

**Garden Place Academy
Denver Public Schools
Student Handbook 2015-16**

LEGAL DOCUMENTS

It is important that we have appropriate information to contact all parents in case of an emergency. Please make sure that the information requested on the registration form is kept current. Please make sure that the office has any court documents (Custody, restraining orders, etc.) and current emergency information on file, this is important. If any changes to your address, your phone number, or guardianship occur at any time of the year, please contact the front office with any and all changes.

SCHOOL ATTENDANCE POLICY

Daily attendance and being punctual are essential to success in school. Students arriving after 8:40 a.m. will be considered tardy and should report to the office to receive a pass to enter class. To help us protect our children, please call 720-424-7220 to inform us each day a child is absent. The automated phone system contacts parents of absent students if the absence has not been called in earlier. Please try to schedule Doctor/Dental appointments after school or on school vacation days. Students with 5 unexcused absences will receive a letter from the teacher. Students with ten unexcused or questionable absences, tardies and early dismissals will: 1) receive a letter from psychologist/social worker 2) each additional absence will be followed up with a telephone call or letter 3) may be taken to Denver District Juvenile Attendance Court. Please remember that a phone call does not excuse the absence it only gives the reason for absences. Make-up work will be provided upon the request of the student or parent. If you know your child is going to be absent in advance, please inform your child's teacher so that assignments may be given. **A VACATION TAKEN DURING THE YEAR WILL BE CONSIDERED UNEXCUSED** and a meeting with an administrator will be required for trips over 5 days.

ARRIVAL /DISMISSAL

To ensure the safety of our students, please adhere to all parking signs and speed limits. Before and after school are particularly busy times and we ask that everyone drive with extreme caution. ***All Success Express Shuttle Buses pick up students on the West side of the playground in 15 minute intervals. We ask that ALL cars refrain from parking in the bus lanes, so that all children are safe and can arrive home at their scheduled time.*** Students will only be permitted to cross the street in designated crosswalks and we ask that all parents park their cars, pick up your child, then walk back to your parked car. Students will not be permitted to enter cars that are parked in the middle of the street. ***The Denver Police as well as DPS Security often patrol the area and may issue a ticket for any illegal action.***

Upon arrival, students should report to the blacktop area on the playground. If weather does not permit outside activity, students will report directly to the auditorium. Students will not be allowed to walk around the building or go into classrooms before school begins. Only students that are accompanied by a parent/guardian will be allowed to access the inside of the building other than the auditorium if the weather does not permit playground activity. ***Teachers will greet students on the playground or in the auditorium at the 8:30 bell.*** Students should arrive at school no earlier than 8:00am. ADULT SUPERVISION IS NOT PROVIDED before 8a.m. and after 3:45. All children are expected to report home immediately after dismissal from school. Teachers will contact parents by phone if a child is kept more than fifteen minutes after school. **NEW THIS YEAR: If after-school detention is required for the student, a teacher or administrator will notify the parent before the end of the day and a parent/guardian will need to pick their child up from school no later than 4pm. If a student is not picked up by 4:00 and we are unable to contact parents, authorities will be notified.**

Kindergarten Arrival and Dismissal: Kindergarten teachers will adhere to the arrival and dismissal procedures of all other grade levels. In the event of a late arrival or an early release, we ask that parents bring their child to the front office for proper release or tardy slips and then access the classrooms from inside of the building. ***Please do not use the fire exits or back doors to access the building. Teachers or staff will not be able to open any exterior doors other than the front entrance to the school. Parents with children in ECE will need to sign their child in/out of the classroom at the classroom door or outside on the ECE playground.***

DISMISSAL DURING THE SCHOOL DAY

When you wish to have your child leave school before the end of the day, all parents/guardians are asked to come in person to the office and sign your child out of school. Teachers will not release a pupil without office authorization a call or a pink slip from the office staff. No child will be sent home unless the contact person listed on the emergency card has come to the office and signed the pupil out. Please keep the emergency card updated by calling the office with changes. **To prevent the loss of important instructional time, we ask that you do not call ahead to have children pulled out of class prior to your arrival. We will call or sign out your child when you arrive.**

PLAYGROUND

The playground is supervised daily from 8:00 a.m. to 8:30 a.m., during lunch and recess and at dismissal from 3:30-3:45. Please do not send children to school prior to 8:00am. To provide a safe environment, children should know the areas in which they are to play. We direct children to leave school directly at 3:30 p.m. There is no supervision on the playground after 3:45 unless your child is enrolled in an after-school program. **If your child is not picked up on the playground by 3:45, you will need to walk into the building and sign your child out in the office. Children will not be released to any person other than their legal guardian.**

BREAKFAST IN THE CLASSROOM:

Breakfast will now be served each morning in the classroom from 8:30 am - 8:45 am. Breakfast will no longer be served in the cafeteria before school.

DISCIPLINE (District and School Policy)

A school environment that is safe, conducive to the learning process, and free from unnecessary disruption is essential to achieving the district's mission and is the joint responsibility of students, staff, parents, and the community. Denver Public Schools seeks to achieve self-discipline on the part of every student by communicating student conduct rules, teaching and reinforcing appropriate behavior, and holding students accountable for their actions. Prevention is emphasized and problems addressed immediately. A positive school climate is a necessary component of an effective disciplinary program. Students violating any policies, rules, or behavior prohibitions will be subject to appropriate disciplinary action, including suspension and expulsion, as well as referral to the proper law enforcement authority. **Behaviors subject to disciplinary action include those occurring during school or during extracurricular activities; in classrooms; in school buildings; on school grounds; in school vehicles; or in the community when such behavior is detrimental to the school environment, the welfare or safety of other students or school personnel.** Discipline procedures will afford due process, be consistently and equally applied, and help to create an atmosphere conducive to learning in each school and classroom. **Policy JK- Student Discipline**

AFTER-SCHOOL DETENTION

As educators, it is our goal to prepare your child to be successful for the next level of education and in college, career and civic readiness. With the implementation of After-School Detention, we hope to increase the level of accountability, instill the importance of academic success and improve the consistency of expectations school-wide. We are committed to your child's success and will strive to achieve full compliance through the use of positive behavior supports and classroom and school community building, but the consequence of After-School detention will automatically be given to students who exhibit the following behaviors:

- **Being disrespectful, in words and/or actions to any student or staff member**
- **Bullying**
- **Arriving consistently tardy to school**
- **Failure to wear proper uniform**
- **Chewing Gum**
- **Failure to turn in a cell-phone first thing in the morning**

Students violating any other policies, rules, or behavior prohibitions will be subject to other appropriate disciplinary action, including suspension and expulsion, as well as referral to the proper law enforcement authority.

After-school detention will be held on Monday-Friday from 3:30-4pm. If your child is assigned detention, his/her teacher, principal or assistant principal will call to inform you on the same day detention is to be served. This will enable you to make transportation arrangements for your child. Bus students will not be excluded from this expectation. After-School Detention Sessions will begin on September 9, 2013.

Shuttle for Success Code of Conduct (Bus Behavior and Expectations)

All parents who wish to have their son/daughter ride the bus, must fill out an "Intent to Ride" form at registration or in the front office. Students will receive a bus pass that they will be responsible for on a daily basis. Returning bus students will need to use the bus pass that was issued to them last year. Please bring your child to the bus stop ten minutes before the scheduled pick up time for the first few days of school. Students who are signed up to ride the bus are encouraged to take the bus on the first few days of school to establish a routine. Riding the school bus is a privilege and cooperative behavior is expected at all times for the safety of all students. We would appreciate your support in reminding your child that they are to remain seated at all times, keep the aisles clear, avoid shouting and listen to and respect their bus driver and other students. The safety of our children is a top priority and the school and district Code of Conduct applies both in school and on the bus.

HOMEWORK POLICY

Homework provides an opportunity to develop good study habits; learn to use time wisely; reinforces skills and concepts; develop personal responsibility, and to use community resources. Parents can support their child with their homework by reinforcing the importance of completing assignments as well as providing a quiet, comfortable place to work. **All students will receive homework and will be required to complete homework on a daily basis.** Please contact your child's teacher if you have any questions. *If a student does not complete their homework, they will be required to attend Homework Club during recess the following day.*

HOMEWORK FOLDERS (formerly known as Thursday folders)

Every night students will take home a homework folder or have a binder. Every Thursday, packets of important school and community information will be sent home in your child's homework folder or binder. Please look for the folder and/or binder daily and ask your son or daughter's teacher any questions you may have.

DRESS CODE: See School Uniform Policy

Here at Garden Place, as in life, appearance counts and first impressions do matter! Students are reminded that a part of professional training is learning to present oneself well. Please read the detailed uniform policy. **All students will be required to wear the uniform on a daily basis—no exceptions.** To instill good organizational skills and work habits, all students will be required to

bring a standard-sized backpack, their homework folder, completed homework and wear the proper uniform every day.

UNIFORM POLICY

Garden Place Academy has a mandatory uniform policy and all students must arrive to school in uniform every day. We ask all parents to please support us on this uniform issue and ensure that your son/daughter/grandchild is appropriately dressed for school. We believe firmly that if our students are smartly dressed for school in a uniform consistent with school policy, they will be prepared for work in the classroom. Please review this policy with your child and then return the signed portion to the front office staff during registration. Thank you for your cooperation.

Dress Code:

- Navy Blue or Khaki slacks, shorts, skirts, capris, or jumpers
- Shorts and Skirts must be no shorter than 2" above knee
- Maroon or Light grey polo shirt (Shirts with school emblem will be sold at school for \$8)
- Brown or Black belt
- Close-toed shoes (any color tennis shoe or dress shoe)
- Only navy blue sweatshirts with the school emblem or the grey "Garden Place Academy" sweatshirt can be worn with the school uniform (sweatshirts: \$12)—No hooded sweatshirts allowed inside of the building
- Shirts must be tucked in at all times
- School Spirit Shirts (ROAR t-shirts in new school colors only) can be worn on Fridays with navy blue and khaki bottoms.
- No oversized clothing will be allowed
- No Coats, Jackets, Hooded Sweatshirts, Caps or Hats are to be worn inside of the school.
- Jewelry: No visible nose, lip or eyebrow piercings will be allowed. Also, no large spiked or gauged earring studs allowed.

Compliance Procedures:

- **First Occurrence:** A call will be made to the parent/guardian to bring in the proper attire. A letter will be sent home reinforcing the uniform policy.
- **Second Occurrence:** A call home will be made to have parents bring in the proper attire and a meeting will be held between parents/guardians and administrative team
 - **Third and Following Occurrences:** After-School Detention until 4pm: Parents/Guardians will be called to notify them that their child will need to pick up their child from school. Bus students will not be excluded from this policy.

PARENT VISITS AND PARENT CONFERENCES

Parents are welcome to visit at any time. Please sign in at the office before visiting classrooms. *Please remember that your child's teacher is not available for questions during this visit and we ask that you not interrupt the teaching and learning process. If you wish to confer with a teacher, a message will be given to the teacher to contact you for a convenient time or the parent/guardian can call or email the teacher to set up a more appropriate time to meet. We want to be able to give you our undivided attention and during the school day our primary focus is the safety and learning of all of our students. Parent conferences will be scheduled during the fall and spring.*

PRESCRIBED MEDICATION ONLY

If possible, all medication should be given at home. Prescribed medication can be given to a pupil at school only with parent and Doctor Permission. If the child must receive medication during school hours, the following procedure must be followed: a DPS permission form with physician's name, dosage and time to be given must be signed by a parent and by the physician as well. This DPS form can be obtained in the main office. All medicine must be distributed from the health office. No employee of Denver Public School shall prescribe or give an unauthorized medication to a pupil. **It is an approved procedure in the school for an employee to confiscate pills, tablets or a bottle of medicine from a child until circumstances are known. Cough drops, aspirin or ibuprofen are also considered medications. No child is allowed to keep medications on their person, in their backpacks or lockers during the day. All medication is required to be turned into the school nurse and the above requirements need to be followed.**

MONEY / VALUABLES/TOYS

Willfully damaging or destroying school property may be a cause for suspension or possible expulsion. If a student accidentally causes damage, they should immediately report it to their teacher so that it is not misconstrued as vandalism. Children should NOT bring large sums of money or valuable articles to school. Radios, skateboards, calculators and marbles are a few examples. **Toys of any type will not be allowed at school.** Our primary purpose is to educate each child. Toys detract from learning and will be confiscated until retrieved by the child's parent or guardian at the end of the school year. Cell phones are discouraged, but if necessary, must be turned into the office daily and then picked up after school. ***If this process is not followed they will taken away and the parent will need to pick up the phone in the main office.***

LOST AND FOUND

The area for lost and found items is in the hallway outside the lunchroom. Small items are held inside the office. Children may check the lost and found during the school day on the way to lunch. It is very important and helpful to have all your child's personal items marked with his/her name.

Items properly marked facilitate quicker return and assist in validating ownership. Garden Place Academy will not be responsible for any lost items.

STORMY DAYS

When the weather conditions prevent children from being outside, they will be permitted to enter the Auditorium at regular supervision beginning 8:00 a.m. School closings are announced on radio, DPS website (www.dpsk12.org) and TV. Radio station KOA 850 AM will broadcast school closing information.

PHONE CALLS

Except in extreme emergencies will messages be taken to teachers, (daily/weekly calls about transportation changes are not considered emergencies and should be taken care of before school). Students will not be called to the phone. Phone calls to the teachers will be put into their voice mail. Phone calls to the classroom disrupt learning. Only before 8:30 a.m. and after 3:30 p.m. the office staff will transfer a call to the classroom.

HEALTHY SCHOOL LUNCHESES and SNACKS

Here at Garden Place, we feel that health and nutrition play an important role in a child's well-being and makes a significant impact on his/her ability to do their best thinking and learning. For lunches and snacks, we are asking parents to only send snack-sized bags of chips, pint-sized juices and sodas, and other healthy foods. ***Family size bags of candy and chips and cans of soda/pop will not be allowed at lunchtime and/or on school grounds during school hours.*** For classroom celebrations, please consider sending stickers, erasers or pencils instead of sweets and unhealthy snacks. Thank you!

EXCURSIONS

Students and parents sign a general excursion permission form when they register. This form covers excursions within the metropolitan area that are a part of the school program. A student may be denied permission to attend an excursion if their performance in class is not satisfactory. Teachers will notify parents in advance when an excursion is planned. Students are expected to follow all school rules and regulations while on the excursion. Overnight excursions must be approved by the Principal and the Assistant Principal and will require completed district extended excursion forms including a notarized medical release before a student may participate in trips of this nature.

Enforcement: The school will strive to achieve full compliance through the use of positive reinforcement measures, and will resort to disciplinary action only when positive measures and supports fail to assure compliance.

If you have any concern or are in need of clarification or additional information, please call the school office at 720-424-7220. We encourage you to communicate with us regularly.

Parent/Guardian Agreement

In order to achieve our school mission a signed Parent/Guardian Agreement is part of the registration process, we ask that guardians review and commit to the following terms.

1. I agree to promote and support the staff, programs, and policies of the DPS Garden Place Academy as outlined in the Student Handbook and accept the responsibility to work cooperatively with the staff on behalf of my child.
2. I agree to communicate with each Teacher at least monthly via email and/or telephone.
3. I understand that I play a vital role in my child's education, and I am willing to offer the ongoing encouragement, motivation and guidance that my child needs.
4. I will have my child at school and on time ready to learn every day.
5. I agree to attend all parent/teacher conferences and Back to School Night
6. I will try to attend after school extra curricular activities (PTO/PAC, CSC, etc)
7. I agree to pick-up my child on time
8. I agree to keep all of my current emergency information updated

My signature ensures that I have read and understand the contents of the student handbook; it does not mean I agree to its content.

Parent Signature

Date

Child(ren) Name:
