

Joe Shoemaker School Family Handbook 2026-2027



SHOEMAKER
discover • explore • create • imagine

Important Contact Information

Main Office	720-423-9333 Hours: Monday-Friday 8:00 AM-4:00 PM
Absence Reporting	720-423-9293 or shoe_attendance@dpsk12.org
DPS Transportation Customer Service	720-423-4600
Website	http://shoemaker.dpsk12.org/

Joe Shoemaker School Supports Team

Joe Shoemaker Principal	Christine Fleming
Assistant Principal	Megan Ryan
Dean of Culture	Shawn Dirden
Office Support	Luisa Bernal Katie Reinking
School Nurse Health Technician	Anna “Panni” Nastaad Laure Rodriguez
School Psychologist	Yueying He
Social Worker	Laure Abercrombie Nicole Vasquez

Kindergarten-5th Grade Student Hours

Monday, Tuesday, Wednesday, Friday	8:15 AM-3:15 PM
Thursday	8:15 AM-1:00 PM

ECE Student Hours

Monday, Tuesday, Wednesday, Friday	8:30 AM-2:30 PM ECE Half Day: 7:45 AM-10:45 AM and 11:30 AM-2:30 PM
Thursday	8:30 AM-2:30 PM (No Early Release) ECE Half Day: 7:45 AM-10:45 AM and 11:30 AM-2:30 PM

Message from the Principal

Dear Shoemaker Families,

Welcome to the 2026–2027 school year! To our returning families, welcome back—and to those joining us for the first time, we are delighted to welcome you to the Shoemaker community and our newly named **Shoemaker Swarm**, a mascot chosen by our students and community.

At Shoemaker, we believe every child deserves to be known, loved, challenged, and honored for who they are. We are committed to creating a joyful and inclusive learning community where students develop the knowledge, character, confidence, and sense of purpose they need to thrive.

As an EL Education school, we embrace an expanded view of student achievement: **mastery of knowledge and skills, character development, and high-quality work**. Through meaningful learning experiences—including opportunities to explore our belief that *Colorado is our classroom*—students learn to think deeply, care for one another, take action, and contribute to a better world. You can learn more about EL Education at eleducation.org.

Thank you for choosing Shoemaker and for being an essential part of our community. We are excited to begin another year of learning, connection, and possibility together.

Warmly,
Christine Fleming
Principal

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Joe Shoemaker Mission and Vision Statements

Vision: Every Shoemaker student experiences belonging, joyful learning, meaningful challenge, and the opportunity to do work that matters.

Mission: To ensure every student achieves academic and personal excellence, experiences joy in learning, and uses their unique talents to make a positive difference in the world.

We Partner With EL Education

The EL Education model (formerly Expeditionary Learning) challenges students to think critically and take active roles in their classrooms and communities, resulting in higher achievement and greater engagement in school. EL Education schools inspire the motivation to learn. EL engages teachers and students in new levels of focus and effort, and transforms schools into places where students and adults become leaders of their own learning.

EL Education is...

- A rigorous and engaging curriculum based on state and national standards
- Active, inquiry based strategies
- A school culture that demands and teaches compassion and good citizenship
- Engaging topics and rich learning experiences that result in high quality products and presentations of learning.

Learn more about EL Education at <https://eleducation.org/>

Culture and Character

At Joe Shoemaker, we build cultures of respect, responsibility, courage, and kindness where students and adults are committed to quality work and citizenship. School structures and traditions such as crew, community meetings, exhibitions of student work, and service learning ensure that every student is known and cared for, that student leadership is nurtured, and that contributions to the school and world are celebrated. Students and staff are supported to do better work and be better people than they thought possible.

How We Roll - Our Behavior Agreements (“School Rules”)

Our norms of behavior at Shoemaker for all of our community members are as follows:

- Take care of **yourself**.
- Take care of **others**.
- Take care of the **environment**.
- Take risks that help you grow as a person.**

Shoemaker Behavior Philosophy

- At Shoemaker behavior management is based in relationships and a positive community.
- Students receive consistent feedback as well as opportunities to practice positive behavior.
- Behavior is a skill to be taught just like academic skills.
- If a student is struggling with their behavior we work with the child and family to access resources, support and intervention.
- Adults at Shoemaker hold all students accountable to high expectations.
- Adults at Shoemaker do not yell at or use a punitive approach to behavior. We come from a place of compassion and implement logical consequences that provide learning opportunities versus punishments that elicit shame.

Restorative Practices

At Joe Shoemaker School, we are improving the way we teach students about problem-solving. The process we use is called “Restorative Practices (RP)”. The RP process collaboratively identifies the harm done by one’s actions and establishes a way to repair the harm. Schools using RP see shifts towards a more positive school culture, improved student-teacher relationships, and reduction in suspensions. When a conflict happens between students, we use RP to teach children the Five R’s: Respect, Responsibility, Repair, Relationship, and Reintegration.

Shoemaker staff continue to be trained on using Restorative Practices to help students think about how their actions affect themselves and others, identify what part he/she is responsible for and come up with ways to repair the harm or find solutions to the problem. Teachers use a form of Restorative Practices called “Peace Feet” in classrooms helping students repair harm with one another on their own. When conflict is more complex or students aren’t able to repair harm on their own, trained adults meet with students individually and guide them through the process.

Restorative Questions To Ask At Home	
What happened? What’s the story? If we could watch the event, what would we see?	Who was affected and how? How did this affect you, other students, your teacher or the activity? What were you thinking and feeling at the time? How do you think it made others feel?
What part or parts are YOU responsible for? If you were to talk to another person, what would they say you were responsible for?	How can you fix the situation or repair the harm? What do the people involved need to feel better? If you could have done this differently, what would you have done?

Habits of Excellence

Learners, teachers and staff adopt Habits of Excellence to support strong academic mindsets and character development. These habits support students in becoming effective learners and ethical people who contribute to a better world. Shoemaker staff have cultivated a set of habits designed in service of engagement, independence and empowerment. Teachers explicitly plan lessons, experiences and assessment opportunities to support students in the development of their habits.

Shoemaker Habits of Excellence

Mindfulness Advocacy Growth Mindset Critical Inquiry Craftsmanship

In the EL Education model, students' character development is equally as important as producing high quality work and mastering knowledge and skills. Nurturing character strengths and building strong academic mindsets support students in becoming effective learners, ethical people and contributors to a better world.

First Names for Staff Members

At Shoemaker, we are family. We believe that adult staff should be able to command respect and build trust regardless of their title. It's less formal, but that doesn't mean students are learning less. It represents our desire to build interactive - not authoritarian classrooms. We are Crew, not passengers - that means all of us.

Core Curriculum and Approach to Learning

Shoemaker uses rigorous, standards-aligned curricula designed to build students' knowledge, skills, confidence, and curiosity as learners.

Our core instructional resources include:

- **CKLA and Caminos** for literacy in English and Spanish. These knowledge-building curricula are grounded in the **science of reading** and include explicit, systematic instruction in foundational reading skills, language development, comprehension, vocabulary, and writing.
- **Illustrative Mathematics** for mathematics
- District-adopted resources for science and social studies

Students may also receive targeted foundational literacy instruction or intervention based on their individual learning needs.

As an EL Education school, Shoemaker embraces an expanded view of student achievement. We believe students should grow in three equally important areas:

- **Mastery of knowledge and skills**
- **Character development**
- **High-quality work**

We strive to make learning meaningful, joyful, intellectually engaging, and connected to the world beyond the classroom. Students are encouraged to think deeply, ask questions, persevere through challenges, collaborate with others, and use their learning to contribute to a better world.

Our approach also includes **place-based and outdoor learning** that invites students to explore, investigate, and care for the natural world and the communities around them. Shoemaker's unique location near open spaces, trails, and waterways creates meaningful opportunities to extend learning beyond the walls of the classroom and bring our belief that **Colorado is our classroom** to life. Through these experiences, students develop curiosity, environmental responsibility, and a stronger sense of connection to their community.

Learn more about EL Education at eleducation.org.

Electives

Shoemaker students also participate in:

- Art
- Physical Education and Adventure
- Performing Arts

Fieldwork and Field Trips

At Shoemaker, **fieldwork is an essential part of our instructional program**, not an optional enrichment activity. Fieldwork allows students to learn outdoors and in the community through observation, investigation, research, and authentic application of classroom learning. Unlike a traditional field trip, fieldwork is part of the curriculum—the learning takes place in the field.

Because fieldwork is required instruction, families are expected to provide permission for students to participate. Families may not request that a student remain at school or receive an alternative assignment or placement during scheduled fieldwork. If a family chooses not to permit participation, the student will need to remain home and the absence will be recorded in accordance with school attendance procedures.

Shoemaker will provide reasonable accommodations required by a student's IEP, Section 504 Plan, health plan, or applicable law so the student can participate whenever possible. Families with documented medical, disability-related, or safety concerns should contact the school administration in advance.

Traditional field trips may also occur for enrichment, celebration, or other purposes. Participation expectations and permission requirements for those experiences will be communicated separately.

EL Education specifically distinguishes fieldwork from field trips: students engaged in fieldwork are active investigators using the community and natural environment as purposeful sites for learning. [EL Education](#)

Homework Philosophy

At Joe Shoemaker School, homework is **not automatically assigned every night**. Research shows that homework has a smaller and less consistent academic benefit for elementary students and that the quality of an assignment matters more than its frequency or length.

Teachers may assign brief, purposeful homework when it reinforces classroom learning, provides useful practice, encourages curiosity, or supports authentic work. Homework should be developmentally appropriate, accessible to students, and respectful of family time and circumstances. It should not consist primarily of repetitive worksheets, lengthy packets, or assignments that require families to teach new content.

We encourage students to read or engage with books for approximately 20 minutes each evening. This may include independent reading, being read to, listening to an audiobook, or discussing a book together. Students who need additional practice may receive targeted activities developed in partnership with their families and teachers.

Communication

Strong communication between school and home is essential to student success. Shoemaker uses several methods to keep families informed, and we encourage families to contact us with questions, updates, ideas, or concerns.

Please make sure the school office always has your family's current phone numbers, email address, home address, emergency contacts, and preferred language. Contact the office as soon as any information changes. Accurate contact information is especially important for emergencies, school closures, attendance concerns, and other time-sensitive communication.

Schoolwide Text Messages, Emails, and Principal Newsletter

Text messages and emails are Shoemaker's primary methods of schoolwide communication. Families will receive a weekly principal newsletter with important dates, upcoming events, school updates, celebrations, and other information. Additional text messages, emails, or phone calls may be sent for reminders, urgent updates, emergencies, or school closures.

Families are responsible for reviewing these communications regularly and contacting the office if they are not receiving them.

Friday Folders

Friday Folders are another important source of school information. Students will bring their folders home each Friday with flyers, forms, student work, and other materials from the school or classroom. Families should review the contents each week, complete or sign any requested forms, and return the folder to school on Monday.

School Website

Our website is the central location for school calendars, announcements, family resources, enrichment information, policies, and other important information. Families are encouraged to visit the website regularly at shoemaker.dpsk12.org.

Social Media

Follow Joe Shoemaker School on Facebook and Instagram for school highlights, reminders, celebrations, photographs, and glimpses of learning throughout our community. Social media supplements—but does not replace—official information sent by email, text message, or the principal newsletter.

Classroom Communication

Teachers will communicate with families weekly about classroom learning, curriculum, upcoming events, reminders, and ways families can support learning at home. Each teacher will share the communication methods used by their class at the beginning of the school year.

Families are encouraged to contact their child's teacher with questions or concerns. Because teachers are responsible for students throughout the instructional day, please schedule conversations or meetings in advance rather than expecting teachers to meet during arrival, dismissal, or instructional time.

Parent-Teacher Conferences

Formal parent-teacher conferences are held in the fall and again in February. Teachers will share scheduling information as conference dates approach. Families or teachers may also request a meeting at any point during the year when additional communication or problem-solving would be helpful.

Progress Reports

Progress reports for students in kindergarten through fifth grade are issued three times each year. Families are encouraged to contact their child's teacher with questions about academic progress, attendance, behavior, or social-emotional development rather than waiting for the next reporting period.

Language Access

Shoemaker is committed to communicating with families in a language they understand. Interpretation and translated information are available upon request. Families may contact the school office for assistance accessing communication or participating fully in meetings and school events.

Family Voice and Participation

Families are invited to participate in school events, family meetings, and the Collaborative School Committee (CSC). The CSC provides families, staff, and community members with opportunities to participate in conversations about school improvement, budget priorities, school programs, and

other schoolwide decisions. Meeting dates and participation opportunities will be shared through school communication channels.

Questions or Concerns

For questions related to your child's classroom experience, families should begin by contacting the classroom teacher. If additional support is needed, please contact the school office so the appropriate staff member or administrator can assist. We value direct, respectful communication and want families to reach out early so that questions and concerns can be addressed collaboratively.

Attendance Policy

The following attendance procedures apply to all students in ECE-5th grade.

Attendance Communication: Communicating with the office is important when it comes to your child's attendance. Families must use the attendance line or email when a child is absent. Contacting your child's teacher does not suffice. Please leave a message with your child's information, your phone number, and reason for absence at 720-423-9293. You may also excuse your child via email at shoe_attendance@dpsk12.org.

Absences: A child is considered habitually truant if they have four or more unexcused absences in a month or ten or more in a school year. We ask that families do their best to schedule appointments outside of the school day. Any absences after 10 will all be considered unexcused without a doctor's note.

Please make sure you are communicating with the **main office** in regard to every absence.

Absences (up to 10) are excused for the following reasons:

- Temporary illness or injury
- Physical, mental, or emotional disability or conditions
- Family emergencies
- Religious holidays or observances

Tardiness: K-5 school begins promptly at 8:15 AM. Students should arrive with enough time to enter the building, get breakfast if needed, and be in their classrooms ready to begin learning by 8:15. Students who arrive after 8:15 are considered tardy and will enter the building without a family member accompanying them to class. Families should follow attendance procedures to communicate any extenuating circumstances related to a tardy arrival.

Pre-arranged absences: If you plan to travel, please contact us via e-mail or our attendance line. These absences will need to be pre-approved by our school principal prior to traveling and your child's teacher may have assignments for him/her to complete. Please review our school calendar and plan vacations to coincide with school breaks. Extended vacations may result in your child being withdrawn from Joe Shoemaker School.

The Colorado School Attendance Law of 1963 (revised 1986) states that every child who has attained the age of seven years and is under the age of seventeen shall attend public schools for at least one thousand fifty six hours if a secondary school pupil or nine hundred sixty eight hours if an elementary school pupil during the year. The habit of regular attendance and punctuality is important for successful school achievement. Students who are not in their classrooms by the start of school are considered tardy. The Attendance Intervention Process

that Joe Shoemaker will follow the following process to ensure interventions for students whose attendance and/or tardiness is interfering with their education.

Breakfast and Lunch Program

Denver Public Schools provides a **free** breakfast and lunch program to all Joe Shoemaker students.

Breakfast: Breakfast is served daily from 8:05 - 8:30

Lunch: Hot lunch is served daily during the lunch period.

After-School Programming

Shoemaker partners with YMCA for our after school program. YMCA offers several options to meet the needs of every family with children ages 5-12. Full-time and part-time childcare is provided at no cost to families. YMCA also provides care on early release days, school holidays and vacations.

Use the following [LINK](#) to register online for before and after care. [YMCA Afterschool Enrichment](#)

Celebrations / Parties in Classrooms

We understand the importance of sharing treats in the classroom to celebrate special occasions such as birthdays and holidays. In an effort to support our students with health and wellness, **we strongly encourage that you save special food treats for celebrations at home and consider healthy alternatives.** Please contact your child's teacher to arrange for a time to celebrate your child's birthday so as to not impact instruction. Teachers will coordinate with parents as to how they can support classroom celebrations. For a list of healthy alternatives, please visit Colorado Department of Education's website on School Wellness.

<https://www.cde.state.co.us/nutrition/osnschoolwellnesspoliciesbestpractices>

Building Access

For the safety of students and staff, Shoemaker carefully manages access to the building throughout the school day.

K-5 Morning Arrival: K-5 doors open at 8:05 AM. Families may enter with students during the 8:05-8:15 AM arrival window. Any adult entering the building must wear a current Shoemaker family badge with the school-issued lanyard. Family badges are issued annually after the school completes an ID check. Lanyards from previous school years are not valid.

Beginning at **8:15 AM**, **families will no longer be admitted into the building for morning drop-off.** Families already inside at 8:15 should say goodbye and exit promptly so Crew and instruction can begin.

During the School Day: After morning arrival, visitors entering for a meeting, volunteer assignment, classroom visit, or other school business must enter through the main entrance, check in with the office, and follow regular visitor procedures. School-issued visitor identification must remain visible while in the building. Visitors should check out when leaving.

Emergency Procedures

Emergency Drills

Evacuation Drills or Fire Drills	Conducted monthly. Each class has an assigned escape route that will take them to a safe distance from the school.
Severe Weather or Shelter-in-Place Drills	Conducted regularly in case of extreme weather or tornadoes.
Lockout or Secure Drills	Conducted twice a year. A school is placed in a “Secure” status if there is police activity or an unsafe situation happening in the community. During “secure status”, learning continues as usual, with no parents or community members permitted to enter the building. A sign on the front door will indicate if a secure status or drill is in place.
Lockdown Drills	Conducted twice a year. During a lockdown drill, children take cover, unseen in their classrooms or storage areas. All activity ceases in the building and every door is closed and locked. For elementary children, we explain that lockdown drills are a way to keep us safe if there is anything dangerous happening in the building. For our youngest learners, our teachers practice the same procedures but quietly read a story or make it into a game. We make a concerted effort to support children in learning safety strategies and not alarming them unnecessarily. During a lockdown drill no one is permitted to enter the building.
Should there be a need for a school evacuation, Shoemaker’s reunification location is the Hampden Branch Public Library located at 9755 E Girard Ave.	

Arrival and Dismissal of Students in Grades K-5

K–5 school begins promptly at **8:15 AM**. Morning supervision begins at **7:55 AM**. Students who arrive without a parent or caregiver between 7:55 and 8:05 AM should go directly to the **back playground**, where staff members are on duty. Students should not arrive before 7:55 AM.

At **8:05 AM**, students on the back playground enter the building through the back doors, and breakfast service begins. Families who choose to walk their child into the building should wait for the **front yellow doors to open at 8:05 AM**.

Students should be in their classrooms and ready to begin learning by 8:15 AM. The beginning of our day is Crew, when students and teachers have time to connect, build relationships, prepare for the day, and engage in social-emotional learning.

Family Access During Morning Arrival: Families are welcome to walk K–5 students into the building through the front yellow doors between **8:05 and 8:15 AM**. Adults entering the building must wear their current Shoemaker family badge with the school-issued lanyard.

Beginning at **8:15 AM**, **families will no longer be admitted into the building for morning drop-off**. Families already inside should say goodbye and make their way out promptly so Crew and instruction can begin. Students arriving after 8:15 will still be welcomed into school and will transition to class without a family member accompanying them.

If a student is experiencing ongoing difficulty transitioning into school independently, families are encouraged to contact the school so we can work together to determine appropriate support.

K-5 Drop Off Procedures

- The Drop Off Zone or Kiss and Go is a lane that moves in only one direction to allow for the safe drop off of students, please follow the path outlined by the cones and barricades.
- Pull your car all the way forward to the crosswalk. A crossing guard will help guide you.
- Students will exit from the passenger side of the vehicle.
- Drivers must remain in cars, staff will help unload your students.
- **NO PARKING is permitted in the drop off lane.** If you must park, please use the lot.
- **Cell phones are not permitted in the Drop Off Zone.**
- **Bus loop drop-off/pickup is permitted only for school buses and families specifically authorized by the school.**

K-5 dismissal will begin at 3:15 PM on every day except Thursdays when dismissal begins at 1:00 PM. Crew leaders will exit with students from classroom doors to meet families on the field to the left of the main doors.

If you need to check your child out during the school day for an appointment or emergency, buzz in at the yellow doors and sign your child out in our main office.

K-5 Pick Up Procedures

- K-5 students will be dismissed at 3:15PM and will wait on the field south of the building.
- Staff will provide car signs for families to place on the rearview mirror to quickly locate your child.
- Cars entering from **Havana** must make a full loop around the parking lot to prevent backups on Havana.
- Cars entering from **Girard** will line up in the queue.
- **NO PARKING is permitted in the pick up zone.** If you must park, please use the lot. **Vehicles parked and left unattended may be ticked and/or towed.**
- **Bus loop drop-off/pickup is permitted only for school buses and families specifically authorized by the school.**
- NO PARKING is permitted on the grass/dirt. Thank you for taking care of our environment.

Arrival and Dismissal of Students in Preschool (ECE)

Per state law, ECE students may not be left unattended at any time.

ECE Family Access: ECE arrival procedures are different from K–5. ECE students must be escorted to and signed in at their classroom's exterior door by an approved adult. After signing in their child, families should leave the classroom area. Families who need to enter the main school building for a meeting, volunteer assignment, or other school business must enter through the main entrance, check in with the office, and follow regular visitor procedures.

ECE Drop Off Procedures

- ECE students should arrive at 8:30 AM
- All ECE students must be escorted to their classroom door and signed in by their guardian approved adult.
- ECE families will need to park **in the parking lot or in the pick-up lane** and exit their vehicle to sign their student in for the day in the classroom. **Parking in the pick up lane is only permitted after K-5 drop off is complete**
- **Bus loop drop-off/pickup is permitted only for school buses and families specifically authorized by the school.**
- **Cell phones are not permitted in the Drop Off Zone.**

ECE students will be dismissed from their classroom at 2:30pm.

ECE Pick Up Procedures

- ECE students will be dismissed from classrooms at 2:30 PM daily

- ECE families will park **in the parking lot or in the pick-up lane**, exit their vehicle and retrieve their child by signing out at the classroom door. **Teachers may ask to check ID before releasing students to adults. Parking in the pick up lane is only permitted during dismissal 2:30 - 2:45 PM. Please be mindful that parents begin arriving for K-5 pick up as early as 2:50 PM.**
- **Bus loop drop-off/pickup is permitted only for school buses and families specifically authorized by the school.**
- NO PARKING is permitted on the grass or dirt. Thank you for taking care of our environment!

Parking and Street Safety

The safety of our students, families, and staff is our highest priority. Arrival and dismissal are busy times around our campus, and we ask everyone to drive slowly, remain alert, follow posted signs, and follow directions from staff members supporting arrival and dismissal.

During arrival and dismissal, families using the designated pickup/drop-off lane should pull as far forward as possible before students enter or exit the vehicle. Please do not leave your vehicle unattended while using the pickup/drop-off lane.

If you choose to park and walk your K–5 student into the building during morning arrival, please park in a designated parking space and use designated sidewalks and crosswalks. **Families may enter the building for morning drop-off through the front yellow doors between 8:05 and 8:15 AM.** Adults entering the building must wear a current Shoemaker family badge with the school-issued green lanyard. Families who do not have their current green lanyard should report to the main office with a valid photo ID and follow school visitor procedures.

Beginning at **8:15 AM, families will no longer be admitted into the building for morning drop-off.** Students arriving after 8:15 will still be welcomed into school and will enter without a family member accompanying them to class. Families entering the school after 8:15 for a meeting, volunteer assignment, classroom visit, or other school business should enter through the main entrance, check in with the office, and follow regular visitor procedures.

Please park only in designated parking spaces. Do not park or stop in fire lanes, areas marked No Parking, or other spaces that could interfere with emergency access or the safe flow of traffic. The bus loop may only be used as described below.

Bus Loop: The bus loop is reserved for school buses and for families of students in our Center Program or students with significant disabilities who have been authorized by the school to use this area for arrival and dismissal. Other families should not enter, stop, park, or use the bus loop for student drop-off or pickup unless specifically directed by a staff member. Keeping this area clear helps ensure safe and accessible arrival and dismissal for the students who need it.

For everyone's safety, students and adults should use designated sidewalks and crosswalks whenever possible and should not walk between moving vehicles or cross through active traffic lanes. Please follow the directions of staff members supporting traffic and pedestrian safety.

School and District Policies

Joe Shoemaker School follows all policies set by Denver Public Schools. Please visit: dpsk12.org for more detailed information.

Family Contact Information: It is important that we have appropriate information to contact all guardians in case of an emergency. Please ensure that the information requested on the registration form is kept current. Please keep us informed of any changes in your address, email, and telephone number(s). The Denver Public Schools emergency phone number is 720-423-3414.

Valuables and Toys: Personal belongings such as toys, athletic equipment, electronics, trading cards, and/or other items that may disrupt learning, should remain at home. The school will not be responsible for lost, damaged or stolen items. Families will be notified if their child is bringing such items to school and if problems are arising as a result.

Cell Phones / Electronics / Personal Communication Devices (PCDs):

Cell phones and electronic devices should not be brought to school. To protect instructional time and prevent theft or distraction, all personal communication devices (including cell phones and smartwatches) must be turned off and turned in during the instructional day.

- **Storage Method:** Upon arrival, classroom teachers will collect student phones and store them in a secure, locked cabinet or locked classroom storage box. Devices **may not** remain in student backpacks.
- **End-of-Day Return:** Teachers will return devices to students at final dismissal.
- **Non-Compliance:** Any device not turned in during morning collection will be taken to the main office. A parent or guardian will be required to pick up the device from the office.

At the elementary level, cell phones are a disruption to the learning environment and can cause a variety of issues including miscommunication between the school and the home. If a student needs to contact their family during the school day, they can ask for permission to use a school phone to make this call. Additionally, if the student is ill either the nurse or health tech will call the family to let them know. The school will not be responsible for lost, damaged or stolen items. When parents or visitors are at the school, we ask that cell phones be turned off or switched to silent mode so as to not interrupt instruction.

The American Academy of Pediatrics recommends that adults place consistent limits on the use of technology, video games and screen time for elementary aged children, making sure media does not take the place of adequate sleep, physical activity and other behaviors essential to health.

For more information, the full district policy can be reviewed [on the district website](#).

Discipline: Shoemaker follows the DPS discipline matrix and adheres to all DPS standards. We have implemented the DPS School Board Policy, JK-R Student Conduct and Discipline Procedures as well as federal and state statutes and local ordinances. The disciplinary ladder will be utilized to ensure that disciplinary action begins and is resolved at the lowest level possible, consistent with the nature of the violation. Please contact the Dean of Culture if you have questions.

Playground Conduct: Our behavioral expectations for students are the same on the playground as they are throughout the school. Generally, students should keep hands and feet to themselves,

respect others and their possessions, and follow the rules for each piece of equipment. On the playground, the following conduct is specifically not allowed:

- Throwing sand, rocks, sticks, or snow
- Climbing fences or backstops
- Leaving the playground area without permission
- Using profanity, threats, or racial slurs
- Fighting
- Recess is media and device free.

School Dress Code: Students are expected to dress in an age-appropriate manner that is not a disruption to the learning environment. **Students may not wear “heelies” to school due to safety concerns.** If inappropriate dress is a disruption to the learning process or “heelies” are worn to school, a phone call home may be made. Please label all outer garments and your child’s backpack so that lost items may be retrieved from the Lost and Found. Students should dress for the changing Colorado weather and expect to participate in recess and outdoor learning activities on a daily basis. **Indoor recess options are available when the temperature drops below 20 degrees Fahrenheit.**

Tobacco and Drug Free: DPS is a tobacco, drug and alcohol free district. No tobacco, drug or alcohol products are permitted on school property.

Pets: Pets are generally not permitted on school grounds. Special permission may be given by the teacher or principal for any type of pet to be brought on school grounds, including in the pick-up line. This includes dogs that are leashed.

Discrimination Prevention and Response

Denver Public Schools is committed to fostering, cultivating and preserving a culture of diversity and inclusiveness. We celebrate our diversity and will provide the necessary resources and supports to eliminate barriers to success and foster a more equitable future for all our community members, students, and employees

- Nondiscrimination Policy [AC](#)
- [Notice of Nondiscrimination](#)
- DPR (Discrimination Prevention and Response) process fully outlined in [AC-R1](#)
- Title IX process fully outlined in [AC-R3](#)

Report concerns directly to our school by calling the main office and asking to speak to the Principal or Assistant Principal.

Health Office Information

Medication: If your child requires medication during school hours, please contact the school nurse or principal. **No medication will be dispensed to students without the required DPS form signed by both parent and doctor.** Copies of this form can be found in the school office. All medications must be labeled. Over-the-counter medication, including cough drops, will not be given or permitted at school, unless the signed, required form has been submitted and the medication is labeled properly. If your child has any existing medical problems or allergies, please notify the school. If necessary, an “emergency medical plan” should be on file (such as asthma, allergic to bee stings, etc.). **ALL Medication must be turned into the office and not carried by students.**

Illness or Injury: When minor injuries occur at school, the school staff will administer first aid. In the event of a serious accident, paramedics will be called and parents will be contacted. **Keeping**

your phone number and your emergency number current is extremely important. Please notify the school office of any changes to your phone number or address. Parents will be called to pick up a child who has a fever above 100 degrees, or who is obviously in pain, stressed or has a contagious disease.

Visitors and Volunteers

Visitors: Family members entering during the K–5 morning arrival window should follow the morning arrival and family badge procedures described in this handbook. Outside of morning arrival, all visitors must enter through the main entrance, check in at the office, and wear school-issued visitor identification while in the building. Classroom visits must be arranged in advance with the teacher. Regular visitors and volunteers must complete the appropriate DPS volunteer approval process.

Volunteers: Joe Shoemaker welcomes and values our volunteers! We recommend all families complete a volunteer [background check](#) in order to support at events like Field Day. Families must be approved volunteers to regularly volunteer in the building and chaperone on field trips.

DPS Volunteer Policy: Volunteers who are non-DPS staff but have undergone volunteer approval via the Family and Community Engagement department are allowed to volunteer across the school building.

- Volunteers must comply with standard volunteer processes; volunteers who engage with students through a community partner must abide by all community partner policies.
- Must practice any health protocols currently in place

Weather Closures and Delays

The decision regarding school closures and late starts are made by the Superintendent and appropriate authorities. Announcements of school closings, delayed openings or early closing due to hazardous weather or other conditions are made on radio stations KOA-AM 850 and KHOW-AM 630, and on local TV stations. Emergency school closures will be posted on the district's homepage (www.dpsk12.org) immediately. Families can also track closure or school delay announcements via the district's Facebook and Twitter pages, or sign up to receive emails from the district communications office. A message denoting the closure or late start will also be left on the district's closure hotline at 720-423-3200. In the event of a delayed opening, the bus schedule will be delayed and school will start later than normal. Students arriving by car will report at the announced, delayed time.

Important Phone Numbers and Addresses

Joe Shoemaker School 3333 S. Havana St. Denver, CO 80231	Denver Public Schools Administration Building Emily Griffith Campus 1860 Lincoln Street Denver, CO 80203
Shoemaker Main Office	720-423-9333
Family and Community Engagement (FACE)	720-423-3054
Main DPS Information & Welcome Line	720-423-3200

DPS Bus Transportation Customer Service Center	720-423-4600
DPS Food & Nutrition Services Free & Reduced Lunch	720-423-5624
DPS SchoolChoice Hotline	720-423-3493
DPS Website: www.dpsk12.org Shoemaker Website: www.shoemaker.dpsk12.org	