

## **Parent Handbook 2019-2020**

**Swansea Elementary School  
ECE 3-4 years – 5th grade**

**4650 Columbine Street | Denver, Colorado 80216  
Main Line: 720-424-3630 | Fax: 720-424-3655  
[swansea.dpsk12.org](http://swansea.dpsk12.org)**

Gilberto Muñoz  
Principal

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Assistant Principal

## OUR SCHOOL 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.

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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 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.

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## SCHOOL HOURS:

School hours are from **8:00-3:15 PM** (students must be on the playground by **7:55 AM** and will be picked up and led into the building by their teacher).

Students who arrive earlier, must be accompanied and supervised by an adult until 7:45 AM. There is NO supervision for students before 7:45 AM. Students that are left unsupervised before 7:45 AM can be reported as unattended minors.

## ATTENDANCE

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 benefit from all instructional time.

Please contact the **attendance line at 720-424-3700** before 8:30 AM, if your child will be absent or tardy.

### **Colorado School Attendance Law - C.R.S. 22-33-101 et seq.**

School attendance is required by state law for all students up to age 17 and students cannot have more than 10 absences in one school year. Students must attend a minimum number of hours of school in order to comply with the law. These minimum requirements are:

- 968 hours in elementary school
- 900 hours in full day kindergarten
- 450 hours in half day kindergarten

### **Excused Absence**

An excused absence requires approval by both the parent or guardian and the school. In some cases, documentation from the parent may be required so that the school can excuse an absence. Examples can include a note from a parent, guardian or healthcare provider.

Exceptions to the Colorado School Attendance Law include:

- Temporary illness or injury;
- Enrollment in a private school;
- Physical, mental or emotional disability;
- Suspension, expulsion or denial of admission;
- Certificate to work;
- Legal custody by public agency;
- Religious holidays or observance;
- School-approved work-study program; and
- Home-based instruction.

Please note, school personnel cannot give permission to families to take vacation, extended visits or trips during the school contact days. Students that are gone for one week or more may be withdrawn from school.

**Unexcused Absence**—an absence for which your parent has given approval but the reasons are not approved by school officials.

**All absences, excused or unexcused, count toward the 10 allowed absences.**

After 3 absences, teachers will call home to find out why the student is missing school;

After 5 absences, an attendance letter will be sent home;

**After 10 absences, an attendance letter will be sent home, as well as a student contract and potential truancy proceedings started**

**Tardy Policy**—Students are expected to line up on the playground to meet their teachers by 7:55 AM who will bring them into their classrooms by 8:00 AM. If your child arrives after 8:00 AM they must report at the front office to receive a tardy pass. If they are tardy to school due to a medical or dental appointment, they must bring in a note from the doctor in order to be excused. Three (3) tardies to school equal one absence and are counted towards the 10 allowed absences.

## SCHOOL CULTURE

### Breakfast in the Classroom

Breakfast will be served daily in the classrooms starting promptly at **8:00 AM**. Students and teachers are asked to eat breakfast from **8:00-8:20 AM**. 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 8:20 AM will miss the opportunity to eat breakfast. Breakfast is FREE for all students. If students eat breakfast at home, they are still required to be on class on time at 8:00 AM.

### Lunch

Every student must fill out an online lunch application at the beginning of each school year to determine their eligibility for free or reduced meals. Lunch applications can be found at: <https://www.myschoolapps.com/Application>

Prices per meal are as follows:

Reduced	Breakfast - FREE	LUNCH .40 cents
Full-pay	Breakfast - FREE	LUNCH 2.25 dollars
Adult	Breakfast – 2.50 dollars	LUNCH 4.00 dollars

To find out what's on the menu every month, please visit: <http://foodservices.dpsk12.org/whatson-menu.php>

Lunch is served from **10:50 AM – 1:15 PM** every school day. Each grade level is scheduled for a 45 minute lunch and recess break.

Students are allowed to bring in their own nutritional sack lunch. However, cannot bring in non-nutritional items, for example Hot Cheetos, chips, candy, sugary foods or soda. Students that bring in bags of chips or other non-nutritional items will have them taken away during lunch, but can pick them up at the office at the end of the school day.

## **Lunchroom & Recess Behavior**

Students are expected to follow generally recognized behavior expectations during lunch, including an acceptable voice level, cleaning up after themselves, and being kind and respectful of others and their property.

## **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.

## **Volunteers**

We welcome volunteers from the community to become involved in a number of ways. We can use volunteers in the classrooms, after school, in our library or front office, we can also work with small or large groups to conduct one-time projects to benefit our students and families. Please contact our School Liaison, Kenia Abeyta at 720-424-3461 for more information.

All volunteers who will be working with children, including attending field trips must fill out the DPS volunteer paperwork and background check. Forms and additional information can be found at: <http://volunteerservices.dpsk12.org/volunteer-forms/>

All volunteers are required to check-in at the front office, sign-in and get a volunteer tag to be worn while they are in the building,

## **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.

# **STUDENT HEALTH**

## **Medications**

Students with health conditions should be communicated to the school nurse so that proper care and documentation can occur. Any medications required at school must be specifically requested by a parent, and accompanied by a STUDENT MEDICATION/ TREATMENT REQUEST RELEASE AGREEMENT form signed by the parent and a physician. This includes prescription, as well as over the counter medications. Medications will be kept in a locked cabinet and given only by trained school staff if the nurse is not available.

## **Immunizations**

All students must meet legal requirements of immunization against disease unless the student has a valid exemption for health, religious, or personal reason as provided by law. Students may be excluded from school if proper documentation is not provided.

# **SCHOOL RULES**

## **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 students are required to wear a school uniform every day. The uniform consists of a navy blue polo shirt, khaki pants or khaki jumper. If students come to school without a uniform, they will be sent to the nurse's office to borrow one, or call parents to bring them one. Uniform shirts and sweatshirts with the school logo are available to buy in the front office.

## **Cell Phone or Other Electronic Devices Policy**

Cell phones or other electronic devices are not allowed at school. If you feel that your child must have a cell phone for safety reasons, please understand that we do require students to have their cell phones turned off and in their backpack while at school. Students may use the phone in the front office to communicate with family as needed. Swansea staff is not responsible for lost or stolen items. Please instruct your children to leave their cell phones and other electronic devices at home.

This policy was created to ensure the safety of our students and to limit distractions in the learning environment.

## **Food & Gum**

Food is only permitted in the cafeteria or designated areas, unless an exception is made to the rule by the teacher for a special occasion. Chewing gum is not permitted at school. Students are allowed to drink water from a clear plastic bottle only.

Reminder: Students are allowed to bring in their own nutritional sack lunch. However, cannot bring in non-nutritional items, for example Hot Cheetos, chips, candy, sugary foods or soda. Students that bring in bags of chips or other non-nutritional items will have them taken away during lunch, but can pick them up at the office at the end of the school day.

## **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; teachers cannot take time from class for birthday parties. Teachers will recognize birthdays in their classroom in their own way, for example, by giving the student a special birthday pin to wear or having their classmates 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 occasional rewards for classrooms that have perfect attendance.

## **Substitute Teachers**

Guest teachers must be given the same respect as the regular teacher. Inappropriate behavior in class when a substitute is present will be addressed the same way as any inappropriate behavior.

## **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 near the auditorium. Any clothing not claimed at the end of each quarter will be donated to a charity.

## **AFTERSCHOOL PROGRAM**

Our Y Afterschool program is a comprehensive academic and enrichment program that is run and managed by the YMCA. Our Site Director Manager is Miguel Samaniego. For the 2018-2019 school year, Y Afterschool will begin on September 4. The program will run from 3:15-6:00 PM, Monday-Friday and is FREE to Swansea students in Kindergarten-5<sup>th</sup> grade, space is limited. Parents must register their students through an online application at:

[www.ezchildtrack.com/denverymca](http://www.ezchildtrack.com/denverymca)

Students are responsible for following Y Afterschool rules and procedures while they are attending the program. If students do not follow program rules, they are subject to Y Afterschool disciplinary actions, including removal from program.



# SECURITY

## 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 doors 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.**
- 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 this time.**

The front entrance will be locked at all times 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 report to the office and sign-in while they are in the building during normal school hours.

## Emergency Plans

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

A **lockout** takes place when there is a safety concern that is not an immediate threat to a school. For example, the police may be pursuing a vehicle in the neighborhood around a school, and the DPS Department of Safety determines that the school should enact a lockout as a precautionary measure. In lockouts, students and staff should remain inside the school building, and school activities may continue as normal with students and staff moving securely within the school. A lockout means no one comes in or goes out of the building, and students and staff are unlikely to notice a difference unless the lockout occurs near a transition time.

A **lockdown** takes place when there is a safety concern regarding a potential threat to a school. For example, the police may be pursuing a suspect on foot and the suspect is on school property. A lockdown will also be enacted if there is a perceived threat within the school. In a lockdown, school business and classroom activities should cease, and everyone should be down, quiet and out of sight. Students remain quiet in their classrooms until the lockdown is lifted.

**Note:** In both a lockout and lockdown, the Department of Safety coordinates with emergency responders to determine the appropriate time to release a school.

**Shelter-in-place** is when students and staff take shelter in a safe space in the school; that could be a classroom or a hallway. This occurs when there is a hazard, such as a tornado or a severe weather warning, and it has been determined by the Department of Safety, with the assistance of outside agencies, that evacuation or early dismissal could place students in danger.

An **evacuation** is when students are sent outside of the school building to prevent harm or injury due to a hazardous situation inside of the school, such as a fire.

A **reunification site** is the location of students after they are moved off school property. This is necessary to prevent harm or injury due to a hazardous situation inside or outside the school.

**Fire Drill-** Once a month the school will be practicing for a fire drill. This helps our staff and students prepare 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.**

### **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.

## **POSITIVE BEHAVIOR SUPPORT**

### **DISCIPLINE – Denver Public Schools Board Policy JK & JK-R**

You have a right to attend schools that are safe and free from unnecessary disruption. Proper student conduct, reinforced by an effective discipline program, is essential to create and maintain a positive school climate. This is the joint responsibility of students, staff, parents, and the community.

The goal of student discipline is to teach students to behave in ways that contribute to academic achievement and school success, and to support a school environment where students and staff are responsible and respectful.

### **Swansea Positive Behavior Support**

All Swansea teachers are trained or will be trained in No Nonsense Nurturing (on-line course), Leader in Me, and Social Emotional Academic Learning to support Positive Behavior. Teachers immediately narrate positive behaviors after giving precise directions. Please read and understand the discipline/behavior ladder color system. Every student starts on green every day. If a student receives a consequence (a clip change that moves the child down the behavior ladder), teachers will call families if a child reaches yellow, pink or red. **Parents are asked to check in with students daily about what color they ended the day on and encourage them to strive for green and blue.** The blue plate is separate from the behavior ladder and is reserved for exceptional academic performance and/or kindness, and can be attained even if the student has received a prior consequence that day--mark with a sticky, not a clip).

### **Swansea Hierarchy of Logical Consequences: class clip system using No Nonsense Nurturing**

- **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 utilize focus area in the classroom for 5-10 minutes while still completing classroom exercises; call home to family at the end of day
- **Pink:** Student sent to buddy class for minutes with refocus sheet, He/she should fill out the sheet, reflect, and return to class as soon as possible, in order to limit the amount of instruction/practice time missed. Call to family at the end of the day
- **Red:** Office referral for Restorative Justice Coordinator and/or Admin to address

### **Above and Beyond Positive Recognition**

**Blue Plate:** This is a separate area, not part of the Hierarchy! Above and beyond behavioral expectations. Students can be recognized next to blue (with a sticky note) for exceptional behaviors where they are showing leadership values through our Leader In Me habits.

## **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](mailto:transportation@dpsk12.org) or contact Transportation Department at (720) 423-4624.

### **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. Please make sure you do not park in spaces that are designated for school buses.

**Families are discouraged from parking along the north side of East 47<sup>th</sup> Avenue as it leads to traffic congestion and an unsafe environment.**

Families should NOT arrive prior to 3:10 PM. Arriving early causes traffic back-ups.

## 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 designated for gatherings.

Parents must drop their students off on the playground by **7:55 AM**. Teachers will pick up their classes and take them inside at **7:55 AM** and will be in class by **8:00 AM**. 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 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.

### **Kiss N Go drop-off**

Families can drop off students at the "kiss 'n go" location on the south side of the school via the student drop-off/pick-up line.

Vehicles for students in grades K-5 will drive into the kiss 'n go zone in the new parking lot on 46th and Columbine. Parents of ECE students will park on the street.

When the front vehicle reaches the "Unload Here" sign located in the loop of the parking lot by the gym, a Swansea staff member will open the car door and help the student unload from the vehicle.

Once the student is safely unloaded, the vehicle will drive forward and exit onto Columbine.

Vehicles will not be permitted to make a U-turns back into the loop upon leaving the kiss 'n go lane.

### **Afterschool Pick-up will begin at 3:20 PM**

Vehicles for students in grades K-5 will drive into the kiss 'n go zone in the new parking lot on 46th and Columbine. ECE parents will park on the street.

Drivers will remain in their vehicles and wait for their student to be dismissed.

Swansea staff will dismiss students from the east door of the gym in the order of vehicles in the lineup. Students will be called by the name displayed on the sign inside the vehicle.

When the front vehicle reaches the "Unload Here" sign located in loop of the parking lot by the gym, a Swansea staff member will open the car door and help the student load into the vehicle. When the student is safely loaded, the vehicle will drive forward and exit onto Columbine. If a student is delayed, Swansea staff will direct the vehicle to go back around. Drivers should remain in their vehicles.

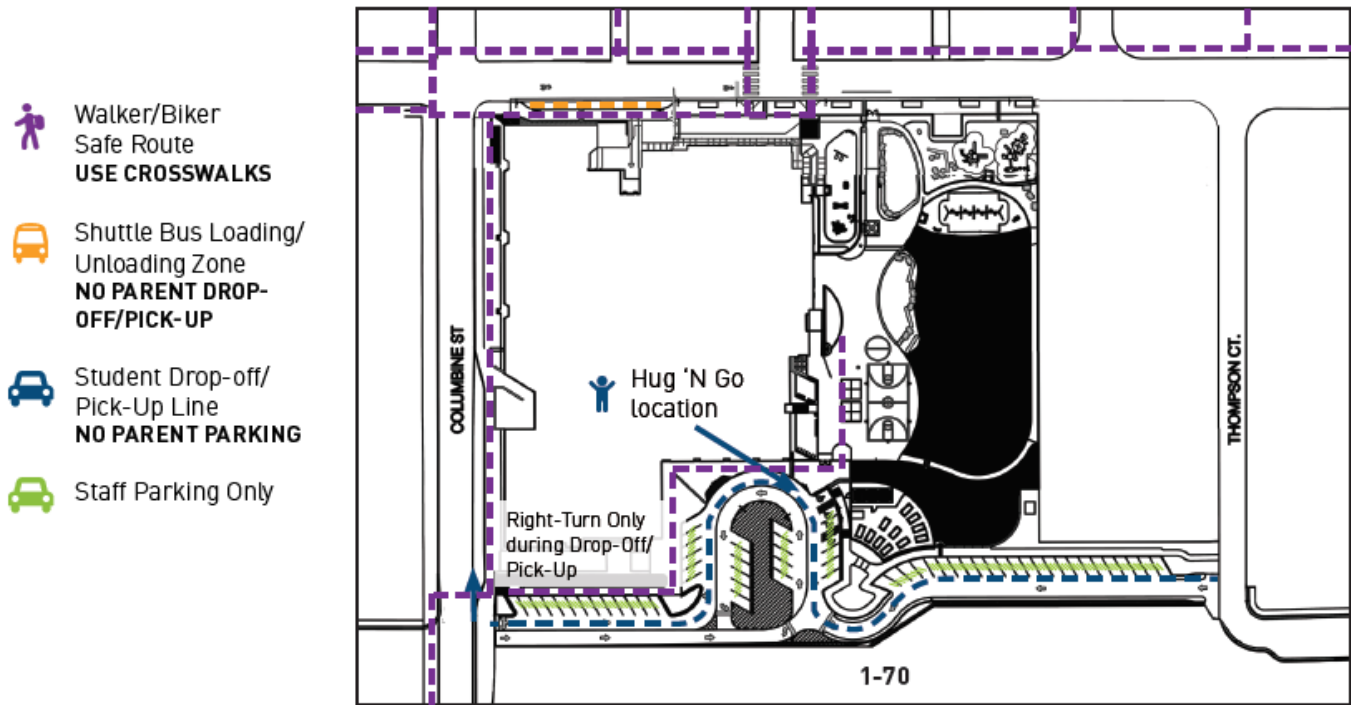
Vehicles will not be permitted to make U-turns back into the loop upon leaving the kiss 'n go lane.

No family is allowed to drop-off or pick-up their student using the bus loading and unloading zone.

Buses will drop-off and pick-up on the south side of East 47<sup>th</sup> Avenue, just to the east of Columbine Street in the bus cut-out. See map below for exact location.

## Arrival and Dismissal Plan: Map B

### AFTER 47TH AVENUE CONSTRUCTION



### Student Walking and Biking Instructions

Students walking or biking to school should use any of the suggested routes in order to access Swansea. Please refer to the map for suggested routes.

Families and students should use crosswalks to cross streets in order to get to school safely.