



BRYANT WEBSTER
DUAL LANGUAGE SCHOOL

Student and Family Handbook

2021 - 2022

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Declaración de Misión / Mission Statement:

Los estudiantes de Bryant-Webster serán bilingües y bi letrados, culturalmente conscientes, preparados para la universidad y una carrera, personas tecnológicamente responsables, y ciudadanos preparados globalmente para el siglo XXI.

Students at Bryant-Webster will be successful, bilingual and biliterate, culturally aware, college and career ready, technologically responsible, global citizens prepared for the 21st century.

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Academic Programming

Dual Language Program

Every child who attends Bryant-Webster will receive 50% of his/her content instruction in English and 50% in Spanish, with the exception of our ECE and students in Kindergarten.. Students in ECE and K will experience 90% of their day in Spanish and 10% in English.

Early Childhood

ECE families will bring their children to the door by their classroom to sign them in, and pick them up at the door of the classroom to sign them out. It is a legal requirement that all parents or guardians sign in and sign out our 3 and 4 year olds.

ECE teachers will communicate about other requirements for early childhood classrooms. This includes, but is not limited to:

- immunization records
- recent health appraisal (well-check/ physical) documentation, signed by a doctor
- sunscreen, media, and field trip waivers

Failure to submit legally-required documentation can result in consequences including suspension from the program until requirements are met.

Gifted and Talented Program

Bryant-Webster has a program for students who have been identified as gifted and talented (GT). BW's GT teacher works 2.5 days per week and provides academic challenges and develops advanced learning plans in collaboration with the classroom teachers for GT students.

Conferences

Parent-teacher conferences provide a time during which teachers can speak to parents about their child's progress in school. Parents are encouraged to attend conferences in the fall and spring when they are scheduled. Information on dates and times will be shared out via the Bryant-Webster website, Flyer app, Facebook, and directly from classroom teachers.

Progress Reports

Progress reports are distributed three times a year at the end of each trimester. They are published via Parent Portal and can be printed if requested

Communication

Please see Bryant-Webster's school website for the most current and updated information throughout the school year. Your child's teacher(s) will explain the various ways they communicate with families at our Back to School Night.

School-wide notifications are made through the following channels:

- **Bryant-Webster Website:** www.bryantwebster.dpsk12.org. Weekly and monthly communications will be on our website so families can access the most updated information.
- **Facebook:** Please join our BW Facebook page. Here we will share announcements, updates, and current events/celebrations. There is some overlap between Facebook and the App, but please refer to both
- **Monthly newsletter:** Our BRAVO bulletin will be available on our website. Please sign up to receive emails or paper copies if needed..

Family Engagement

We welcome and encourage families to be as involved and engaged as possible with the Bryant-Webster community. We welcome your participation in your students' classrooms, school-wide committees, and several events. Please see a list of opportunities below as examples of how you can be involved, visit our website for current information, and reach out to our staff or other involved parents for more details. Please complete DPS's volunteer application online in order to support activities inside the school building (<https://equity.dpsk12.org/get-involved/volunteer-services/>). Parents and other volunteers may only enter the school building based on current COVID safety policies in place.

Examples of ways we invite families to engage in our school community may include: Classroom activities, Parent-Teacher Association, Continuation, Pathway Awards for Bilingualism and Biliteracy (gr 3, 5 and 8), Mariachi Juvenil, Field trips, Guest speakers, Assemblies, Seasonal celebrations.

Arrival, Attendance, Breakfast

Student Arrival and Drop-Off Area

Please drop off students at the area indicated by your student's classroom teacher (not at the front door). Students may also walk onto the playground through the arch to play outside, weather permitting. If students are late to arrive, they should enter through the front door and check in at the main office..

Beginning with the 2021-2022 school year, Bryant-Webster's first morning bell rings at 8:20 am and our last bell rings at 3:20 pm. Supervision for students is available on the playground and cafeteria beginning at 7:45 am, not before. Students in grades 1 to 6 should line up outside on the blacktop by room number and teachers will pick them up to begin their day. ECE and Kindergarten students line up outside their assigned classrooms; students in 7th and 8th grades enter through the main doors and proceed directly to their classrooms..

Student School Day

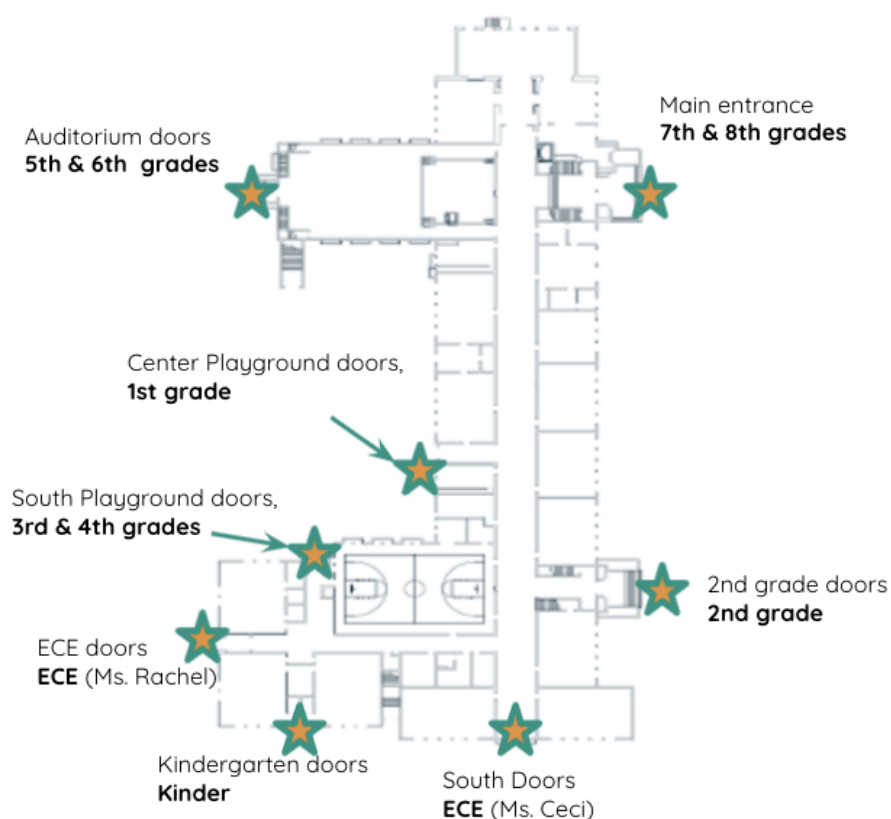
ECE – 8th Grades

- 8:20 am - First bell
- 8:25 am - Tardy bell
- 3:20 pm - Dismissal Bell

Student Dismissal

All teachers will pick up and dismiss their students into and out of the building as indicated in the illustration below. In order to keep children safe and to avoid congestion in the hallways, we ask parents/guardians to wait for their students outside of the school building. Older students may meet younger siblings at their designated areas outside the school building.

Exit Locations by Grade Level



Visitors

For the safety of our students and staff, outside doors are closed and locked at all times. We ask that all visitors come to the main entrance (east side) and communicate with the office and/or welcome center. The main office monitors the doors and who enters the building. Thank you for keeping our school secured by NOT opening the doors to visitors, even if the person is a familiar face.

Students are not allowed in the building before 8:25 am without an accompanying adult. We cannot keep students safe in the building without appropriate supervision; supervision is provided on the playground (weather permitting) or through indoor recess (in the event of bad weather). Teachers who are not on duty are using the time before school to prepare for lessons and cannot be responsible for students.

Parents and guardians who have business in the building before 8:25 am may supervise their

own children inside. Supervision is very important to keeping students safe. Please only supervise children who are directly in your guardianship before school hours, and please actively ensure their safety.

Student attendance

Student attendance is extremely important for ongoing growth and success at school. Missing even 5 minutes per day can add up (5 min/day is equal to 3 full days lost class time!). Missing one half day per week adds up to missing 20 whole days—that's an entire month—of school time. We know that every minute at school counts, especially in the mornings when students are most receptive to learning.

Research has shown there is a strong connection between attendance and school success. For that reason we place heavy emphasis on attendance at every grade level to build strong habits. Our school attendance target is 95%. Therefore we ask that *doctor, dental, therapy, etc., appointments be scheduled during non-student contact days, holiday breaks, or after school hours as much as possible*. Additionally, we ask that all family travel *occur on official DPS non-student contact days*.

Of course we understand that in the event of illness or emergency, students may have to miss school occasionally. Classroom teachers enter student attendance by 9:00 am. Starting at 10:00 am, robo-calls to families will go out to confirm all absences. Please call the office if you know your child will miss school to help us account for all of our students.

The attendance committee and the social worker will monitor student attendance. If there is a pattern of tardies or absences, the committee and/or social worker will reach out to families to offer assistance. After 10 absences, students and parents are referred to truancy court per district policy.

According to DPS policy, the school principal has the final determination as to whether absences are excused or not. When a student is absent, the parent should call the attendance line at [720-424-9173](tel:720-424-9173) or email bwattendance@dpsk12.org to explain the absence. When the student returns to school, he/she must bring a note to the office verifying the reason for the absence.

Tardy Policy

As mentioned above, every minute of instruction counts. Please do everything you can to ensure students arrive on time to school. **DPS now calculates minutes of school missed in considering truancy--not only full days absent.** This means that habitual tardiness can also result in referral to truancy court.

When students are habitually tardy (arriving late more than 4 days/month) the attendance team will reach out to offer support. If there is something preventing you from arriving on time, please communicate to our social worker; sometimes we can connect families with organizations and agencies that can support.

In the event that a student is missing large portions of the day, we will need to create an

attendance and work completion plan which may include making up missed work during or after school.

Breakfast

Breakfast is served for all students (except for students in 7th and 8th grades) in the classrooms every morning. Breakfast will be offered to 7th and 8th graders in the cafeteria.

Expectations of Students

School Values

At Bryant-Webster, we believe strong relationships are key to a strong and successful community. Students' and families' primary relationships are with teachers, and teachers are the first to welcome students every year, embrace them in our community, and explain or review expectations for our community.

At Bryant-Webster, we honor and practice the district wide commitment to creating an inclusive community in which our students and employees feel happy, healthy and authentically whole. We acknowledge that this support looks different for everyone. By providing targeted resources for our students and employees from underrepresented backgrounds, our hope is to create an inclusive environment so that all [team members at BW and in DPS] feel a sense of belonging and are able to show up authentically. This includes feeling supported and accepted for our diverse values, beliefs and needs. For more information about DPS's Statements about Non-Discrimination and Equal Opportunity, please DPS Board Policies at <https://go.boarddocs.com/co/dpsk12/Board.nsf/goto?open&id=AZRUZE72DEC0>.

Bryant-Webster's school values can be exemplified in the acronym **BRAVO**:

- **B**: Bilingual/ Bilingue
- **R**: Respectful/ Respetuoso
- **A**: Active Learner/ Aprendadores Activos
- **V**: Values Drive/ Valuar nuestros valores
- **O**: Optimism/ Optimismo

Student Behavior

At BW, we are committed to maintaining a positive, academic environment where students and teachers reciprocate respect and engagement in teaching and learning.

We support positive student behavior through our Rules, Values and our PBIS structures (see below). It is possible that teachers and/or other BW staff may require a student to stay after school in order to repair damage caused if she/he chooses not to follow Bryant-Webster's rules, values and PBIS structures.

To maintain a positive academic environment, we ask students to follow three rules (Be Respectful, Be Responsible, Be Safe) and demonstrate our school values (Bilingual, Respectful, Active Learner, Values Driven, Optimistic).

School Rules

1. Be Respectful
2. Be Responsible
3. Be Safe

It is the responsibility of all students at Bryant-Webster to comply with our school rules. It is the responsibility of the school staff to teach students how to be respectful, responsible, and safe throughout their school day. Students will assist teachers in promoting a learning environment so that all students can learn. When we work together to be respectful, responsible, and safe, all students can have fun, make friends and learn. Below are **some** of the details staff will teach children about how to be (what it looks like and sounds like to be) respectful, responsible, and safe at Bryant Webster. We will spend time in school learning more in addition to the following:

Be Respectful

1. Be courteous! This sounds like kind words to self and others.
2. Treat all possessions and property with respect; stay away from other students' personal property. This looks like gentle hands and using school tools for their intended purpose.
3. Express feelings and emotions in an appropriate manner to help solve problems. This sounds like language such as, "when ___ happened, I felt _____. Now I need _____". This feels like our community respecting ourselves and each other.

Be Responsible

1. Students will read and follow the guidelines set forth in this manual. With minimal reminders (or age-appropriate reminders) students will meet the expectations and follow school norms
2. Students will bring home information sent from the office or classroom and share with parents
3. Students in upper grades will attend to what assignments they need to bring home as well as be aware of what assignments they are working on in class. Students will reach out for help from teachers when needed to track assignments

Be Safe

1. Students will follow current safety policies for COVID-19
2. Students will keep hands, feet, and objects to themselves.
3. Students will stay in areas where they are supervised
4. Students will use playground equipment as instructed
5. Sticks, knives, firearms, toy guns, pointed objects or other harmful objects, alcohol, tobacco, drugs (legal or illegal) are not permitted on the school grounds. Possession of any dangerous item or drug will result in disciplinary actions.

Positive Behavior Intervention and Supports (PBIS)

Positive Behavior Intervention and Supports is the way we teach our school-wide expectations and norms. We have a committee of staff members that support choosing and teaching our micro (individual) and macro (whole-school) structures.

Here are some examples of our PBIS structures:

BRAVO: our school exemplifies these values. When students are showing BRAVO, we recognize the value the student is demonstrating by naming what is going well and individually and/or publicly celebrating the student and thanking the student for displaying the school value/s.

BRAVO Celebrations: to celebrate and notice our students' showing our school values, teachers acknowledge students with tokens of celebration. These tokens can be accumulated individually or in the classroom and students may earn rewards (such as pizza parties!).

Community Assemblies: Beginning in Fall 2021, we will hold assemblies periodically with the entire student body; details will be communicated on our website, by email, and text messages. This is a time to celebrate our successes, share BRAVO values, awards, and keep all grades informed of what is going on in school.

Response to Behavior

At Bryant-Webster, everyone in the building is expected to be safe, responsible and respectful. Relationships between our staff, students and families are key to our success. If students are not showing respect, responsibility or safety, or neglecting one of the school values, we will intervene to help them get back on track. Here is the scale of support we will offer:

For all students:

The relationships between students and staff are foundational to students' success. Teachers will help all students understand and practice school expectations, norms, and policies. Teachers will focus on building relationships with students that are meaningful and appropriate.

For students on track:

Teachers will consistently reinforce positive behaviors with praise (verbal, written, and BRAVO celebrations) and connect with students about what is going well.

For students off track:

There are four steps to addressing disruptive behaviors:

1. Address behavior in class privately (teacher and student)
2. Address behavior with written reflection (teacher and student)
3. Begin restorative conversation (teacher and student with support from a counselor/social worker)
4. Contract (teacher, student, family and Assistant Principal/Principal)

For students significantly off track:

In the event that a student is demonstrating unsafe, irresponsible, or disrespectful behavior, or if a student does not respond to multiple reminders/requests to change off-track behavior, the following steps will be taken:

1. Somewhat off-track students are offered private reminders and/or redirection (such as invitations to make different choices, teacher/student eye-contact, a private discussion away from peers, reminder via proximity, etc.). Redirections may or may not result in a phone call home to discuss what happened, and how we can use our home-school connections to strengthen student support. Staff will document all conversations with

families in Infinite Campus, and may document earlier conversations with students as needed.

2. If the student continues off-track, the teacher will have her/him engage in a written reflection about how the student's actions are not in alignment with the Bryant Webster values. The student may be sent to a buddy teacher to give him/her a break from the environment that is causing the frustration.
 - a. At this level, the teacher may decide to call parents or to send home a copy of the reflection page.
 - b. This level will include teacher driven, in-class and in-school consequences.
3. If the student continues off-track, the teacher and student should have a restorative conversation. Teachers may ask for support from another staff member to cover the classroom for these conversations.
 - a. At this level, the teacher or support staff member will communicate home what has happened. We will discuss how to work as a team in support of positive student choices.
 - b. This level may include consequences such as time to make up missed work, loss of in-school privileges, or implementation of a behavior contract.
4. If the student continues off-track, or at any time commits/poses significant harm, threat, or breach of school rules: school leadership (Principal, Assistant Principal) will work with the student to repair any harm done and plan for next steps (office referral with restorative conversation)
 - a. At this level, support staff or school leaders will call home to discuss what happened and make a plan of support for the student.
 - b. This level may involve consequences such as a crisis or safety plan, change of environment for a period of time, referral to safety/security, and potentially suspension (in or out of school). See the DPS Board Policies on behavior JK for further details:
(<http://go.boarddocs.com/co/dpsk12/Board.nsf/goto?open&id=ANJT5N75B604>)

Cell Phones, Electronic Devices and Social Media Policy

The choice to give a student a cell phone is a complex and personal choice made by families. We respect your student's right to own a cell phone and understand that they can be useful tools for communication within a family. We ask all families to read our cell phone policy carefully and if in agreement, sign a separate copy to leave with the school in order to indicate your support (see copy of agreement at end of handbook).

Responsible use of cell phones and other electronic devices (i.e. music players, handheld games, tablets, earbuds etc. heretofore included with cell phones) is only permitted during lunch and recess, or with a teacher's permission during class. While a well-supervised cell phone is a tool, an unsupervised cell phone puts students in danger of cyberbullying, exposure to inappropriate content, and distraction from learning, and more. We cannot take on the responsibility of supervising cell phone usage at school. During academic time, cell phones must be turned off and kept out of sight or otherwise secured in the classroom (security box, phone storage bags, backpacks). Inappropriate cell phone use **is not allowed ANYTIME** during the school day. These rules are applicable as soon as students enter the building until the last bell.

If a student decides to use her/his cell phone or other device at BW during academic time without permission from a teacher, there are consequences.

- For a first offense, teachers and school staff will issue a warning to the student.
- For a second offense, teachers will confiscate the student's electronic device and return it at the end of the school day.
- Should there be a third offense, or should the student refuse to put the device away, the confiscated electronic device will be taken to the front office where a parent or guardian will need to pick it up after 3:30 pm that same day, or as soon as the parent or guardian is available.
- Any subsequent offenses will result in a technology contract between the student, family, and school.

If you need to reach your student, please do not text or call them during school hours. Instead, please call our main line at the school and we can pass along messages or have students call back at an appropriate time. In case of emergency, a phone is available for student use in the main office.

The school is not responsible for any lost, stolen, or confiscated electronic devices. The school will not be responsible for the loss, damage, or theft of any electronics a child chooses to bring from home under any circumstances.

Social Media

We **strongly** advise that students do not have social media accounts (Snapchat, Instagram, Facebook, Twitter, etc.) because these forms of communication often lead to increased conflict and are avenues for bullying. Parents of students with these accounts should closely monitor this online activity. As a reminder, most social media platforms do not allow anyone under the age of 13 to have an account.

Email/Internet

DPS assigns a gmail account to all students. Appropriate email etiquette must be used at all times. Students will also have access to a Chromebook at school, and use it for such technology as Google Classrooms, online learning modules, and document creation. All activity on the DPS network is actively monitored by the department of DPS safety.

Instances of cyberbullying, trolling, or other inappropriate, unkind or off-task online behavior will not be tolerated. Students will be taught about digital citizenship and what it means to have a positive digital footprint. All students will then sign a **digital citizenship agreement** pledging appropriate online behavior and using school devices for educational purposes only. The agreement also serves as an acknowledgement of the consequences for misuse of any school device or digital system such as email.

Because access to technology is provided via Chromebooks, students will not be allowed to do school work on their personal cellular devices at school.

Emergency Procedures, Illness, Injury

COVID Safety 2021 -2022

We are excited to welcome back our students and team members in person this year. At BW and in DPS, we prioritize health and safety and follow Denver Health's guidance. We are doing everything we can to ensure we have in-person instruction and support for our students with minimal disruptions. Please check the DPS website as well as our school website for the most updated information. Throughout this year, we will continue to follow the updated [DPS 5](#) below for everyone's health and safety.



Updated Health and Safety Guidance for Educators

- 1 SELF-MONITOR FOR SYMPTOMS OF ILLNESS.**
Please stay home if you're sick. COVID tests are still recommended, even if you're vaccinated.
- 2 WEAR A MASK.**
Masks are required for students, staff and visitors while in all DPS schools and buildings, regardless of vaccination status.
- 3 MAINTAIN PHYSICAL DISTANCE WHEN POSSIBLE.**
Keep additional space between you and others when you can.
- 4 BE THOUGHTFUL WHEN PLANNING MEETINGS.**
Continue to leverage opportunities to meet virtually as it makes sense. Masks are required for everyone, regardless of vaccination status, for all in-person meetings
- 5 PRACTICE GOOD HYGIENE.**
Cover coughs and sneezes, and avoid touching your face. Wash your hands or use hand sanitizer.

Cancellation or Late Start

If school is cancelled or if we have a 2-hour delay due to bad weather, the closure will be announced by 5 a.m. on the District's main phone line (720-423-3200) as well as on the DPS website (<http://www.dpsk12.org>). We will update the Bryant Webster Facebook Page and send out a notice as soon as the decision is communicated to us by the district. Know that the DPS website and facebook page will have this information before we do.

Clinic/ Illness/ First Aid

If a student does not feel well, they should ask their teacher for permission to go to the clinic. The clinic has a licensed nurse two days per week. The secretaries act as our health techs in the nurse's absence. When the nurse is away we can also contact her/him for any health needs that require licensed attention.

If a student has a fever, is vomiting, has diarrhea, or has compounding symptoms that are preventing her/him from learning, we will call home to request the student is picked up from school. We ask that someone come within 90 minutes to help the child get home to rest.

If a student visits the clinic, s/he may be given some time to rest, provided water, ice, or Band-Aids/ first aid. If the student is able to be productive in class, we will support her/him in getting back as soon as possible. We will notify parents any time a child has a visible injury, or if we are concerned that the illness/injury needs follow up attention.

If your student has been ill, please keep them home until they are feeling better. Typically, this means 24 hours after vomiting, diarrhea or fever.

Emergency Response/Crisis Management

In the event of an emergency, Bryant-Webster follows the DPS Emergency protocols.



- **FIRE DRILLS** are arranged each month throughout the school year:
 - We schedule these in advance but students/faculty will not know about them in advance. Our goal is to leave the building within 3 minutes
- **LOCKOUT** In the event that there is an emergency in the areas adjacent to the school, we move to lockout:
 - This means no one may enter the building and the outside doors will remain locked. Inside the school we continue business as normal
- **EVACUATE** In the event that we need to leave Bryant Webster and the area, we will::

- move all students and faculty to the Our Lady of Guadalupe Church, located at 1209 West 36th Avenue. Reunifications would also happen here, and we would send out information via the, Facebook, and robo-calls/texts
- **SHELTER IN PLACE** If there is imminent weather danger, like a tornado, students will shelter in place.
 - This means students and faculty move away from windows and cover our heads while the weather passes.
- **LOCKDOWN** If there is a threat within our building, students and teachers will move to lockdown.
 - This means everyone in the building (staff, students, families) will need to stay quietly behind locked doors with lights off until the lockdown is cleared. This is often announced via the overhead system, and sounds like, “This is a Lock Down. Locks, Lights, and Out of Sight.”

We practice these protocols at various times throughout the year, and it is very important that students follow all directives given by adults in the building. We will do everything in our power to be responsive and student-centered in practicing these drills. That means students will always know during a drill that it is just practice. It also means we will use age-appropriate language in discussing what we are practicing with students.

Other Procedures

Lost & Found

All articles found on the school grounds should be turned in to the front desk or placed in the lost and found hanger outside the main office. Unclaimed items will be donated to a charitable organization periodically on dates announced in our family bulletin. The lost and found is located inside the main office.

Replacement Policy

Bryant-Webster will not replace lost/stolen articles or make reimbursement for lost/stolen articles. Students and their parents are responsible for damaged property (personal, school, or staff), whether damage was willful or accidental.

Toys

Toys, trading cards, and electronics should not be brought to school. If these items are brought to school, they will be taken and kept until the parent/guardian picks them up. If the item is not picked up by the end of each semester, it will be donated to a non-profit organization.

Recycling and Compost

Students at Bryant-Webster are expected to recycle and compost. There are recycle bins in every classroom and in the hallways. Compost bins are available in the cafeteria.



BRYANT WEBSTER

DUAL LANGUAGE SCHOOL

Student Cell Phone Policy

2021 - 2022

It is our mission at Bryant Webster to establish our classrooms as a place where students focus solely on academic pursuits without distraction. We want to create an environment dedicated to mutual respect and courtesy, with increased focus on the highest quality learning environment.

Responsible cell phone use will only be permitted during lunch and recess. During all other times, cell phones must be turned off and placed in a student's backpack, or stored in a secure and visible location in the classrooms. This rule is applicable as soon as students enter the building until the last bell.

After the first offense, teachers and school staff will issue a warning to the student. After the second offense, teachers will confiscate the student's cell phone and return it at the end of the school day. Should there be a third offense, the confiscated cell phone will be taken to the front office where a parent or guardian will need to pick up the cell phone after 3:30 pm that same day. Any subsequent offenses will result in a technology contract between the student, family, and school. Bryant Webster is not responsible for any lost or stolen student technology.

If you need to reach your student, do not text or call them during school hours. Instead, please call our main line at the school and we will pass along messages or have students call back at an appropriate time.

We want middle school students to enjoy the privilege of having their phones during lunch and recess. If they can not follow the agreements above, we will adjust the policy as needed.

Thank you for your support.

Bryant-Webster Teachers and Staff

****By signing below, I acknowledge that I agree with BW's policy for cell phones and other electronic devices included in this handbook and summarized above, and support its implementation for my student(s) during the 2021-22 SY. You may sign electronically by clicking [the link here](#).**

Parent Signature

Parent Name (printed)

Date

Student(s) Name(s) & Grade Level(s) _____