

UPDATES TO POLICIES & PROCEDURES AND STUDENT CONDUCT & DISCIPLINE

ARRIVAL, DISMISSAL & EXTENDED DAY PROGRAM

ARRIVAL

School grounds are open at 7:45 a.m. There is supervision for students in grades K-3 on the Lower School playground from 7:45–8:05 a.m. All other students should report to their classrooms. In the interest of safety, do not bring students to school before 7:45 a.m. as there is no supervision available before that time. Faculty members are frequently in early morning meetings and are not in their classrooms until 8:00 a.m.

DISMISSAL

Parents are responsible for arranging transportation home for their children at the end of the school day, which is 3:10 p.m. There is no supervision for Lower School students after 3:10 p.m. unless enrolled in Extended Day Program. Students in Grades K-2 are dismissed to a parent or designated adult by their lead or support teacher at 3:10 p.m. K-2 students are not released until a parent or guardian has made face-to-face contact with the teacher. Written approval must be presented before a K-2 child may leave the campus with anyone other than a parent or guardian. Keep this in mind if your child is scheduled to play with a friend after school. This helps us ensure the safety of your child. On half-days, all Graland students are dismissed at 12:00 p.m.

At 3:25 p.m., Lower School students who have not yet been picked up will be taken to the lobby of the Georgia Nelson Building. Their parents will be contacted at that time. At 3:30 p.m., remaining students will be taken to Extended Day Program. Parents will be billed \$20.00 for supervision under that program. Lower School Buildings are locked at 4:00 p.m. The Gates Middle School Building and Gates Science Buildings are locked every day at 4:00 p.m.

DISMISSAL AFTER MIDDLE SCHOOL SPORTS PRACTICES AND GAMES

Graland coaches are not expected to wait with students after practices end. Students who are not picked up immediately at the end of practice will be escorted to Graland's after school program to wait to be picked up. Parents will be required to go to the After School Care room (JO80) to personally sign their child out. They must also complete an Extended Day Program form and pay the \$20 drop-in fee.

As game days are less predictable, coaches will be expected to stay on game days until the last child on his or her team is picked up.

DROP-OFF AND PICK-UP

For your convenience, Graland has a morning drive-through, drop-off line on the east side of the campus (the southbound lane of Clermont). Police officers direct traffic on the corner of 1st and Clermont at the drop-off location. Volunteers help your child out of the car and get him or her safely to the playground. The carpool line opens at 7:45 a.m. If you wish to walk your child onto campus, please use the short-term parking spots on either Ellsworth or 1st Ave.

Please remember:

- Do not park on the west side of Clermont St. until after 8:20 AM.
- Do not block any neighborhood driveways or crosswalks.
- Do not use driveways to turn around.

- Do not make U-turns.
- If you are not using the drop-off line, please park your car. Do not slow down in the street and have your child get into or out of the car while you are in a lane of traffic.
- School begins at 8:10 AM. Students may be on campus no earlier than 7:55 a.m. Students in grades K-3 must remain on the playground until they are dismissed to their classrooms. Students in grades 4-8 may go directly to their classrooms.
- In the afternoon, you may pick up your child by parking in any legal parking zone. Do not park in “no parking” zones, yellow curb areas, or in the surface parking lot. (If you do, you may be ticketed by Denver police.)

EXTENDED DAY PROGRAM

The Extended Day Program serves as a non-academic extension of the school day. This program provides a stimulating, safe and nurturing environment for students from the end of the school day until 6:00 p.m. Students are given the opportunity to participate in planned indoor and outdoor activities, to work independently or in small groups in activity centers, and to complete homework assignments.

On half-days, ALL STUDENTS, kindergarten through eighth grade, are dismissed at 12:00 noon. The Extended Day Program is not available on half-days.

Sign-up for the program is offered at the beginning of each year. Limited space is available for drop-in care. Pre-registration is necessary even for students requiring drop-in care. Registration materials must be completed and turned in to the school receptionist before attending the program. The daily charge for care is \$15. Drop-in care is \$20 per day and is only on a space-available basis. Forms may be downloaded from the Graland Website (www.graland.org). Contact Extended Day Program Director Laura Hartley at 303-336-3734 or lhartley@graland.org.

BIRTHDAYS

Teachers have discretion regarding the celebration of student birthday parties in the classroom in order to protect intrusions into learning time. In the lower grades, your child’s birthday may be celebrated in his or her classroom, according to the guidelines set by the classroom teacher. Parents are encouraged to participate in birthday celebrations. We ask that parents do not bring food items into the classroom for these special occasions and that gifts of any kind are not to be brought to school.

When planning outside school celebrations, parents are asked to mail invitations to classmates’ homes, instead of handing them out at school. Parents are asked to consider the feelings of other students who may not be included in a celebration and to be fair and sensitive when sending invitations. We encourage being as inclusive as possible. For more information about in-class celebrations, contact your child’s teacher or Room Parent.

DRESS CODE

The responsibility for the dress and appearance of students generally rests with individual students and their parents. Students are encouraged to dress appropriately for all school activities. Inappropriate dress may prohibit student participation at school. General dress code standards at Graland are described below:

The School expects students to wear clothing that:

- is neat and in good repair. Reasonable cleanliness is expected as a matter of general health and welfare. Cut-offs and clothing with holes are not permitted.
- does not obscure the student's face
- avoids messages or images that promote illegal or unhealthy activities.
- is not sexually suggestive or revealing. Shorts and skirts that are too short, too tight, or expose cleavage or midriff are not appropriate for school wear. Shorts and skirts must be at least mid-thigh in length. Spaghetti straps, tank tops and halter tops are not permitted.
- is not specifically designed as athletic wear, eg. Mesh Field or Athletic shorts
- completely covers undergarments. Tshirts or other clothing designed as underwear or sleepwear are not acceptable. Beach or swimwear is not allowed at school, unless specifically authorized for a special activity.

The School expects students to wear footwear at all times that:

- is appropriate for the activity, eg. Athletic shoes should be worn for Physical Education classes and sports.
- is secure on the foot. Students may wear shoes, sneakers or sandals but, for safety reasons, may not wear flip-flops or other footwear that could come off while running or walking rapidly.

Regarding accessories, the School expects students to:

- remove dark glasses when entering buildings (unless required to do so for medical reasons).
- remove hats, hoods, caps and outer wear when entering the buildings.

As a general practice, students should not wear apparel that interferes with or endangers them while participating in classroom activities. The decision as to safety or unsuitability of the clothing rests with the faculty and administration. Students violating the dress code will be provided with alternate apparel to wear during school hours, or will be sent home to change.