

***Swansea Elementary School***

***ECE – 5<sup>th</sup> Grade***

***Parent Handbook***

***4650 Columbine Street***

***Denver, Colorado 80216***

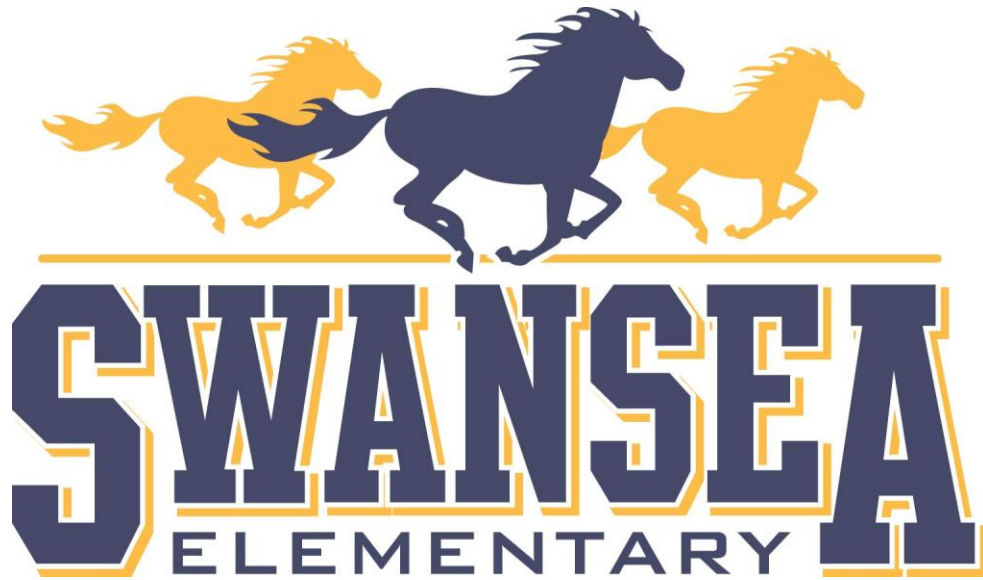
***Telephone: 720-424-3630***

***Fax: 720-424-3655***



**SWANSEA**  
**ELEMENTARY**

***Gilberto Muñoz, Principal***  
***Eric Atonna, Assistant Principal***



**Our Vision:**

The Swansea Community will unite to empower all students to become life-long learners, have the resilience and confidence to realize their dreams, celebrate diverse perspectives and culture and be college and career ready for the 21<sup>st</sup> century.

## Swansea Parent Handbook

### 2015-2016

4650 Columbine St.

Denver, CO 80216

PH 720-424-3630

School Hours: 7:55 a.m. - 3:00 p.m. (students are picked up by teachers at 7:55 a.m. on the playground)

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At Swansea we believe in having high expectations for all students, collaboration as a way to reach our goals and using data to inform our decisions. We are passionate about the importance of education and believe that student learning is the most important thing we do as a school. Therefore, we are implementing the policies below in order to preserve the integrity of the learning environment at Swansea. We know that as parents, you will appreciate the improvement in student achievement this will lead to.

In order to insure that the staff and students are completely focused on student learning, we are going to do everything we can to eliminate any disruptions to the learning environment. This includes eliminating all noise, talking and disruptive behavior in the hallways and parties for birthdays and holidays. It also means we will enforce the uniform policy so students are not distracted by clothing and status. We will implement a behavior policy that provides very clear expectations for their behavior and positively reinforces students that demonstrate the correct behavior. You will notice that all the policies and expectations below lead to student achievement and success.

As our partners in education, we need parents and families to help us implement the policies and changes outlined below. These changes will allow us to make the most of the instructional time we have with our students by minimizing disruptions to the learning environment.

### ***Parking***

In order to make our school a safer place for students and parents to walk to, we are implementing changes to the parking around school. We have noticed there are a lot of cars stopping in the middle of the street, students running into the street and cars trying to pass each other. In order to make the environment safer for students and all pedestrians, the parking on the east side of Columbine street has change to a "15-Minute Passenger Loading" zone so that parents have a place to stop safely and legally. This will also prevent students from running into the middle of the street to get into the car. There are bus loading zones in the back as well as the front of the school on Columbine. Please make sure you do not park in the spaces designated for buses. We are also asking for volunteers to help as crossing guards at each corner. These changes will eliminate some parking spaces, but the increase in the safety of our students is worth it.

### ***Transportation/Busing***

Our school is fortunate to participate in the DPS shuttle system. Instead of having one bus route for eligible student we now have a shuttle system that operates more like a city bus; buses now come by every few minutes (5 -15 minutes apart). Also, all students are now eligible to ride the bus. Please communicate with your teacher whether or not you expect your child to ride the bus, walk home or wait for a ride. If you need a Success Express Schedule please stop by the main office to obtain one.

## ***Student Drop-off and Pick-up***

Learning is the most important activity that occurs in our school and therefore we want to protect it from any disruptions. One way for us to minimize disruptions to your child's learning and to their classroom is to ensure that they are in class for the entire time from 7:55-3:00; another is to eliminate any noise or distractions in the hallways. We appreciate and encourage parents to reach out to each other and create community amongst themselves, but it cannot happen at the expense of students' learning.

Parents will drop their students off on the playground by 7:55 a.m. Teachers will pick up their classes and take them inside at 7:55 a.m. in order to be in class by 8:00 a.m. In the afternoon, students will be dismissed and will walk outside. Please do not come in the building to pick them up. The only exception will be for ECE parents, who need to sign-in their children in the morning and sign them out in the afternoon. If you need to pick up your child before school is out you need stop by the office and obtain Permission to Release Student form. This way we can verify that the appropriate people are picking up your child.

ECE parents and students will enter through the North Entrance (off of 47<sup>th</sup> Ave). Families may wait with their children until 7:55, where they are REQUIRED to sign in their child. No child may be left unsupervised in this area

Parents and family members that show up early (before 3:00 p.m.) will be asked to wait outside to pick up their children. Please wait outside for your children to come to you: 3<sup>rd</sup> – 5<sup>th</sup> graders will exit from the side doors on Columbine; all other students will exit onto Elizabeth St. The only exceptions are Ms. Redd and Ms. Marquez in 1<sup>st</sup> grade who will exit onto the playground. During inclement weather, parents and family members will be allowed to wait in the lobby in front of the main office.

## **Inclement Weather**

If inclement weather or an emergency occurs which would result in the closing of the school in the Denver area or it becomes necessary to adjust the schedule of the start or dismissal time of school, information will be announce by local radio and TV stations. The radio and TV stations receive notification from district officials by 5:00am. Please dress your children appropriately while still maintaining our dress code. Students will remain outside unless the temperature falls below 30 degrees, or if it snows or rains.

## **Security Plan**

In response to our concerns about the safety and security of our students, faculty and staff, we have made the following arrangements:

- We will lock school door without compromising the exiting, entering and evacuation of the building during an emergency. All individuals should report through the main doors, or should be buzzed in after identifying yourself.
- Please remind students that breakfast is not being served in the cafeteria, and will be served in classrooms at 8:15-8:25.
- From 7:30 to 7:45, students who arrive early will report to cafeteria and be supervised by paraprofessionals and administration. At 7:45 am, all students and parents are encouraged to wait in playground area. **NO STUDENTS SHOULD BE DROPPED OFF BEFORE 7:30AM-NO STUDENT SHOULD BE ON THE PLAYGROUND BEFORE 7:45AM.**

7:30am-3:00pm. Front entrance will be locked and can only be opened by office staff. Anyone entering must buzz in to get the door open and must stop in the office for a visitor pass. Staff members may politely ask anyone in the school without a pass to please go to the office and sign-in while they are in the building during the lock - out times. You will be escorted directly to the office so you can obtain a visitors pass.

## **Lockdown Preparation – Fire Drills**

Ongoing efforts are always in place to inform parents about school emergency procedures. Some of the procedures that we have in place are:

**Lockdown** (threat is inside or very close to the school) - a school will go on lockdown if a threat is in our building or in our neighborhood and endangers the occupants of the school. If this happens **NO Person** is allowed to enter or leave the building. On the event that this happens please call DPS Safety and Security at 720-423-3911 for more information.

**Modified Lockdown** (threat is away from the school) - we will go onto a modified lockdown if a threat is in our neighborhood and does not endangers the occupants of the school. If this happens **NO Person** is allowed to enter or leave the building. On the event that this happens please call DPS Safety and Security at 720-423-3911 for more information.

**Shelter in Place**- severe weather is any weather condition that may cause injury to students and staff or damage to structures. Different types of weather call for different types of actions. Schools will go into shelter-in-place if the threat of severe weather is in the area.

**Fire Drill**- Once a month the school will be practicing for a fire drill. This helps our staff and students prepare us in the event that fires were to happen in the school. Please don't be alarmed if you happen to be in the building during one of our drills. Please evacuate the building and join the rest of the school on the playground.

**Parents WILL NOT be able to pick up your child while one of the above emergency procedures is active. Parents will have to wait until an all clear sign is given before your child can be released.**

## **Attendance/Tardiness**

Achievement in school and good attendance go hand in hand. Daily attendance has become a State and National Goal as well as our priority here at Swansea. Learning is the most important thing students and schools do. Research shows there is a direct correlation between absences/tardies and academic achievement. A child should only be kept from school for illness and an emergency. Please support your child's education by making sure that they come to school every day and on time so that we do not waste any instructional time. We ask that you contact the attendance line at 720-424-3688 before 8:30am if your child will be absent or tardy. According to state law, students cannot have more than 10 absences. **The school personnel CANNOT give permission for families to take vacation, extended visits or trips during the school contact days. Students who are gone for a week or more may be withdrawn.**

Classrooms that have perfect attendance for an entire week will have an ice cream party that week.

## **Breakfast in the Classroom Program**

Breakfast will be served daily in the classrooms starting at 8:15 A.M. Students and teachers are asked to eat breakfast from 8:15 to 8:25. Please help your child develop a good habit of being on time daily to ensure that they eat breakfasts at school. Any child who arrives after 8:25 does not have the opportunity to eat breakfasts.

## **Lunchroom Procedures and Prices**

A lunch application must be filled out for every student at the beginning of each school year. Lunch is served from 10:50am – 1:15pm. Each class/grade level is scheduled for a 45 minute lunch and recess break. Breakfast is FREE for all students. Lunch prices for the year will be as follows: Students in grades ECE-5 pay \$1.50 (reduced is \$.40) for lunch. Non-students are \$2.00. Adult Lunch prices are \$3.00. Parents are asked to monitor sack lunch contents. Please do not send non-nutritional items such as Hot Cheetos, chips, or pop for their lunch. Student's that bring in large bags of chips will have them taken from them at lunch, and returned at the end of the day.

## **Communication with your Child's Teacher**

In order to eliminate disruptions in the classroom, we will not allow phone calls to a teacher's room. You can leave teachers a voice mail to request a time to meet or a time they can call you back. If you need to get a message to your child, the office staff can relay the message for you without interrupting the class. The only visits that will be allowed in the classroom are for quiet observations by signing in at the main office and getting a visitor pass. If you need to discuss a concern or have questions for your child's teacher, please set up a time to meet with them. Teachers will provide several different ways for you to communicate with each other, such as weekly and monthly newsletters, conferences and appointments and via phone and e-mail.

## **Uniform Policy**

Swansea is a uniform school. The uniform consists of a navy blue polo shirt, khaki pants or khaki jumper. All students are required to wear a uniform every day. If students come to school without a uniform, they will be sent to the office immediately and parents will be called to bring a uniform to school. We cannot allow students to be in school without a uniform because other students will think it's okay to for them to not wear a uniform.

## **Lost and Found**

Please mark all of your children's clothing and personal items so that they may be returned if the item is misplaced or lost. Any clothing found will be placed in the Lost and Found Box which is located across from room 101 past the double doors next to the auditorium. Any clothing not claimed at the end of each school year is donated to a worthy charity.

## **Behavior Policy**

Please read and understand the color system for consequences below. Every student starts on green every day and teachers will call you if your child reaches yellow, pink or red. Please check in with your student daily about what color they ended the day on and encourage them to strive for green and blue!

## **HIERARCHY OF LOGICAL CONSEQUENCES**

**Blue: Above and beyond behavioral expectations. Students should be moved to blue for exceptional behaviors only and this should be seen as an extreme privilege**

**Green: All students start on green each day; student behavior meets expectations; no misbehaviors**

**Purple: Warning; no action taken other than color movement**

**Yellow: Student to take focus chair for 5-10 minutes while still completing classroom exercises; call home to family at end of day**

**Pink: Student sent to buddy classroom for 15 minutes with focus sheet; call to family at the end of the day**

**Red: Office referral**

## **Birthdays and Celebrations in Classrooms**

We believe that celebrations are important, however, they cannot take away from the mission of a school – to educate your child. In order to minimize the interruption to instruction, parents can bring cakes or treats for their child's birthday **ONLY DURING THE LAST 15 MINUTES OF THE SCHOOL DAY, AT 2:45 PM**. Please stay in the classroom to help clean up; teachers will not be taking time from class for birthday parties. Students' birthdays will be recognized in their classrooms by the teacher by giving them a special birthday pin to wear and having the class sing to them.

We will, of course, celebrate academics, good behavior and attendance – accomplishments that lead to success. We will continue with school-wide assemblies twice a year to recognize the academic achievement of our students and the ice cream parties for classrooms that have perfect attendance each week.

## **Excursions – Field Trips**

Our classrooms extend beyond the physical limits of a room or even a building. Teachers recognize the value of taking school children on field trip or excursions. Among other educational benefit, children get to see and hear things which cannot be brought into the classroom. On some excursions, children take the school buses. On others, they walk or use other means of transportation. You must sign a Parent Permission for Excursions form and give your consent for your child to be taken on excursions during the school year. Your child will be given information to take home before each excursion, by note, newsletter, by the school's monthly calendar, or by some other means to let you know the place to be visited and the date of the excursion. You should know that the School District is not necessarily responsible for every injury sustained by the pupil.

## **Accident Insurance**

As parents, you have the opportunity to purchase student accident insurance coverage for your child. The school district does not carry insurance on your child. The district does not pay any injury sustained by your child, beyond any legal liability of the district. If you need insurance please call the school and we will get you in contact with a Medicaid representative.

## **Visitors in the Classroom**

Learning is our primary mission and we invite parents and families to join us in that work. We would like for parents to be involved in the classroom and are always welcome to observe or volunteer. To do so, all parents or family members must sign-in at the front office and receive a visitor's pass or volunteer's pass. While in the classroom, please do not interact with the teacher, your child or with other students. If you need to talk with the teacher, please set up a meeting before or after school or during the teacher's planning period. Communication with your child's teacher is extremely important and highly encouraged, but not during class time.

If you would like to volunteer, please see below.

## **Volunteers**

Kenia Abeyta, our parent liaison, will coordinate volunteer activities. She will have a list of tasks for which you can volunteer. Kenia will provide a description of the tasks that we need assistance with and how to complete them. Volunteers are required to first sign in at the main office and get a volunteer pass. You can contact Kenia at 720-424-3641.