

**Garden Place Academy
Parent/Student Handbook
2024 - 2025**



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

Phone: 720-424-7220

Web site: www.gardenplace.dpsk12.org

Principal: Andrea Rentería

Assistant Principal: AJ Romero

School Hours:

M-W 8:15 am-3:30 pm

Thursdays- 8:15 am-12:00 pm

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

Attendance Line: 720-424-7250

Garden Place Academy
Denver Public Schools
A Traditional and Montessori School
Parent/Student Handbook 2024-25

Introduction: Welcome to Garden Place Academy! We are so happy to have you join our GPA family! My name is Andrea Renteria and I am in my 10th year leading here at our beautiful school. My door is always open to hear from our students, families and community and I welcome your feedback and suggestions to improve our systems always. Our hope is that this handbook will serve as a valuable document to answer any questions and provide guidance.



The policies and procedures described in this handbook support our school vision and are designed to build our TIGER values within each of our students and among all members of our community. We believe these common expectations and guidelines will help us create a loving & healthy learning community

Leadership Team:

Principal- Andrea Renteria: Andrea.Renteria@dpsk12.net

Assistant Principal- AJ Romero: Amanda.Romero@dpsk12.net

OUR VISION

Growing Leaders and Lifelong Learners.

OUR TIGER 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 8:15 am. The tardy bell rings at **8:30** 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 3 consecutive absences we need medical documentation to excuse any more absences. The automated phone system contacts parents of absent students at 9:00 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 12:00pm

To enhance accessibility for our parents and students and to allocate more time for teacher planning, collaboration, and professional development, we are instituting a weekly staff professional learning period. Starting every Thursday, students will be dismissed at 12:00 p.m.

- Transportation **WILL** be provided to our bus students at 12:00 pm on Thursdays and our after-school programs will also begin at 12:00pm for those students who are registered for the programs.

NOTE: Childcare accommodations must be made, Thursday after school options MAY be available

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 at 3:30 pm (or 12 pm on Thursdays).**
- **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.*

ARRIVAL:

Upon arrival, students will go to the blacktop area to play on the playground. If weather does not permit outside activity, students will report directly to the auditorium, cafeteria and gym.

Students and parents will not be allowed inside the building before school begins.

At the 8:15 bell, all K-5 students will walk quietly and respectfully with their teachers into the school building, grab their breakfast, and eat in the classroom.

Students should arrive at school no earlier than 7:45 a.m. **ADULT SUPERVISION** on the playground **IS NOT PROVIDED** before 7:45 a.m. or after 3:45.

"Kiss N Go " Student Drop-Off: Parents can begin to drop off students in the Kiss N Go car dropoff starting at 7:45. For student safety, Lincoln is encouraged to be a one-way southbound street at this time. Students will then make their way to the playground where they will be supervised by school staff.

DISMISSAL: 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 8:15 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. The office staff are not allowed to release a student 30 minutes before dismissal. If you wish to pick up a student early be sure to pick up before 3:00 p.m. or 11:30 a.m. on Thursdays. Teachers will not release a pupil without office authorization: a call or a dismissal slip from the office staff. To ensure your child's safety, 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.**

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. Students violating any policies, rules, or behavior prohibitions will be subject to appropriate disciplinary action **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**

Restorative Justice:

Capturing Kids Hearts:

When it comes to discipline at Garden Place we handle things with a restorative approach. When a student is off-task or misbehaving we start by asking our four Capturing Kids Hearts questions.

1. What are you doing?
2. What are you supposed to be doing?
3. Are you doing it?
4. What's going to happen if you do it again?

This allows students the opportunity to take ownership of their actions and have an opportunity to turn their behavior around. If they choose not to, they will be

required to fill out a think sheet, someone from the behavior team may be contacted, and a phone call to their caregiver will most likely be made. Depending on the severity of their actions, we may have them make up work they missed during recess or have them assist helping out the Garden Place community in some way. This may look like partnering up with facilities to help clean in and around the building, creating a presentation (in cases of bullying and use of a racial slur), and/or participating in a team building activity with the person they are not getting along with. We strive to use in-school and out of school suspension as a last resort.

INTERNET AND SOCIAL MEDIA

Students are expected to use school technology equipment respectfully. 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.

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. Riding the school bus is a privilege and cooperative behavior is expected at all times for the safety of all students. Expectations: remain seated at all times, keep the aisles clear, avoid shouting and listen to and respect their bus driver and other students.

Transportation

Students that are not on the bus transportation list will wait in the office until they are picked up by parents or designated guardians. **For safety purposes, parents and guardians must communicate to the front office staff before 3:00 p.m. if students are not taking the bus.**

In addition, since supervision will not be available until 7:45 a.m. please ensure that students take a bus route that does not drop them off before 7:45 a.m

VIRTUAL FRIDAY FOLDERS

Every Friday, important school and community information will be posted on our website, here is the direct link

<https://gardenplace.dpsk12.org/category/friday-folders-24-25/>

GARDEN PLACE ABIDES BY THE FOLLOWING DRESS CODE:

If students are in violation of the dress code, they will receive two verbal reminders and be asked to go to the office and change clothing. On the third violation, families will be contacted AND they will be required to change.

Dress Code:

- Hats, hoods and sunglasses may not be worn during the school day. Any headwear worn must have a necessary function and be approved in advance by administration.
- All clothing must conceal undergarments. Shirts that reveal undergarments, whether due to the transparency, length, or lack of coverage of the shirt are not permitted. Pants must be worn at the waist and completely cover the buttocks area. Pants may not be worn in such a way as to expose underwear or skin around the midsection.
- No midriff exposing tops.
- Any article of clothing with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. Shorts and Skirts must be no shorter than 2" above knee
- Closed-toed shoes
- No pajamas or sleepwear to be worn.

PARENT/GUARDIAN VISITS AND PARENT CONFERENCES

If parents/guardians plan to visit the classroom, please notify the classroom teacher in advance. When you arrive, sign in at the office and the office staff will call to inform the classroom teacher.

- ***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.***
- ***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 reach out to administration to go through the DPS volunteer form.***

PRESCRIBED MEDICATION ONLY

Prescribed medication can be given to a student 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 unauthorized medication to a student. **If students bring unauthorized medication to school, it will be taken to the office until parents can pick it up. 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.**

TOYS ~ VALUABLES ~ MONEY

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 day/year. **Toys of any type will not be allowed at school.**

If a student accidentally causes damage, they should immediately report it to their teacher so that it is not misconstrued as vandalism. Willfully damaging or destroying school property may be a cause for suspension or possible expulsion. If deemed appropriate, students may also participate in a restorative approach to their incident, this decision will be made by administration. If the vandalism goes beyond a certain amount parents may be asked to pay for damage.

Children should NOT bring large sums of money or valuable articles to school. Spinners, radios, skateboards, calculators and marbles are a few examples. **If this process is not followed they will be taken away and the parent will need to pick up items 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.

Inclement Weather

When the weather conditions prevent children from being outside, they will be permitted to enter the Auditorium, Gym, and Cafeteria at regular supervision beginning at 7:45 a.m. School closings are announced on radio, DPS website (www.dpsk12.org) and TV.

PHONE CALLS

Except in extreme emergencies, messages will 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 8:15 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 that make 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 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.**

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 third Monday of every month at 4:00 pm via Google Meet or in the school library. If you are interested in joining the committee, please let the office know.

CONTACT THE SCHOOL

If you have any concerns 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.

Cell Phone and Electronics Policy

Student cell phones must be checked into the main office or homeroom teacher before the school day begins. If a student continually violates this expectation the phone will be taken to the main office until a parent comes to pick it up.

IEP/504 Plans

If your student has an IEP or 504 Plan, the teacher, in partnership, with the IEP or 504 team must design instruction to meet the needs of your student and push them toward mastery of grade level standards. The classroom teacher will maintain a copy of the IEP goals and 504 accommodations in the classroom to refer to regularly. Please ask your child's general education teacher or any Special Education teacher for a copy of your students' IEP goals or 504 if needed.

Classroom Environment & Culture - Capturing Kids' Hearts

Students at Garden Place Academy are held to high expectations for behavior and academic achievement. Teachers at Garden Place Academy create a caring, structured, and supportive environment for all students using the Capturing Kids' Hearts program. Students engage in aligned community building practices in every classroom, including Good Things and Affirmations. All classrooms also engage in a collaborative process to write a Community Agreement at the outset of the year. To preserve strong relationships in the classroom, students also participate in restorative conversations and actions if conflict arises. The questions we may ask include: What happened, what were you thinking at the time, what have you thought about since, and who has been affected and in what way. After investigating a bit by asking these questions the person(s) who caused the harm will be expected to issue a verbal or written apology. An appropriate consequence will be given after allowing the student to repair the harm.

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 communicate with each Teacher at least monthly via email and/or telephone.
2. 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.
3. I understand that I will receive a call from my students' teacher after 3 absences.
4. I understand that after 5 unexcused absences or questionable absences, tardies AND early dismissal, I will receive a letter from a psychologist/ social worker.

5. I understand that after **7** unexcused absences I will receive a letter to meet with a psychologist/ social worker to talk about student attendance.
6. I understand after **10** unexcused absences that my family may be referred to Denver District Juvenile Attendance Court.
7. I agree to have my child at school and on time ready to learn every day.
8. I agree to attend all parent/teacher conferences and Back to School Night
9. I will try to attend after school extra curricular activities (PTLT, CSC, etc)
10. I agree to pick-up my child on time
11. I agree to keep all of my current emergency information updated

My signature ensures that I have received the link to access the parent/student handbook online. I agree to read the handbook in its entirety and abide by it.

Parent Signature

Date

Child(ren) Name:
