



# Creativity Challenge Community

@ Merrill Campus

**Student and Family Handbook  
2023-2024**

<http://c3.dpsk12.org>



Welcome to the 2023-2024 school year at Creativity Challenge Community!

We are so excited to have you as part of our C3 Community. Being a newer school in Denver, it is an honor and a challenge as we continue to implement the mission and vision of our school. This handbook is a living document that will evolve as we grow and change together. It contains helpful information to guide our work together educating young children. Use it in conjunction with the Denver Public Schools Handbook for Families and Students to guide your partnership with C3 and the DPS.

[DPS/Family Student Handbook](#)

Thank you for this opportunity.

Brent Applebaum  
Principal Partner

AJ Keglovits  
Assistant Principal Partner



Is a Safe and Caring community of

- Kind
- Courageous
- Thinkers



## Mission: Why we exist.

Creativity Challenge Community (C3) fosters a learning environment that empowers students to think creatively, to solve problems, to learn in collaboration with local artistic, scientific and cultural partners, and to challenge and care for each other to our highest potential as leaders and learners. We emphasize independent learning in a collaborative setting to develop kind, courageous thinkers.

## Vision: what we want to be.

Students, families, caregivers, educators, and all community partners work together to create a strong culture of kind, courageous thinkers. At Creativity Challenge Community (C3), every member of the community takes responsibility for their learning and contributes to the learning of others. We embody compassion to ourselves, to others, and advocate for our community. We think creatively, achieve at high levels, and embrace challenges. Our collaborative community is committed to culturally responsive practices and restorative approaches, ensuring all students are seen, heard and celebrated.

## Values: What's important to us.

When we completed the values activity, we found values named by community members that continue to uphold the values outspoken in our school's name. This is a work in progress. Our community is changing. As our community is changing, our values evolve.

### Creativity

Nature

Health

Humor

Hope

The Arts

Open-mindedness

Individuality



### Challenge

Achievement  
Accountability  
Commitment  
Flexibility  
Freedom  
Fun  
Humility  
Knowledge

### Community

Gratitude  
Integrity  
Engagement  
Equity  
Diversity  
Inclusivity  
Helping others  
Kindness  
Collaboration  
Connection

### At Creativity Challenge Community (C3) we will:

- Develop a collaborative community of learners encompassing students, families, educators and community partners where all members have an opportunity to share ideas and learn from each other.
- Learn to devise, carry out and evaluate creative thinking strategies to ensure students will master 21st Century critical thinking and reasoning skills as well as invention skills.
- Collaborate with the cultural and business community to create partners for learning experiences outside of the classroom to support increased student achievement.
- Support self-directed learning and encourage perseverance in academic pursuits.
- Create a strong culture of kindness and diversity at all levels by strengthening Family and family engagement.



**C3's Definition of Creative Thinking:** Creative thinking is actively questioning and synthesizing background knowledge and cultural and community experiences to solve problems and express ideas in novel, meaningful and empathetic ways. [The Four Tenets of Creativity.](#)

## **Luminary Learning Network (LLN)**

In 2016 C3 became a part of the Luminary Learning Network (LLN). The LLN is a new approach to education within the Denver Public Schools (DPS) system that provides greater autonomy for schools in the network enabling them to select educational models that they believe best accommodate diverse student needs and improve student achievement.

Schools that join the Luminary Learning Network become part of a newly established Innovation School zone, the first in Denver. The Innovation Schools Act passed by the Colorado General Assembly in 2008 provides a path for schools and districts to design and implement innovative ideas and practices and obtain waivers from state and local policies and collective bargaining agreements.

LLN significantly increases the ability of each member school to allocate resources and to tailor strategies and approaches to meet unique needs. This autonomy, coupled with LLN's focus on accountability, will ensure schools accelerate student achievement.

For more information go to : <http://www.llndenver.org/>

Please visit [this link](#) for a C3 Infographic that showcases the importance of innovation status to C3.



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Dear Families,

It is our pleasure to welcome you to the Creativity Challenge Community (C3).

C3 is a school dedicated to high academic performance while developing creative thinking skills. At C3, students will be able to use creative thinking skills to achieve high growth and academic success. We value student engagement and inquiry by empowering students to own and accept challenges in their learning. We will develop students' leadership skills by creating a *safe and caring community of kind, courageous thinkers*.

We also continue to collaborate with the cultural and business communities of Denver to create partners for learning experiences outside the classroom. In these authentic environments we will reinforce our commitment to creative thinking and learning.

Our goal is that C3 students become lifelong learners and kind, courageous thinkers. We can't do it alone. As a Family or guardian, your C3 student will need your help to ensure their success and the success of our school. We are so pleased that you will be a part of the Creativity Challenge Community this year!

Sincerely,

Brent Applebaum & AJ Keglovits



### Mark Your Calendars

The C3 school year calendar is kept up to date on the C3 website at: [Creativity Challenge Community](https://www.creativitychallengecommunity.org/)

## C3 FACULTY AND STAFF ROSTER 2023-2024

**C3'S Main Number 720-424-0630**

**720-424-0620 (Nurse)**

**Fax# 720-424-0632**

**Security: 720-423-3911**

## **Communication**

### Communicating with Teachers

C3 encourages open communication among families and staff. Emails work best. You can also make an appointment with your teacher. It is hard to discuss specific issues at drop off or pick up when teachers are occupied with the safety of all students.

**All classroom concerns should first be directed to the grade level teachers.**

Any concerns with other staff should be directed to the principal. C3 is committed to problem-solving together and reaching amicable solutions. Your cooperation is greatly appreciated. The following hierarchy has been developed to most effectively resolve any classroom or school problems.

1. Phone, email or meet with grade level teachers. Classroom or specials.
2. Conference with teacher and or team.
3. Conference with teacher/team and the principal/AP.
4. Phone and /or conference with principal.
5. Write a letter of concern to the IAT (Innovation Accountability Team)

### Conferences

Teachers are expected to have conferences each year with their students' families. These conferences are scheduled in the fall (required). Additional conferences and student led conferences may happen in the spring. However, any family/guardian may request a conference as needed with their child's teacher or other teachers who work with their child. Conference dates are





listed on the annual C3 School Calendar and grade levels follow up closer to the date with specific time slots and sign up information.

### Email

C3 will use email as an additional way to communicate certain information to families. Please be respectful of the privacy of these emails and do not use them for personal purposes. If families do not have email access, a hard copy of these communications will be provided. Teachers and staff will try to return emails within 48 hours from the end of a school day.

### Digital Deets

Digital Deets is an application used to communicate. Grade level teams distribute their weekly newsletter through Digital Deets. Additionally, the weekly school-wide Chatter (see below) is sent via Digital Deets. Please be sure to download the application and sign up for an account.

### Homework

Each grade level has homework during the year and is communicated by the grade level teachers through Thursday Folders or Digital Deets. Teachers also send home notes and information for their classroom and individual students.

### Chatter

The C3 school-wide weekly newsletter, the Chatter, will go out to the whole school via Digital Deets. The Chatter is used to inform families of school progress, updates and community engagement opportunities. Please be sure to read the Chatter, weekly, as it contains important details and information!

### Standards Based Progress Reports

Reports will be issued at each trimester. Your child's performance is measured against the standard. Standards based grading provides a more detailed and honest assessment about how your child is progressing academically.

### Thursday Folders

C3 also sends home a Thursday Folder. General school information, flyers and student work are all sent home in Thursday Folders to the oldest child or only child in the family. Please plan to go through the folder and remove ALL contents, returning needed forms, and the folder on Friday if possible, by the following Wednesday at the latest. If you have any questions or need clarification about the contents, please ask your child's teacher or the school office.





## Websites

Always check websites for up-to-date information.

- C3 <http://C3.dpsk12.org>
- Denver Public Schools <http://www.dpsk12.org>

## **Family Input and Involvement**

At C3 family involvement is a part of our mission and vision and crucial to our success.

### Innovation Accountability Team (IAT)

C3 is an Innovation School and we have an Innovation Accountability Team (IAT) as required by the state which is responsible for providing strategic direction and ensuring fidelity of implementation of the C3 Innovation Plan. The committee is composed of the following members per the bylaws: the principal partner, 3 elected family representatives, one community member, 2 elected teachers and one classified staff member. The committee meets monthly and provides input on school operations and accountability for implementing the Unified Improvement Plan (UIP) and The Innovation plan.

### Family Teacher Student Association (PTSA)

The PTSA is a nonprofit organization run and led by volunteers. Their goal is to support C3 fundraising efforts, coordinate volunteers for school functions, and provide family programming. Families, teachers, students and businesses and interested community members may join PTSA. Each individual membership represents one voice. We are a member of the Colorado PTA and National PTA.

## **School Wide Expectations at C3**

At C3 our expectations are easily remembered through our motto; “Creativity Challenge Community is a safe and caring community of kind, courageous thinkers.” C3 students are taught how to demonstrate these attributes in all areas of the building.

### **Discipline at C3 and Restorative Justice**

When student behaviors or disruptions require discipline interventions, C3 follows the [DPS District Discipline Ladder](#) and [DPS Discipline Matrix](#). In compliance with district policy, we are practicing Restorative Justice: a culture where people who have caused harm acknowledge wrongdoing, take responsibility, repair harm to the extent possible to those who have caused harm and are welcomed back into the community. An intervention tool we will



be using is a restorative justice conversation, or RJ Circle, where students take accountability for their actions, share perspectives and create a plan to repair harm. For a complete description of the Denver Public Schools discipline policies, visit [this](#) link.

**Students, teachers and families also read and sign an agreement and commitment to our school distributed at registration and also in the office during the first few weeks of the school year.**

### **Community Partner Excursions**

When students are outside of the school building and in the community for a Community Partner trip, students are expected to be Kind, Courageous, Thinkers and respectful to all around them. Additionally, if students are reminded, more than once, about their behavior on a Community Partner trip, parents will be contacted to develop a plan for moving forward. In some cases, students may not be invited to attend the next Community Partner trip as it is the expectation that we maintain respectful relationships with our community partners and our students are a reflection of C3 and KCT out and about in our greater community.

## **Policies and Procedures**

### **Attendance**

#### **Daily Attendance and Absences**

- Daily attendance is important to the academic success of all students.
- All students are expected to arrive on time every day between 8:10-8:25am
  - If your child is going to arrive late, please call the school and leave a message or speak to our Front Office Support Staff at 720-424-0630. Please call everyday to report your child's absence.
- **Habitual truancies (over 10) will be reported to the school psychologist and a letter will be sent home, following DPS procedures.**

#### **Tardiness**

- Tardiness is a form of absence that interferes with student learning.
- When students are late, it is a disruption to the learning of students in class as well as to your child.
- If your learner arrives after 8:25 they are tardy and must report to the office.
  - Habitual tardiness (over 10) will be reported to the school psychologist and a letter will be sent home.



## Before and After School Care

- Discovery Link OFFERS BEFORE AND AFTER-SCHOOL CARE.
- If you are interested in registration information, please call the DPS Discovery Link Line at (720) 423-7981 or [discovery\\_link@dpsk12.org](mailto:discovery_link@dpsk12.org)
- Enrichment for C3 will be handled by DPS' Department of Extended Learning.
- Email Ashley Lindeen at [ashlee\\_velasquez@dpsk12.net](mailto:ashlee_velasquez@dpsk12.net) or call her at 720-692-7981
- [C3 FALL Enrichment Brochure](#)

## Bike, Skateboard and Scooter Safety

- Students may ride bikes, skateboards and scooters to school with guardian permission.
- We strongly encourage all students to wear safety helmets whenever they ride to school.
- Students must walk bikes, skateboards and scooters on campus grounds.

## Bicycles (Rules to follow when riding vehicles to school):

- Walk bikes, fold and carry scooters and skateboards in pedestrian traffic and on school grounds including the playground area at all times.
- Park all bikes in the bicycle racks provided and secure them with a lock. (Bicycle racks are located outside on west side of the building)
- Students may not ride bikes, scooters, or skateboards during the school day, including recess or lunch time.
- The school is not responsible for damaged or stolen bikes, scooters or skateboards. The failure to respect these rules will be temporary or (in extreme cases) permanent loss of riding privileges.

## Building Security

- All C3 school doors will be locked each day and remain locked all day.
- Please enter the building through the main entrance on South Monroe Street after buzzing in, proceed to the C3 office to receive a visitor pass.
- The main entrance for C3 is at the main entrance of the Merrill building on South Monroe Street.
- Students will all be greeted by their teachers on the playground when the bell rings.



- There are no dogs allowed inside the fenced school grounds. Please be sure to keep all dogs outside of the fenced fields and school grounds at all times.

### Cancellation of School

- Cancellation of school takes place only during circumstances such as extreme weather, equipment failure or public crisis.
- The school board and administrators are aware of the hardship that can be caused by abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk is present due to unusual circumstances.
- **Snow Days**  
Snow days or late starts are communicated through DPS and on social media and new outlets.
  - Please tune in to local TV news stations, the DPS website or KOA Radio for more information on school closures.
  - A Digital Deets blast will also be sent to families.
  - In the unusual circumstance where school must be canceled during the school day, please check Digital Deets for dismissal instructions.

### Celebrations

- In order to align with our creative philosophy, student birthdays can be recognized in the classroom with special activities chosen by the child.
- We will **not have food birthday celebrations** in keeping with our healthy choices and our respect for food allergies. **Consider donating a book in your child's name to the classroom or facilitating an activity on your learner's birthday.**
- We will have celebrations, as appropriate, with creative choices to support our learning. Our focus will be on learning about cultures and traditions through music, games, and special activities. **Food items will not be allowed at seasonal celebrations.** Sign ups to help and/or to contribute supplies will be sent out for these celebrations through classroom teachers or grade level room-parents/caregivers.
- Invitations to parties and play-dates should **NOT** be distributed during school. Please use the school directory to support communication about these kinds of events outside of the school day.

### Emergency Plan

#### Emergency Response Procedures

In a serious emergency, school administrators must decide to lock down, shelter-in-place or evacuate. Practice drills are conducted on a regular basis, as required by Denver Public Schools.



**LockDown Procedures, Lock Out, Shelter-in-Place, and Evacuation Procedures can all be found on the DPS Emergency Protocols and Safety website linked [here](#).**

**As soon as possible please:**

- **Visit the Family Portal ([myportal.dpsk12.org](http://myportal.dpsk12.org)) to ensure that you are set up to receive emergency notifications and that your child's emergency contact information is up to date.**
- **Also within the Family Portal, please verify the primary guardian on your child's record, as they are the only one that a child can be released to in the event of an emergency that requires a pick-up.**
- **Ensure that your child's school has updated emergency contact information.**
- **Talk to your children about school emergency procedures so they know what to expect.**
- **Reach out to your school leader to learn how your learner's school communicates during an emergency and what school-specific emergency procedures are in place.**

**In the Event of a School Emergency** We understand that the first reaction may be to come immediately to the school site to make sure your learner is safe. In order to increase the chances of all students remaining safe during an emergency, we ask the following:

- **DO** check your email and text messages. DPS utilizes SchoolMessenger in an emergency.
- **DO** wait for communication of arrival and release times if a crisis or emergency coincides with the start or end of school.
- **DON'T** come to your child's school unless notified to do so. This could create traffic congestion and get in the way of emergency personnel.
- **DON'T** call your child or your child's school. Excessive phone calls could jam the phone system and interfere with emergency communications.

## **Family Service**

*Volunteerism and community engagement are critical components of C3's mission. Our families are an integral part of our success. A culture of volunteerism helps families learn more about classes and curriculum, build relationships with teachers and staff, and shows our children how the community works together towards their success.*





### Suggested Volunteerism

- Each C3 family (regardless of the number of students currently attending the school) should try to donate a minimum of 20 community hours, or equivalent, each year.

### Eligible Participants

- All volunteers will need to complete the DPS volunteer application and background check annually. This can be accessed [here](#).
- Once you have completed the application and have received confirmation that you are eligible to volunteer, please email the eligibility email to C3's Front Office Staff at [isabella\\_ueda@dpsk12.net](mailto:isabella_ueda@dpsk12.net)

### Ways to Volunteer

There are a variety of ways to fulfill community hours. Hours can be conducted inside or outside of the school. Some examples of how volunteer hours can be gained include, but are not limited to:

- Volunteering for lunch and recess support
- Attending Student Conferences, Back-to-School Nights and Community evenings
- Attending PTSA or any other school community events
- Supporting school sponsored events
- Supporting in the classroom
- Doing work for teachers or administrators at home
- Chaperoning for community partner excursions or other school events
- Giving time to work on school grounds
- Assisting with summer building work
- Assisting staff with pickup/drop off supervision
- Clerical office support

*If 20 hours is a difficult commitment for your family, you may discuss with administration some alternate ways to contribute to the C3 community.*

### Fire, Open Flames

No fires, lighters, or open flames are allowed on DPS campus.

### Health and Safety

#### Accidents at School

In spite of our efforts to enforce rules and provide supervision, students sometimes get hurt at school. The majority of these accidents happen during recess time on the playground. When a child is hurt, we first check



to see if they require first aid, which we administer immediately. In extreme cases, we will call 911. A school accident report will be filled out when there are obvious signs of injury or a head injury is involved. In these cases, Families will be notified.

### Child Protection

Colorado state law requires all school personnel to report and be mandatory reporters of all cases of suspected child abuse or neglect to their local Department of Social Services immediately. The law is very clear there does not need to be physical proof of abuse in order to be reported nor is it the school's responsibility to investigate any allegation. It only requires that school personnel have a reasonable suspicion abuse or neglect may have taken place. It then becomes Child Protective Services (CPS) responsibility to investigate any reports. Failure to report suspected abuse on the part of school officials could lead to both fines and imprisonment. We take this duty very seriously.

### Medications Sent to School

***The Family and dispensing physician must fill out a form before the school can administer medications.*** If your child regularly requires medications during school hours, the school nurse or designee will dispense it. Only prescription drugs in clearly labeled pharmacy bottles with the student's name, current date, doctor's name, name of medication, and dosage, along with physician and family/guardian authorization will be dispensed at school. Please do not send over the counter medications (such as cough drops, Tylenol, etc.) to school with your student unless they have a prescription label and all required paperwork. All medications must be kept and administered in the health office. Students may not keep medication with them. Should there be any questions, please call the main office or the School Nurse at 720-424-0620.

### Student Illness

It is our policy that when students say they don't feel well, we take their claim seriously. When this happens in the classroom, we ask teachers to send the student to the school office. If we do not have nursing personnel on duty at the time, the office staff will do their best to determine whether the child needs to go home. If there is a fever or if the child feels bad enough to go home, staff then calls the families. After talking with the family, a plan will be formulated for pick up if needed. **Students must be fever-free and vomit-free for 24 hours before returning to school. For**





questions about when to send your child back to school please visit [this website](#).

### Tobacco Free District

Denver Public Schools is a tobacco free district. No tobacco products are allowed on school grounds.

### Lost and Found

- Please label all clothing, gloves, hats, water bottles, and lunch bags.
- Lost and Found is located in or near the C3 front office and will be donated the last Friday of each month. Please have your learners check for any lost items as the capacity to store lost and found items in the front office is limited due to space.

### Lunchroom

- Our students will be using the Merrill Middle School campus lunchroom during our own C3 designated lunchtime of 10:45AM – 11:45AM.
- Children may bring lunch from home or purchase lunch. Students who bring lunch may purchase milk. See below for details on payment.

### Expectations

- While in the lunchroom, students are expected to be kind, courageous, thinkers that are:
  - Are patient in the food line
  - Enjoy eating with new friends
  - Clean up after themselves by throwing away all garbage and stacking lunch trays
  - Only eat their own food
  - Use inside voices
  - Listen and respect all cafeteria and C3 staff members
  - Stay seated
  - Eat only the food they have brought or purchased for themselves due to the high number of students with severe allergies

### Routines

- All tables will be assigned seating with student input. Each table has a plate with student names on it and is placed out on each table by cafeteria duty staff.
- Students must notify a C3 staff member, by raising a hand, if they need to get a drink of water or use the restroom (adults should escort kinder and first grade students to and from bathrooms).



- Students must stay in their seats at their assigned table during their lunch time. They are permitted to get up to get seconds in the lunch line and throw their trash away.
- Food, milk and trash must be put into the trash cans. All students are responsible for cleaning up their own food and their own area.
- When a table is clean and ready, students raise their hands to be dismissed to the designated line-up area. A cafeteria staff member will dismiss them to go line up once the table and area is checked.
- Silent C's to and from outside and/or classrooms in respect to Merrill.
- All lunch bags, when not being used in the cafeteria, must be in an assigned classroom lunch bin.
- Listen for the cafeteria common call and response: ex: Macaroni and Cheese  
**Response:** Everybody Freeze

**Denver Public Schools Lunch Meals, Payment and Free and Reduced Lunch Information can be found [here](#).**

#### **Can I join my child for lunch?**

- Yes, Families can bring a lunch or purchase a hot lunch and join their child for lunch. All visitors need to sign in at the front office.

#### **Peanut Policy**

- There is a nut free table in the lunchroom for students with allergies and their invited friends who have peanut-free lunches.
- **All snacks (separate from lunch) brought to school from home must be nut free.**
- Please indicate allergies with C3's nurse and administration team so proper training can take place for the C3 Staff.

#### **Breakfast**

- At this time, we do not have supervision for breakfast but you are welcome to bring your student to the C3 Front Office for breakfast and sit with them after any day before dropping them off at C3 (starting at 8:15am) before the first bell (which rings at 8:25 AM). This breakfast is available free of charge for students.

#### **Parking, Pick-Up and Drop-Off**



## Shared Campus Plan

### Bell Times

C3 8:25am-3:32pm | Cory 8:15am-3:15pm. | Merrill 8:50am-3:50pm



### Bus Locations

- Merrill will have buses picking up and dropping off in on Florida Ave
- Cory will have a bus at Florida and Steele arriving from the Knight Center

### Entering and Exiting C3/Merrill Campus

- Merrill students will be required to leave out of Merrill's front door, blacktop, or Florida Ave. or through the doors to the black top.
- C3 will dismiss out of the south entrance.

### Safety Tips for ALL

Each community member has a role in keeping our campus safe!

- \*Please cooperate with school staff and bus drivers in promoting safe transportation.
- \*Insist upon good behavior on buses.
- \*Follow ALL traffic laws at all times.

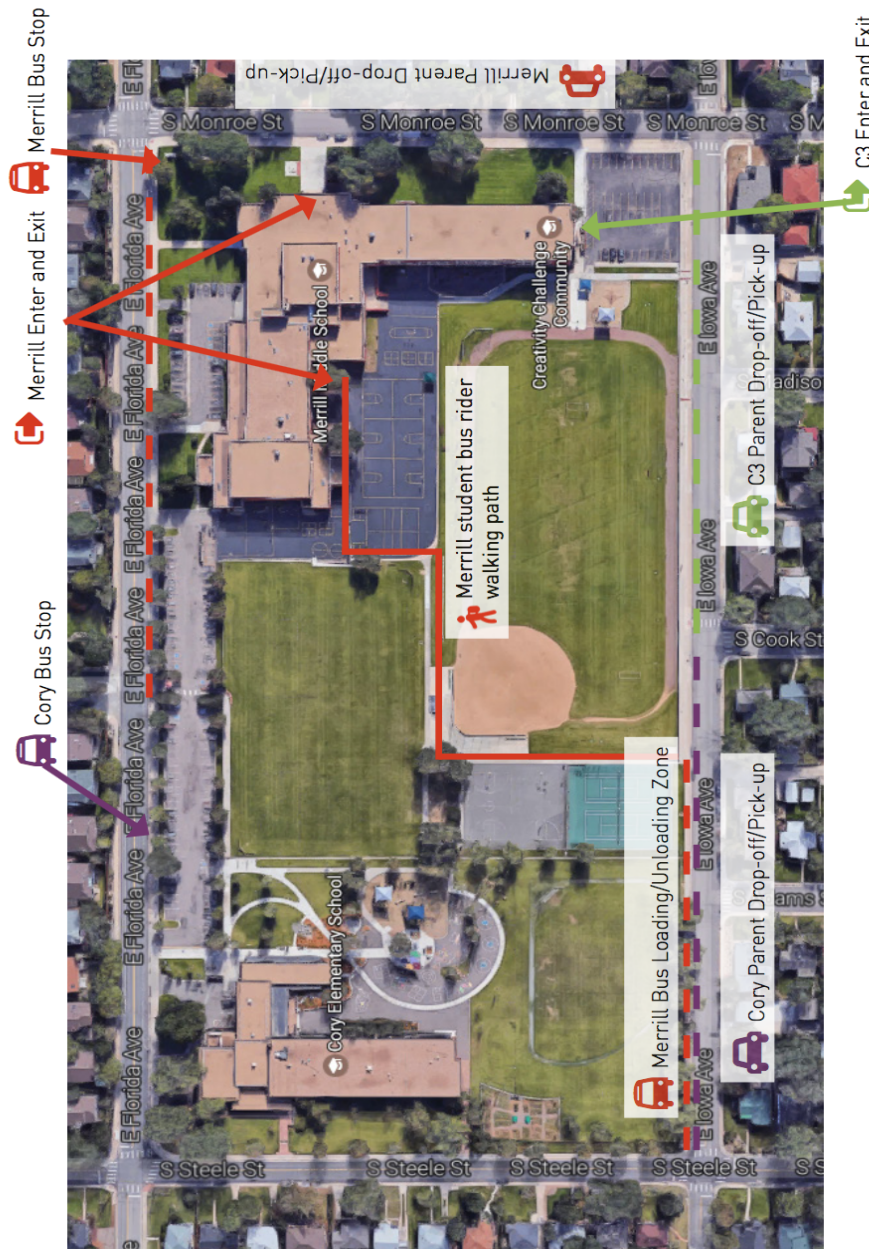
### Pick Up and Drop Off

- Merrill caregivers will be dropping off and picking up students on South Monroe Street
- Merrill buses will be dropping off and picking up at the locations mentioned above.
- C3 will have pick up on Iowa Avenue street and backing up to Monroe Street
- Cory will have parent drop off and pick up on Iowa Avenue starting at Cook Street and going toward Steele Street
- In order to ensure the safety of all and the efficiency of dismissal, please arrive on or after designated pick up times.
- Please follow all traffic rules at all times



# SHARED CAMPUS PLAN

## CAMPUS PLAN TO KEEP OUR STUDENTS SAFE







### Student Drop-Off- AM

Children are not to come to school before 8:10am each day, at which point there will be adult supervision on the playground. Children may not enter the building until 8:20am, except during inclement weather or by prior arrangement. When weather is extreme, students may enter the building at 8:10am. and go to the community room, where staff members will supervise them. For your child's safety, we request your help in monitoring their arrival time at school. Families may drop off students in the *C3 Express Lane* on Iowa Ave. starting at 8:10am. or on the playground. Playground supervision begins at 8:10am. The first bell rings at 8:20am. Teachers will collect students for their designated line up spot and escort them into the building from their designated spots on the playground and front lawn. The tardy bell is at 8:25am.

### Pick Up- PM

Students not attending Discovery Link should either be picked up from their designated spots outside on the playground, or in the *C3 Express Lane* on the north side of Iowa Ave. All families in the *C3 Express Lane* line should be registered for the service and have a "Family Sign" in place in their car window by one of their designated adults.

Cory Elementary will be dismissing at 3:15 this year. Please be timely and arrive on or after 3:30 for the *C3 Express lane* and Iowa Ave. parking.

### **Please follow the rules below when using the C3 Express Lane:**

- Families must register for C3 Express Lane through the [Pick Up/Drop Off Google Form](#) and acquire a car window sign to be displayed during C3 Express Lane pick-up.
- Students will be lined up along the fence on Iowa St starting at Cook St.
- All Students that are signed up for C3 Express will be taken to the C3 Express location daily.
- Please do not park on the northside of Iowa Ave. *This is only for C3 Express.* Students at classroom pick up locations will only be released to a family, guardian or designated adult (adult listed on the child's pick up list). The teacher will escort students not picked up by 3:45pm. to the office and office staff will call family/s.

***All students should be picked up by 3:45 p.m. Please call to inform the office if there is a delay. The C3 Office closes at 4pm and we do not have coverage for students after school due to meetings and scheduled events. We understand that emergencies happen, but if you aren't able to get to school to pick your child up on-time, daily, we ask that you sign up for Discovery Link or an***



***alternate pick-up plan. In instances where staff is unavailable to wait after 4:00pm with your learner, DPS Safety and Security will be called to come and wait.***

### Late Pick-up Policy

***All students should be picked up by 3:45 p.m. Please call to inform the office if there is a delay. The C3 Office closes at 4pm and we do not have coverage for students after school due to meetings and scheduled events. We understand that emergencies happen, but if you aren't able to get to school to pick your child up on-time, daily, we ask that you sign up for Discovery Link or an alternate pick-up plan. In instances where staff is unavailable to wait after 4:00pm with your learner, DPS Safety and Security will be called to come and wait.***

### Toys

**Toys, stuffed animals and playing cardsL ie: Pokemon and sports cards are not allowed at C3.**

### Cell Phones

No student should have a cell phone at school unless it is communicated to teachers and administration for emergency purposes and must remain in backpacks. This includes non working cell phones as toys. Any student that has a cell phone that has not been approved for use by a teacher or an administrator will have their phone revoked and returned to families after being contacted. During State testing all cell phones and smartwatches will be collected and secured in the office. All calls home should be made at the C3 office.

### Smart Watches

No student should have a smartwatch at school unless it is communicated to teachers and administration for emergency purposes. Any student that has a smartwatch that has not been approved for use by a teacher or an administrator will have their watch revoked and returned to families after being contacted. During State testing all cell phones and smartwatches will be collected and secured in the office. All calls home during the school day should be made at the C3 office.



### Visitors at School

ALL VISITORS to the building are required to sign in and obtain a visitor's pass during school hours. These may be obtained in the front office.

### Family Visitation

Families are always invited to visit. Stop by the office to sign in. You will be expected to wear some form of identification indicating you have stopped in the office. In the event of an emergency, we must be able to account for everyone in the building. For the safety of our students and staff, this procedure is very important. Families are asked not to disrupt the class by talking to teachers during instructional time. Please understand that we appreciate your community involvement, but also have the safety and instruction of our community as our top priority.

## **School and Classroom Activities**

### Community Partners

C3 collaborates with the cultural and business communities to create partnerships allowing us to develop creative learning experiences outside of the classroom. Students meet over multiple weeks with at least 3 of our Community Partners over the course of a year. We aim to have partnerships last between 4-6 weeks with an excursion/or partner visit approximately 1 time per week. Kindergarten will practice being out of the building and do a total of 4-6 trips for the entire year. Examples of community partners at C3 include: The Denver Art Museum, the Denver Center Theater Academy, The Denver Museum of Nature and Science, The Denver Botanic Gardens, History Colorado, Clyfford Still Museum, The 4 Mile House, Moraporavida Dance, The Molly Brown House, Byers Evans, NREL, Lighthouse Writers and SPREE. Time with community partners will extend classroom learning to the real world and allow creative exploration of concepts taught in school. We will have opportunities throughout the year for families to chaperone for our community partner experiences.

Family chaperones will be encouraged to support staff and students on the trips. Chaperones will be required to sign the DPS volunteer form and background check that can be found [here](#).

### Curiosity Crews (C2): Enrichment Clusters

Three weeks out of the school year, students will take part in special enrichment clusters based on the work of Joe Renzulli. This will give students an opportunity to pursue their passions through authentic projects in





collaboration with a multi-age group of students with a similar passion. We start by inquiring about students' interests and matching in a presentation of learning. Curiosity Crews or 'Crews' are noted on the C3 2023-2024 School Calendar.

### Field Trips, Excursions

Field trips outside of the community partner visits will generally be connected to classroom curriculum. Classroom teachers will provide additional information about the destinations, activities, and dates. Family volunteers are always needed to make these trips a safe and fun learning experience. Volunteer signups will be through Digital Deets.

### Morning Meetings

Classes hold meetings each day within the classroom. We focus on the motto, "a safe and caring community of kind, courageous, thinkers." C3 will follow it's Scope and Sequence of Social Emotional Learning at each grade-level with a large emphasis on [Empowering Education](#). We also work on equity and inclusion, through activities that look at the culture of our community. As the year progresses, students will explore creative thinking skills including fluency, flexibility, elaboration and originality. This work is practiced throughout the week. We will also have monthly rock ceremonies to acknowledge our Kind, Courageous, Thinking students.

### Rock Ceremonies

Monthly rock ceremonies will be held to acknowledge students that have displayed examples of Kind, Courageous, Thinking over the course of the month. Each grade-level will acknowledge three students during the rock ceremony to honor a student for a Kind, Courageous, Thinking accomplishment that enhances the C3 community.



## School Programs

### Multilingual Learners (MLLs) at C3

C3 has a Language Content Lead and a .5 English Language Development (ELD) Paraprofessional. The Language Content Lead supports MLL required testing and screeners such as the WIDA and ACCESS tests. The ELD paraprofessional works with classroom teachers to best meet the needs of Multilingual Learners. C3 is not a program school for MLLs and there is not a designated ELD Block daily for MLLs.

### Instructional Time

Each grade level creates their instructional schedule together in collaboration with the specials schedule and the SPED team. Instructional time is carefully planned in order to cover Colorado Content State Standards (CCSS). Each lesson has rituals and routines, artifacts, and resources to support classroom practices.

### Literacy Curriculum

All literacy teachers (K-3), the reading intervention teacher and the special education teachers have completed the evidenced based training in teaching reading required by the state of Colorado. Our core reading program for K-3 is CKLA by Amplify and our core program for grades 3-5 is Expeditionary Learning Education. All of our literacy teachers have been trained in the Orton Gillingham approach. In addition to these core programs we use the following supplemental programs in the classroom, for intervention, and for individualized education plans: Lexia Core 5, Heggerty Phonemic Awareness Curriculum, IMSE Orton- Gillingham Plus and IMSE Morphology Programs, Wilson Reading Systems. If you have any questions about reading instruction please reach out to our team.

### Mathematics Curriculum: Bridges

C3 uses the Bridges math curriculum. Bridges is a research-based curriculum and is a comprehensive K-5 curriculum that equips teachers to fully implement the Common Core State Standards for Math in a manner that is rigorous, coherent, engaging and accessible to all learners. The curriculum focuses on developing students' deep understandings of mathematical concepts, proficiency with key skills, and ability to solve complex and novel problems. Bridges blends direct instruction, structured investigation and open exploration. It taps into the intelligence and strengths of all students by



presenting material that is as linguistically, visually and kinesthetically rich as it is mathematically powerful.” [Website for Bridges](#)

### **Science and Social Studies**

These subjects are taught in accordance with the DPS expectations for these subjects at each grade level following the DPS curriculum. Field trips and enrichment classes enhance this curriculum.



## Appendix

# Student, Teacher, Family Agreements



## C3 Elementary School – Student, Teacher, Family Agreement

To ensure academic and social growth for all, we commit to the following:

### Student

- ✓ I will be on time and attend school each day from 8:25am to 3:32pm
- ✓ I will learn and follow the C3 motto and live it as a kind, courageous, thinker.
  - Kind:** I will respect C3 teachers, staff, Families, classmates, school campus, and myself.
  - Courageous:** I will ask questions to help me understand and share my thinking with the classroom community.
  - Thinker:** I will contribute my own creative ideas to classroom discussions and work collaboratively with my peers.
- ✓ I will ensure my safety and that of others, by following the C3 playground rules before, during and after school.
- ✓ I will do my part to keep C3 a safe and caring community.

Name \_\_\_\_\_ Signature \_\_\_\_\_

### Families/Caregivers

- ✓ I will ensure my child arrives on time and attends school each day from 8:25am to 3:32pm
- ✓ I will learn and follow the C3 motto and live it as a kind, courageous, thinker.
  - Kind:** I will be respectful to teachers, staff, children, and other families.
  - Courageous:** I will respect the policies and procedures of C3's handbook and assume positive intentions of teachers, staff and families.
  - Thinker:** I will work collaboratively and positively with teachers, staff and children to solve problems.
- ✓ I will ensure student safety by following playground rules, drop-off and pick-up procedures and C3 health policies.
- ✓ I will uphold my family service requirement of 20 community hours.
- ✓ I will do my part to keep C3 a safe and caring community.

Name \_\_\_\_\_ Signature \_\_\_\_\_

### Teacher, Administration, and School Staff

- ✓ I will commit to being on time and prepared for school each day.
  - ✓ I will learn and follow the C3 motto and live it as a kind, courageous, thinker.
    - Kind:** I will respect students, Families, C3 teammates, my school campus, and myself.
- I will commit to having open communication with Families.



**-Courageous:** I will respect the policies and procedures of C3's handbook and assume positive intentions of students, Families, and staff.

**-Thinker:** I will create a culture of thinking creatively, considering diverse perspectives, honoring specific learning needs, and working collaboratively to solve problems.

- ✓ I will ensure student safety by following playground rules, drop-off and pick-up procedures and C3 health policies.
- ✓ I will do my part to keep C3 a safe and caring community.

Name \_\_\_\_\_ Signature \_\_\_\_\_





## Playground Rules

### General Rules:

1. Safety first, always.
2. Respect for all, all the time.
3. Stay within boundaries (see below).
4. Line up immediately upon signal.
5. Only allowed on playground with adult supervision.

### Boundaries:

Lunch recess: utilize playground, garden, and first half of field (not allowed beyond last bench)

Short recess: Teacher's discretion

### Swings:

1. One person at a time.
2. Sit on bottom, face and swing forward with two hands holding chains.
3. Use brakes to stop, no jumping.
4. Wait on curb for an open swing.
5. Share the swings (if you have been on a swing for a while or someone is waiting, please give them a turn).
6. Handicapped swing – all may utilize, only one person can push at a time.

### Slide:

1. Go down only, face forward on your bottom, one at a time.

### Eiffel Tower:

1. No jerking or bouncing.
2. Do not climb under other climbers; look above and below you when climbing.
3. ALWAYS have 3 body parts connected to tower at all times.
4. No more than 3 people per side = 12 total.

### Purple Playground:

1. Stay below purple bridging bars, no walking across.
2. No standing on top of the playground structures and jumping off.
3. No jumping off the structure from a height taller than 5 feet.

### Garden:

1. No equipment in the garden.
2. Stay off the planters.
3. Be gentle to all plants.
4. Walking only in the garden.

Please clean up all playground equipment at the end of recess. Equipment only remains outside during school day.

### First Aid on playground:

1. First aid bags will be with recess duty members
2. If a child is hurt, get a teacher for help
3. Teacher follows health protocol (first aid/paperwork etc.) and/or directs student to further first aid if needed



When children fight on playground:

1. Bring children to a picnic bench or another safe place to calm down and talk.
2. If there is a physical fight, teachers should be involved to de-escalate. Let the principal and assistant principal know.
3. If there is an argument, ask each child to share their version of the event.
4. Ask each child what they could have done differently to solve the problem.
5. Ask children if they feel safe to go back to playing.





## School Wide Expectations

In the hallway, kind, courageous, thinkers...

- Keep our hands to ourselves
- Help others think by being quiet
- Walk and encourage others to do the same

When with our community partners, kind, courageous, thinkers...

- Share our ideas and listen to each other
- Represent our school by being polite and following rules
- Stay safe by staying with our group

On the playground, kind, courageous, thinkers...

- Invite and include others in games and share our skills
- Follow the safety rules
- Take turns and share the equipment

In the bathroom, kind, courageous, thinkers...

- Keep it clean for others
- Respect others' privacy
- Use calm and quiet voices

In the office, kind, courageous, thinkers...

- Are patient and polite
- Use calm and quiet voices
- Keep our hands to ourselves

In the gym, music room or art room, kind, courageous, thinkers...

- Have the courage to try something new
- Respect the equipment and share it
- Work together

In the cafeteria, kind, courageous, thinkers...

- Are patient in the food line
- Enjoy eating with new friends
- Clean up after ourselves
- Only eat our own food



On the bus, kind, courageous, thinkers...

- Sit quietly in the bus seats
- Listen to instructions from teachers or bus driver
- Stay seated until asked to get off of the bus

In the auditorium, kind, courageous, thinkers...

- Actively listen to the presentation
- Show appreciation for the performance
- Think about our actions

In community meetings, kind, courageous, thinkers...

- Come in quietly and wait for directions
- Actively listen and participate
- Work together

When arriving at school, kind, courageous, thinkers...

- Wait outside for their teacher to come in as a class
- Follow school rules on campus
- Walk in quietly

When dismissing school, kind, courageous, thinkers...

- Get your backpack and line up for express/playground pickup in the appropriate classroom
- Stay in your dismissal area until your pick up arrives and you alert your teacher
- Follow school rules on campus

When using our lockers, kind, courageous, thinkers...

- Keep our lockers neat and clean
- Share space equally with our locker mate
- Close the locker door quietly



## CDPHE GUIDELINES FOR SCHOOL SETTINGS

### HEAD LICE (PEDICULOSIS)

#### **HEAD LICE (PEDICULOSIS)**

##### **WHAT IS HEAD LICE (PEDICULOSIS)?**

Head lice are common among children in all socioeconomic groups, and are not a health hazard or a sign of uncleanliness. Lice are the size of a sesame seed and feed on small amounts of blood. Lice lay oval-shaped eggs (nits) that are firmly attached to hair close to the scalp. Animals do not carry lice that can spread to humans, and human lice do not live on animals.

##### **SIGNS & SYMPTOMS:**

- Itching behind the ears and above the neck/ Some people will show no symptoms

##### **INCUBATION PERIOD:**

- Nits hatch in 10-14 days. Adults live 3-4 weeks.

##### **HOW IS IT SPREAD?**

Head lice are spread by direct contact with the head of an infested person, or by contact with items used by an infested person (such as combs, brushes, and hats). Lice cannot hop or fly.

##### **HOW LONG CAN A PERSON PASS THE INFECTION TO OTHERS?**

A person is contagious as long as they are infested with live lice or nits close to the scalp that have not yet hatched.

##### **PUBLIC HEALTH REPORTING REQUIREMENTS:**

- Individual cases are not reportable. The school nurse/facility director should be consulted for specific concerns, or consultation with the state or local public health agency is available.

##### **CONTROL OF SPREAD:**

- **EXCLUDE** child with an active infestation.
  1. **CHILD CARE:** Children should be excluded until 24 hours after treatment has begun.
  2. **SCHOOLS:** Children should be excluded with an active infestation from the end of the school day until after the first treatment (nits need not be removed, although recommended).
- Students likely to have had direct head-to-head contact with an infested student should be checked for lice preferably by their parents/guardians at home and treated if live lice are found.
- Checking entire classrooms or schools has not shown to be effective at controlling spread.
- Parents/guardians of infested students should be instructed about in-home control measures and should check other household members for lice (give attached "How to Control Head Lice" to parents).
- Students clothing and personal items should be stored separately (hooks, cubbie holes, etc.). Teach children not to share personal items (like hats).
- Launder clothing and bedding in hot water (130F) for a minimum of 20 minutes and dried on the hot setting, OR dry clean. This should be done for items in the facility and at the home.



## CDPHE GUIDELINES FOR SCHOOL SETTINGS

### HEAD LICE (PEDICULOSIS)

- Items that cannot be cleaned should be placed in a plastic bag for 2 weeks.
- Carpet and furniture can be vacuumed or gently ironed (not sprayed with insecticide).
- Combs and brushes should be soaked in disinfectant solution (1/4 cup bleach to 1 gallon of water) or lice-killing solution for 10 minutes.
- “No-nit” policies that require children to be nit free are not recommended because they have not been shown to be effective controlling outbreaks and may keep children out of the program needlessly.

#### **TREATMENT:**

Over-the-counter and prescription treatments are available. Treatment instructions should be followed closely. Flammable or toxic substances, such as gasoline or kerosene, should never be used. Nits can survive treatment, so a second treatment is often needed 7 to 10 days after the first treatment. Removing nits from the hair using a nit comb is recommended.

#### **HOW TO CONTROL HEAD LICE:**

1. Shampoo the child's hair (and other infested family members) with an appropriate shampoo or cream rinse, which is labeled for controlling lice. Some examples of lice shampoos or rinses include: A – 200 Pyrinate, Kwell, Nix, Rid, and R & C. These and other products are available at your local drug store, or they may be prescribed by a doctor. Be sure to follow the instructions on the label!!!! Do not use remedies or products that are not labeled for controlling lice as these may not work, and they may even be harmful.
2. Be sure to shampoo all affected family members at the same time! Any family member with nits (eggs) in the hair or with an itchy scalp should be treated.
3. After shampooing, family members should change into clean clothes. Wash all dirty clothing, linens, and towels in a hot or warm wash cycle. Non-washable items may be dry-cleaned, or they may be vacuumed and sealed in plastic bags for two weeks.
4. Soak combs, brushes, hair picks, etc. in hot (almost boiling) water for at least 15 minutes.
5. Vacuum chairs, couches and other furniture where the children sit, sleep, or play in order to pick-up any loose nits or lice. You do not need to apply household pesticides.
6. Be sure to shampoo everyone once again 7 to 10 days later!!! The timing is very important. In addition, remember to wash dirty clothes, vacuum furniture and treat combs and brushes on the same day.
7. To better your chances for a successful treatment, take the time to remove nits from your child's hair, preferably by using nit combs which are available at local drugstores. Nit removal is important as some of the eggs will survive the shampoo treatments.

#### **HOW TO AVOID GETTING HEAD LICE:**

Do not share hats, combs, brushes, scarves, or coats. Hang your coats separately. Do not hang or pile them on top of each other.