

Swansea Elementary School

ECE – 5th Grade

Parent Handbook

4650 Columbine Street

Denver, Colorado 80216

Telephone: 720-424-3630

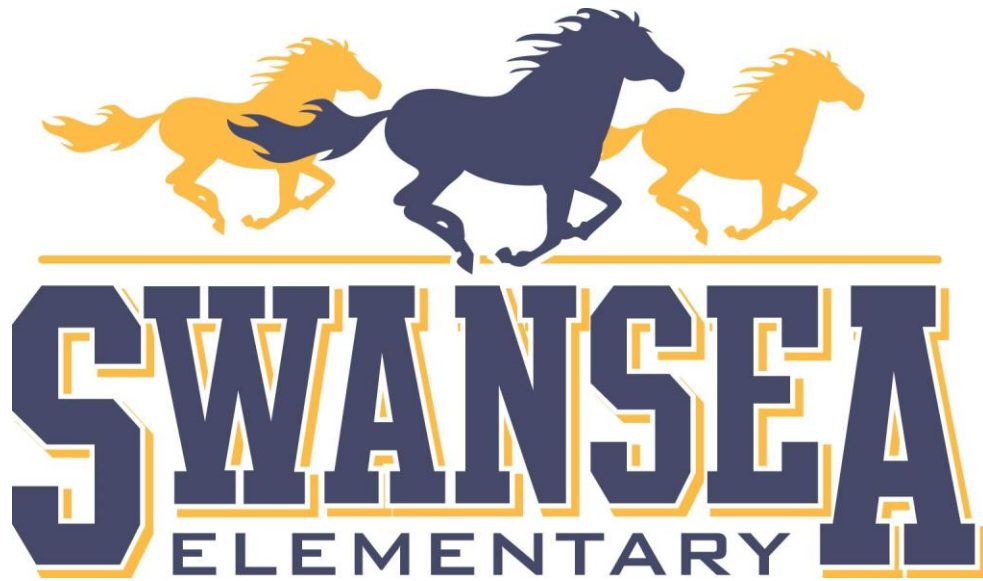
Fax: 720-424-3655



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 21st century.

Swansea Parent Handbook

2017-2018

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Denver, CO 80216
MAIN 720-424-3630
FAX 720-424-3655

School Hours: 8:00-3:15 PM (students are picked up by teachers at 7:55 a.m. on the playground)

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 have created the policies below to preserve the integrity of the learning environment at Swansea. We know that as parents, you will appreciate the improvement that this will lead to in student achievement.

In order to ensure that our staff and students are completely focused on student learning, we will do our best to eliminate any disruptions to the learning environment. This includes minimizing all noise, talking and disruptive behavior in the hallways and parties for birthdays and holidays. We will enforce the uniform policy, so that students are not distracted by clothing and status. Additionally, we will implement a behavior policy that provides very clear expectations for behavior and positively reinforces students that demonstrate the correct behavior.

Parking

In order to make our school a safer place for students and parents to walk to, please be sure to obey all traffic and parking signage around school. Please do not stop your car in the middle of the street to drop off or pick up students. This is a danger to pedestrians and a traffic violation, which is not worth the risks that it presents to either. Parking on the east side of Columbine Street is a "15-Minute Passenger Loading" zone, to be used as a place to stop safely and legally for up to fifteen minutes. This is to prevent students from running into the middle of the street to get into a car that is double parked. There are bus loading zones in the back and front of the school on Elizabeth St. Please make sure that you do not park in the spaces designated for school buses.

Transportation (School Bus Services)

Our school participates in the DPS Success Express – Near Northeast Transportation service. Success Express features a fleet of DPS buses that circulate through the Far Northeast and Near Northeast neighborhoods and offer students three opportunities to catch a ride. The shuttle runs from 6:30 to 9:30 a.m., and then from 2:30 to 6:30 p.m., facilitating more flexible school days and on-time access for students to their participating school of choice.

Students can get on or off any bus at any stop, and in many cases can simply wait for the next bus to arrive within 15 minutes if they miss the first one.

Every bus has two adults on board – the driver and a paraprofessional, whose primary job will be to make sure students are getting on and off at the right spot, and doing so safely. ID tags worn by participating students will indicate what school they are attending.

Transportation Services will provide all transportation-eligible students with a NEW +Pass for the school year. +Pass will be distributed to students within the first few weeks of school. Students that are transportation eligible will be allowed to ride the bus in the meantime.

For a bus schedule, replacement or a temporary +pass, please visit our school main office or email; transportation@dpsk12.org.

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 7:55-3:15; another is to eliminate any noise or distractions in the hallways. While we do appreciate and encourage parents to reach out to each other and create community amongst one another, we ask that you are mindful of the students' learning environment and find areas that are designated for gathering, such as the community room directly across from the office.

Parents must drop their students off on the playground by 7:55AM. Teachers will pick up their classes and take them inside at 7:55AM and will be in class by 8:00AM. Students will walk to class with their teacher and classmates or on their own. Parents or other adults will not walk their students to class, in order to nurture children's independence and responsibility, it's important that they learn to walk to their own classrooms, put their things away, and help to set up/ clean-up for their school day on their own.

In the afternoon, students will be dismissed at specific exits to meet parents or other persons picking them up. To avoid confusion for teachers and other students, please do not come into the building to pick your student up. The only exception is for ECE parents, who must 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 will need to stop by the office and obtain a *Permission to Release Student* form. This way we can verify that the appropriate person is picking up your child.

ECE parents and students will enter through the North Entrance (off of 47th 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 3:15 p.m.) will be asked to wait outside to pick up their children. Please wait outside for your children to come to you: 2nd – 5th graders will exit from the side doors on Columbine; 1st grade will exit onto the playground. Kinder will exit onto 47th Ave. from the doorway on the north side of the building. ECE students cannot be dismissed without a parent or authorized adult signature. They will exit directly from their classroom. During inclement weather, parents and family members will be allowed to wait in the lunchroom, but must follow the same procedures as normal. Someone will be available to allow entrance to the cafeteria from the gymnasium or cafeteria doors.

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 announced by local radio and TV stations. The radio and TV stations receive notification from district officials by 5:00 am. 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.
- At 7:45 am, all students and parents are encouraged to wait in the playground area. **NO STUDENTS SHOULD BE DROPPED OFF BEFORE 7:45AM- NO STUDENT SHOULD BE ON THE PLAYGROUND BEFORE 7:45AM.** There is no supervision available before 7:45AM.

The 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 or volunteer 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 at any time.

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 their child while one of the above emergency procedures is active. Parents will have to wait until an all clear sign are given before their 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.**

Breakfast in the Classroom Program

Breakfast will be served daily in the classrooms starting at 8:10 AM. Students and teachers are asked to eat breakfast from 8:10 to 8:25AM. Please help your child develop a good habit of being on time daily to ensure that they eat breakfast at school. Any child who arrives after 8:25 will miss the opportunity to eat breakfast in the classroom. Parents or other volunteers are not allowed to walk students to class or stay for Breakfast in the Classroom.

Breakfast in the Classroom is a time for students to practice social emotional skills, socialize with peers, and demonstrate independence. In order to encourage and foster children's independence and responsibility, it's important that they learn to walk to their own classrooms, put their things away, and

help to set up/ clean-up for breakfast on their own. This process also helps them to build their confidence and self-esteem.

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. Students 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 do 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 next to the music classroom. 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 3:00 PM. Please stay in the classroom to help clean up as teachers cannot take time from their instruction time to help. 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.

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, but must be pre-arranged with teacher. 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

Parent volunteers must go through a volunteer orientation to learn about requirements, opportunities, and scheduling, including volunteering for field trips. All volunteers in the classroom must sign-up with teachers for the tasks and times that they have designated. If you are unable to sign-up with a specific teacher, you are still able to volunteer in other classrooms, in the main office, the library, and other areas.

Kenia Abeyta, our parent liaison or front office staff can help with scheduling for other areas. They will have a list of tasks that needs a volunteer. All volunteers are required to first sign in at the main office and get a volunteer pass. If you have any other questions, please contact Kenia at 720-424-3641.