



Izzi B

DRAGONS

Isabella Bird Community School

Family Handbook

2024-2025

Useful Links	<ul style="list-style-type: none">● Parent Portal<ul style="list-style-type: none">○ Access Schoology, access MySchoolBucks, view transportation.● IBCS Staff Email List● IBCS ECE Calendar● IBCS K-5 Calendar
Key Contacts	<ul style="list-style-type: none">● Main Office:<ul style="list-style-type: none">○ Main Number: 720.423.9900○ Attendance: 720.423.9909○ Secretary: Sarah_Lopez@dpsk12.net○ Office Manager: Darlene_Rosas@dpsk12.net● Principal: Rebecca_Mercer@dpsk12.net● Student Support Liaison Ali_Alhilo@dpsk12.net● Dean of Instruction: Noelle_Reeves@dpsk12.net● Special Education STL Jennifer_Gaff@dpsk12.net● Special Education: John_Haycraft@dpsk12.net● Special Education: Nicol_Wideman@dpsk12.net● 504: Jordyn_Walker@dpsk12.net● Gifted & Talented and 2E: Jessica_Wainman@Dpsk12.net

Principal Welcome

Dear Dragon Families,

Welcome to Isabella Bird Community School. I am delighted to welcome each of you to our school community, where we are champions of the extraordinary potential that lies within every child. As the Principal, my vision is grounded in my values of academic excellence and educational equity. Accordingly, the vision is that **every** student will meet or exceed grade level expectations by the end of fifth grade. Our incredible educators and staff work tirelessly to cultivate strengths, embrace differences and promote independent thinking in service of this vision. When students become leaders and independent learners, they can construct a better world and disrupt historic patterns of inequity.

We believe that a strong partnership between families and the school is the foundation for a thriving educational experience. As such, we are dedicated to fostering a warm, welcoming and inclusive learning environment where all families feel valued and included. Our community is one of our greatest strengths, and we are committed to celebrating the unique backgrounds and perspectives each family brings.

This family handbook is a valuable resource to guide you through the school year. Inside, you will find important information about our policies, procedures, and programs designed to support your child's learning and development. We encourage you to read through it and keep it accessible for reference.

We are excited to partner with you to create a supportive and engaging learning environment for your child. Your involvement in school activities, events, and volunteer opportunities is highly encouraged and greatly appreciated. Together, we can build a strong sense of community where every student feels safe, respected, and empowered to achieve their best.

Please do not hesitate to reach out to me or any member of our staff if you have questions, suggestions, or need assistance. We are here to support you and ensure that your family's experience at our school is positive and enriching.

Thank you for being an essential part of our inclusive school community. Let's make this a wonderful year of growth, learning, and connection.

Warm regards,

Rebecca Mercer
Principal

Welcome from the administration, faculty and staff

The Isabella Bird School Community welcomes you to the 2024-2025 school year. We have a passionate and committed faculty and staff dedicated to the academic success of every student.

MISSION & VISION STATEMENT

Mission: To provide an educational experience that is equitable, intellectually stimulating, and inspires curiosity to ensure our students will be academically prepared, socially and environmentally responsible, culturally responsive, and personally fulfilled life-long learners.

Vision: IBCS will be a foundational cornerstone in each student's life, enabling and encouraging them to have a positive influence in the world.

DPS EQUITY STATEMENT AND IBCS COMMITMENT

DPS Equity Statement Racial and Educational Equity is our collective responsibility. We will achieve equity when we dismantle deeply rooted systems of oppression that have historically resulted in inequitable access and distribution of opportunities and resources for those who represent marginalized identities, including race, ethnicity, gender identity, sexual orientation, language and ability. We will create conditions where we all belong, are included, and have clear purpose (why) and have the autonomy to lead in our respective areas. By creating these conditions, we will eliminate the predictability of success or failure for our students and team members.

At Izzi B, we seek to become antiracist educators by:

- Dismantling and disrupting systems that lead to inequity for kids.
- Holding grace and space for mistakes.
- Aiming to provide culturally responsive sustaining education.
- Sharing ownership of and accountability for school success.

DRAGON DISPOSITIONS

BRAVE	We view challenges as opportunities and face them without fear.
RESPECTFUL	We act in a way that shows care and honors the worth of others, and ourselves. We set and communicate healthy boundaries.
TENACIOUS	We persevere through challenges and believe that success comes from hard work. Trial and error, mistakes and reflection are essential for learning.
EMPATHETIC	We seek to understand the lived experiences of others. We model compassion.
JOYFUL	We delight in learning and sustain our love for learning throughout life. We live in gratitude and in grace.
INNOVATIVE	We think creatively and solve problems with new and improved ideas.

CULTURE

Our mission is to provide an educational experience that is equitable, intellectually stimulating, and inspires curiosity to ensure our students will be academically prepared, socially and

environmentally responsible, culturally responsive, and personally fulfilled life-long learners. To achieve this mission, we must have a clear school culture plan. We intentionally employ the lens of diversity, equity, and inclusion to examine our culture and climate in order to sustain and cultivate a learning community that promotes a foundation for individual and collective wellbeing and liberates each student's full human potential.

To achieve this, we focus on the following:

1. Authentic relationships and social-emotional learning
2. Collaboration and a move toward collectivism
3. Academic excellence through rigorous, relevant, real-world instruction
4. Social justice, environmental awareness, service learning, and global citizenship
5. Engaged, empowered community as partners in a child's educational journey

Authenticity

We invite all of our young people to show up as exactly who they are, secure in the knowledge they will be seen, heard, and valued, that their gifts will be nurtured, and they will never be boxed into a one-size-fits-all definition of success. Affirmation of their authentic selves opens doors to close connections with faculty and peers, deep engagement in their learning, and expression of their unique voices.

Relationships and Social-Emotional Learning

Experiencing deep caring relationships is a basic need that all human-beings share, and one that is inextricably tied to resilience, joy, and ultimately to academic success. In this way, the heart of the school rests in building an inclusive community in which caring relationships are the foundation of our work.

We believe that teaching social and emotional learning (SEL) competencies are as important as teaching academic standards. In our global 21st century society, students need more than ever to develop strong SEL competencies. Among the skills needed for success are the ability to communicate with people from diverse backgrounds, collaborate, demonstrate self-control, listen to and pose respectful questions, and examine situations from a variety of perspectives.

Academic Excellence Through Challenging and Meaningful Instruction

We strive for all of our students to reason and to question thoughtfully, soundly, critically, and ethically. We want them to approach and solve problems creatively as an individual and as a member of a team. We want all students to demonstrate the flexibility and nimbleness of mind to respond to the demands of a rapidly evolving world. We seek to develop a portable set of skills that can be translated and applied across a variety of contexts and across disciplines.

Diverse Student Demographics

A key component of our school culture and mission is the development of a student population diverse in every way: social, economic, neurological, ethnic, racial, cultural, nationality, ideological, ableness, religious, sexual orientation, gender expression, and family makeup. Diversity is an asset: working, learning, and playing within a diverse community better prepares students for active citizenship and participation in a global community.

Family and Student Engagement

In addition to fostering trusting and caring teacher-student relationships, we actively develop strong school-family relationships and create opportunities for students to develop relationships with students in other grades.

Student-Parent-School Partnership

- **Student:** Ready to learn, accept responsibility for work and behavior, communicate with parent and teacher, work hard, accept challenges, be respectful, be safe, be honest, and be the best you can be.
- **Parent:** Support student's effort and progress, reinforce goals, expectations and skills, communicate with student and teacher, and ensure student arrives at school to learn and on time at **7:40AM**.
- **School:** Instruct, facilitate, set student and classroom goals and expectations, assess student's learning and progress, communicate with student and parent, and establish a safe learning environment.

SCHOOL OPERATIONS

School Hours

- **First Bell:** 7:30AM (soft start)
 - Students are not permitted into the building prior to 7:30AM, unless enrolled in and attending Discovery Link.
- **Second Bell:** 7:40AM
- **School Hours:**
 - **K-5 Monday-Friday** - 7:40AM-2:40PM
 - **ECE Monday-Friday** - 7:40-2:00PM

Students who are not enrolled in and attending Discovery Link before and after school care are not permitted to use the playground before or after school hours.

Free Campus Meals

Breakfast and lunch are free to all students. Breakfast is available every morning and is served in the cafeteria for students in kindergarten through fifth grade. ECE will eat breakfast in the classroom each morning. Students who are eating breakfast enter through the main doors by the front office on Lima Street.

Lunch is served in the cafeteria during designated grade level time. **Regardless of economic status, all Izzi B families are asked to complete the [DPS You Benefit! Application](#).** Completion of the form may reduce or even eliminate a family's school-based fees associated with athletic participation, testing, courses, activities and field trips tied to curriculum. Completion of this form also provides our school with critical federal funding. Please, please fill out this form!

Important Phone Numbers and Websites

- **Attendance Line:** 720-423-9909
- **Main Office:** 720-423-9900
- **DPS Weather Line:** 720-423-3200
- **Transportation Hotline:** 720-423-4609
- **Izzi B Website:** <https://isabellabird.dpsk12.org/>

THE ABC'S OF ISABELLA BIRD COMMUNITY SCHOOL

A

AFTER SCHOOL PROGRAMS

Izzi B partners with the DPS Discovery Link Program for before school and after school care. Discovery Link Programming is located within Isabella Bird Community School and is offered to all IBCS students in grades Kindergarten through 5th grade, from 2:40PM until 6:00PM. Discovery Link is also offered for ECE students on all regular school days and on non-contact days, if staffing permits. Programming includes daily, high-quality after school care focused on supporting the Whole Child.

To register your student(s) for Discovery Link, or for more information about programming, visit [Discovery Link | Equity & Engagement \(dpsk12.org\)](#). Alternatively, you can contact IBCS Discovery Link Program Supervisor, Ross Smedley, via phone or email: Ross_Smedley@dpsk12.net / 720-692-7997.

ALLERGIES

Please alert your child's teacher AND the office of any allergies. The School Nurse will route the information to staff members who need to be informed. Paperwork must be completed for any allergy medications needed during school hours.

Please note: This school year we have a number of children with severe peanut/tree nut allergies. We understand that many of our students are not yet old enough to make sound decisions when it comes to their diet and are less able to manage their allergies. And while our staff does a great job of cleaning and wiping down playing surfaces, toys, and chairs, there are some children within our school who have a serious allergic reaction from contact with even a microscopic amount of the allergens. There are many instances where children use common space within our building and it is because of this that we have made the decision to make our school a **Peanut/Tree Nut-Aware School**. We ask that no peanuts or tree nuts be brought into our school. Foods sent in for snack, lunch, or any class event (including parties, field trips, etc.) should be carefully checked to make sure they are peanut/tree nut-free. Families can help ensure that our school stays peanut/tree nut-free by reading packaging labels and reminding children not to share food with other children at school. We need to make sure that there is little opportunity for a child to be exposed to foods that could seriously harm him/her.

While we understand that this will create an inconvenience for many school families, we deeply appreciate your support with this policy—the sacrifice of not having nuts or nut products in the school is a small one to make compared to the consequences a child with severe allergies could face.

ASSESSMENTS

Assessments are an important aspect of teaching and learning and an ongoing process in every classroom. Assessments help inform instructional decisions made by teachers and support staff. Every child in 3rd-5th will have an assessment binder which contains data of your child's academic progress that is reported quarterly in October, January and March. The physical binder will be sent home for your review at the beginning, middle and end of the school year. If you have any question about your child's academic progress, please reach out to your child's teacher.

ATTENDANCE POLICY

Isabella Bird Community School is committed to providing quality educational experiences to all of our students to ensure they are achieving at their highest potential. Absences, whether excused or unexcused, are detrimental to the learning process because classroom experiences such as class discussion, peer collaboration, and student-teacher interaction cannot be replicated outside the classroom. When children are absent from school, they miss out on consistent instruction that is needed to develop basic skills. Children in early grades are particularly susceptible to falling behind in fundamental reading skills, which can have a snowball effect that impacts future learning. **All students at Isabella Bird Community School are expected to maintain a 95% attendance average over the course of the school year. Our school goal is to decrease the percentage of chronically absent students from 26% chronically absent to less than 20%.**

Research clearly outlines a direct correlation between regular school attendance and student achievement. Students are expected to attend school daily and to be on time. We ask that you make every effort to see that your children attend school and arrive on time daily, except during times of illness or emergencies. When a child is absent, there should be a reasonable and valid excuse for missing school.

All student absences will be considered unexcused unless children have a note from a doctor, verified absence from an appointment card, or a written note from the parent verifying the absence. Our Health Office is open five days a week, and our School Nurse and Health Technician are always happy to support you by verifying whether your child is too sick to attend school. Students who arrive late (after 7:40 am) need to come to the office for a tardy pass. This process ensures that every student in the building is accounted for.

Every minute of our day is packed with purpose and instruction. **We strongly encourage you to schedule appointments before or after the school day so that learning isn't impacted.** Additionally, if you are signing your student out early, they must be signed out before 2:20 pm. We do not sign out and disrupt students between 2:20 pm and 2:40 pm. An absence is defined as non-attendance in class at school. An absence will either be "excused" or "unexcused" as outlined below. It is a parent/guardian's responsibility to call

the IBCS Attendance Line. Only calls from parents or legal guardians are recognized. Absences will remain “unexcused” if the request for an excuse is not accepted within TWO days of the absence.

To report an absent parent/guardian must:

- Call and leave a message on the IBCS Attendance Line (720) 423-9909 by 8:30am, enter an [absence request online](#), or within TWO days of when a student returns to school.

All excuses, either written or verbal must include:

- Parent/Guardian’s name.
- Student’s full name (please spell last name) and ID number.
- Date(s) and reason of the absence.
- Telephone number where the parent/guardian can be contacted during the day.

The following reasons constitute an **excused absence**:

- Illness
- Medical/dental appointment
- Court date
- Funeral
- Religious holiday
- Personal reasons/Extenuating circumstances approved by the the school

Any other absences will be considered unexcused. An absence becomes unexcused after two days without an acceptable excuse from a parent/guardian.

Note: Unexcused absences are defined as the following per Denver Public Schools: any absence without permission of the parent /guardian and the school principal for example, no call no show, a family activity, travel, or unauthorized leaving of the building. An absence becomes unexcused after two days without an acceptable excuse from a parent/guardian.

# of Absences	Action
1-2 unexcused absences	Telephone call home by teacher (document in I.C. and notify admin/school social worker)
3 unexcused absences	Courtesy call from school
5 unexcused absences	Collaborative meeting with family to create an attendance success plan
10 unexcused absences	Parent meeting to create Attendance Success Plan . Follow up meetings scheduled every 6 weeks. Attendance Team Member Start Daily Attendance Checks ** 10 unexcused absences for the year, (4 unexcused absences in a month) meets truancy threshold under state law. Send Truancy Notice.

20 unexcused absences	A request for an initial hearing will be completed by the school's identified truancy officer.
30 unexcused absences	Truancy filing 30 unexcused absences Must file truancy per Board Policy JHB and JHB-R.

Habitually truant is defined as four unexcused absences in one month and/or 10 unexcused absences in the school year.

Chronic Absenteeism: Missing at least 10 percent of days in a school year for any reason, including excused absences and unexcused absences. The focus is on the impact on academic and social emotional learning as a result of missed school attendance.

Tardiness: Students who are tardy lose valuable instruction time and disrupt the classroom environment. Please do your best to ensure your child arrives on time. Any students arriving after 7:30 AM are reported tardy and MUST stop in the office before going to class. If you know your student will be absent or tardy, please call the Attendance Line at 720-423-9909.

Our school employs a tiered system of proactive, positive support to encourage and celebrate student attendance. This includes celebrating Attendance in assemblies/celebrations that will recognize students who earned perfect attendance for the month as well as the grade level that had the best attendance rate for the month. The IBCS Attendance team meets biweekly to examine data, progress monitor schoolwide data and participate in a tiered system of support for students.

B

BEHAVIORAL EXPECTATIONS

At IBCS, we **intentionally** create an inclusive, positive, proactive school culture in service of achieving our mission - cultivating independence, critical thought and an enduring love for learning in our students in an inclusive school community setting. Instead of punitive, compliance/control-based discipline, our team uses our values to recognize, redirect, guide, and motivate our students.

Student behavioral guidelines:

IBCS teachers and staff have high expectations for student behavior and are responsible for communicating those expectations in order to ensure an optimum learning environment for all. Therefore, in addition to school-wide agreements, each classroom will choose to establish class agreements that are unique to its success.

Staff are committed to supporting students becoming self-directed learners who...

- Take responsibility for their learning
- Set goals, reflect, and evaluate their own progress
- Plan, initiate, develop, and follow through on activities
- Gather information through listening, observing, inquiring, and collecting data
- Read and write for a variety of purposes
- Utilize a variety of multi-disciplinary skills as tools for thinking and learning

Employ logical reasoning, imagination, and creativity to analyze, synthesize, and evaluate information

Devise a variety of strategies for problem solving

Communicate ideas, opinions, feelings, and information through inquiry, discussions, presentation, writing, models, charts, maps, graphs, art forms, and performance

Becoming community contributors who...

Value themselves and others

Explore possibilities and respond flexibly to change

Utilize inner resources to maximize physical, intellectual, and interpersonal skills

Recognize, sense, and appreciate differences

Care for other people

Take responsibility for their actions

Cooperate with others

Participate effectively in decision-making and group activities

Take responsibility for the environment

Students are responsible for following school and class agreements. We believe in taking a proactive approach to potential student behavior issues in order to limit the number of problems. This means a great deal of time and energy is invested at the beginning of each school year to create a school environment founded on safety, trust and respect. As mentioned previously, punishment is not employed, but accountability for actions is taught. When violations occur, teachers are responsible for addressing these issues with individuals or groups as appropriate. It is essential that students assume the lion's share of responsibility in working through the problem and finding a suitable solution.

Each student shall be responsible for:

Knowing the School Agreements and the Classroom Agreements and abiding by them.

Behaving in a way that neither harms other students nor interferes with the learning of others.

Students at IBCS have the right to:

Feel safe in school

Be treated with respect by classmates and teachers

An environment that is free of distractions so that they can learn to the best of their ability

Help and guidance from teachers when needed

Express themselves freely in a manner that respects the rights of others

An environment that is accepting of differences among students and adults

A clean school

An environment that celebrates achievements

Confidentiality: personal issues and academic progress will be kept confidential by teachers, students, and their parents

The IBCS Culture Plan is intended to outline specific rituals and routines that are aligned school-wide. We know the importance of creating strong and consistent school procedures and the effects they have on student success, academically and emotionally. All students deserve to feel emotionally and physically safe in their

school environment. This can be attained through building a strong school culture, with clear staff and student expectations. [24-25 School Culture and Discipline Plan](#)

BUILDING ENTRY AND SECURITY

Your child's safety is our top priority! With that in mind, DPS now uses the Raptor system. Whether you are coming to volunteer for several hours or just to drop off a lunch, all visitors are required to come to the office first. All adults will be asked to scan their Driver's License/ID, and will be issued a visitor's badge. The badge serves as a visual ID that lets any staff member know immediately who belongs in the school and it also reinforces our monitoring of people on our campus.

BULLYING

The school supports all aspects of safety including physical, social, emotional, identity, and academic safety. We are intentional in refuting negative stereotypes and ensure that all students feel safe to express emotions and their unique identities. We want every student to have a meaningful connection to at least one trusted adult in the school that is not dependent on academic performance. At IBCS, we leverage and implement a layered continuum of best practices at the universal, targeted, and intensive level to promote a safe and welcoming school environment. This proactive system includes efforts related to character building, social emotional curriculum, and positive behavioral intervention system. We have created systems to promote and recognize kindness, empathy and upstanding. We have clear systems for promoting and elevating student voice. We have a multidisciplinary team that has established procedures for immediate investigation and response of any reported bullying behavior. This includes procedures to understand the function of the offender's bullying behavior and initiation of a plan to modify the behavior. We also have procedures to assess the level of impact to provide additional support, as needed, to the target or any witnesses of bullying. This could include self-esteem, self efficacy, confidence and self-advocacy.

We define bullying as the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. It is important to understand the difference between bullying and other related behavior as outlined [here](#).

To protect students, families, and staff members, IBCS and DPS have several procedures and policies in place.

1. Bullying will not be tolerated in our school, buses, or during school-sponsored activities.
2. Bullying is classified as harassment and may constitute a violation of civil rights when it is based on color, ethnicity, gender, sexual orientation, gender identity, transgender status, religion, national origin, ancestry, age, marital status, veteran status, or disability.
3. Students who engage in bullying will face disciplinary action and, *depending on the severity and pattern*, may be suspended, expelled, or referred to law enforcement.
4. School and DPS policy prohibit students who engage in retaliation against those reporting bullying and making knowingly false accusations of bullying behavior.
5. We have procedures for investigating all reported incidents of bullying.
6. The school mental health team and administrators are available to assist students (both victims and offenders of bullying). The School Discipline Leader (SSL/Principal) will investigate and respond to bullying reports.
7. IBCS utilizes evidenced-based SEL programs (Second Step) in all of our classrooms and is used as a preventative measure for bullying. Restorative approaches and bullying prevention are school-wide efforts to provide students and staff with responsive strategies to support positive student behaviors.
8. Restorative approaches will be used to build and repair student conflicts.

9. For more resources on bullying, see *How Families Can Help* on the [DPS Policies and Procedures Page](#).
10. Support your child to tell a trusted adult at school or home if he or she, or another student, has been bullied. Students or parents can also contact Safe2Tell anonymously.

C

CAFETERIA

Students may bring lunch from home or select lunches from the cafeteria. This year breakfast and lunch are free for ALL students. Lunches brought from home should be clearly marked with your child's name and room number. While meals will be provided for free to all students through Healthy School Meals for All, families will still need to complete the [You Benefit! form](#) to ensure DPS gets full access to available federal funding. **Only one form is required for all children in the household.**

Izzi B is a Nut Aware School. Please do not send any nut products to school in lunches; instead use an alternative, such as SunButter. Please do not send lunch products that need to be heated in a microwave, as there is no microwave available for student-use.

Menus are available on the [DPS Food Services Website](#).

CELL PHONE POLICY

Use of SMART devices, including personal cell phones, SMART watches, ipads and other electronic devices, is not permitted during school hours. Devices brought to school must remain in a student's backpack until after school hours. Unpermitted use of devices will result in a verbal warning. A second violation will result in the device being taken away by a supervising adult and returned to the student at the end of the day. After a third violation, the device will be confiscated and kept by school administrators for parent or guardian pick-up. IBCS is not responsible for broken or stolen SMART devices.

[IBCS Cell Phone Permission Form](#)

CLASS PLACEMENT PROCESS

IBCS strives to ensure that all classrooms are diverse, equitable learning environments. Administrators and teachers spend many hours taking all known factors into consideration when creating class lists for the upcoming school year, therefore, we do not accept teacher requests. This process is done with care and the utmost consideration of each child's academic and social/emotional learning needs. It takes careful consideration of many factors to create equitably balanced classrooms.

Due to these reasons, please know we cannot honor individual parent requests for class placements. We encourage parents to fill out the yearly survey outlining your child's unique learning needs, as this will be considered when we develop class lists.

COMMUNICATION

IBCS has a streamlined communication system to ensure thorough connection with parents/guardians. Throughout the school year, the following communication platforms will be used:

1. **Weekly Newsletter:** A weekly newsletter is sent to all families at the end of each week, and includes a summary of the week's events and upcoming dates.
2. **Grade-Level Newsletters:** Grade-level teams will publish a weekly newsletter as a brief informational bulletin about classroom learnings, events, announcements and more.
3. **School Website:** This website includes school information, such as email addresses, calendar, lunch menus, and so much more.

4. **Thursday Folders:** Thursday folders will be sent home on Thursdays when necessary by your students' homeroom teachers. This is the place where field trip permission slips, graded work, paper flyers, etc. will be found. Please check this regularly, empty out, and return promptly on Friday morning with your student.
5. **Infinite Campus:** DPS houses all student academic, contact, and behavioral information here. IC can be accessed in the Parent Portal under "See All Apps".
6. **Isabella Bird and District Communications:** District and school text messages will now come from 98900. Phone calls will come from 720-423-3000 and calls from Izzi B will come from 720-423-9900. Emails will come from a DPSK12.org email address.
7. **Teacher Communications:** Teacher communications will come from Seesaw for grades ECE-2nd and Google Classroom for grades 3-5.
8. **Facebook:** The Isabella Bird Community School Facebook page is updated frequently and we encourage you to join grade level facebook groups.

D

Dress Code

IBCS does not have an official dress code. We want all students to feel welcome and included as a member of our school community. As such, we ask that students refrain from wearing clothing that includes vulgar, offensive, and insensitive content. We ask that students not wear shoes with wheels inside of the building. Please send students with clothing prepared for all types of weather, including hot classrooms in the early and late days of the school year. This will support students in feeling comfortable while engaging in recess on hot or snowy days.

DROP-OFF/PICK-UP

Please see the [linked school map](#) illustrating student entry points for drop-off and pick-up at Isabella Bird. Adults who drop-off and pick-up students must park in designated parking spots or along the street in permitted areas. Do not park or block the fire or bus lanes. Driving down the fire lane is prohibited. Please be mindful and aware of others walking in the designated crosswalk areas.

Drop-off:

- ECE students enter through their classroom door at 7:40am. Bergen's door #112, Jen's door #111 and Skip #113.
- Kindergarten students enter on the west side of the building via door #9
- 1st-4th enter through the playground
- 5th grade enters through the main entrance (door #2) off of Lima
- Bus riders enter via door #5 on the south end of the building

Pick-up: Please communicate your after school pick up plan with your child and teacher, so it is clear if they are walking home, riding the bus, getting picked up at school, or going to Discovery Link. **Click here for the [walk home permission form](#), if your student(s) will be walking and return it to your child's teacher and Michelle Lopez: sarah_lopez@dpsk12.net in the office.** These can be returned digitally or with a hardcopy.

- **ECE students** are dismissed through their classroom door at 2:00pm. Bergen's door #112, Jen's door #111 and Skip #113.
- **Kindergarten students** are dismissed from their classroom doors. Haley's door #114, Annie's door #115, and Meg's door #116.
- **All 1st, 2nd** (who do not ride the bus and do not go to Discovery Link) will exit through Door #15 off the playground on the north side of the building. **3rd, 4th and 5th graders** will exit through door 18 near the cafeteria, also on the north side of the building. All 1st-5th grade students will be dismissed from their grade level zone.

ALL students K-5, are to be picked up outside after school. Students who are not picked up by 2:45 PM will be brought to the front office with an adult while parents are called. If parents cannot be contacted, we will call emergency contacts as necessary. **Parents MUST pick up students on time at 2:40pm every day.**

LATE PICK UP POLICY: Please remember that it is the parent/guardian's responsibility to provide alternative arrangements, if you are unable to pick-up your student on time. Consecutive late pick-ups (15 minutes or more) may result in reports to Denver Human Services (DHS)/or the Denver Police Department. Please be advised that DHS considers any student who arrives too early or stays too late on school grounds without supervision to be an abandoned child.

E

ELECTRONICS

Chromebooks, iPads and other school-issued devices are an essential tool for learning. At the start of the school year, each student will receive a working device and charger; these items will stay in the classroom unless directed by your student's teacher. **It is your family's responsibility to maintain this device and charger for the 2024-2025 school year.** Per DPS policy, families are subject to a \$25 repair fee for broken devices and/or a \$280 replacement fee for lost devices or devices beyond repair.

Screen Time: At Isabella Bird, we believe that taking regular breaks from screens is vital for the well-being and development of our young scholars. To foster a healthy and balanced learning environment, we are committed to ensuring that computer use is focused and purposeful.

Our approach to screen time is designed to support educational access and instructional growth. We use computers exclusively for activities that enhance learning and academic development. During arrival and morning meetings, as well as during explore periods, students will engage in activities that do not involve screens. This approach allows our students to start their day with meaningful interactions and hands-on learning experiences, setting a positive tone for the rest of the day.

By integrating screen time thoughtfully and ensuring that it serves an educational purpose, we aim to cultivate a dynamic and enriching learning environment that balances technology with personal interaction and active engagement.

EMERGENCIES

In spite of our best efforts to enforce safety expectations and provide supervision, students occasionally get hurt at school. The majority of these accidents happen on the playground during recess. When a child is hurt, we first check to see if they need first aid. In extreme cases, we will call 911. A school accident report will be filled out when there are obvious signs of an injury, or if a head injury is involved. In these cases, parents will be notified. For more information, please visit the DPS Safety Website: <https://safety.dpsk12.org/>.

School Cancellation or School Delays

If the district closes school due to bad weather or other emergencies, closures are announced by 5:00 am on the district's main phone line at 720-423-3200, on the DPS website at <http://www.dpsk12.org>, and our school will send a notifications through Thrillshare.

Emergency Procedures

Safety is of the utmost importance to us and as a school we'll practice fire drills, shelter-in place, lock-down, and secure perimeter drills throughout the school year.

Severe Weather Procedures - Shelter in Place

Tornado Watch

- Office staff will consistently monitor the weather.

Tornado Warning

- All Staff and students will go to their classrooms. Outside activities will be brought inside.
- Students will Shelter-in-Place (if needed) or will go to assigned places in the halls.
- Please do not come to the school when weather danger is in the school area. Your child will be in the safest place at the school.
- We will not dismiss students until the weather danger is over.

Lightning in the Area

- Outside activities will be brought inside.

Snow

- The district will determine if the snow is severe enough to cancel school. Please watch your local TV station or visit www.dpsk12.org to see Denver Public School activity and school cancellations.

Evacuation / Fire Drills (practiced monthly)

- All students and staff will exit the school and go to a designated location.
- Everyone will remain outside until the “all-clear” message is given.
- If students are allowed to re-enter the building, they will then return to class. If not, information will be available at the school or through the DPS Communications Office.

Emergency & Safety Protocols

Secure Perimeter (practiced twice a year)

- We will lock our school doors if danger in our building or neighborhood compromises the safety of our students.
- All exterior doors will be locked.
- All interior doors will be locked.
- No one may enter or leave. To keep our students as safe as possible, there will be no exceptions.
- No students will be dismissed until the situation is over. In some cases we may engage in a controlled release.
- Information will be available through the DPS Communications Office or the DPS website. Please do not call the school as we will be working with authorities to ensure the safety of the students.

Lockdown

- A sign will be posted on the windows of our doors stating if we are in a lockdown.
- In an event of a lockdown, cautions similar to secure perimeter will take place with an addition of “Lock, lights, out of sight”

For more information on any safety situation:

- Contact the DPS Communications Office at 720-423-3414.
- Any weather-related schedule changes will be posted on the DPS website at www.dpsk12.org.
- Many local television and radio stations will announce school closure and safety information as well.

FIRST DAY PROCEDURES

Please take a moment and review some essential information about the first day of school. [24-25 IBCS First Day Procedures for Community](#)

- **First day of school for kindergarten through fifth grade is Monday, August 19, 2024**
- **Please note the first day for ECE is Tuesday, August 20, 2024.**
- **K-5 School hours are 7:40- 2:40 every day.**
- **ECE school hours are 7:40-2:00 every day. ECE eats breakfast in their classrooms every day.**
- **On Monday, all K-5th grade students will meet their teachers outside.**
 - Kindergarten will meet on the West side of the building by Kingston and students will line up outside of their classrooms and walk inside with their teachers.
 - First through fifth grade will meet their classroom teachers outside on the playground. Students will look for the signs that teachers will be carrying and students will walk inside the building together promptly at 7:45. If you arrive after this time, please check in through the main office.
 - 1st/2nd grade teachers will be waiting by Door 15
 - 3rd/4th grade will meet at Door 17, which is adjacent to the garage doors.
 - 5th grade will meet at Door 18, which is located by the recycling bins.

On Tuesday, August 20, 2024 and every day forward, all students will follow the daily drop off and pick up procedures as outlined in the [Arrival and Dismissal Maps and Process](#). Students eating breakfast will always enter through the front doors by the main office on Lima Street.

H

HEALTH CLINIC & MEDICAL CARE AT SCHOOL

IBCS has school nursing services five days a week. If your student has a health condition, such as epilepsy, diabetes, nosebleeds, rheumatic fever, heart conditions, asthma, or serious allergies, the school and nurse/health tech should be informed immediately. The nurse is involved with chronic and acute health conditions, including impact on attendance and academics. In addition, the nurse/health tech will counsel students and their parents/guardians about health problems, and collaborate with the Special Education team for students with special learning needs. The office staff is trained to handle any medical need when the nurse and/or the health technician are not available.

Medications: Medications will be given at school ONLY under the following conditions:

- **Physician and Parent/Guardian signatures** are included on the “Medication Administration Sheet.”
- All prescription medications must be provided in the original pharmacy labeled container with the student’s name, dosage, dates, times to be given, name of medication, physician’s name, and pharmacy name.
- Non-prescription medications or over the counter medications must be provided in the original container and require a **Physician’s** signature for administration.

The nurse/health technician is available to those students who become ill or injured at school. If a child runs a temperature or requires medical treatment, the parent or guardian will be called to pick up the child. The Denver Public Schools Health Policy states that a student who has a 100.4 -degree temperature or higher is not allowed to remain at school, and must be taken home and remain home for 24 hours. If students are considered contagious they will not be in contact with others. Also, if there is any question of possible conjunctivitis (pink eye) or unexplained rash, the student will have to leave and is not allowed to return until explained by a physician.

Colorado State Immunization Law: Immunization requirements are strictly enforced for all DPS students. Students new to DPS must bring a current immunization record when they register. Students who are noncompliant must update all needed immunizations.

Health services scheduled throughout the year at various grade-levels include vision, hearing, height and weight checks.

HOMEWORK

At IBCS, we strive to provide equitable, accessible and meaningful learning experiences throughout the school day and we limit the amount of homework for children. It is our goal to develop a love for learning and reading. We encourage daily reading at home. In intermediate grade levels, teachers may begin sending limited amounts of homework as a means of developing executive functioning skills. These experiences would support learning in the classroom, while preparing students with the necessary study skills they will need to be successful learners in middle school, high school, and college. Homework expectations will be clearly defined and communicated by grade-level teachers during the first week of school.

SUGGESTIONS FOR PARENTS

- Help your student establish goals and set-up an inviting work area and time for studying.
- Maintain open communication with your student and the teacher.
- Discuss classwork expectations and ideas with your student and their teacher.
- If you see your student is struggling, or needs additional challenges, instructional materials are available through the classroom teacher.
- Guide, encourage and discuss an assignment with your student, but let them do the work.

INTERNET USE

IBCS values our students being productive 21st Century citizens and savvy technological consumers. We provide a network service that connects classrooms to each other and to the Internet. The goal in providing this privilege is to promote educational opportunities by facilitating resource-sharing, innovation, and communication. All users must adhere to the guidelines of this policy to acquire and maintain network access.

Violation of any of the provisions of this policy may result in termination of access, denial of future access and/or possible disciplinary action.

DPS provides filtering to restrict access to obscene, pornographic, or other materials that are harmful to minors. The school does not guarantee that such material will never be encountered.

The following activities are prohibited:

1. Using the school's network for or in support of any illegal, inappropriate, or obscene activity.
2. Using the school's network for non-school related business and/or commercial purposes, product advertising, or support of any political or lobbying activity.
3. Vandalizing the network or network resources, which includes, but is not limited to, any malicious attempt to harm, destroy, or alter data on the school's network, including introduction of any computer virus.
4. Attempting to access restricted data or to disrupt the use of the network for other users.
5. Using profanities or language that is generally offensive, defamatory, harassing, or threatening to another individual and/or group.
6. Creating or accessing dangerous information.

7. Violating copyrights or interference with license agreements. This includes, but is not limited to, software, unaccredited use of text, graphics, photographs, electronic data, or interference with the privacy rights of individuals or entities without their authorization.
8. Plagiarizing any information gathered via the school's network is prohibited. Users have no proprietary ownership of materials placed on the school's network, unless such material is otherwise covered by copyright.
9. Providing access to the school's network to unauthorized users.
10. Sharing electronic email account passwords, leaving available in obvious locations, or leaving "signed on" computers unattended.
11. Compromising personal safety.
12. Allowing minors to access inappropriate material
13. Disclosure, use, and dissemination of personal information regarding minors.

Communication conducted over the school's network is not private and school staff may, in conducting network supervision and maintenance, review and inspect directories or messages. IBCS reserves the right to access stored records with or without reasonable cause to assure compliance with this policy, and makes no warranties that the functions of this network system will meet any specific requirements. Nor will IBCS be responsible for any damages suffered through the use of the network. This includes loss of data, non-deliveries or service interruptions. Use of any information obtained through the school's network is at user's risk. The school believes that the valuable information and interaction available on the Internet outweighs the possibility that users may access material that is not consistent with the educational goals of the school.

M

MORNING MEETING

Teachers use morning meeting time with their students to develop a caring community within each classroom and throughout the school. During this time, teachers teach and reinforce behavioral expectations, conflict resolution skills, anti-bullying skills, growth mindset skills and perseverance. The first three weeks of classroom meetings focus on school-wide topics: morning meeting expectations, classroom rituals and routines. After the first three weeks, grade levels will specify their needs and morning meetings will address those needs. Morning meetings occur daily from 7:40 AM-8:10AM.

MULTI-TIERED STUDENT SUPPORTS (MTSS)

MTSS is a systematic, continuous improvement framework in which data-based problem solving and decision making is practiced across all levels of IBCS to support students. The framework of MTSS utilizes high quality evidence based instruction, intervention and assessment practices to ensure that every student receives the appropriate level of support to be successful. We aim to create the conditions whereby all students can succeed. We will achieve this through:

- Focusing first on prevention and excellent first instruction
- Implementing interventions
- Making data driven decisions
- Partnering with our family and communities

P

PARENT PORTAL

Communication between home and school is now as easy as one click. The DPS Portal provides a quick summary of your students' progress: grades, attendance, test results, and much more. For more information, please go to myportal.dpsk12.org.

PLAYGROUND

The playground is used during the school day for recess and is closed to the community during school hours. Discovery Link uses the playground before and after school. Students not enrolled and attending in Discovery Link are asked to use only the playground closest to the community garden during before and after school care hours.

ONLY IZZI B STUDENTS IN ATTENDANCE ARE ALLOWED ON THE PLAYGROUND DURING THE SCHOOL DAY.

R

READING

Literacy is a fundamental human right and a cornerstone of social justice. Reading skills are necessary for any participation in the modern economy. But even more important, reading can inspire students, helping them grow in empathy, civility, and political responsibility. We want to foster students' love for reading by surrounding them with books, reading books aloud, and modeling our own love of reading. Students in all grade-levels are expected to read or be read to for at least 20-minutes each night.

[Parent and Family Resources for Reading](#)

T

TRANSPORTATION

For general bus routing assignments, call 720-423-4699. For dispatch please call 720-423-4624. For more information about DPS transportation, please visit their website: [DPS Transportation](#).

V

VOLUNTEER OPPORTUNITIES

We love to have parents and family members volunteer in classrooms and graciously welcome you into our school and into our classrooms. We ask that you work with your child's teacher's expectations and schedule for classroom volunteers to honor their preference and practice. For more information to become an approved DPS volunteer please visit the DPS Equity & Engagement website: [Volunteer Services](#).

Once you have DPS approval, you will need to visit the main office and provide a valid photo ID and read/sign a Student Confidentiality form. Once these steps are all completed, you are eligible to use an official "IBCS Volunteer Badge." Please wear this badge anytime you are in the building, so you can be identified quickly as a volunteer with appropriate clearance. All visitors, including parents, must sign-in and out when in the building for the safety of our students.

W

WALK HOME PERMISSION

Because your students are entrusted to our staff, we are unable to release students to walk home without parent/guardian permission. Please see the [form here](#) and return to the front office if you would like to give this permission.

WEATHER

We watch the weather closely to decide whether or not to have indoor or outdoor recess. If the real-feel temperature is below 20 degrees, recess will be indoors. **Please make sure to dress your student for the weather AND to label all of their outerwear with your student's first and last name.** If there is fresh snow on the ground, students will remain inside until the playground can be plowed.

Acknowledgement Of Isabella Bird Community School's Family Handbook Procedures & Parent/School Agreements:

I have reviewed and discussed the procedures, responsibilities and expectations within this handbook with my student.

My signature indicates that:

- I understand my children must arrive on time to school daily, except during the times of illness or emergencies.
- I understand that it is important for my children to attend school every day. I will plan appointments and vacations on holidays and other non-student contact days.
- I understand that fees may be incurred if school-owned technology devices are damaged by my child.
- I understand that there is a formal DPS discipline policy that the staff at IBCS adhere to, therefore, I understand that my child will participate in restorative approaches.
- I will ensure my student is on time and in attendance daily for the entire school day.
- I will attend all family conferences.
- I will stay informed about my student's education and school events.
- I understand that if my children are not eating breakfast in the cafeteria, there is no adult supervision available on the school grounds before 7:30 am and that there will be no child supervision after 2:45 pm. Therefore, I will make arrangements for my children to be dropped off and picked up on time.
- I will communicate with the school and my student's teacher regarding their progress, both academically and social-emotional needs, successes and/or concerns.

Please keep this handbook at home for easy reference. Thank you.

Student's Name _____

Teacher _____

Parent/Guardian's Name (print) _____

Parent/Guardian Signature _____ Date _____

**Please sign this page and return to the school no later than
Friday, Sept. 6, 2024.
OR
Sign digitally through [this link](#) no later than Friday, September 6, 2024.**

This copy will be placed in your student's body of evidence folder.
Thank you for your continued support.