behavior

Students need to focus on academics to succeed in school. A student's job is all about learning to focus, getting along with others and growing academically, socially and emotionally. Most students will need guidance and redirection at times throughout their school years. But, when a student's behavior is disruptive to his or her own learning, or to the learning of others, he or she can fall behind. If a disruptive behavioral problem develops, parents and students can build relationships with teachers and work together to set learning and behavioral goals that lead to a solution.

A Shared Responsibility

A strong school system needs standards of behavior that all students and parents understand and support. Improving self-discipline among students is a major goal of the school. The student must realize that the home and school are partners in helping the student to become self-disciplined in work habits and behavior. The home is where it all begins.

Improving Student Self Discipline

We believe that every student has the right to learn and that every teacher has the right to teach. To accomplish this, everyone must know what is expected of students, teachers, and parents. All students are taught methods of improving self-discipline. It is ultimately the student's responsibility for self-discipline.

Behavior Ladder

At Greenwood, we believe in building student self-discipline by providing multiple opportunities for students to build strategies for problem solving when faced with frustration or challenging situations. As a part of this belief, we have created systems and structures in our behavior ladder

to ensure building these strategies while also honoring due process for all. The first line of support is in our classroom management system.

The following outlines the systems and structures in place:

Classroom Level

1. Warning/ redirection
2. Discipline Slip #1
 - ✓ Notification to parent- Signature required
 - ✓ Classroom Level Consequence/ Intervention
3. Discipline Slip #2
 - ✓ Notification to parent- Signature required
 - ✓ Classroom Level Consequence/ Intervention
 - ✓ Behavior Contract (staff member/ student) one to one conference and sent home
4. Discipline Slip #3
 - ✓ Notification to parent- (Signature required)
 - ✓ Classroom Level Consequence/ Intervention
 - ✓ Parent meeting to revise behavior contract (staff member/ student/ parent)
5. Discipline Slip #4
 - ✓ Notification to parent- (Signature required)
 - ✓ Notify Administrator
 - ✓ Administrator meets one to one with student
 - ✓ Administrator level consultation with teacher
 - ✓ Administrator will determine if consequence is warranted
 - ✓ Parent invited to attend problem-solving meeting with school Support Team in order to determine best next steps for student.

Office Level

1. Automatic Office Referrals are written by staff members for specific student behaviors and addressed by administration such as: fighting, dangerous weapons, sexual harassment/assault, and possession of unauthorized drugs (illegal or legal).
 - ✓ Incident investigated by administrator

- ✓ Administrator notifies and/or involves appropriate parties (parents, DPS Security, DPD, Fire Dept. etc...)
- ✓ Office level consequence/ intervention assigned
- ✓ Administrator meets one to one with student/ parent

Anti-Bullying Policy

Marie L. Greenwood School has **zero** tolerance for all bullying behaviors. We are always monitoring and assessing whether or not incidents are a sign of bullying.

Definition of Bullying: Bullying is defined as “any written or verbal expression, or physical act or gesture, or pattern thereof that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated school bus stop, or at school activities or sanctioned events.” CRS 22-32-109.1(2)(a)(X)

Consequences

- A student who engages in any act of bullying is subject to appropriate disciplinary action in accordance with District Policy JK (VI) pertaining to discipline procedures.
- Consequences may include suspension, expulsion and/or referral to law enforcement authorities.
- The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

If you or your child needs to report unsafe behavior anonymously, you can do so at safe2tell.org or 877-542-7233.

For additional information, visit: <http://www.stopbullying.gov/>

Toys and Other Objects

Students are not allowed to bring items to school that are not productive to their learning, or have not been requested from the teacher. Items such as Pokémon cards, toys of any type, sticky or slimy materials will be taken, and brought to the office to be picked up by the parent.

Fighting

Students involved in fighting, or who are instigating/filming the fighting (before, after or during school hours), whether it's on/ off school property, at school activities, bus stop areas, or in the neighborhood park could be suspended based on the district and school discipline ladder. Students involved in the act of agitating a fight could also be suspended. Acts of assault, battery and extortion will also result in immediate suspension and possible expulsion proceedings, as well as a police report being filed.

Gangs- Zero Tolerance

Gang membership and gang-related activity will not be tolerated in the school, on school grounds, in district vehicles or at school activities and events. Affiliation with or participation in gang-related activities shall require that the school proceed with suspension / expulsion of the student involved, pursuant to the provision of the DPS School Board Policy. In addition, a report shall be forwarded to the appropriate law enforcement agency.

Drugs, Alcohol & Tobacco

The use or possession of alcohol or any other harmful substances or the illegal use of narcotics and habit-forming drugs is forbidden. Suspension and independent court action will be taken against any student involved in the use, possession, distribution or sale of alcohol or narcotics. The police will be called as appropriate to the situation.

Suspensions and Expulsions

Suspensions and expulsions are handled at Marie L. Greenwood School based upon *DPS Board of Education Policy JK – Student Discipline*. Students may be suspended, at the discretion of school administration, for specific prohibited behavior and/or continued and repeated defiance/disobedience. Reinstatement from a suspension will require a conference with the student, parent/guardian and school administration, and/or staff prior to the student being admitted back to classes. Continued suspensions of a student may result in the student being temporarily placed in a DPS approved program outside of the Marie L. Greenwood School environment.

School Committees

Collaborative School Committee

The CSC is an advisory board that provides site-based management for Marie L. Greenwood School. Its purpose is to enhance student achievement by creating the School Improvement Plan and school climate by engaging the school community using collaborative efforts. The board is composed of parents, teachers, classified staff, community members and school administration. The CSC meets once each month and all meetings are open. Check the school website for the minutes from each meeting.

Parent/Teacher Association

Our parents of the PTO team deeply understand and can authentically speak to others about our academic and culture plan in order to inspire community pride in our neighborhood school. Parents of the PTO take part in the superintendent's forums held each month, parent market, and a variety of school related events. We welcome all parents who are excited to be part of being involved in the school and making sustained change. If you are interested in joining this team, please connect with the front office for additional information.

Parent Advisory Committee (PAC)

The purpose of the PAC (Parent Advisory Committee) is to:

- Provide information about the Multilingual Education (MLE) program
- Ensure you and your children feel informed and supported by Greenwood

- Provide a forum of communication between parents of English language learners and Greenwood, as well as DPS.

Parent/Teacher Home Visit Program

- Greenwood staff members may be conducting home visits during this school year.
- By engaging in these visits, we hope that these informal visits will increase positive relationships between families and staff members.
- We believe that it takes a village to raise a child and the work we do together will lead to the success of every student. Please reach out to other families of Greenwood to hear about their past experiences with Home Visits.

Emergencies

School

Denver Public Schools has developed clear guidelines for schools/classrooms to follow in the event of *Possible Threat*, *Immediate Threat*, and/or *Severe Weather* emergencies. All staff within the building are trained to follow the specific DPS guidelines throughout the emergency. Student safety is the main consideration during any emergency. Please be aware of student safety during an emergency and maintain a calm environment. Therefore, staff may be unavailable to answer parental/ guardian inquiries during the emergency.

Student

In case of illness or emergency, the school will notify parents before sending students home. Please see that your child's emergency contacts are filled out completely and updated on DPS Parent Portal (or with the main office) so that we will have permission to call a responsible person if we are unable to contact a parent or guardian. If you change your emergency numbers, please update in DPS Parent Portal or notify the school immediately. Under no circumstances will the student leave school without permission of the school nurse or office.

Safety Management

At Greenwood our students, and staffs safety is our #1 priority. Therefore, we create a safety plan that is specific to our building and the needs of our students. This plan includes the following procedures:

Lockdown

- When a threat is inside or very close to the school a lockdown will be called.
- This procedure secures the building and safely shelters all students, staff, and visitors inside the school building.
- School business and classroom activities cease. No person is allowed to enter or leave the building until the all-clear announcement is made.

Secure

- When there is a threat or hazard outside of the school a lockout will be called.
- Lockout uses the security of the physical facility to act as protection.
- Perimeter doors are locked. No one is allowed to enter or leave the building. Instruction and school business continues as usual.

Shelter In Place

- In the event of severe weather, students, staff, and visitors will take refuge in designated inside safe assembly areas.

Evacuation

- If it is unsafe for the students, staff, and visitors to remain inside the building they will evacuate to designated evacuation locations.
- Evacuation locations are designated in the school emergency management plan

Contact Phone Numbers

Please make the effort to ensure that the numbers and the information we have on file is current and the numbers are active. **It is very important that the parent/guardian keep numbers and addresses given to the school updated and current.**

Child Custody

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

Field Trips/Excursions

Teachers organize field trips for their classroom/grade level. Parents may be invited to participate and help chaperone a trip, although parents may be expected to pay for their own entry to certain museums/trips. Students are expected to represent our school in a positive manner and follow all school expectations and rules.



Birthday Celebrations

(Only during the last 15 minutes of school- 3:10-3:25)

- Birthday parties should be pre-scheduled with your child's teacher and should occur during the last 15 minutes of the day.
- If you would like to celebrate your child's birthday with their classmates, please only bring store bought cupcakes or cake for your child's class. Please do not bring homemade food or soda.

Hall Passes

All students must have a valid pass to be in the halls for any reason during a class period. A student will not be admitted to the library, computer labs, main office, clinic, or other classrooms without a pass. Students who are consistently in the halls without a pass will be considered truant and are subject to disciplinary action.

We are a united team! If you need anything, please let us know!

Our staff at Greenwood helps students solve problems or challenges that they are facing in all facets. Students may talk to the teachers, nurse, social worker, psychologist, assistant principals, the principal and/or office staff.

Homework Policy

Homework is to be completed outside the classroom. Parents are expected to check their child's homework to ensure completion. Homework is not an alternative to class participation/attendance.

Teachers give homework in order to:

- Reinforce concepts and skills learned in class
- Provide practice with newly learned habits
- Develop independent study habits
- Make up work missed because of absences
- Review material learned earlier in preparation for tests and other class work
- Assessment of students' progress
- Involve parents in the educational process

Communication

- At Greenwood, we strongly believe that communication between the school and home is critical for student success.
- We will make every attempt to keep you informed and solicit your input on school activities. Please look for folders on Thursdays and review all the contents of the folder.
- Also, please look for weekly homework folders for your son/daughter.
- Should you change your phone number or address during the school year, please notify the school as soon as possible.

Communication With Your Child's Teacher

- Teachers will provide several different ways for you to communicate with each other, such as weekly and monthly newsletters, conferences and appointments and via phone. In addition, they each have email and voicemail.
- In order to eliminate disruptions in the classroom, we will not allow phone calls to a teacher's room. You can leave teachers a voice mail to request a time to meet or a time they can call you back. If you need to get a message to your child, the office staff can relay the message for you without interrupting the class. The only visits that will be allowed in the classroom are for quiet observations by signing in at the main office and getting a visitor pass. If you need to discuss a concern or have questions for your child's teacher, please set up a time to meet with them.

Illness, Injury & Medication

- The Clinic/Nurse's Office is open for students who are ill, injured, or have a health concern. Except for emergencies, a student must have a pass from a teacher to go to the nurse's office/clinic.

- All illnesses/early pick-ups due to illnesses should go through the nurse's office
- If a student has a problem that requires prescribed medication during the school day, he/she must have a permission slip signed by a parent. The medication must be brought to the office as soon as the student arrives at Marie L. Greenwood School, and must be in the original prescription container labeled with the recommended dosage. It is the student's responsibility to go to the health office when it is time to take the medication. No over the counter medicine is allowed unless authorized in writing by the student's doctor and medication is in its original container. Please contact the nurse directly regarding medication issues.

Infinite Campus- Parent Portal

Infinite Campus is a web-based student information system: <https://myportal.dpsk12.org>. This system allows parents to view their students' attendance as well as academic progress and homework assignments. Parent(s)/guardian(s) need to sign up and choose a username to gain access to this free web-based information.

Internet Use

Students access the internet for research or information gathering. No student is allowed internet access unless the parent/guardian has signed the Internet Authorization Agreement (provided at registration). Students are not allowed to use school computers without adult supervision. Per Denver Public School Internet guidelines, students may lose computer and internet privileges if they abuse the responsibility to utilize technology for educational purposes.

Lunchroom Procedures

- Each student must key/enter their six-digit identification number into a computer keypad as they go through the lunch line. Students will have adequate opportunity to learn and memorize their number.
- Students are encouraged to only take the food they will eat.
- Students will interact with kindness and dignity toward others.
- Students will demonstrate appropriate table and play manners.
- Chase, tag, and tackling games are strictly prohibited.
- No junk food or soda will be allowed in the cafeteria. **Please do not allow students to bring large bags of chips. Students will only be allowed to bring small (single-sized) bags.**
- No students are allowed to share food due to students having food allergies etc.
- Each student is responsible for keeping the lunchroom clean. Supervising teachers will provide cleanup procedures for students. Students will be dismissed by the teacher(s) on duty
- No one is to be in the halls beyond the lunchroom for any reason other than for an emergency, and then only with a pass from the lunchroom supervisor.
- All students receive breakfast, lunch, and a fruit/ vegetable snack for free. Please fill out the MySchoolApp (myschoolapps.com) to ensure the school receives funding for this.

- Parents/Guardians are responsible for non-school age children. Please keep young children in close proximity to you to avoid accidents and ensure that everyone is safe at all times. No siblings that are supposed to be in school are allowed to be in the building. This includes students attending other DPS schools that have received disciplinary action prohibiting them from attending school.
- The use of knives or other sharp objects (including plastic items) are not permitted for student use in the cafeteria to cut food items. Please have your child ask for assistance.

In addition to Parent/Teacher Conferences, our school hosts a variety of activities as a way to be involved with your child's education.

Volunteering

Marie L. Greenwood School has many opportunities for families and community members to volunteer. Many studies have proven that students achieve more and enjoy the educational experience if their family is actively involved with the school. Please contact the front office for more information.

Parent-Teacher Conferences

Parents are encouraged to schedule conferences with teachers before and after school. During the year, teachers will communicate consistently with parents as needed. Formal conferences are scheduled once a semester.

After School Eligibility

All students must meet the eligibility requirements for any after school activities:

- Students who carry an "F" at any point in the semester will be considered academically ineligible. Students will be allowed to rejoin once grade is no longer an "F".
- Student's grades will be certified bi-weekly. Students who receive more than one failing grade during the certification period will be ineligible for the following week.
- Each week teachers will submit a cumulative grade to date in order to establish an Student-Athlete's weekly eligibility.
- Students who are considered "Federally chronically absent" will be put on an attendance plan to ensure they remain eligible for sports or extracurricular activities
- Middle school students who have a "D" or an "F" will stay once per week for an after-school study period

Parking Drop off and Pick-up

For the safety of all our scholars, please observe the routine for dropping off/picking up your children.

- Follow the directions of the teacher on duty.
- Do not park on the yellow curb. You will be ticketed.
- Please do not park in our neighbors' driveways

- Please park prior to picking up your children, they will not be allowed to go into the street.
- Please do not double park when dropping off or picking up your children.
- Please note that students will not be allowed to enter the building before 8:20 am.

Personal Property

Marie L. Greenwood School is not responsible for any personal property, including cell phones, air pods, headphones, etc. brought to school.

All property brought to school is brought entirely at the owner's risk. Marie L. Greenwood School cannot assume responsibility for clothing, bicycles, jewelry, electronic equipment, sports equipment, or other personal items.

Distracting or inappropriate objects/toys will be taken from students and returned to the students or parents at the appropriate time. Repeated violations may require the parent to pick-up items from the office and meet for a parent conference. Students should not bring large sums of money to school.

Positive Behavior Intervention System (PBIS)

PBIS is a proactive system for defining, teaching and supporting student behavior resulting in academic and social gains and a positive school environment. At Marie L. Greenwood School, we implement Positive Behavior Intervention Support to establish a safe learning environment. We use the Peace for Kids, Capturing Kids Hearts and Restorative Approaches processes to teach positive character traits and conflict resolution skills.

There are many opportunities for all students to be recognized for demonstrating these Core Values and Expectations, such as Student of the Week, Classroom of the Week, and positive attendance.

Teachers have the right and responsibility to teach while students have the right and responsibility to learn. Every individual must consider the effect that his/her actions have on the rights and feelings of others.

Progress Reports

Students receive report cards every twelve weeks throughout the academic year. These progress reports are available via the parent portal (myportal.dpsk12.org). Parent/Student/Teacher conferences will be held in the fall (and ongoing as needed) to review student growth and progress towards academic standards.

Progress Monitoring of Student Achievement

At Greenwood, we are dedicated to ensuring that all of our students are continuously progressing academically and socially. In order to accomplish this we ensure that we are continuously monitoring student progress.

- Assessment of student achievement will involve a full range of measures to ensure the most comprehensive picture of the student progress.
- Multiple assessment tools will be used to ensure the reliability and validity of assessment results.
- The use of multiple indicators (including tests given multiple times per year) allows comparison of results to ensure an accurate and overall assessment of each student's performance, as well as a comparison with the local school district and nearby schools.

Social Media

As a school we highly encourage parents to monitor their student's social media accounts or not allow students to have social media accounts. As a school we will not investigate matters pertaining to social media. We defer to the Denver Police Department for all incidents that occur outside of school hours or on social media.

Student Support Services

In addition to providing instruction in all core subjects (Language Arts, Math, Science, Social Studies) and enrichment in the arts, Marie L. Greenwood School provides a comprehensive range of strategic support services. Because Marie L. Greenwood School is committed to helping students achieve to their highest potential, the teachers and administration work together using a dynamic problem-solving process and structure for providing a continuum of evidence-based instruction and interventions, based on student need.

Students qualifying for *English Language Development (ELD)* support are provided with the necessary language development opportunities, in addition to their academics.

Students qualifying for Special Education Services on an *Individual Education Plan (IEP)* are provided the appropriate support in the least restrictive environment. The Special Education team consists of mild/moderate educators (K-5), a speech and language pathologist, a psychologist, an occupational therapist, and a full time registered nurse.

The Multi-Tiered Student Support Services team (MTSS), made up of teachers and administrators, works with the homeroom teacher and parents to develop the most appropriate education plan for students. In an effort to help *all* children be successful, Marie L. Greenwood School offers a variety of strategic interventions in math and literacy for all grades.

Marie L. Greenwood School also provides *Gifted & Talented* support to students who qualify in a given area.

Highlighted Policies & Procedures

Cell Phones

- All 6-8th Grade students must use a Yondr Pouch if they bring a cell phone daily. Students' materials will be randomly checked to ensure that no cell phones are present during school hours. If cell phones are found not in the Yondr pouch, parents will be required to pick up the cell phone, and the student will engage in daily checks of materials prior to school entry for an amount of time determined by school officials
- All ECE-5th Grade students are required to turn their phone off, and keep it in their backpack. No cell phones are permitted to be used during the school day. Cell phones that are found to be used will be turned into the front office and parents are required to pick up the phone.

ZEARN, I-Ready, Electronic Data Bases

- Students will be required to complete an assigned number of lessons on electronic databases at home. Students will also be required to attend our support sessions during recess to complete these tasks if they are not completed at home. The specific requirements can be found by reaching out directly to the students' teachers.

Lion Social

- Lion socials are celebrations for students who have met the monthly requirement for displaying positive behavior. Only students that achieve this behavioral requirement will attend the Lion Social. Students who do not attend will be provided additional support with completing assignments and continue learning during this time.

Attendance

- Students who meet our monthly attendance goals will be invited to attend the attendance celebrations. Students who do not attend the celebrations will remain in the classroom to continue learning. "Excused Absences" are still absences and will count against students being able to attend the monthly attendance celebrations. Attendance celebrations will only be honored for students who meet the threshold for attendance regardless of circumstance. This is an award/acknowledgement for students who attend school daily and is not a punishment for those who did not meet the threshold.

Parent Responsibilities 2025-2026

As an MLG Parent/Guardian, I will:

- Ensure that my child's electronic devices are turned off upon entering our school building/Ensure that my 6th-8th grade student's cell phone is secured in a Yondr pouch.
- Make sure my child arrives at school and is sitting in class on time.
- Participate, as appropriate, in decisions relating to my child's education.
- Promote positive recognition of my child's progress.
- Stay informed about my child's education and communication with the school by promptly reading all notices from the school or the school district (Parent reminders, e-mails, newsletters, progress reports, and notes from the teacher) and responding in a timely manner.
- Monitor attendance by calling or by sending a note to the office letting the school know when my child is going to be absent or late. If attendance becomes chronic, I understand interventions and court filings will take place due to state legal requirements for attendance.
- Make sure that homework is completed daily
- Make sure my child is reading every night for at least 30 - 40 minutes.
- Make sure my child adheres to the school uniform policy and supports the school when they call to inform me he/she/they is not in uniform.
- Attend Parent/Teacher Conferences so that I may learn about the successes of my child.
- Monitor Standard Based Report Cards.
- Contact school officials regarding any concerns or problems in a professional manner.
- Contact the school as soon as possible to update addresses, phone numbers, and contacts--thereby making sure the school has updated information at all times.

Parent/ Guardian signature: _____ Date: _____

Teacher/ Staff signature: _____ Date: _____

Student signature: _____ Date: _____