



**Parent/Student Handbook
2009-2010**

Mission Statement

We, the staff of Kunsberg School, are committed to providing a unique environment that nurtures the individual medical, physical, emotional and educational needs of the child. We provide a short-term placement where students and parents learn to manage the child's chronic illness. Upon meeting medical goals the Kunsberg Staff helps to smoothly transition students to their home schools.

General Information

School Day

School begins at 7:45 a.m. each day.

School ends at 3:20 p.m. Monday through Thursday.

On Fridays, school begins at 7:45 am and ends at 12:00 noon.

Students may arrive between 7:30 and 7:50 during which time the top priority is to see the nurse and get breakfast.

Students should not report to school before 7:15 a.m.

If students need to leave the school grounds before the end of the day, a parent or guardian must notify the school office and pick them up. Children must be signed out through the school office before leaving.

Late Arrivals

All students arriving after 7:50 a.m. need to come to the school office to obtain a late slip. Also, if your child will be arriving late and plans to have a school lunch, you must notify the office by 9:00 a.m. so we can order him/her a lunch (303) 398-1103. There is no guarantee that breakfast will be available for late arrivals.

Late Pick-ups/Early Arrivals

If your child's transportation is going to be late, the school office should be notified. Children arriving before 7:15 a.m. may not have supervision. Children consistently arriving too early and/or not being picked up in a timely manner will result in a conference between the parent and the principal to find a solution to the problem. ***Please make sure we always have your current phone numbers so we may reach you AT ALL TIMES. You need to notify your transportation provider of any changes in pick-up or drop off routine.***

Emergency Information

State law requires that parents keep their child's emergency information correct and up to date. If there is a change in home or work numbers, please call the school at 303-398-1103 or log in to RenWeb and change your information.

Absences

When a child is absent from school, the parent/guardian should call the school attendance line at **(303) 398-1119** by 9:00 a.m. or speak directly to the school nurses at **(303)-398-1488**. Absences will be categorized as 1.) ***Suspended*** ; 2.) ***Excused*** for illness and other reasons (appointments, family deaths); or 3.) ***Unexcused***. Parents will be contacted after an unexcused absence in order for school staff to help families solve problems preventing school attendance. Extended medical absences may require a note from your child's doctor.

A pattern of absenteeism or tardiness will require a parent conference and may jeopardize a child's placement in Kunsberg School. Excessive absences may demand legal action as required by the Colorado Compulsory School Attendance Act.

Snow Days

If the Denver Public Schools are closed due to weather, the Kunsberg School will also be closed. Please listen to the radio or TV in the event of weather related schedule changes including closure, late opening, or early dismissal.

Lockers

Lockers with combination locks are provided for 7th and 8th graders. Students are responsible for their lock and condition of their lockers. No outside locks are to be brought from home and students are not permitted to switch locks or lockers. A reimbursement of \$7.50 will be asked to replace the lock if damaged or loss occurs.

Lost and Found

The lost and found area is located outside the school office. Periodically lost and found items will be disposed of.

School Program and Policies

Kunsberg School provides special education programs. Your child may qualify for other programs, which are fee-based, including occupational, physical or speech/language therapies, psychotherapy or medical services/supplies.

Special Education Services

Special education services are available to students with an Individual Education Plan (IEP). Any concerns regarding your child's eligibility for special education or their IEP should be directed to the classroom teacher.

Counseling Services

Our Child Advocate is available to assist students and their families with any concerns related to behavior, mental health services, transportation, and/or a family or personal crisis. The Child Advocate can be reached at 303-398-1802.

Physical Education

All students need to have proper shoes for P.E. classes in the gym on Tuesdays, Thursdays, and alternating Fridays. These should be non-marking tennis shoes (sneakers, etc.) that allow them to run without risk of injury. When students wear dress shoes, hiking boots, or thick-bottom/platform-type shoes, they're not allowed to participate (which affects their grade). Students are always welcome to leave an extra pair

of gym shoes at school (in their classroom, locker, or in the P.E. office) so they'll be prepared.

Swimsuits are needed for swim classes on Mondays and Wednesdays. In both locker rooms are class lockers with combinations known only to the P.E. teacher. These lockers are unlocked and then locked again at the end of each swimming day. Cosmetic concerns regarding hair will not excuse a child from swim classes. Please refer all questions/concerns regarding this policy to school nurses. If your child takes their swimsuit home for laundering or safekeeping, please remind them to return with it on the next swim day.

Breakfast/Lunch Policies

As previously mentioned, if your child will be arriving late and plans to have a school lunch, you must notify the office before 9:00 a.m. 303-398-1103. Otherwise parents are responsible for providing lunch for their child.

Our school participates in the USDA Free and Reduced Lunch Program. It is the parent's responsibility to complete and return the lunch form to qualify. This year we are offering free lunch for all students-regardless of if they qualify or not. If you have questions about the Lunch Program, you may contact Michelle Freas at 303-398-1934.

Students who bring a lunch from home are allowed to use the refrigerator **in the lunchroom**. We discourage students from bringing foods that require heating. Students lunch periods will be a 45-minute recess and lunch period. Only 100% juice or juice approved by the nurses is allowed.

Breakfast is served free to all students desiring breakfast during the designated breakfast hour (7:30 – 7:50). There is no guarantee that breakfast will be available for late arrivals.

It is up to classroom teachers to permit a snack time or class party. Only healthy snacks will be allowed, for example: fruit, vegetables, yogurt, muffin, or bagel. No cookies, candy, chips or cake will be allowed unless approved by the classroom teacher.

NUTS, SEEDS, CANDY, SODA AND GUM ARE NOT PERMITTED UNLESS APPROVED BY THE CLASSROOM TEACHER.

School Guidelines

Behavioral expectations for students are based on the values of respect, participation and safety. Behaviors not in keeping with these values will be dealt with according to their degree of severity. Unacceptable behaviors include those that affect student's safety, respect for the property of others and interfere with our goals of providing an appropriate educational environment for all students. Drugs, alcohol, tobacco or weapons, and gang related behaviors are unacceptable at school. All behavioral concerns will be evaluated and dealt with appropriately by staff. Parents will be notified of any behavioral concerns by their child's homeroom teacher or other school staff.

Students are discouraged from bringing large amounts of cash, cell phones, electronic equipment (including hand-held games), trading cards or pagers to school. If students and parents choose to use music players on their ride into school, it is the student's responsibility to put it in their backpack and not to remove it until their ride arrives to pick them up. In addition, Kunsberg cannot be responsible for the safety of electronic equipment or other toys. Shoes with wheels are not allowed at school.

Students may only use the homeroom telephone with permission of the homeroom teacher. Students will not use personal cell phones to send or receive messages without the permission of the classroom teacher. If cell phone use is abused, the cell phone may be confiscated, sent home, and not allowed back at school.

Additional rules within each classroom may differ; please call your child's classroom teacher with any questions you may have. Each teacher will decide if and when music players and headphones are permissible in their room and at what time. Students will not change classes or walk the halls with headphones on or in their ears. If music player use is abused, the music player will be confiscated, sent home and not allowed back at school.

Dress Code

Children who are wearing clothing deemed inappropriate by staff will be asked to change their clothing. Clothing must adequately cover the body and undergarments. Straps on sleeveless tops should be at least one inch wide and tops should cover the midriff. Since our building is air conditioned, it is not necessary for students to prepare for extended periods in hot temperatures. If necessary, parents may be called to bring in appropriate clothing. No drug, alcohol, tobacco or gang related clothing is allowed.

Wearing of Scented Products

Wearing perfume, cologne, or strong smelling lotions or hair preparations can cause students to experience breathing difficulties and is not allowed in the school. **We ask all visitors, parents, family members, students and staff not to wear scented products in the school building.**

Visiting the School

Parents are welcome to visit their child's classroom or school at any time. When parents arrive at the school, they must check in and identify themselves with the school secretary in the school office and get a visitor's pass. Parents need to notify the school ahead of time if other family members will be visiting. All visitors are required to sign in and sign out through the office. Please do not be offended if you are asked to sign in, this is for the safety of students as well as staff.

Field Trips

During the course of the school year, students may participate in several field trips. These may involve walking to nearby events, using public transportation or school buses from Denver Public Schools. All parents have been asked to complete a general consent for their child's participation in these off-campus activities. Families will be notified and asked to sign another consent for each event as our way of keeping you updated about all school activities. Our school nurse(s) always travel with students and are available to all students during all field trips. Occasionally we will request assistance from parents in helping supervise field trips or special school activities.

Medical Information

School Clinic

Our school clinic is staffed daily with registered nurses.

Colorado law requires that every child in a Colorado school system have a certified record of immunization on file with school or be denied admission.

Over-the-Counter Medications

The school policy allows the school nurse to administer Tylenol and Mylanta once a day for occasional use. Any other over-the-counter medications will require a physician's authorization.

Medication Policy

The school nurse must administer all medication in the clinic. Students must check in all medication to the school nurse. Students may not carry medications, including inhalers.

Prescription medications require a physician's authorization, as well as the pharmacy-labeled medication instructions. Parents will be notified by the clinic staff when their child's medications are either out or running low. It is the parents' responsibility to send in the replacement medications as soon as they receive a request.

Guidelines for Keeping Your Child Home

Please call the nurse at 303-398-1488 whenever you have a question about sending your child to school.

The school nurses will make the decision about participation in physical education, swimming and recess unless a child has a doctor's order indicating a he/she should not participate in any of these activities.

Your child should be in school unless the following conditions are present:

1. Oral temperature of greater than 101.
2. Persistent vomiting.

3. Any questions related to chickenpox or measles should be directed to the school nurses. Please call the nurse if your child has been exposed to either of these illnesses. (If your child has not had chicken pox or has not been vaccinated for chicken pox and they are exposed, our quarantine policy will go into effect. Please contact school for details)
4. If your child is having mild wheezing, please send him/her to school and notify the nurse. The nurse will carefully monitor the child's respiratory status and treat as necessary. If a clinic visit is necessary, the nurse will arrange for the child to be seen and notify you.

Behavior Not Covered or Addressed

Kunsberg School reserves the right to pursue disciplinary action for behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in this handbook.

John Reid, Principal