

# FAMILY & STUDENT HANDBOOK

## 2023-2024

Rules, Policies, and  
Procedures



**ESCALANTE-BIGGS**  
**ACADEMY**

5300 Crown Blvd  
Denver, Colorado 80239

(720) 424-4620 - office  
(720) 424-4621 - attendance

*This handbook is furnished annually to families enrolled at Escalante-Biggs Academy. Escalante-Biggs Academy follows all DPS Board Policy and the Early Education Policies and procedures for every student enrolled at this site. Please retain this handbook for the entire year and refer to it often.*

## **About Escalante Biggs Academy**

### **Our Vision**

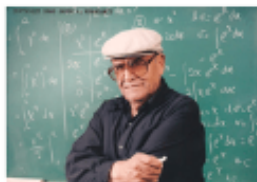
“At Escalante-Biggs Academy, we are committed to creating & promoting a culture of excellence in which every child succeeds.”

### **Our Mission**

We do this by focusing on data driven instruction, parent and community involvement & whole child development including academics, and social & emotional wellness.

### **Our History**

Located in the Northeast Denver community of Montbello, Escalante-Biggs Academy opened its doors in September of 2011 as an "overflow" school after elementary schools in the area did not have enough space to house ECE classrooms. The school was named after Jaime Escalante and Beth Biggs. They both believed in the power of education and the importance of challenging students through high-level thinking and problem solving. Today, we embrace their beliefs and work hard to ensure children are getting the best educational experiences possible.



Jaime Escalante was a math teacher in both his native Bolivia and in the United States.

He became famous when his students became so successful they were accused of cheating, leading to the 1988 film 'Stand and Deliver'



Beth Biggs was an educator in Colorado, she devoted over 31 years of her life to Denver Public Schools.

## Our Core Values

**Students First - Integrity - Equity - Collaboration - Accountability - Fun**

**Students First:** We put our kids' needs at the forefront of everything we do.

**Integrity:** We tell the truth, and we keep our promises.

**Equity:** We celebrate our diversity and will provide the necessary resources and supports to eliminate barriers to success and foster a more equitable future for all our kids.

**Collaboration:** Together as a team, we think, we work, and we create in order to reach our goals.

**Accountability:** We take responsibility for our individual and collective commitments; we grow from success; we learn from failure.

**Fun:** We celebrate the joy in our work and foster in our students a joy and passion for learning to last their whole lives.

*Defining our shared values and, more importantly, living our shared values in everything we do as a team – working with our students and our community, recognizing, hiring, decision-making – will help ensure that we do our best work on behalf of all of our kids.*

## Staff Roster 2023-2024 School Year

Marta Rodenas – Principal  
 Brittany Smith – Assistant Principal  
 Rocio (Rosie) Campos – Office Manager III  
 Eunice Gaspar – Office Manager III  
 Claire Rutherford – Nurse  
 Alma Chavez – Lunchroom/Student Monitor/Office Support  
 Delia DeSantiago – Family Liaison  
 Jerri Succo – School Technology Partner (STP)

<b>Grade Level</b>	<b>Designation</b>	<b>Name</b>	<b>Classroom Number</b>
ECE	Model 1 ELA-E/S (Half-Day)	Connie Trujillo-Beas	102
ECE	3 yr old - ELA-S	Angela Quezada-Ruska	103
ECE	3 yr old - ELA-E	Casey Braun	104
ECE	3 yr old - ELA-E ECE Team Specialist	Sarah Kranz	107
ECE	4 yr old - ELA-S Biliteracy Content Lead	Delia Lozano	108
ECE	4 yr old - ELA-E ECE Team Specialist	Cathie Tate	109
ECE	4 yr old - ELA-E	Bula (Vern Blohm)	110
ECE	4 yr old - ELA-E	Marie Knight	111
ECE	4 yr old - ELA-E	Stephanie Jajczyk	120
ECE	Head Start - ELA-E	Cheryl Malet	121
ECE	Head Start - ELA-S	Teresa Trujillo	122
ECE	4 yr old - ELA-S	Rosie Connell	123
ECE	Head Start - ELA-S	Martha Fernandez	126

ECE	Head Start - ELA-E	Loretta Willis	127
Kindergarten	ELA-E K Team Specialist	Mollie Siweck (Clemons)	112
Kindergarten	ELA-E	Sara Renicker	113
Kindergarten	ELA-S	Nancy Pasillas	114
Kindergarten	ELA-S Language Content Lead	Lupita (Maria) Valdez	115
Kindergarten	Intervention Senior Team Lead	Consuelo Sandoval	
Kindergarten	Intervention Senior Team Lead	Kayla Pohlabel	
ECE/K	Intervention Senior Team Lead	Jamie Hencmann	
Specials	Art	Dana Berge	128
Specials	Physical Education	Alexis Atnip	Gym (117)
Special Education	ECE	Kelly Wilson	118
Special Education	Kindergarten Mild Mod. New Teacher Ambassador	Lynette Straub	118

### **ECE Model 1 Paraprofessionals**

Kali Rollerson-Deer  
Diana Cervantes-Pena

Luz Moncada  
Daisy Roman  
Arlene Pantoja-Bautista

### **ECE - 3 year old Paraprofessionals**

Denise Gandara  
Yesenia Casillas  
Ruby Lopez-Ortiz

### **ECE - 4 year old Paraprofessionals**

Gali De La Torre  
Della Swanson  
Francella Baker  
Erika Rodriguez  
Cynthia Guardado  
Maria Morales

### **ECE Head Start Paraprofessionals**

Yesenia Gil-Tafoya

### **Kindergarten Paraprofessionals**

Andrea Alfaro #2  
Daisy Cordova Torres  
Nora Contreras  
Erica Chavez

### **Floater Support Paraprofessionals**

Andrea Alfaro #1 – K Floater Para  
Kirsten Garcia – ECE Floater Para  
Haydeé Romero – ECE Floater Para  
Blanca Guerrero –ECE Floater Para  
Liz Guerrero – ECE Floater Para  
Rosaalba De La Torre - ECE Floater Para  
Kiffen Robles-Mata – ECE Floater Para  
Gabriela Santos – ECE Floater Para

### **Head Start Support Staff**

Jose Paz – Executive Director  
Vacant – Family Services  
Manager/Supervisor  
Trina Watkins– Parent Liaison  
Maria Elena Villagrana — Parent Liaison  
Julissa Gomez-VanDeVelde – Nurse  
Liz Beindorff - Head Start Disabilities &  
Mental Health Manager  
Elyse Yurth Adlin - Head Start  
Education Coordinator

### **Special Services Support Staff**

Yenitza Castillo-Tristani – Psychologist  
Jessica Amedeo-Johnson – Speech  
Language Pathologist (1.0 FTE)  
Ashley Avila – Speech Language  
Pathologist Assistant (M, T, W)  
Crystal Eary – Speech Language  
Pathologist (.6 FTE)  
Chelsea Chappell-Cox - Gifted &  
Talented Itinerant (.125 FTE)  
Kristin Cunningham– Physical  
Therapist  
Susan Fortney – Occupational  
Therapist

### **Food Services**

Cheryl Hamilton – Food Services  
Manager  
Mulki Mohamed – Food Services  
Marisa Quezada – Food Services  
Vacant – Part Time Student Monitor

### **Facilities**

Brittany Sabala – Lead Facility Team  
Member  
Leidy & Dimitrius – Facility Team  
Member  
Shantell Smith – Facility Manager

## **Our Programming**

We are a Bilingual TNLI (Transitional Native Language Instruction) Early Childhood Center, offering ELA-E classes (English instruction for students whose first language is English) and ELA-S classes (Spanish instruction with English Language Development daily for families whose first language is Spanish).

### **Half Day ECE Program Hours:**

Monday through Friday

AM Class - 8:20 a.m. to 11:10 a.m. (pick up at classroom door 11:10-11:20am)

PM Class - 12:10 p.m. to 3:00 p.m. (pick up at classroom door 3:00-3:10pm)

### **Full Day ECE Program & Head Start Hours:**

Monday through Friday

8:20 a.m. to 3:00 p.m. (pick up at classroom door 3:00-3:10pm)

### **Full Day Kindergarten Program Hours:**

Monday through Friday

8:20 a.m. to 3:00 p.m. (pick up at classroom door 3:00-3:10pm)

\*\*Lunch service is included for all full day students, afternoon snack only provided for ECE full day programs\*\*



**Escalante-Biggs Academy**

## **POLICIES AND PROCEDURES**

### **Attendance:**

Daily Attendance is required of every student at Escalante-Biggs Academy. Our goal is to achieve a 95% attendance rate as a school for 2023-2024.

It is important that your child be here on a daily basis. If your child is going to miss more than 3 days you must request a student leave of absence form from the front office and have it filled out and signed by the principal. If your child is absent for 3 or more unexcused absences the following will take place:

If a child is absent 3 consecutive days..... school calls the home. 5 consecutive days.....referral to school psychologist

**10 consecutive days- the child may need to be dropped from the program and replaced with a child on the waiting list (based on Principal/CSC policy).**

### **Class Assignments:**

The professional judgment of our staff, balanced class size, the specific needs of children, and input from the parents are primary considerations for classroom placements. However, parents will not dictate who their child's teacher will be. Furthermore, once students are placed with classroom teachers, room changes are not permitted unless an extreme circumstance has occurred. Administration reserves the right to determine what is extreme or not.

### **Dress Code:**

At Escalante-Biggs Academy students are required to wear a uniform. Our requirements are based on comfort, modesty, safety, and consistency of expectations for a learning environment. Students should dress for success!!

Students must be in uniform Monday through Thursday, and are given a dress down day on Friday.





**Shirts** - black, white, navy, light blue with collar, no logos (except school logo)

**Pants** - tan, black, navy blue, denim (no holes)

**Hoodies/Sweatshirts** - black, white, light blue, no logos (except school logo)

**Shorts/Skirts** - tan, black, navy blue, denim (no holes)

**Dresses** - must have a collar or be a jumper in school colors

**Make-up** - NO makeup

**Hats** - No hats

If dress code policy is not followed parents/guardians will be notified to bring clothes and items will be confiscated. It is expected that students be in appropriate clothing for active outdoor play on a daily basis (pants, shirts, tennis shoes & light jacket). Teachers will keep you informed of any special dress up days. Removable clothing such as sweaters, coats and boots should be labeled with your child's name.

Smocks are provided for messy activities; however, accidents can happen. Our paints are washable. Usually prompt attention with cold water and face soap takes care of any soiling.

Please send your child to school with a change of clothes appropriate for the weather. This should remain accessible EVERY day and all items should be labeled with your child's name.

## **MEDICAL INFORMATION**

### **Illness:**

We ask that all our parents follow the "GOLDEN HEALTH RULE". Place yourself in the role of other parents - - would you want your child exposed? Please do not send your child to school if they are ill. Remember that the experience at school will not be as valuable for your child if he or she is not feeling well. If your child is sent to school ill, we will call to have a parent pick him/her up. **For your child's protection and to protect their schoolmates, KEEP YOUR CHILDREN AT HOME IF THE FOLLOWING SYMPTOMS ARE PRESENT:**

1. Skin rash or sores
2. Stomach ache or nausea
3. Vomiting
4. Flushed face
5. Inflamed eyes
6. Sore throat
7. Diarrhea
8. Chills
9. Earache
10. Coughing or has a cold
11. HAS HAD A FEVER DURING THE PREVIOUS 24 HOURS
12. Has been taking an antibiotic for less than 24 hours
13. HEAVY YELLOW OR GREEN NASAL DISCHARGE
14. Fussy, cranky, are generally signs that they are not feeling like themselves

It is important for your child to come to school well rested. REMEMBER, rest may prevent the development of serious illness. Symptoms of a possible communicable disease are: sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.

If your child becomes ill at school, we will notify you. **It is very important that you keep your emergency numbers CURRENT!**

If your child is sick and will not be attending school, please call the attendance line at 720-424-4621.

### **Medication at School:**

All parents must have their family physician fill out the medication consent form and bring this to school with the medication before appropriate staff members can distribute medication to any child. Do not ask your classroom teacher or any staff member to administer any medication to your child, including over the counter medication.

### **Diapering and Toilet Training:**

All children are accepted into the program regardless of toileting concerns. The staff at Escalante-Biggs Academy will work with you and your child towards their toileting goals and ensure the safety of your child while they attend our school.

If your child is wearing diapers or pull-ups we ask that you supply diapers/pull-ups, and wipes when your child attends. In addition, **please send an extra pair of clothes** in case of an accident at school.

## **ARRIVAL AND DEPARTURE**

### **Drop off procedures (morning):**

- Families drop off students at the outside classroom door. Doors open at 8:20am for breakfast.
  - **All students must be signed in by an adult (18 years or older)**
- Parents may come into the classroom, but must leave by 8:40am unless pre-arranged for classroom volunteering. If you are going to volunteer please stop by the office to have your ID checked and receive a visitor badge.
- Classroom doors close at 8:40am, any late students must report to the office. Teachers must close their outside doors at this time for safety reasons.

### **Tardiness:**

- Tardy students may enter through the office between 8:40 AM-9:15 AM, if you do not have a doctor's/appointment note, students will not be allowed to enter school after 9:15 AM.
  - **No Doctor Note = No entry after 9:15 AM = unexcused tardy**
- To be excused, tardy students must have a doctor's note and may enter until 10:00 AM. **No arrivals for any student after 10:00 AM.**
  - Doctor's Note = Entry up until 10:00 AM = excused tardy
- After the 3rd time of unexcused tardiness - the office will send a letter home and will require a meeting with administration.

### **Pick up procedures (afternoon):**

- Families pick up students at the outdoor classroom door. Doors open at 3:00pm.
  - **ALL students must be signed out by an adult 18 years or older**
- Students must be picked up by 3:15pm. If the parent has not arrived the classroom paraprofessional will call the parent and then bring the student down to the office at 3:20pm to be picked up there.
- After 3 late pick-ups, office staff will send a late pick-up warning letter to the family.
- The teacher/para will complete a hand-to-hand drop-off and delivery to parents/ guardians and/or the bus if applicable.
- **The teacher will only release students to an adult over the age of 18 that has been indicated on the Parent Permission Form.**
- Early pick up
  - Early Pick up can only happen **after 1:00 PM for an appointment.**
  - Please notify your child's teacher or the office about an early pick up.
  - Please enter through the office for early pick up and show identification. The office will call the classroom teacher and then you will go to the classroom to pick up your child and sign them out. Remember anyone picking up your child needs to be on the pick up list and MUST BE 18 years or older.

### **Bus Transportation:**

Denver Public Schools provides bus transportation through the Success Express Shuttle for the Far North East Area. If you want your child to ride the bus, please register them directly with Escalante Biggs Academy. For security reasons, we cannot allow students to ride the bus who are not registered. It may take up to 24 hours for the registration to go through.

## ***Important reminders***

Please be at your child's bus stop approximately 10 minutes before the shuttle is scheduled to pick-up or drop-off your child.

A responsible adult (18 years or older) must meet the shuttle at the designated stop and accept responsibility for your child at the front steps of the shuttle.

No-shows at the Shuttle Stop – If there is no responsible adult at the designated stop to pick up your child, they will stay on the shuttle with the driver and follow the rest of the bus route. **To find out where your child is and where to pick them up, call 720-423-4624.** When you call, you must have some key information:

- First and last name of the child
- Bus line color and number (Yellow 5, green 12...etc.)
- Where the bus originated from (Escalante Biggs Academy)

Please **do not call the school**--we don't have access to connect you with the driver.

## **PLEASE BE ON TIME!!**

**Shuttle Bus Safety** – Your child's safety and welfare is our primary concern. Please stress to your child that he or she is to sit in their designated seat facing forward and only get out of the seat when asked to do so. Children should be reminded that they are to keep their hands to themselves and use their indoor voices. No shouting or yelling. We are committed to getting your child to and from school safely.

## **Enrollment:**

Please be aware that preschool/kindergarten education is not mandated in the State of Colorado, with the exception of children with disabilities.

1. Children must meet age requirements of being 3, 4 or 5 on or before October 1<sup>st</sup> of the year of enrollment.
2. Residents in Denver Public Schools boundaries will receive priority for enrollment.

For registration information please look at the [enrollment guide](#) on the DPS website.

## **HOME CONNECTIONS**

### **Parent/Guardian Conferences:**

Conferences will be scheduled with each family twice a year, in the fall and in the spring. A personal or telephone/video call appointment will be arranged by your child's teacher. If you have a special concern, please contact your classroom teacher and they will be happy to meet with you.

### **Classroom Visitation:**

Parents and adult relatives (with parent/guardian permission) **that are listed on the emergency card** are welcome to visit our classrooms. Please contact the teacher to arrange a time to visit. For security reasons, all visitors must sign-in at the front office, show identification and sign in again in the ECE classroom on the visitor logs.

Throughout the year, we will offer volunteer opportunities school-wide and in individual classrooms. We would like to celebrate our families' special talents and cultures during our assemblies. If you have something you would like to offer to the school, please talk to your classroom teacher or administrator.

For the safety of our students, if you would like to volunteer regularly in school, you will need to complete a special application with the district and complete a background check. Please visit the front office for more information.

**To keep our school safe, ALL visitors must show identification at the front office, sign in and receive a visitor's badge. If you do not have an identification, you will not be allowed to enter the building.**

### **Home Visits:**

We participate in the Parent Teacher Home Visit Program. Escalante Biggs Academy Staff believe in building a positive connection with parents. Staff members will schedule a time to come out and visit with your family, if you so choose. This informal visit will be to get to know your child and build a positive relationship with the parents. Our expectation will be that all families will be open to a visit. This year our goal will be to visit all of our families.

### **Home/School Communications:**

The Escalante-Biggs Academy school-wide communication will come to families through Class Dojo, our website, facebook/instagram page and the school marquee. Some classroom and school communication will be sent home in your child's backpack. It is your responsibility to check your child's backpack daily.

### **Parties:**

In keeping with school district policies, parties for special events will be planned. In order to decrease classroom and instructional interruptions, students may celebrate birthdays at the end of the day during the **last 15 to 20 mins of the day** (Birthday parties cannot be conducted during normal instructional hours.). Parents may bring a store bought snack, (cupcakes or pizza, individually wrapped treats). **No candles, no balloons, no piñatas, only parents of child whose birthday it is invited.**

### **Parent Portal:**

[DPS Parent/Student Portal](#) is a website where parents/guardians and students can check on how students are doing in school. You can check on your child's grades (Kindergarten only), attendance, state and district tests, and much more.

- To set up an account, visit your child's school and let the secretary know you would like to register for your DPS Parent Portal Account. They will ask for identification and then provide you with your Person ID and GUID. Once you have these two sets of numbers, visit [myportal.dpsk12.org](http://myportal.dpsk12.org) and click "Create an Account" to begin the registration process. Follow the instructions on the website. A valid email address is required in order to create a DPS Parent Portal account.
- Students use their DPS credentials to login; typically student ID and date of birth (format: MMDDYYYY).
- The Parent/Student Portal provides support materials for Spanish, Vietnamese, Arabic, or Somali. Click on the flags located in the upper-right section of the website to choose from our multiple languages. There are plans to add more languages in the future.

### **Toys/Books from Home:**

Except for toys that are needed in the very opening days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car. If an item is brought to school, we cannot be responsible for this

item. **Absolutely no toy weapons are allowed, these will be confiscated by administration and you will receive a phone call home.**

Children who are enrolled in full-day preschool may bring a soft item with them for nap (blanket or stuffed animal). The item will remain in the child's backpack or cubby during the day and be returned after nap. All items must be labeled with your child's name.

If you have a book that may be of interest to all the children, we would appreciate this being shared with the class, but we may ask that it is left for several days to accommodate a time-frame in which it can be shared.

## **NUTRITION**

### **Nutritious Lunch:**

- ❖ Escalante-Biggs Academy will provide milk, a universal free breakfast, and will have a daily hot lunch offering. If your child does not eat meat or pork products, accommodations can be made with advanced notice.
  
- ❖ Students (except for those in the Head Start program) who attend full-day preschool or Kindergarten can bring lunch from home. In order to ensure proper supervision of students, staff members are not able to use microwaves to warm up food, therefore **please refrain from bringing food that needs to be heated, cooked or microwaved during the lunch period.** Pre-warmed or needing to stay cooled, food items can be sent with your child's lunch-box thermos.

Please send your child's "brought" lunch in a lunchbox with any necessary utensils for their lunch.

### **Snack**

For all full-day ECE and Head Start students, an afternoon snack will be provided. Kindergarten students must bring their own snack.

### **Hydration**

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We want to ensure that students have access to water all day. Please have your child bring labeled personal water bottles with them for hydration during the school day. Please ask your child's teacher about the best place to leave the water bottle during the school day.

## **SAFETY**

### **Snow Days and Delayed Opening Procedures**

We follow the school district policy on school closures and delays. The closings are announced on local radio, local news programs and on the district web-site at [www.dpsk12.org](http://www.dpsk12.org). Closings for the district are announced as "Denver Public Schools." Please use good judgment when deciding whether or not to drive your child to school.

On delayed opening days the AM half day class may be canceled depending on the amount of time delayed. Thank you for understanding.

### **Cold Weather:**

If it is raining or snowing, students will not go outside to recess and will engage in indoor play. **If the temperature is below 32 degrees students will have inside recess.**

### **Hot Weather and Sunscreen:**

If the weather is exceedingly hot, outdoor play will be substituted with indoor play.

ECE students will need to wear sunscreen every day. **Please let your child's teacher know if you want your child or the teacher to apply sunscreen.** Please also let the teacher know if your child needs a special sunscreen or if the classroom provided sunscreen is okay. *If you want your child to wear a special sunscreen, you are responsible for providing it.*

### **Parking Lot Safety**

The following instructions are for the safety of our children. Please follow these instructions at all times.

Parking lots are a source of danger to young children. We strongly suggest that you:

1. Enter and leave the parking lots with extreme caution. To avoid traffic jams, you may only make a right turn into the parking lot, and a right turn when exiting the parking lot during school hours (8:00am-5:00pm). Be on the lookout for wandering children.
2. Park ONLY in the west parking lot or on the street. Please adhere to the “NO PARKING” signs on the front of the building. **Also, adhere to signs that indicate “Authorized vehicles and Personnel”. Do not park in the bus loop or the entrance to the bus loop by the trash containers. Visitors are NOT allowed in these areas.**
3. Be aware that when the bus displays its stop sign, you are required by law to STOP! Bus drivers will record the license plate number of people not adhering to school bus stop signs. Traffic tickets will be issued and fines imposed.
4. Always hold your child’s hand when going to and coming from an automobile. Do not let the child run ahead of you. Children can inadvertently run behind a car that is backing out.
5. Please do not stand in the parking lot conversing with other adults unless your child is seated safely in the car with the doors closed.
6. Never leave children unattended in the car while you are taking or picking up your enrolled child.
7. Follow the direction of the staff members who are helping to support the safety and well-being of families and students. **Failure to do so could lead to being banned from the school property.**
8. **Parking in the lots of businesses surrounding the school is NOT permitted. Failure to obey this rule could lead to having your vehicle towed or ticketed.**

\*\*\*Please do not cross in the middle of Crown blvd. It is not safe. Use clearly defined crossing areas\*\*\*

### **Bus Zone:**

The front of the building “horse-shoe” drive is for bus access ONLY.

THIS WILL BE ENFORCED BY DENVER PUBLIC SCHOOLS SAFETY AND SECURITY OFFICER ASSIGNED TO OUR BUILDING.

Thank you for being an active partner with us in ensuring these guidelines are followed to help protect all children at Escalante-Biggs Academy.

### **The Safety Rule**

We teach the following safety rules at school to remind children how to interact appropriately with others and to help children feel safe in their classrooms.

1. Be Safe
2. Be Respectful
3. Be Responsible

During the first few weeks of school, teachers discuss what these rules mean and examples. Please support us in these discussions at home. We also have a school-wide assembly the first Friday of each month to help children understand these characteristics and celebrate two students per class who have been demonstrating these.

### **Discipline:**

*What this means:*

While at school, in the classroom or on the playground, your child is expected to follow our school rules. Acceptable behavior is encouraged by giving positive verbal rewards. Asking a child to stop and think about his/her behavior enables the child to work at self-control. When a child does not cooperate, appropriate strategies will be used to manage behavior. Corporal punishment is NOT an acceptable method of dealing with children's behavior. Children will not be hit, slapped or spanked in any manner while attending the Escalante-Biggs Academy.

*If the rule is broken:*

Unless it is a very serious problem, your child's teacher and an appropriate staff member will talk with your child and will also talk with the child's parents. If behavior problems persist, a conference will be scheduled with the parent to discuss

what may be helpful in motivating the child to behave in an acceptable way. It may be suggested that the child be involved in a behavior plan, with the parent being involved in the process as well.

*If the rule continues to be broken:*

According to state law, if a student is habitually disruptive or disobedient, we follow the Board Of Education Policies: JK - Student Discipline and JK-R - Student Conduct and Discipline Procedures. These policies and guidance can be found in The Commons on the Student Equity and Opportunity Department's [Student Discipline](#) page.

### **Reporting Child Abuse:**

The Colorado Children's Code requires that all staff employed by public schools report incidents or information of "suspected" abuse and/or neglect. Any follow-up regarding these reports is the responsibility of the Denver County Department of Social Services.

### **Field Trips:**

Parents are notified about field trips through classroom communication, reminder notes and in other classroom/school communications. One main permission slip will be filled out at the beginning of the school year during registration. Additional field trip specific permissions will come home prior to each event, if needed. Transportation will be provided. Procedures and information will be available for parents who would like to volunteer on the field trips. Only 4 volunteers over the age of 18 are allowed on field trips, no siblings. If a child comes late to school and misses going on a field trip, the child will return home with his/her parent/guardian.

\*\*\*On Field Trip days, you are allowed to pick up your child early. However, it is not required and students can stay to the end of the school day\*\*\*

### **Fees for Field Trips:**

Each student is required to pay, at the time of registration, a **non-refundable fee** of \$50.00 for field trips. This is used to cover admission and the cost of T-Shirts that are used for Field trips.

**“You have a choice when choosing schools, thanks for choosing EBA.”**



**Parent Compact Agreement**  
**Staff at Escalante-Biggs Academy agree to:**

- Hold Back-to-School nights for parents to meet with teachers and staff.
- Help determine the instructional needs of your child.
- Try to adjust the instructional program to meet the academic needs of your child.
- Seek your cooperation as parents to work as partners in the school.
- Provide a safe and orderly school environment.
- Schedule Parent/Teacher conferences.
- Provide consistent information through ClassDojo and/or notices in your child's backpack.
- Be respectful of students, parents, and colleagues.

**Parents/Guardians of children at Escalante-Biggs Academy agree to:**

- Make sure my child arrives at school at the appropriate time and is prepared for school everyday.
- Know how my child is doing in school by communicating with teachers.
- Attend conferences with the teacher about concerns with school work and behavior.
- Monitor my child's homework and make sure to allow for study time each night.
- Celebrate my child's accomplishments.
- Help my child accept consequences for negative behavior.
- Limit TV viewing and read daily with my child.
- Check with my child daily for information sent home.
- Be respectful of school staff, students, and other parents.

**Students at Escalante-Biggs Academy agree to:**

- Come to school ready to learn.
- Participate in class.
- Allow the teachers/staff to help me work through my problems.
- Ask for help when I don't understand.
- Be respectful of myself, classmates and all members of the Escalante-Biggs Academy community.
- Be respectful of other people's property as well as school property.

**I have read, understand, and agree to the policies in the parent handbook as well as my responsibilities outlined above.**

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**El personal de Escalante-Biggs Academy acepta:**

- Organice noches de regreso a la escuela para que los padres se reúnan con los maestros y el personal.
- Ayude a determinar las necesidades educativas de su hijo.
- Trate de ajustar el programa de instrucción para satisfacer las necesidades académicas de su hijo.
- Buscar su cooperación como padres para trabajar como socios en la escuela.
- Proporcionar un ambiente escolar seguro y ordenado.
- Programar conferencias de padres y maestros.
- Proporcione información consistente a través de ClassDojo y/o avisos en la mochila de su hijo.
- Sea respetuoso con los estudiantes, los padres y los colegas.

**Los padres/tutores de niños en la Academia Escalante-Biggs aceptan:**

- Asegurarme de que mi hijo llegue a la escuela a la hora adecuada y esté preparado para la escuela todos los días.
- Saber cómo le va a mi hijo en la escuela comunicándose con los maestros.
- Asistir a conferencias con el maestro sobre inquietudes con el trabajo escolar y el comportamiento.
- Supervisar la tarea de mi hijo y asegurarme de tener tiempo para estudiar cada noche.
- Celebrar los logros de mi hijo.
- Ayudar a mi hijo a aceptar las consecuencias del comportamiento negativo.
- Limite ver televisión y leer todos los días con mi hijo.
- Verificar con mi hijo todos los días la información enviada a casa.
- Sea respetuoso con el personal de la escuela, los estudiantes y otros padres.

**Los estudiantes de la Academia Escalante-Biggs aceptan:**

- Ven a la escuela listo para aprender.
- Participar en clase.
- Permitir que los maestros/personal me ayuden a resolver mis problemas.
- Pido ayuda cuando no entiendo.
- Ser respetuoso conmigo mismo, mis compañeros de clase y todos los miembros de la comunidad de la Academia Escalante-Biggs.
- Sea respetuoso con la propiedad de otras personas, así como con la propiedad de la escuela.

He leído, comprendo y acepto las políticas del manual para padres, así como mis responsabilidades descritas anteriormente.

Nombre del estudiante: \_\_\_\_\_

Nombre del padre/tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma del Padre / Tutor: \_\_\_\_\_