

**Bromwell Elementary
Community Handbook
2023-2024**



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Our Purpose

We create the foundation for a life-long love of learning.

Our Values

We are Compassionate
We are Joyful
We are Brave
We are Imaginative
We are All In
We are Bromwell!

* Bromwell believes in order for kids to be successful, we need to consistently provide a safe, loving, supportive, respectful, positive, welcoming and nurturing environment where the social emotional needs of students are met.

Vivid Description

Bromwell is a caring and inclusive community where we ensure each student is engaged in innovative and joyful learning experiences. We are global citizens who are committed to continuous growth and leadership.

Bromwell promotes growth of the whole child*	Bromwell empowers all staff	Bromwell takes pride in all academic growth and achievements	Bromwell is an inclusive & welcoming environment for all members of the community
Students are aware that they are part of a global community and take responsibility to have a positive impact on the world around them. Students are confident and take pride in their school and themselves. We inspire curiosity through fostering our kids' passion and enthusiasm for learning. We celebrate and honor the diversity in our community.	Staff is supported by leadership and encouraged to be innovative and creative. Staff continuously strive to be exceptional! Staff collaborates to share their expertise and new ideas.	We instill a love of learning. We provide rich and challenging learning experiences for all students and develop critical thinking skills to solve complex problems. Our academic experiences in all classrooms are well rounded and engaging. Bromwell staff will promote self-advocacy skill development so students learn life-long strategies to help them take charge of their lives and maximize their strengths.	The Bromwell community includes the students, staff, families and Cherry Creek businesses & neighbors. The Bromwell community is vital to our creative and innovative success! The Bromwell community encourages & invites all facets of parent and family involvement in the school. We welcome and accept everyone as an important member of our community and value each voice.

Here at Bromwell we are Living our Values!

Students who are Brave: - Stand up for what is right! - Make mistakes and learn from them - Take risks - Persevere, especially when things get hard!	Students who are Imaginative: - Think outside the box - Problem solve - Use their strengths to support their learning - Set the skies as their limit	Students who are Compassionate: - Inclusive of everyone - Understand & celebrate each other's differences - Show empathy - See other's perspectives
Students who are Joyful: - Love learning - Confident in themselves - Balance hard work and play - Communicate their strengths and needs	Students who are ALL IN! - Committed to their learning - Participate with a positive attitude - Respect everyone - Always Living the Values!	

GENERAL INFORMATION

Visitor Information At Bromwell, student safety is our number one priority. For this reason, we ask that all guests, including parents, family members, visitors, volunteers and room helpers, sign in and provide state issued ID at the front office. We ask that badges be worn at all times while you are in the building. All of our entrances are monitored by security camera and the only entrance visitors are permitted to enter is the main entrance located on the North side of the building off of 4th Avenue.

Arrival and Departure Information School hours are 7:40am to 2:40pm. Teachers and staff dismiss students promptly at 2:40pm. If you have a question about pick up times, please contact the Front Office at 720-424-9330. ECE school hours 7:50am - 2:30pm

Teachers warmly welcome our students each morning at their designated classroom spots on the blacktop. We ask that students line up in their designated spots on the playground. Playground will be monitored starting at 7:35am each morning. Please do not drop off before then. We ask that parents schedule an appointment if you need to meet with a teacher. Students can enter the playground through the garden gate, alley gate, or at Kiss & Go drop off.

Breakfast Did you know that DPS offers free breakfast to every child? Every morning our kitchen staff prepares healthy breakfast options for our students. Breakfast will be delivered to classrooms upon arrival. Please email your teacher if your child will need breakfast at school.

Drop-off and Pick-up Procedures We ask parents to say goodbye outside of the gates or at Kiss N Go for vehicle drop off. For safety reasons, parents will not be allowed to walk their child(ren) into the building. Morning supervision begins at 7:30 a.m.

Students in grades kindergarten through fifth-grade who are picked up at the end of the school day, will be waiting outside in their designated areas with their teachers. ECE students must be signed out from the classroom.

Kiss & Go Our Kiss & Go lane was designed to create a convenient drop off and pick up method for busy parents on the go! Students who arrive using the Kiss & Go Lane can be dropped off starting at 7:30am and ending at 7:50am. on E. 3rd Ave. The Kiss & Go lane is supervised daily even on inside recess days! See the Bromwell Transportation Plan for detailed drop off information.

Morning Drop-off

- All families may access the Kiss & Go lane for morning arrival (drop-off) at any time starting at 7:35am - 7:50am. The morning lane promptly closes at 7:50am.
- No registration is necessary for morning drop-off. Families are welcome to use as needed.

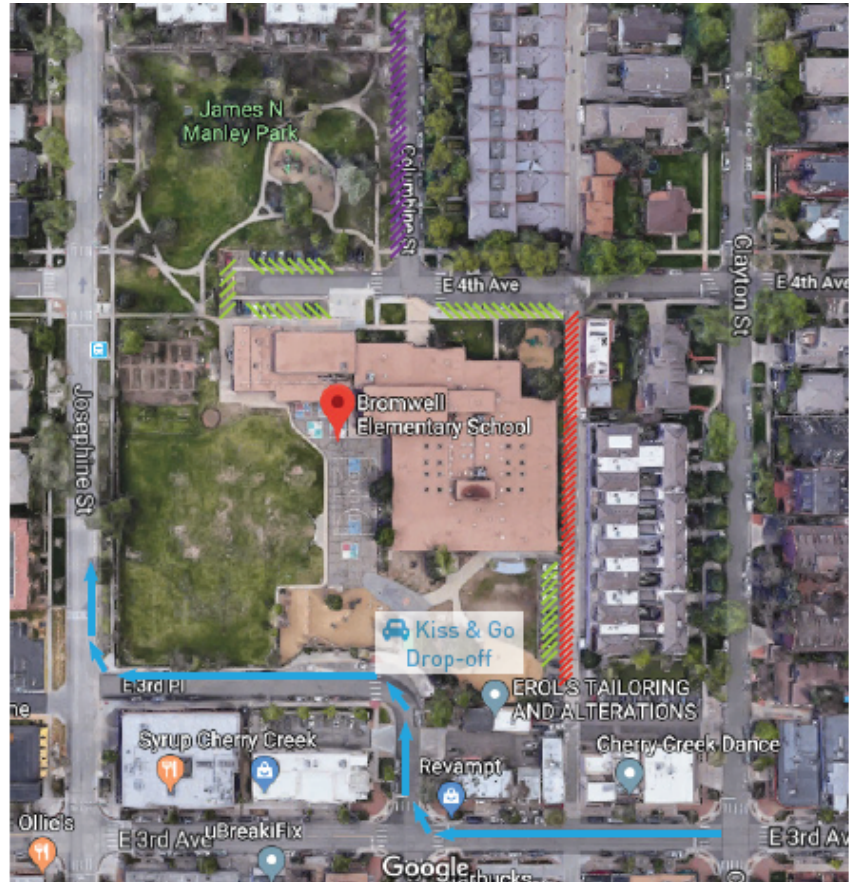
- We encourage all families to use the Kiss & Go lane for arrival when there is inclement weather and on inside days.

Afternoon Pick-up

- Families who wish to use the Kiss & Go lane for afternoon dismissal (pick-up) will complete the online registration [here](#).
- Students will be dismissed from their teacher to the Kiss & Go staff member.
- Students will line up behind the school gate on E. 3rd Ave. and the Kiss & Go staff will dismiss students in order of the vehicles using the information displayed on the vehicle's hang tag. Siblings will line up together and will be dismissed together.

Arrival and Dismissal Plan:

-  Parent Parking
NO EXTENDED PARKING
-  School Bus Loading/
Unloading Zone
**NO PARENT DROP-OFF/
PICK-UP**
-  Kiss & Go Student
Drop-off/Pick-Up
Line
NO PARENT PARKING
-  **NO PARENT PARKING**
-  Staff Parking Only



Late Pick Up Procedures:

Weather We keep our students inside and warm on very cold and/or wet days. If the temperature is 20 degrees or less (wind chill factor is taken into consideration), we will call for an inside recess. In Colorado, our weather is unpredictable so dress your child(ren) accordingly or in layers. The school will send out notifications via School Messenger if it is an inside day for morning drop off. On an inside drop-off morning, please drop off students using the Kiss & Go lane, a Bromwell staff member will escort your child to their dedicated indoor drop-off location. Parents will not be allowed inside the building for any drop-off conditions.

Snow Days DPS officials make the decision to close schools due to weather conditions. The district is committed to making a decision by 5 a.m. or earlier. The decision to close is made based on information provided by the DPS Department of Transportation, the weather bureau and city and county law enforcement.

If school is canceled or delayed, this information will be posted on DPS' website at dpsk12.org and on DPS' Facebook and Twitter pages. A message denoting the closure will also be left on DPS' closure hotline at 720-423-3200, as well on the DPS Transportation hotline at 720-423-4600. Also, the Communications Office will immediately notify local television and radio stations, which will broadcast regular announcements of school closures. You can visit the DenverChannel.com, 9News.com, KDVR.com and denver.cbslocal.com. Notifications in Spanish will be made on radio newscasts on 1150 AM, 1280 AM and 1090 AM. Bromwell will also send out notices via the Flyer Connect App.

Delayed Start Days DPS may choose to announce that Bromwell Elementary is on a "delayed start" on a snowy day. In the event there is a weather delay, the start time for all Bromwell students will be 10:10 a.m. with inside supervision beginning at 10:00 a.m.

Discovery Link Delayed Start In the event, DPS calls a weather delay the Bromwell Early Riser program start time will be delayed by 2 hours. Programming will begin at 8:30 AM rather than 6:30 AM. This information will be posted on the Discovery Link [website](#). On days when there is a confirmed delay, an email will be sent to families through the registration system.

Professional Learning & TEAL Days We believe in providing our teachers time to engage in professional learning. DPS has included Professional Development days (TEAL days) into the school calendar. The school leadership team determines how teachers utilize this time either as a whole staff, grade level teams, or individual planning time. Bromwell will have four additional no student contact data dig and conference days to analyze student learning and plan for instruction.

Volunteers Calling all Volunteers! Parents, families and community members who have a desire to volunteer in a classroom or in the school on a regular basis, must complete a background check. This DPS policy ensures the safety for our children as they interact on a regular basis with an adult in a position of trust in the school setting. The volunteer application can be found on the [DPS website](#). More specifics on opportunities are available via our PTA who coordinated our volunteers. Please email volunteers@bromwellpta.org for more information or visit www.bromwellpta.org.

Custody Paperwork Check in with or call the main office if you need support with family custody situations involving your child(ren). 720-424-9330

Parent/Guardian Contact Information It is extremely important for parents to keep the school informed of any changes in emergency, doctor and home or work phone numbers during the year. Current information is a necessity for the safety of your children. Please check in at the front office to ensure your information is up to date.

Outside Service Providers DPS policy prevents outside service providers to work with students during the instructional school day. Outside service providers are required to reserve school space before the school day starts or after it ends to provide additional educational or therapy related services not associated with Denver Public Schools. Space can be reserved by contacting Community Use at <http://thecommons.dpsk12.org/Page/814>. If space is reserved for additional services, please notify Cindy in the main office.

In addition, private appointments for tutoring or other academic specialized services should be scheduled outside the instructional day or hours of the school. Students are not allowed to miss portions of the school day for private academic services. This does not include routine medical appointments.

Collaborative School Committee The Collaborative School Committee (CSC) brings together Bromwell families, staff and community members to create and implement a plan to promote high academic achievement in our school. This committee meets on a regular basis throughout the school year and is an opportunity for stakeholders to have a voice in the school.

Members are elected to two-year terms and may be elected to no more than 3 successive terms. The constituent group elects new members to fill vacancies during the school term. CSC members will nominate and approve individuals to fill vacant business representative positions. CSC meeting agendas, minutes, and summary are made public and accessible on the Bromwell Website. <https://bromwell.dpsk12.org/parent-resources/collaborative-school-committee/>

CSC versus PTA What is the difference? CSCs are required by state law and have specific responsibilities and structures. While parent-teacher organizations can look and feel similar to a CSC – in that they are composed of parents and teachers, and facilitate family-school partnership – they serve different functions. The National Parent-Teacher Association is an advocacy organization focused on engaging and empowering families in schools. If you are interested in joining the Bromwell PTA visit <http://bromwell.dpsk12.org/parent-resources/pta/>

Classroom Parties Room Parents will be supporting teachers with a class sign-up sheet for classroom parties. Please speak with your child's teacher before bringing any food items. ALL food brought to school must be store bought in accordance with DPS policy. While you are planning your treats, please avoid bringing peanut products to school as several Bromwell students are extremely allergic to peanut products. We ask that younger siblings not attend classroom

parties or events with their parents.

Birthdays Please check in with your child's teacher about individual birthday celebrations.

Outside School Invitations Planning a private party? We ask that invitations to birthday parties, etc., not be sent or delivered at school unless addressed to everyone in the class (due to hurt feelings).

Lost and Found We ask that personal property your child(ren) bring to school be clearly marked with their names. The Lost and Found area is located outside of the main office. Students may check the Lost and Found for lost items outside of class time. Small items (example: glasses, keys, etc.) are located in the front office. Unclaimed items are given to charity three times per year. The school takes every precaution to safeguard private property, however we cannot assume responsibility for lost items.

Internet and World Wide Web Policy At Bromwell Elementary we believe in the educational value of technology. Denver Public Schools Board Policy EGAEB - Internet Policy will be used as guidelines regarding student expectations. Students will need to have a signed copy of the proper form (on file) in order to use computers at school. This form can be found here; <https://dpsk12.info/214>. To review DPS Policy EGAEB, please visit the district website at <http://www.dpsk12.org/policies/>.

Pets *For safety and health reasons, animals are not permitted on school grounds.* This includes pets on a leash during arrival and dismissal times. **Denver City Ordinances prohibit having dogs or other animals on the playground and at no time should an animal be off leash on campus.** Please respect this ordinance even after school hours and on weekends. We recognize that some dogs are service animals and are exempted from the above policy.

Nutrition Information School menus are available here: <https://www.schoolcafe.com/menus>.

Breakfast/Lunch Breakfast will be provided at no cost. If students would like seconds, they need to have money loaded onto their MySchoolBucks account as there is a cost for seconds. We are asking that all Bromwell families complete a meal application regardless of perceived eligibility: <https://www.myschoolapps.com/Application>. This meal application helps the district to secure additional funding to continue to provide ALL students with meals at no cost. Extra milk for students bringing lunch from home through www.myschoolbucks.com

Bromwell Composts Bromwell students are saving planet earth one lunch tray at a time! During breakfast and lunch, students will be recycling and composting food and packaging items. To help with our efforts, we appreciate when students pack lunches in reusable containers.

Attendance Students, parents and the faculty share responsibility for attendance. All students enrolled in DPS are required to attend class in accordance with Colorado Compulsory Attendance Law §22-33-104, C.R.S.

Attendance in class is an integral part of the educational process, and students are required to be in attendance every day school is in session. Parents, guardians and legal custodians of students are obligated by state law to ensure the child's attendance. If unexcused absences exceed four or more days in a one-month period or 10 unexcused absences in one semester, a letter will be sent notifying parents that they are in breach of the DPS attendance policy and are at risk of truancy filing. [Please read DPS Policy JE-R](#) Student Attendance Procedures. Every month, the school Truancy Officer assigned to Bromwell reviews student attendance and sends letters to parents for those students whose absences are excessive. The definition of "excessive" changes throughout the school year based on the number of school days in person, but parents can expect to receive the first letter after five absences or five tardies.

Tardies It is important that children arrive on time for school. A "tardy" child not only disrupts the class when arriving late, but he or she misses an important part of the academic learning time. When it is unavoidable and a child is tardy, he or she must check in with the school office before going to class. The office will add his or her name to the lunch list as well as remove it from the "absence" list. The student also needs to take an "admit" slip to the teacher. To excuse a late arrival in advance, please call the attendance line at 720-424-9380.

Early Departure Information If a student needs to be taken out of school before the end of the school day, an adult is required to sign the child out in the office. Please buzz the main office, and wait outside the front doors. Someone will be with you shortly to retrieve your child from the classroom. If anyone other than the parent, guardian or family members listed in your student's DPS portal is to pick your child up from school, prior arrangements must be made with the office. We will request an I.D. from anyone who picks up a child, and all are required to sign students out each time they leave early.

Excused Absences The following are considered excused absences: temporary or extended illness, injury, or physical, mental or emotional disability with a doctor's note; family emergencies; absences excused by the principal through prior requests of parents or guardians; absences pursuant to school release permits under [District policy JHD](#); absences which occur when a student is in custody of a court or law enforcement authority; or any other absence approved by administration or designee. Please provide documentation whenever the absence involves a visit to a doctor's office.

Unexcused Absences The following will be considered unexcused absences: those resulting from suspensions and expulsions; those absences lacking prior approval from school staff.

Notification of Absences Parents are required to phone the attendance line or the primary office at 720-424-9380 to report the absence of their child. The absence should be phoned in by 8:00 a.m. on the day of the absence, or the preceding day. Attendance messages may also be left on the attendance hotline at any time. Parents should leave the following information: Parent's name, child's name, teacher's name, dates of absence and reason for absence.

Scheduling Vacations While School is in Session Parents are encouraged to schedule all

vacations during school calendar breaks. Throughout the day, students are exposed to a variety of experiences that contribute to their learning. When a student misses a significant amount of school for vacations, it is difficult for her or him to fully make up what was missed. Instruction is adjusted daily based on student needs; therefore, teachers generally will NOT be able to provide make-up work prior to a scheduled vacation. Although much classroom time cannot be replicated, work that can be done independently will be provided upon the student's return. Vacation absences are NOT considered an excused absence.

Make-up Work for Student Absences Students are responsible for obtaining the assignments missed and completing them. If parents want to pick up missed school assignments at the end of the day, it is necessary to call the office by 8:00 a.m. This allows the teacher the entire day to gather the appropriate materials. Please support our goal of high levels of instruction at all times by choosing not to interrupt class time to obtain missed assignments. This is disruptive and subtracts valuable instructional time.

SAFETY INFORMATION

Safety at School Bromwell Elementary has emergency plans for fire, natural disasters and unwanted intruders. Drills are conducted regularly so that students will know what to do in an emergency. We teach our students to be quiet during these times so they are able to follow all staff directions during drills.

Severe Weather Dismissal In the event of severe weather at the time of dismissal, students will be picked up in their classrooms. We will send a message on Memberhub by 3:00 p.m. if we are going to shift to the Severe Weather Dismissal Plan.

Tornado Watch Office staff will consistently monitor the weather.

Tornado Warning All staff and students will go to their designated safety area. 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 as 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.

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

Fire 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

Off-campus Evacuation If we need to leave school grounds, we will go to our designated off-site evacuation locations. Information will be sent to you through robo-call and/or robo-text from the DPS Communications Office.

Lockdown Our school is always on a modified lockdown, this means that all exterior doors are locked and visitors must be buzzed in by the main entrance. 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 safe as possible, there will be **no exceptions**.
- No students will be dismissed until the situation is over.
- Information will be sent to all families via robo-text and/or robo-call through the DPS Communications Office. Please do not call the school as we will be working with authorities to ensure the safety of the students.

Drills In accordance with DPS guidance, Bromwell students will participate in drills simulating emergency situations. These drills include fire drills and lock down drills. More information will be provided by the Principal regarding time, and recommendations on how to discuss these situations with your child(ren).

Accidents Most injuries occurring at school require minimal assistance, which will be administered by office personnel. If a more serious accident occurs, the school office personnel will make every attempt to contact the student's parents at home or at work. If the parents are unavailable, the authorized emergency contact person will be contacted. It is imperative that the office has at least one emergency contact person who is not a parent. Remember, it is extremely important that up to date information is given to the office staff so that your records are current.

Walking/Bicycles We strongly encourage parents to walk their children to school a few times to familiarize them with the route from your home prior to having them walk on their own. We ask that parents teach their children to use the crosswalks and obey all traffic regulations. Bicycles and scooters must be walked on the school grounds and should be locked to the bicycle racks during the school day. For safety reasons, skateboards, scooters and rollerblades must be dismounted when entering school property. The school does not assume responsibility for lost or stolen bicycles, skateboards, scooters and rollerblades.

Playground Equipment The playground and school ground areas are reserved for school use during school hours and afterschool daycare hours. Please plan your family visits to the playground area outside of designated hours. Anyone on school property will be asked to leave when school children are present, due to safety concerns.

Personal Items from Home During school hours, school personnel provide playground and sports equipment. Therefore, for safety reasons and to prevent loss and theft, we ask that students not

bring personal equipment, toys, games, ipods, MP3 players, tablets, Pokemon cards, etc. from home to school unless given permission from a school authority. Fidget spinners and/or sensory toys are NOT to be brought to school. If your child has an IEP or a 504 that includes the use of sensory tools, these tools will be provided by the school. The school will not assume responsibility for personal items brought to school.

Video/Pictures/Photography Parents cannot take pictures or video of students other than their child to post on social media without the permission of the other child's parent. We ask that parents who have pictures to share of school events, submit the pictures to a school staff member to review prior to posting on school sponsored social media. This will ensure that only students for whom parents have granted permission are pictured on social media. Students cannot take pictures or videos of other students or staff members during the school day or during school related events unless using school equipment for a school sponsored project.

SCHOOL COMMUNICATION AND INFORMATION

Display of Information School calendars, District resources and services provided to the community are some of the items available for your information. They will be available in the front of the school, Memberhub, and on our school website.

The Principal Post, Bromwell Bulletin, and Teacher Weekly Updates Our school communications will continue to be paperless. The principal post and Bromwell Bulletin will be sent via School Messenger. Your teachers will send occasional reminders and continue to utilize grade level websites for ongoing class updates, both fun and educational.

Teachers will send home student work and other communications from the school on Friday's each week. Please look for this information in your child's backpack.

You may also contact teachers through their DPS email address which are found on Bromwell's website. Example of staff email address: Firstname_Lastname@dpsk12.org

Bromwell staff members make every effort to return emails during their office hours which typically are before & after school (no later than 5PM), during teacher planning time, or on their lunch break. If you are in need of immediate assistance please call the main office at 720-424-9330.

Feedback and Grievance Procedures Our positive school culture is built on direct communication and open and honest feedback. We want to hear from you! Please contact us with any and all questions and celebrations you'd like to share. Please contact us anytime! Main Office: (720) 424-9330 or bromwell_elementary@dpsk12.net.

Grievance: Bromwell Staff understands that sometimes concerns and challenges arise within a classroom or school environment and when that happens, it is helpful to have guidance

regarding how to address your concerns. First, let's assume we all have positive intent for our students, child(ren) and community. In working through a concern at our school, it is the parent's obligation to follow a process, and work with good faith to find resolution within a student's classroom:

1. Contact and set up a meeting with your teacher via email. Text messages are not an acceptable method to communicate frustrations. Email: firstname_lastname@dpsk12.org
2. Please document the meeting, including notes on content and dates of contact.
4. If you believe your concerns are not addressed sufficiently after meeting with teachers or other staff members, please contact our Principal via email at valecia_vonweise@dpsk12.org. Please make sure you include as many details as possible.

Harassment or Discrimination If you are a student, parent, community member, or employee who needs to raise a concern of harassment or discrimination, please first contact the school or department where the conduct took place so we can address your concern at the site level immediately. Otherwise, parents and community members may contact the [Office of Family and Community Engagement \(FACE\)](#) at 720-423-3054. DPR concerns may be shared through [this form](#). Title IX Concerns may be reported through [this form](#) and after speaking with a Title IX Coordinator, formal complaints may be filed through [this form](#).

Request for Specific Classroom Placements Each spring the Bromwell staff puts a great deal of time and thought into creating the class rosters for the following school year. Teachers, who have had an entire year or more with your child, work together to create the best possible classroom placement and combination of students for the next school year. While we can't accept parents requesting specific teachers. Bromwell staff engage in thoughtful collaboration developing class lists. Staff consider general student characteristics, gender balance, learning needs, friendships, twins, and new families. We believe creating classroom lists of joyful, personalized, and rigorous learning environments by every Bromwell staff member, requests for classroom changes will not be approved.

Parent Teacher Conferences Formal Parent-Teacher Conferences are scheduled during the school year. Parent-Teacher Conferences allow for parents and teachers to discuss their child's progress. At the Parent-Teacher Conference, specific student data and observations about daily work habits, academic strengths and needs, and social emotional information will be shared with the parents. If you wish to have additional conferences throughout the school year to discuss your child's progress, please reach out directly to the teacher.

School Telephones At Bromwell we value open communication and parents should feel free to

call the school at any time. In the event you need to contact your child's teacher during the instructional day, your call will be directed to their voicemail where you can leave a message which will be placed in the teacher's email. Bromwell staff members make every effort to return phone calls during their office hours which typically are before & after school (no later than 5PM), during teacher planning time, or on their lunch break. If you are in need of immediate assistance please call the main line at 720-424-9330. The school office staff will make every effort to deliver messages to students if calls are received by 2:15 p.m.

Students may use the phone to contact parents for emergencies or as requested by a staff member. For non emergency situations students will be allowed to call parents during the day on an as needed basis per the approval of a staff member. We ask that Bromwell families arrange plans for after-school activities prior to coming to school.

EXPECTATIONS FOR STUDENTS

At Bromwell Elementary we instill high expectations for all of our students. In addition , students are required to demonstrate and show understanding of school rules and honor our DPS board policies. At Bromwell, we have aligned our expectations to the DPS Student Code of Conduct and discipline matrix when working with student behaviors. DPS Board policies can be found [here](#) .

Dress Code We believe the way in which students show up for school, sets the tone and preparedness for the school day. We ask that students come to school ready for an amazing day of learning and growth. This includes weather clothing that works for the current weather, as they will be expected to participate in outside activities weather permitting. For the safety of children, we ask that students wear their boots to school, but bring other shoes to change into once they are in the building. All students should bring tennis shoes to wear on the days that they have physical education.

Personal Belongings We know from experience problems often arise when personal items are brought to school and can be hazardous, disruptive, or interfere with school procedures. We ask that children secure the permission of the teacher before bringing toys or collectibles to school. Money and other valuables should only be sent to school when there is a designated need. Students will not be allowed to trade cards or other collectibles at school. The school will not assume responsibility for personal items brought to school.

Cell Phones Due to the increase in the number of elementary students with cell phones, we ask that student cell phones remain or be stored in backpacks or in the teacher's desk during the school day. Students may access their cell phones at the end of the school day. Staff can request at any time to store cell phones that are not in backpacks and if they are distracting other students.

Smart Watches Students are not to use smart watches to make calls or text, take pictures, or play games during the school day. *Refer to Board Policy JK-R

Support for Students At Bromwell Elementary, we strive to support all students within our school community. We use a variety of strategies to support our students. We also have designated staff members who support students: Instructional Specialists, School Psychologist, Special Education Teacher, and MTSS Team.

Multi Tiered System of Supports (MTSS): MTSS is defined as *a data-driven, prevention-based framework, supporting the Whole Child through a layered continuum of evidence-based practices and systems*. At Browell, teachers and instructional specialists collaborate to ensure all student's unique needs are being met through data analysis. If a student is not making adequate progress, teachers and parents are encouraged to contact the MTSS team. This allows the team to engage in the problem solving process prior to a special education referral. If your student needs additional support in any area, please email john_gallagher@dpsk12.net

Special Education: Students with an Individualized Education Program (IEP) receive special education services. Special Education is specifically designed to meet the unique needs of a student with a disability.

Gifted & Talented Services: At Bromwell, meeting the needs of all of our students, including our exceptional learners, is a core value and priority. We value the unique characteristics of our exceptional learners, including their social and emotional needs. Opportunities for accelerated learning, enrichment and rigorous instruction happen within our classrooms. Our Gifted and Talented (GT)/Highly Gifted and Talented (HGT) Specialist, Penelope Pickle, will support students by providing testing for identification and working with classroom teachers to develop Advanced Learning Plans (ALPs). If you have any questions or would like more information regarding GT/HGT, please contact penelope_pickle@dpsk12.net

PAWS At Bromwell Elementary, we define student behavior expectations with a positive, asset based approach. Positive Behavior Intervention Support (PBIS) Systems at Bromwell. The PBIS program supports teachers, students and parents to correct negative student behavior in the following ways:

1. Identify the expected student behaviors and desired outcomes
2. Teach, model and practice what those behaviors look like, sound like and feel like
3. Specifically praise appropriate behavior with private or public acknowledgement
4. Collect data to determine successes and barriers to reaching the desired goals

Guiding Principles:

- Every child can learn proper behavior.
- Stepping in early can prevent more serious behavior problems.
- Each child is different and schools need to provide many kinds of behavior support.
- How schools teach behavior should be based on research and science.
- Following a child's behavioral progress is important.

- Schools must gather and use data to make decisions about behavior problems.

Positive Behavior Expectations for all areas of the school include:

PAWS in the Classroom -Eyes Watching -Ears Listening -Voice Quiet -Body Still	PAWS in the Bathroom P-Privacy please and voices quiet A-Always flush, appropriate use of water W-Wash your hands S-Show our Values!	PAWS in the Hallway P-Place hands securely A-Attention ahead W-Walk with voices quiet S-Show our Values!
PAWS in the Auditorium P-Place hands in lap A-Applaud appropriately W-Watch the speaker S- Show our Values!	PAWS in the Cafeteria P-Pick up after yourself A-Accept new friends W-When the lights are off, voices quiet S- Show our Values!	PAWS on the Playground P-Play safe A-Accept all friends W-Walk when appropriate S-Show our Values!

Bear PAW Awards: Each month students from each grade level will be awarded the Bear PAW Award for Living our Values! A value will be assigned monthly and students who are nominated will receive the award including a certificate and t-shirt in an all school assembly at the end of the month. Students will have pictures taken at the front of the school following the assembly.

Resolving Conflict and Student Behavior The restorative practices approach at Bromwell Elementary is a philosophy (not a program or specific activity) that sees relationships as central to learning, growth and a healthy school climate for students and adults. Restorative practice seeks to repair relationships. Restorative practice is a strategy that seeks to repair relationships that have been damaged, including those damaged through bullying. It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim.

Restorative discipline is a whole school relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control and meaningful accountability over punishment.

At Bromwell, restorative practices and discipline is established through restorative conversations. Staff, students and administration facilitate the conversation through the following questions:

Questions: What happened? What is your side of the story? Who was affected and/or harmed? What part are you responsible for in the situation? Who else was involved and how are they feeling? How will things be made right? How can we restore the problem?

Student Response Prompt I am feeling... To restore this, I can... Because of my actions, I think _____ feels...

Social Emotional Curriculum Bromwell students and staff engage in school-wide SEAL lessons daily. Teachers also utilize Second Step as the social-emotional learning research-based, teacher-informed, and classroom-tested curriculum to promote the social-emotional development, safety, and well-being of children.

Bullying: Bullying Is Not Tolerated Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law or district policy, including race, color, ethnicity, gender, sexual orientation, gender identity, transgender status, religion, national origin, ancestry, age, marital status, veteran status, or disability, whether such characteristic(s) is actual or perceived.

A student who engages in any act of bullying, and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. In accordance with DPS Board Policy JICDE.

CURRICULUM

At Bromwell, we intentionally design learning environments that support students with rigorous tasks, high expectations, feedback for students, and are culturally responsive in practice.

Orton Gillingham (OG): Students in grades K-5 receive direct phonics instructional block each day. OG is an intensive, sequential phonics-based system that teaches the basics of word formation before whole meanings. The OG approach uses a multisensory approach and utilizes the three learning modalities through which people learn—visual, auditory and kinesthetic.

Heggerty: Heggerty is a Phonemic Awareness Curriculum used in grades K-2. Students receive explicit instruction in the 6 layers of Phonemic Awareness: Isolation, Blending, Segmentation, Addition, Deletion, Substitution.

Core Knowledge Language Arts (CKLA): CKLA is a comprehensive program for teaching reading, writing, listening, and speaking while also building students' vocabulary and knowledge across essential domains. CKLA is used in Kindergarten through 2nd grade.

Expeditionary Learning (EL) Education: EL is Bromwell's literacy curriculum in grades 3rd-5th which include lessons infused with learning, rigor, and joy. Students read, think, talk, and write about compelling topics. Students engage in meaningful tasks that motivate students to do their best work and assess students' growth as readers and writers.

Bridges Math: This math curriculum focuses on developing students' deep understanding of mathematical concepts, proficiency with key skills, and ability to solve complex and novel problems. Bridges blends direct instruction, structured investigation, and open exploration. Bridges engages the intelligence and strengths of all students by presenting material that is as linguistically, visually, and kinesthetically rich as it is mathematically powerful.

Amplify Science: Amplify Science is used in Kindergarten through 5th grade. Amplify blends hands-on investigations, literacy-rich activities, and interactive digital tools to empower students to think, read, write, and argue like real scientists and engineers.

Inquiry Journeys: Bromwell follows Inquiry Journeys Social Studies curriculum. Inquiry Journeys support culturally responsive education, inspires inquiry based learning, aligns to Colorado State Standards, and supports in the development of literacy skills.

Common Core State Standards A Common Core State standard is a statement that describes what a student should know and be able to do across grade levels in Language Arts, Math, Science and Social Studies. For specifics on each standard, visit <http://www.corestandards.org/>

Student Assessment Teachers at Bromwell use assessment tools and resources to identify student proficiency. Some items which may appear in the student's Body of Evidence are:

- Teacher observation
- OG Weekly Assessment
- Daily formative assessments
- Surveys completed by students, parents and teachers
- Classroom assignments
- Student self-evaluations
- Classroom assessments
- District interim assessments
- Curriculum based measurements
- I Ready Math & Literacy Diagnostic Assessment 3 x yearly
- State assessments

Assessment information will be communicated to families during fall parent-teacher conferences and following data dig days.

Homework Policy At Bromwell Elementary, we believe that the time families spend together outside of the instructional day is paramount and should be impacted on a limited basis by homework assigned by the school. On special occasions, teachers may assign a special project that may require support at home. Please reach out to your child's teacher with any homework questions. **We do encourage every student at every grade to read independently or with an adult for at least 20 minutes each day.**

Community Partnerships/ Enrichments Bromwell works with partners who are committed to providing programs and services to serve the diverse needs of our students. There are currently

over 400 [community partners](#) who serve DPS students through programs during and outside of school. As COVID conditions permit, Bromwell will bring in additional after school programming via these partners. More communication will follow as conditions allow.



Discovery Link is a before and after school program that serves schools across DPS providing accessible, high quality, and engaging learning opportunities for all students. Bromwell offers a morning program (starting at 6:30 am) and an afternoon program (ending at 6:00 pm).

For any questions or concerns, please contact Program Supervisor Dory Rosenthal at dory_Rosenthal@dpsk12.org or 720-470-4897.

Registration:

Before a child may attend any ELCS programming, his/her parent or guardian must complete the required online registration via [SchoolCare Works](#). For all Discovery Link programming, current immunization records must be uploaded to your SchoolCare Works account. Registrations will not be confirmed until required paperwork is submitted. A non-refundable, non-transferable deposit fee (\$35 for one child, \$50 for a family) is charged at the time of registration. There may be up to a two day processing period before the child can attend the registered program(s). Children with special needs may require a longer processing time to accommodate the special needs conference with site staff and the accommodations or staff training for appropriate care. Please refer to the children with special needs section of this handbook.

Program Details:

Morning programming (AM) begins at 6:30 a.m., at \$8.75 per day.

Afterschool programming (PM) ends at 6:00 p.m at \$13.25 per day.

Discovery Link Website [HERE](#).