



Denver Public Schools

# ESCALANTE-BIGGS ACADEMY

5300 Crown Blvd

Denver, CO 80239

2021 - 2022 Parent/Student Handbook

Our Rules, Policies and Procedures

School Main: 720-424-4620

Attendance Line: 720-424-4621

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.



## **Staff Roster (Teachers, Paraprofessionals & Support Staff) 2021/2022 School Year**

### **ECE Head Start Teachers (Full Day Sessions for 4 – Year Olds) (4)**

Jeniffer Santiago (ELA-S)

Cheryl Malet (ELA-E) (ECE Team Specialist)

Martha Fernandez-Gutierrez (ELA-S)

Loretta Willis (ELA-E)

### **ECE Head Start Paraprofessionals (4)**

Yesenia Gil-Tafoya

Luz Moncada

Daisy Cordova Torres

Arlene Pantoja-Bautista

### **ECE Model 1 Teacher (1) (AM & PM Sessions ½ Day for 3 – Year Olds) (1)**

Nadine Penn (ELA-E)

### **ECE Model 1 Paraprofessionals (2)**

Kali Rollerson-Deer

Elsa Salgado/ (Crossing Guard)

### **ECE Model 3 Teachers (Full Day Sessions for 3 – Year Olds) (3)**

Angela Quezada-Ruska (ELA-S)

Dana Stephens (ELA-E)

Sarah Kranz (ELA-E) (ECE Team Specialist)

### **ECE Model 3 Paraprofessionals (3)**

Denise Gandara  
Brenda Pacheco  
Ruby Lopez-Ortiz

**ECE Teachers (Full Day Sessions for 4 – Year Olds) (6)**

Delia Lozano (ELA-S) (ECE Bi-Literacy Team Specialist)  
Catherine (Cathie) Tate (ELA-E)  
Vern Blohm (ELA-E)  
Jamie Hencmann (ELA-E)  
Roseann (Rosie) Connell (ELA-S)  
Stephanie Jajczyk (ELA-E)

**ECE Paraprofessionals (6)**

America Flores  
Della Swanson  
Francella Baker  
Erika Rodriguez  
Cynthia Guardado  
Maria Morales

**Kindergarten Teachers (4)**

Mollie Clemons (ELA-E)  
Jamie Rhodes (ELA-E)  
Belen Cal De Lara (ELA-S)  
Maria (Lupita) Valdez (ELA-S)

**Kindergarten Paraprofessionals (4)**

Guadalupe Gurrola  
Diana Cervantes-Pena  
Evelyn Gamez-Ortiz  
Nora Contreras

### **Specials Teachers (2)**

Julia Alpers (Art)  
Connor Patterson (Physical Education)

### **Intervention Teachers (5)**

Consuelo Sandoval (TLC Senior Team Lead)/Kindergarten Intervention  
Lynette Straub (Mild Moderate Sped) - Kindergarten  
Kelly Wilson (Language Content Lead Specialist)/Early Childhood Special Educator  
Brittany Smith (TLC Senior Team Lead)/Kindergarten Intervention  
Marta Rodenas (TLC Senior Team)/ECE Intervention

### **Additional Paras (7)**

Andrea Alfaro – General II Paraprofessional  
Antonitte Gonzales – ECE Floater Para  
Blanca Guerrero –ECE Floater Para  
Vacant – Kindergarten Floater/ One-On-One Para  
Sabrina Rivera-Oliva - Kindergarten One-on-One Para  
Marycela Rosales – ECE Floater Para  
Emily Urbina – ECE Floater Para

### **Support staff (27)**

Eric Love – Principal/Director  
Lazette Ray – Assistant to Administrator/Dean of Instruction

Rocio (Rosie) Campos – Office Manager III  
Eunice Gaspar – Office Manager II  
Jose Paz – Head Start Executive Director  
Alex Foster – Head Start Family Services Manager/Supervisor  
Lois McDonald – Head Start – Parent Liaison  
Luz Mezzacapo – Head Start – Parent Liaison  
Julissa Gomez-VanDeVelde – Head Start Nurse  
Head Start Disabilities & Mental Health Manager - Liz Beindorff  
Head Start Education Manager - Elyse Yurth Adlen  
Anya Tracy – Speech Language Pathologist  
Jessica Amedeo-Johnson – Speech Language Pathologist (Part-Time)  
Laura Hess – Nurse  
Delia DeSantiago – Family Liaison  
Cheryl Hamilton – Food Services Manager  
Maria Gurrola – Food Services  
Mulki Mohamed – Food Services  
Alma Chavez – Lunchroom/Student Monitor/Office Support  
Zena Marquez – Lunchroom/Student Monitor/Office Support  
Vacant – Lead Facility Team Member  
Brittany Sabala – Facility Team Member  
Whitney Driskell – School Psychologist  
Susan Fortney – Occupational Therapist  
Laura Nollsch – Physical Therapist  
Jerri Succo – School Technology Partner (STP)  
Jerry Nimeth – Facility Manager

**78 Total (Including Administration)**

## **Our Rules, Policies and Procedures**

Programming:

A.M. Half Day ECE Program Hours:

5

Monday through Friday - 8:30 a.m. to 11:25 a.m.

P.M. Half Day ECE Program Hours:

Monday through Friday - 12:15 p.m. to 3:10 p.m.

Full Day ECE Program Hours:

Monday through Friday - 8:30 a.m. to 3:10 p.m.

Lunch service is available, afternoon snacks will be provided

\*Full Day Kindergarten Program Hours:

Monday through Friday - 8:30 a.m. to 3:10 p.m.

**\*\*Lunch service is available, afternoon snack will be provided**

For all full day programs.



**PROGRAM DESCRIPTION**



**Mission/Vision**

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

**DPS & Escalante-Biggs' Core Values**

**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 support to eliminate barriers to success and foster a more equitable future for all our kids.

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

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

## **Escalante-Biggs Academy POLICIES AND PROCEDURES**

### Daily Operations

#### 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 2021/2022.

Attendance: 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.....teacher calls the home

5 consecutive days.....refer 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!!

**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 Policy

### 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.

## Policy on 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 or pull-ups when your child attends. In addition, please send an extra pair of clothes in case of an accident at school.

## Arrival and Departure

### DOOR USE/LOCKED BUILDING:

The main entrance is the only entrance that can be used by visitors during the school day. Anyone arriving to the building after 9:00 a.m. MUST sign in at the front office.

All mid-day drop-off and pick-up takes place through the main entrance.

### ECE/Kindergarten ARRIVAL AND PICK-UP:

You are required to sign your child in and out upon leaving on a daily basis. Please remain with your child until the doors to the classroom open, or until you have had the opportunity to sign-in or sign-out your child with the classroom teacher and/or paraprofessional.

**Please observe class hours.** Teachers need time to prepare their classrooms for the day and are not available to supervise children until class begins at **8:30am**. Please do not bring your child late on a

regular basis. A child may feel uncomfortable about arriving after everyone has become involved in class activities.

Parents/guardians/responsible adult **must** stay with children during breakfast.

You must pick up your child on time. If you know you are going to be late, please notify the school office immediately so that we can reassure your child.

If a child is absent and it is unexcused the secretary will contact the parent and/or emergency number to determine if the child is excused for the day.

**\*\*\*Due to COVID-19 and educational opportunities, early dismissal for doctors appointments are permitted after 1pm. For all other reasons if a child can't be at school the entire day, please keep them home.**

#### BUS TRANSPORTATION:

Denver Public Schools provides bus transportation for students whose parents approve their child to use this service. Bus transportation is provided by the Success Express Shuttle. Please be at your child's bus stop approximately 10 minutes before the shuttle is scheduled to pick-up or drop-off your child.

#### ***IMPORTANT REMINDERS***

Responsible Adult – 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 accept responsibility for your child, your child will be returned to the school. You may receive a bill from the school for additional childcare provided as a result of not being at the designated stop at the appointed time.

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

It is important that you are on time to pick up your child at Escalante-Biggs Academy or at their designated shuttle bus stop. Our shuttle buses and classroom teachers are on a very tight schedule and if you are late, your child will be sent to the front office or will remain on the bus until the route is completed.

The transportation department will contact the front office if there was not a parent/guardian at the shuttle stop to pick up the child. Transportation will deliver that child back to the school to wait with the office staff.

Loss of Shuttle Riding Privileges – Three instances of no one at the designated bus stop to accept responsibility of a child will result in a four-day loss of bus-riding privileges. It will be the parents' responsibility to get their child to and from school during this period. If it continues to happen that no one is at the stop for the child, bus-riding privileges will be terminated for the remainder of the year.

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.

**STUDENTS SHOULD BE AT THEIR BUS STOPS 5 TO 10 MINUTES BEFORE THE DESIGNATED PICK UP TIME.**

The front office staff will contact the parent/emergency number to request that they pick up the child in the front office.

A staff member will remain with the child until a responsible person picks up the child.

DISMISSING STUDENTS:

At the end of each session the teacher/para will complete a hand-to-hand drop-off and delivery to parents/ guardians and/or the bus if applicable.

The parent/guardian will sign-out their child each day and the teacher will sign-out each child if they have hand-delivered them to the bus.

At the end of each day the teacher/para will check the sign-in and sign-out log to determine if all children are accounted for.

The teacher will only release students to an adult over the age of 18 that has been indicated on the Parent Permission Form.

**\*\*\*In an effort to support traffic congestion and families who have children at multiple schools, students can start being picked up as early as 2:30pm. We ask that you adhere to this policy. Continuous pickup prior to 2:30pm is not acceptable and could lead to your child being dropped from the program. EXCEPTIONS cannot be made to this policy.**

\*\*\*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.

## Enrollment

### ENROLLMENT POLICY:

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.

### FORMS: Required paperwork and forms for registration

1. Pupil Registration Form

2. Department of Health Certification of Immunization (which is required by the day of entrance into school)

3. Emergency Card

4. Physical Examination Documentation:

    "Child's Statement of Health Status for Enrollment" (ECE students only)

    Current Physical Exam updated when children turn 5

5. Birth Certificate

6. Parent Permission Form

7. Family Medical History Form

8. Proof of Residency

***If there is any change in the information during the year, please notify the office IMMEDIATELY!***

## **Escalante-Biggs Academy Information**

### Home /School Connection

#### Parent Conferences:

Parent-teacher conferences will be scheduled with each family in October and on an as needed basis in March. A personal or telephone appointment will be arranged by your child's teacher. If you have a special concern, please contact your classroom teacher.

#### 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. All visitors must sign-in at the front office and in the ECE classroom.

#### Home Visits: 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.

#### Home/School Communications:

The Escalante-Biggs Academy will communicate important announcements, primarily by sending them home with your child, email or by phone. School-wide communication will come to families each Thursday in a “Thursday Folder”. Classroom 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. Birthday parties may be held if prior arrangements are made with the classroom teacher. It is up to the classroom teacher to determine if birthday parties will be held during class time. Surprise parties are discouraged. Please communicate with your child’s classroom teacher regarding any food allergies you may need to know before providing food. **Balloons and large gifts are not permitted at parties. Please give these items to your child at home.**

#### Toys or 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.

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.
- ❖ Parents will have the option to provide a “brought” lunch for their child who attends full-day preschool or Kindergarten. **Please refrain from bringing items that may need 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. Healthy lunch item suggestions:

Graham crackers (with no sugar on top)  
Meat sandwiches or peanut butter and jelly sandwiches  
Fruit snacks (no sugar added)  
Cereal (no sugar)  
Fresh vegetables and dip  
Crackers and cheese  
Knox blocks/Jello  
Trail mix (no M&M’s or chocolate chips)  
Fresh Fruit  
Small burritos  
Yogurt  
Granola  
Hard boiled or deviled eggs  
Pretzels  
Mini rice cakes



## Raisins

### Snack

For all full-day ECE students, an afternoon snack and milk will be provided. Kindergarten teachers will send a snack list home informing parents when they will send snacks to school with their child to share with the entire class. \*\*Parents may or may not be asked to support with snacks for Kindergarten. It depends on whether or not food services will supply snacks.

### Hydration

Children are allowed to 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

### Storm Emergency Procedures

We follow the school district policy on school closures. 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.

### 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. Be on the lookout for wandering children.
2. Park in the west parking lot. Please adhere to the "NO PARKING" signs on the front of the building. **Also, adhere to signs that**

**indicate “Authorized vehicles and Personnel”. 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. Staff will take walks to the parking lot with the children and discuss safety precautions with them.
8. 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.**
9. **Parking in the lots of businesses surrounding the school is NOT permitted unless you were told by Escalante-Biggs’ Administration that it is allowed. Failure to obey this rule could lead to having your vehicle towed or ticketed.**

### Street Safety

On our walks about the school neighborhood, we conduct an ongoing program of education for street safety. Children are taught:

1. To look both ways and make sure that no cars are coming before crossing a street.

**(STOP, LOOK & LISTEN)**

2. To stand on the curb, where it is easier to be seen by someone in a car, until it is safe to cross.
3. To obey traffic signals.

When we take the children on walks, we have very strict rules: The children must always wait for the teacher to tell them that it is safe to cross a street. When the group is near a busy intersection, no child is allowed to walk in front of the teacher, and there will be one or more of the adults at the rear of the group where they can see everyone at all times.

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

### Inclement Weather Days

#### *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:*

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

### The Safety Rule

We teach the following safety rules at school to (1) remind children how to interact appropriately with others; (2) to help children feel safe in their classrooms.

1. We keep ourselves safe.
2. We keep each other safe.
3. We keep our things safe.

Through many discussions, the teacher and the children discuss what “we keep ourselves safe” means in terms of concrete behaviors surrounding playground play, going on field trips, using the bathroom, etc.

“We keep each other safe” is clearly defined – no actions against someone which could hurt their bodies (hitting, kicking, pushing, etc.) or their feelings (name calling, teasing, hurtful words, etc.)

“We keep our things safe” includes all classroom materials, products children make, and anything which is brought from home.

**\*\*\*In addition – we use the following language to have consistent messaging throughout the building – “Be Safe”, “Be Respectful” & “Be Responsible”. We have a school-wide assembly the first Friday of each month to help children understand these characteristics.**

### 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, the procedure in the District Behavior Standards and Conduct Discipline Code booklet should be followed. For more information about the procedure, please contact Eric Love - Principal.

#### 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

#### Field Trips:

Parents are notified about field trips through the monthly calendar, reminder notes and in other classroom/school communications. One main permission slip will be filled out at the beginning of the school year. Additional field trip specific permissions will come home prior to each event, if needed. Transportation will be provided for our planned field trips in the 2021 - 2022 school year. Classrooms may also conduct individual field trips in which transportation options may vary. Procedures and information will be available for parents who would like to volunteer on the field trips. If a child comes late to school and misses going on a field trip, the child will return home with his/her parent/guardian.

#### 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.

### **Parking Safety**

**Memo of Understanding:** Parking, parking lot safety, crosswalk and bus lane

To: Parent(s) of child/children attending school at Escalante-Biggs Academy

From: Eric Love -Principal – Escalante-Biggs Academy

At Escalante-Biggs Academy our utmost concern is that of your child's safety. One of our licensing regulations is that all students must be delivered to their classrooms via "hand to hand" drop off and sign in, which necessitates many vehicles coming and going through our two parking lots at various times during the day.

We also provide Denver Public Schools bus transportation through the Student Success Shuttle and for our School program.

It is imperative that anyone transporting a child at Escalante-Biggs Academy by car know and understand the following guide-lines and agreements. Please share this information with all adults who may be transporting your child to or from school:

Parking Lots:

- 1) The west parking lot is reserved for visitors.
- 2) **Other parking lots are reserved for staff and authorized vehicles only. NO EXCEPTIONS will be made for this rule.**

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.

## **School/Parent/Student Compact**

### **Staff at Escalante-Biggs Academy agree to:**

- Hold Back-to-School nights for parents to meet with teachers and staff.
- Help to 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 weekly information in your child's Thursday folder or Day Planner.
- 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.
- Schedule a conference 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.

## 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, 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.
- 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.

**Please note some policies/procedures set forth in this handbook might be modified due to COVID-19.**

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

