

**Garden Place Academy
Parent/Student Handbook
2018 - 2019**



**Address: 4425 Lincoln St
Denver, CO 80216**

Phone: 720-424-7220

Web site: www.gardenplace.dpsk12.org

Principal: Andrea Rentería

Garden Place Academy
Denver Public Schools
A Traditional and Montessori School
Parent/Student Handbook 2018-19

General Information

School Hours: 8:05am-3:30pm Thursdays- 8:05am-1:00pm

ECE 3 Half Day Traditional- AM English Instruction 8:05am-11:00am Thursday 10:30 dismissal

ECE 3 Half Day Traditional- PM Spanish Instruction 12:30pm-3:30 pm Thursday 10:30 arrival

ECE 3 Half Day Montessori- AM 8:05am-11:00pm

Office Hours: 8:00am-4:00pm

Attendance Line: 720-424-7250

Introduction: Welcome to Garden Place Academy. This handbook will hopefully answer any questions you might have about our school. After you have read it, please let us know if you have additional questions or concerns. The policies and procedures described in this handbook support the vision of our school and are designed to build our TIGER values of Teamwork, Integrity, Grit, Enthusiasm, and Respect among members of our community. We believe these common expectations of conduct, academic responsibility and communication will help us create a healthy academic and social community.

Leadership Team:

Andrea Renteria, Principal: andrea_renteria@dpsk12.org

Matthew Johnson, Assistant Principal: matthew_johnson2@dpsk12.org

Paula Banuelos, Montessori Coordinador: paula_banuelos@dpsk12.org

OUR VISION

Garden Place Academy grows leaders and lifelong learners.

OUR CORE VALUES

Teamwork: We work together to reach our goals. We know that when we are united we are strong and can accomplish anything.

Integrity: We tell the truth, we keep our promises, and we do what's right.

Grit: We have the desire to be our best selves. With courage and self-determination we can turn any challenge into an opportunity.

Enthusiasm: We celebrate each other's strengths and our differences. With passion, we take joy in our learning and pride in our work.

Respect: We treat others the way we want to be treated. We are safe and kind to ourselves, our community and our environment.

OUR MASCOT

Tiger

OUR SCHOOL COLORS

Turquoise, Blue, Red, Purple, and Green

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. Please make sure to sign up for texts, phone calls, and provide an email address. We also encourage you to sign up for Parent Portal.

SCHOOL ATTENDANCE POLICY

Daily attendance and being punctual are essential to success in school. School starts at 8:05 am. The tardy bell rings at **8:15** a.m. Students 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 720-424-7250 to inform us each day a child is absent. After 2 consecutive absences we need medical documentation to excuse any more absences. The automated phone system contacts parents of absent students at 8:50 am 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 3 unexcused absences will receive a call from the teacher. Students with 5 unexcused or questionable absences, tardies and early dismissals will: 1) receive a letter from psychologist/social worker. Students with 7 unexcused absences will receive a letter to meet with the psychologist/social worker to talk about student attendance. After 10 unexcused absences family may be referred 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 3 days.

EARLY RELEASE DAY— Every Thursday at 1:00pm

To help provide more accessibility for our parents and students and to help provide more time for teacher planning, collaboration and professional development, we are building in time each week for staff professional learning. ***Every Thursday, students will be dismissed from school at 1:00 p.m.***

Transportation will be provided to our bus students at 1:00 pm on Thursdays and our after-school programs will also begin at 1:00pm for those students who are registered for the programs.

Again, please mark your calendars:

Every Thursday during the 2018-2019 school year: students will be dismissed at 1:00pm and childcare accommodations must be made.

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. ALL cars need to 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 and parents will not be allowed inside the building before school begins. ***At the 8:05 bell, all K-5 students will walk quietly and respectfully into the school building and meet their classroom teacher at the classroom door.*** Students should arrive at school no earlier than 7:45 am. ADULT SUPERVISION IS NOT PROVIDED before 7:45a.m. or after 3:45. All children are expected to report home immediately after dismissal from school. The office personnel will contact parents by phone if a child is kept more than fifteen minutes after school. If a student is not picked up by 4:00 pm and we can't contact parents, the 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, parents are required to bring their child to the front office and/or check out the child 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.*

ECE Arrival and Dismissal: *Parents with children in ECE will need to sign their child in/out of the classroom at the 8:05 bell or at 3:30 dismissal time*

DISMISSAL DURING THE SCHOOL DAY

When you wish to have your child leave school before the end of the day, all parents/guardians are required 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 7:45 a.m. to 8:05 a.m., during lunch and recess and at dismissal from 3:30-3:45. Please do not send children to school prior to 7:45am. 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. on every day of the week except for Thursdays when students are released early from school at 1pm. There is no supervision on the playground after 3:45 on Monday, Tuesday, Wednesdays and Fridays and after 1:15 on Thursdays unless your child is enrolled in an after-school program. **If your child is not picked up on the playground by 3:45 or by 1:15 on Thursdays, 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 IS NO LONGER SERVED IN THE CLASSROOM:

Breakfast will now be served each morning in the cafeteria from 7:45 am - 8:05 am. Breakfast will no longer be served in the classroom in the mornings.

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**

INTERNET AND SOCIAL MEDIA

The internet is a vital tool for education and DPS Internet access in all schools. Internet use requires students and staff to follow certain rules. For example, Internet access for illegal, obscene or and inappropriate means is

prohibited. DPS filters Internet content to avoid illegal, obscene or inappropriate material. All Internet content visited can be investigated by DPS and can't be considered private. Students who violate the Internet use policy can lose their Internet privileges and can face disciplinary action. Social Media, like Facebook, Google+ and Twitter, have important educational uses and can be powerful tools of communication. If students and teachers are aware of these challenges and they act professionally with these tools, these sites can be and should be used in schools. Student who violate this policy can lose their access to social media sites and can face disciplinary action.

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; reinforce 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.*

THURSDAY FOLDERS

Every Thursday, packets of important school and community information will be posted on our website, here is the direct link <http://gardenplace.dpsk12.org/category/thursday-folders-2018-2019/>. Please let the office know if you have any questions.

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: OLD MAROON OR GRAY UNIFORMS WILL NO LONGER BE ACCEPTED

- Navy Blue, Black, or Khaki slacks or jeans , shorts, skirts, capris, or jumpers
 - Shorts and Skirts must be no shorter than 2" above knee

- Polo shirt in designated school colors: red, green, blue, purple, or turquoise (Shirts with school emblem will be sold at school.)
- Close-toed shoes (any color tennis shoe or dress shoe)
- Only Garden Place Hoodies can be worn with the school uniform (hoodies: \$20)—
- School Spirit Shirts (TIGER t-shirts in new school colors only) can be worn on Fridays with navy blue and khaki bottoms.
- No Coats, Jackets, Hooded Sweatshirts (other than Garden Place Hoodies), 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.
- Only hooded Garden Place sweatshirts allowed inside building. Students will not be able to wear hoods inside.

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. We always encourage parent volunteers. If you are interested in volunteering in your child's classroom, please schedule available times with the classroom teacher.*

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. Spinners, 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 be 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 7:45 a.m. School closings are announced on radio, DPS website (www.dpsk12.org) and TV.

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 8:05 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, or instant cup-a-noodles 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.

CSC MEETINGS

CSC meetings will be held the thirds Monday of every month at 4:00 pm in the conference room. If you are interested in joining the committee, please let the office know.

CONTACT THE SCHOOL

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.

