



Walnut Hills Community Elementary School



Student/Parent Handbook

2016-2017

Walnut Hills Community Elementary

A focus school committed to academic excellence through arts integration

8195 East Costilla Blvd.

Centennial, CO 80112

Main Line 720-554-3800

FAX 720-554-3888

Attendance Line 720-554-3895

<http://walnuthills.cherrycreekschools.org>

August 2016

Welcome to Walnut Hills Community Elementary School, a focus school committed to academic excellence through arts integration! We are so happy you visited our website!

The mission of Walnut Hills is to provide its students with the optimum-learning environment wherein all children can feel confident as learners and contributors. A school where all children regardless of race, culture, background, and/or circumstance are welcomed, loved, and served. Walnut Hills is committed to educating the head, heart, and hand of each child. Our goal is to prepare our students for middle school, high school, college and beyond. We believe in making all decisions based on what is BEST for kids!

Educating the head: we expect academic excellence for ALL children. We achieve this by teaching a rigorous core curriculum. Each grade level has clearly defined expectations for students that meet or exceed the state academic standards. Teachers acknowledge that students learn in a variety of ways. We are committed to teaching our Colorado Academic Standards by integrating the eight multiple intelligences into our instruction.

Educating the heart: our intention is to create a safe respectful and inclusive environment where teachers can teach and children can learn. We expect all children to be a part of the caring community so that they may feel more comfortable taking risks in social and academic settings. We work on social problem solving skills, bully proofing, asset development, and practice the six pillars of character education (being respectful, being responsible, being trustworthy, being caring, being fair and being a good citizen). Our one school rule based on the PBiS (Preventative Behavioral Interventions & Supports), is R.I.S.E: Respect, Integrity, Safety, Excellence. This guides all our children to remember to do what is right each day so they can learn!

Educating the hand: the third piece of our mission involves educating the hand of each child. This piece speaks about tapping into and helping students identify their talents. We do this in art, music, theater, media, PE, and technology classes, in the classroom and through Plus Time.

Thank you for being a part of our incredible school community. Come by and visit anytime...our doors are always open!

Best-

A handwritten signature in cursive script, appearing to read "Teolyn Bourbonnie".

**Teolyn Bourbonnie
Principal**

Quick Reference

Phone Numbers:

Main Line 720-554-3800
FAX 720-554-3888
Attendance Line 720-554-3895
Clinic Office 720-554-3807
Before & After Care 720-554-3821
CCSD Weather Hotline 720-554-4701

(Please call the weather hotline, or visit the district website www.cherrycreekschools.org, to find out if Walnut Hills is closed or on a delayed start.)

Hours:

School Day	9:00 am to 3:30 pm	First bell rings at 8:55 am
Kindergarten	9:00 am to 11:50 am 12:40 pm to 3:30 pm	Tardy bell rings at 9:00 am
Before & After Care	6:30 am to 8:55 am 3:30 pm to 6:00 pm	
Office Hours	8:00 am to 4:30 pm	

STORM DELAY AND STORM CLOSURES:

WHEN OUR SCHOOL IS ON STORM DELAY

- Walnut Hills will start at 10:00 am and dismiss at 3:30 pm. (Do not bring your child until after 9:45 am)
- On storm delay days, ALL before school activities, field trips, and special school events will be cancelled.
- Cougar Club (Before School) will be open at 6:30 a.m. for students signed up for the program.
- Storm delays or closings will also be announced starting at 6:00 am on television channels: 2 (WB2), 4 (KCNC), 7(KMGH), 9(KUSA) and 13 (FOX 31)

WHEN A SCHOOL IS CLOSED:

- Before and After School Day Care Programs at the closed schools will be canceled and closed.
- All activities scheduled in District facilities are canceled.
- If schools are closed due to severe weather, the District may extend the school year to make up for the missed days.
Information is also available on our District website at www.cherrycreekschools.org.

Emergency Procedures: Walnut Hills will have multiple evacuation, lockdown and shelter in place drills. In the event of a weather emergency during the school day, please remember that our concern is the safety of the children. Children may be held after school if the weather is threatening.

In the case of an actual emergency in the area the district may place Walnut Hills on a Lockdown or Secure Perimeter. A Lockdown means there is no access in or out of the building until the district has cleared the building. A Secure Perimeter is when the children are brought in the building and there is access only through the main doors.

Please take a few minutes with your child and develop an emergency plan of your own. Make sure he or she knows how to get into your house if you are not home or to which neighbor's house he or she might go.

Important Dates - 2016-2017

(Dates are subject to change, please watch for updates in newsletter)

August	9	Class Lists Posted
	9	Meet & Greet 4:30-6 pm
	11	1st Day of School
	15	1st Day of Kindergarten
	19	PTCO Back to School Bash
	30	Back to School Night 6:00 - 7:30 pm
September	5	No School- Labor Day
	10	16th Annual FASB Fitness Festival
	15	Individual Pictures
	23	Non-Contact Day
October	5	Official State Count Day
	24-28	Fall Break
November	7-10	Conferences
	10	Veterans Day Celebration
	11	Non-Contact Day
	17	Picture Re-takes
	22	Turkey Trot/Grandparent's Day
	23	Non-contact day
	24-25	Thanksgiving Break
December	16	Holly Day Party
	19-Jan. 2	Winter Break
January	3	School Resumes
	16	No School - Martin Luther King Jr. Day
	27	PTCO Chili Game Night
February	14	Valentine's Day Party 2:50 pm
	20	No School - Presidents Day
	21	No School
	27-Mar. 2	Conferences
March	2-3	Non-Contact Days- Conferences
	27-31	Spring Break
April	7	Donuts for Dad 8:15-8:45 am
	12	Volunteer Tea 3:45 pm
	13	Class Pictures
	21	Sock Hop
May	1-4	Teacher Appreciation Week
	5	Non-Contact day
	4	Muffins for Mom 8:15 - 8:45 am
	12	Field Day
	24	CCHS Graduation 8:00 am
	25	Last Day for Kindy & 5th Grade
	26	Last Day of School 1st-4th

Absences/Attendance

Daily attendance is one of the most important components of success in school. Even if assignments are made up at a later date, a child who has been absent or tardy has missed the interaction and instruction that occurs in the classroom. Students should only be absent from school in case of illness, unusual family difficulty, religious observances, or emergencies.

When your child must be absent, please call the attendance line (720-554-3895) and leave your name, the student's name, grade and teacher and the reason for absence. **If we do not receive a phone call by 9:30 am or 12:45 pm for afternoon kindergarteners, we will call you to confirm that your child is accounted for and safe.**

When a family knows a child will be absent it is important to notify the school office and contact the child's teacher to discuss ways to minimize the effects of missed instruction. Determination of an absence as excused or unexcused will be based upon the criteria stated in School Board Policy JH. A "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or ten days of unexcused absences during any school year. A plan shall be developed for a student who is declared habitually truant with the goal of assisting the child to remain in school. When possible, the child's parent, guardian or legal custodian will be expected to participate with district personnel during the development of the plan unless extenuating circumstances prevent their participation. Parents of all students shall be notified in writing at the beginning of the school year of their obligation to insure that all children of compulsory attendance age attend school. Parents/ guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the day.

After School Pick Up

School ends at 3:30 pm. Parents are responsible for making plans for their children after that time. Please designate an OUTSIDE meeting location. After 3:40 pm all unsupervised children will be sent to the office, and parents will be notified.

Arrival/Dismissal

No children are to be playing on any playground equipment from 8:45 – 9:00 am or 3:30 – 3:45 pm. Children are expected to line up with their classes in the morning and are to go straight home after school.

Before and After School Program (Cougar Club)

Andy Mohrhaus, Director - 720-554-3821 – amohrhaus2@cherrycreekschools.org

Walnut Hills offers a childcare program before school, from 6:30 to 9:00 am, and after school from 3:30 to 6:00 pm. Additionally, care is offered on most days with no school from 6:30 am to 6:00 pm. Our program is self-supporting and run by Cherry Creek School District Extended Childcare Services (ECS). The staff selected to run this program must meet district and state qualifications.

Program Goals and Philosophy

1. To provide quality child care and enrichment programs that are safe, affordable, and convenient.
2. To assist children in their physical, intellectual, social, emotional, and creative growth.
3. To provide children with positive interactions and opportunities to establish relationships with peers and adults.
4. To involve children and parents in continuous program development and improvement.
5. To provide qualified, caring staff members who participate in regular training and education.

Ages Accepted

Our program is open to students in grades K-5, or ages 5-12 years. Children may not attend before they are enrolled in CCSD kindergarten. All participants must be age 5 by October 1 of the current school year. ECS programs do not accept early entrance kindergarteners or children once they have started 6th grade.

Admission and Enrollment

All children must be fully enrolled before attending any ECS program. To enroll, parents or guardians must verify and complete enrollment information on SchoolCare Works. Once completed, it is submitted for approval at the enrolling school. Annually, parents will update information prior to entering the new school year. Changes that occur during the school year are updated through the my.cherrycreekschools.org portal.

An annual \$10.00 non-refundable registration fee per child is required with enrollment with a maximum fee of \$15.00 per family.

In order to continue registration all previous balances must be paid in full with a \$0 balance. If transferring to another Cherry Creek School District ECS program, account must be paid in full at the previous school before enrolling with the new ECS program.

2016-2017 Before and After School Program Rates

Families who register on or before the 25th of the month prior to care are eligible for the registration rates listed below. **There are no refunds or credits for sessions missed.**

REGISTRATION BEFORE 25TH	1ST CHILD	SIBLINGS
AM - Before School	\$8.00 Daily	\$7.20 Daily
PM 4:30 – After School / 4:30 Discount	\$8.00 Daily	\$8.00 Daily
PM 6:00 – After School	\$10.00 Daily	\$9.00 Daily
FULL DAY – Full Day Program	\$30.00 Daily	\$27.00 Daily

After the 25th, sessions can be added with an additional fee of \$.50 per session per child. Late registration is permitted only if space is available. Registration after the 25th of the month prior to care will be at the rates listed below.

LATE REGISTRATION AFTER 25 TH	1 ST CHILD	SIBLINGS
AM LATE - Before School	\$8.50 Daily	\$7.65 Daily
PM 4:30 LATE – After School / 4:30 Discount	\$8.50 Daily	\$8.50 Daily
PM 6:00 LATE – After School	\$10.50 Daily	\$9.45 Daily
FULL LATE – Full Day Program	\$30.50 Daily	\$27.45 Daily

Programs Offered

- **Before School Program:** 6:30-9:00 am, Monday-Friday on regular school days.
- **After School Program:** 3:30 pm – 6:00 pm, Monday-Friday on regular school days
- **Full Day Program:** 6:30 am – 6:00 pm, when regular school is not in session

For Additional Information, Please Contact Us

- **Phone:** 720-554-3821
- **Website:** <https://sites.google.com/a/cherrycreekschools.org/cougarclub/>

Bicycles, Scooters, Skates and Skateboards

Bicycles, scooters, skates and skateboards may not be ridden or worn on school grounds. Students should dismount before crossing the street to arrive at school. Bikes and scooters should be locked in the bike rack in front of the school.

Cafeteria

Breakfast is served between 8:30 am and 8:50 am. Juice, milk, cereal, toast, sweet rolls, etc., are available for purchase. Advance reservations are not necessary. The prices are listed below. Four **lunch** choices are offered daily ranging from a hot meal to yogurt. A la carte items are available for those who wish to bring their own lunches. Cash or checks, payable to *Cherry Creek Schools Food & Nutrition Services*, may be sent to the cafeteria to enter in their lunch account. Please write your child's name in the memo line of your check so the funds are placed in the correct account. **Please do not bundle payments for other services (i.e. daycare with lunch account).** **Separate checks are needed.** Credit Card payment may also be made through the Food & Nutrition Services website you can access off the link on the Walnut Hills website. Children will be advised when they have used their last lunch credit.

	Breakfast	Lunch
Elementary School	\$1.85	\$3.00
Middle School	\$1.95	\$3.15
High School	\$1.95	\$3.15
Adult Lunch	A La Carte Prices	\$4.05 (does not include beverage)
Milk Only	\$0.85	\$0.85

Parents are welcome to join their children for lunch any time! Please call the cafeteria (720-554-3835) in advance for a reservation. When you arrive, sign in at the main office, wear a visitor's badge and meet your child at the cafeteria.

Cell Phones

Students are discouraged from bringing cell phones to school. If a student brings a cell phone to school, it must be kept off from 9:00 am – 3:30 pm. Students should leave their cell phone in their back pack during school hours.

English Language Acquisition

English Language Acquisition is a program designed to help students whose first language is not English. Students are assessed in the beginning of the year and placed in the ELA program according to their needs. We use a co-teaching approach to increase the English listening, speaking, reading, and writing skills of the students. Children are re-assessed throughout the year to see the progress they are making.

Kindergarten Enrichment

Walnut Hills offers the opportunity for kindergarten parents to have their children attend an additional half-day kindergarten program five days a week. The optional program is the Kindergarten Enrichment (KEP) class, a fee-based program designed to provide students a format to expand, practice, and refine skills and concepts introduced in their regular classroom. Children enjoy a full day of kindergarten activities while socializing with other classroom friends. Units of this program integrate literature, art, cooking, guest speakers, science projects, and games to provide children a rich variety of experiences that help them realize success in all their future academic endeavors.

Kindergarten Enrichment monthly tuition is calculated by taking the annual fee of \$2,710.00 for the total number of days students are in school and dividing it by increments to obtain equal payments:

Traditional calendar - \$100.00 non-refundable deposit is required with registration and 9 equal payments of \$290.00 due the last day of the month, prior to care.

For additional information, please refer to the Extended Childcare Services (ECS) Handbook.

Leaving School During the School Day

As a general policy children should not leave school during school hours. We recognize that scheduling a doctor's or dental appointment during the school day is sometimes necessary. In such cases a note should be sent to the child's teacher in advance, and the parent must come to the office to sign the child out of school. Children will not be called to the office until a parent arrives to sign out the child.

Lost and Found

Lost and Found is located by the Cafeteria. Please label all clothing and belongings. Unclaimed items will be given to charitable organizations at the end of each trimester.

Newsletter

The official school communication bulletin is a bi-monthly newsletter sent out electronically every other week. The newsletter contains important dates and information about the activities of the school. The email addresses are pulled from the information you sign up with on my.cherrycreekschools.org at the beginning of each school year. Please contact the office if you are not receiving the newsletter.

Outdoor Supervision

Walnut Hills provides outside supervision for children during recesses and as children are arriving at school from 8:45 am to 8:55 am. Staff supervising our playground, crosswalks, and bus stop at arrival and dismissal are in place for the safety of all our children and adults on the grounds and surrounding streets. Please follow their lead with regards to safety issues.

Party Invitations

Children may not distribute invitations for personal parties at school. Parents are encouraged to use the PTCO *Family Directory* for addresses and for email addresses for classmates that they wish to invite to parties. No invitations should be sent to school.

School Hours

Classes begin at 9:00 am. Supervision begins at 8:45 am - students should not arrive at school before 8:45 am (unless attending breakfast or a specific activity). School dismisses at 3:30 pm.

Severe of Inclement Weather at Dismissal Time

Colorado is a beautiful state with many bright, sunshiny days but on occasion the weather may become severe in a moment's notice. For the safety of all our children it may be necessary to change the afternoon dismissal because of lightning, severe rain, tornado watch/warning, or other severe weather. When the conditions are not safe for a regular dismissal the following guidelines will be put into place:

- Walking and Bus riding children will be held in the classrooms until the severe weather has passed at which time they will be released.
- Parents & guardians picking up their children will enter the school through the building front doors and directed to the classrooms.
- Children picked up by their parents or guardians at school will be held in the classroom until a parent or guardian signs them out with their teacher.

If time permits this information will be sent out via the school's intercom, Blackboard Connect call and/or added to the school marquee. It may be necessary to call an inside dismissal at a moment's notice. Parents can always call the main office if there is a question or for more information.

Special Education Services

Students learn best when provided with a safe and secure environment where they have a good balance of challenge and support. We are committed to meeting the needs of diverse learners at Walnut Hills Elementary. It is our goal to educate students in the least restrictive environment while challenging them by setting high expectations of student success, presenting engaging learning activities, and promoting opportunities to foster self-determination skills. Our special education team includes a Learning Disabilities Specialist, Speech-Language Pathologist, School Psychologist, Occupational Therapist, and School Nurse. The team is available to assist teachers in making classroom modifications and accommodations, providing teaching strategies,

and suggesting classroom management approaches. Our support also includes providing fair evaluations, transition services, and standards based goals to help students learn and grow to their potential. We strive to aid students in developing the skills and abilities that will allow them to flourish in any situation whether in school, work, or the surrounding community.

Student Council

Student Council is made up of an Executive Board, President, Vice-President, Treasurer, and Secretary that plan and run the meetings. At the beginning of each year, classrooms in grades kindergarten through five elect one representative for the school year. We sponsor several community service projects throughout the year. Student Council is a great opportunity for students to get involved at Walnut Hills.

Student Messages

Please make every possible attempt to make arrangements for after school pick up prior to the school day. We realize emergencies come up, and we will do our best to deliver “change of plan messages.”

Tardiness

Any student arriving at school after 9:00 am should sign in at the school office before joining their class and will be considered tardy. In conjunction with School Board Policy JHB, tardiness is defined as the appearance of a student without proper excuse after the scheduled time that class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness.

Please ensure your child(ren) arrive to school on time. More than ten tardies in any given year is considered excessive. If a student has an excessive number of tardies, a plan will be written to ensure the student is on time to school. Further tardies may result in a referral to the district attendance review board.

Medical Matters

Jodie Senter, R.N.
Leslie Williams, Health Technician

Clinic 720-554-3807
Fax 720-554-3888

Walnut Hills has a half-time nurse and a half-time health technician available in the clinic during school hours. Please keep them informed of your child's health needs and let them know of any changes throughout the school year.

Emergency cards are filled out online at the beginning of the school year. The information entered will be used if your child becomes ill or if an accident occurs at school. For this reason, the information must be accurate and current.

Hand Washing

Hand washing is the first line of defense against the spread of many illnesses. Please encourage your children to wash their hands frequently, especially before and after meals.

Illness

When to Stay Home:

- Fever - 100 degrees Fahrenheit and over, your child should stay home and not return to school until fever free for 24 hours.
- Vomiting/Diarrhea – With or without fever, child should stay home until symptom free for 24 hours.
- Strep Throat - Children should be able to return to school after 24 hours of appropriate medical treatment.
- Pink Eye (conjunctivitis) – Children with redness and mattering of the eye should be kept home and treated by physician before returning to school.

Please keep in mind that if a student is well enough to be at school, then the student is well enough to go outside for recess.

Illness at School

Children may stay in the clinic until the parent arrives. Please keep your emergency information updated so we can contact you as soon as possible if your child is sick or injured.

Medication

Medication cannot be taken at school unless given by the nurse or nurse designee. Medication will not be accepted unless the district approved permission forms are complete and the medication is in the original container. The permission forms for prescriptive medication are available on the CCSD Website or in the clinic. The permission forms for over-the-counter medications are available at my.cherrycreekschools.org. Parents may come to school at any time to medicate their own children without permission forms; however they must access their children by way of the main office.

Parent Opportunities

Walnut Hills has a long tradition of parental support and involvement. As educators we believe that children learn best when parents take an active interest in their child's education.

Accountability Committee

The Accountability Advisory Committee consists of teachers, the Principal, and parents. The function of this committee is to act as an advisory group for the School Improvement Plan, budget, systems, and other school functions. Other topics of interest to the committee are also discussed. The committee meets quarterly. The committee is a great way for parents to become involved at Walnut Hills.

Conferences

Our school year is divided into trimesters. Formal **parent/teacher conferences** are scheduled after the fall and winter trimesters. However, teachers are happy to speak with parents throughout the year and will schedule additional conferences when the need arises. Please keep your child's teacher(s) aware of any concerns or questions you may have. Contact teachers by phone or email to arrange a meeting time. Dropping in before and after school is not encouraged because teachers often have meetings and are preparing for or winding up the day.

Volunteering at School

You can tell your children you believe education is important, but by volunteering your time at Walnut Hills you also show them. Children love to see their parents helping out in the classroom and the library during the day or at special events on evenings and weekends. Volunteers are crucial to the success of many of our programs.

Volunteers are needed in many classrooms to help with academic work and with parties for the children, in the media center, Plus Time, in the art room, with technology, organizing the Book Fair, and hosting special events. Please watch for information from our PTCO for volunteer opportunities or contact your child's teacher.

Walnut Hills PTCO

The Parent Teacher Community Organization is an important and active part of the school community and supports the school through various activities. Our fund raising activities earn the money needed to provide enrichment programs and assemblies, materials for classroom use, and funds for supplemental programs and TA staffing. Our hospitality representatives support the staff with food during conferences and various other times throughout the year. We distribute grant requests to teachers and staff. Meetings are held on the first Tuesday of the month at 6:00 pm in the Library. All parents are welcome to attend.

2016-2017 PTCO Board Members

Co-Presidents	Joan Moore & Jennifer Barta
1 st Vice-President	Sara Frank
2 nd Vice-President	Manuel Vasquez
3 rd Vice President	Teolyn Bourbonnie, Principal
Secretary	Rebecca Maddison
Treasurer	Jim Clark
Members at Large	Pam Berke
	Dawn Cordova
	Ellen Squires

Parking Lot Safety and Procedures

Drop Off/Pick UP Procedures

If you are dropping off children in the parking lot during the morning “high traffic times,” please pull all the way forward towards the designated drop off area. Have children exit the vehicle on the curbside, closest to the school. This practice keeps the traffic flow moving safely and fairly easily. Please do not leave your vehicle unattended in this area. If you need to leave your vehicle, please find a designated parking space in the lot or park along the streets adjoining the school. For after school pick up, the parking lot will be blocked off. Do not use the front parking lot for pick up, but instead park along the adjoining streets at a designated meeting place you have predetermined with your child/ren. See map below for drop off and pick up information.

Our Walnut Hills parking lot is a one-way parking lot. Cars flow in, drive through the lane directly in front of the school, and exit by driving through the lot out onto East Costilla Boulevard. Please be patient, courteous and slow in our parking lot.

Walnut Hills parking lot has approximately 40 marked parking spaces for cars. When full, other parking options are along Costilla Boulevard and Uinta Street. Remember to be respectful of our neighbors and do not block driveways or make U-turns in this area.

Students may not be dropped off or picked up in the bus zone.

Remember that the **handicapped parking spaces at the front of the building are reserved for those families who have handicapped designated license plates or tags. These spaces should not be used by anyone else for any reason.**

There is no parking in the service area by the building. This area is to remain clear for service vehicles, Waste Management, and cafeteria delivery vehicles.

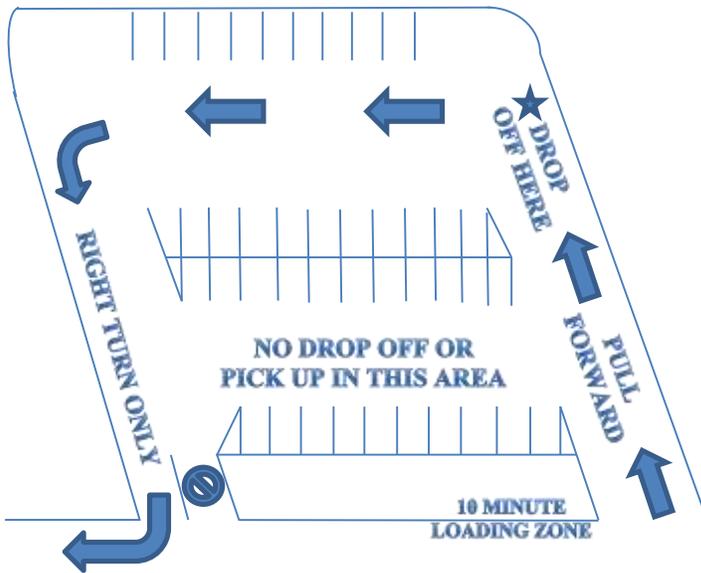
The Reserved PTCO Auction Parking Space is only to be used by the families that purchased the parking space for the month.

Coming and Going

All students are to line up outside their area doors in the morning and exit through the same doors at the end of the day. We do not allow students to use the front doors of the school from 8:45 am to 8:55 am unless they are with a parent or have permission from a teacher.

Crosswalk Information

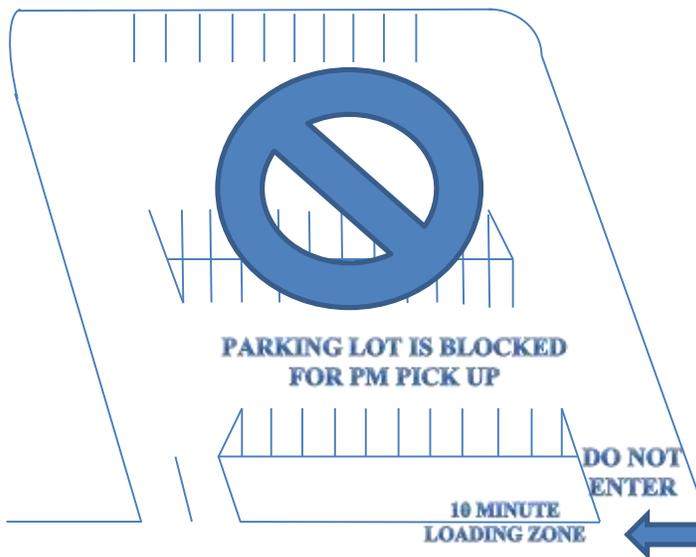
There are three designated crosswalks for children to cross the street safely at arrival and dismissal times. Children should always use the crosswalks and follow the directions of our crossing guards. The safety of our students is a top priority and our crossing guards are trained to keep students and adults safe before and after school. **Do not drop of student in the middle of the street. Park first, and then let children out of the vehicle. Children can then cross the street, if necessary, at the crosswalks.**



Morning Drop Off

STOP, DROP & GO

- Pull into parking lot and **drop off at starred area only.**
- Do not drop off your child anywhere else as this will disrupt the flow of traffic and may not be safe for your child.
- The parking lot is a “No Phone Zone.”
- If you need to leave your vehicle, park in a designated parking space.



Afternoon Pick Up

- The parking lot is blocked off for afternoon pick up.
- Designate a PM meeting place to pick up your child(ren)
- Parking is available on:
 - Costilla Blvd.
 - Trenton St.
 - Uinta St.
 - Tamarac St.
 - Davies Ave.

**Keep our children safe.
Keep our parents happy.
If we all work together, this works great.**

School Rules & District Policies on Student Behavior

Animals at School

Please do not bring animals to school or on the school grounds during school hours, this includes arrival and dismissal times. Even the best behaved animals can get spooked or alarmed with the noise and commotion taking place at arrival and dismissal time. We have also found that many of our children have allergies and fears of animals.

Bully Proofing

Training in bully proofing will be taught in the classroom and throughout the building all year by the Walnut Hills staff. The lessons introduce students to strategies to better deal with bullying behavior from others and to help students act as productive members of the caring community. Bully proofing is taught kindergarten through 12th grade in the Cherry Creek School District.

Discipline

We believe the entire school staff is responsible for developing an atmosphere that facilitates a safe, cooperative, and emotionally secure learning environment. Our goal is to teach students to be self-disciplined and responsible for their own behavior, and respectful of others. We believe in teaching appropriate behavior – not punishment.

Our school-wide system is called Positive Behavior Support Intervention or PBIS. The students use Walnut Hills R.I.S.E. to guide their behavior. R.I.S.E. stands for Respect, Integrity, Safety, and Excellence. These are base expectations the students use in all areas of the school and are adjusted to be age appropriate at all grade levels. Each grade level also uses a specific discipline system appropriate for that age group. The consequences and rewards built into each system reflect the developing social skills, emotional needs, and expected behavior of each child as they progress from kindergarten through fifth grade. Parents are encouraged to become familiar with the system used in their child's classroom: all include warnings, an opportunity for the child to reflect, and increasing consequences prior to involving the principal. Some behaviors outlined in the CCSD Conduct and Discipline Code require actions aside from the classroom's discipline protocol when necessary. It is important to understand that at the end of the day, in most cases, each child has faced the consequences of that day's behavior and may look forward to the next day with enthusiasm and a clean slate.

District Expectations

At the beginning of each school year, parents and guardians have an opportunity to review a copy of the Cherry Creek School District's *Student Conduct and Discipline Rights and Responsibilities* booklet when entering emergency information on my.cherrycreekschools.org. Please read this carefully. It is particularly important that your student understands the district policies. You will be asked to sign-off indicating that you have read, understood and discussed these policies with your child.

The entire text of any Cherry Creek School District Board of Education Policy and/or Regulation is available upon request from the principal's office at school or from the district

administration office located at 4700 South Yosemite Street, Greenwood Village, CO 80111. Additionally, all district policies and regulations may be accessed via the Cherry Creek School District web site located at www.cherrycreekschools.org.

Dress Code

A safe and disciplined learning environment is essential to a quality, learning program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

The following items are not acceptable in the school building, on school grounds, or at school activities:

- Inappropriately sheer, tight, short or low-cut clothing which bares or exposes traditionally private parts of the body.
- Clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any words or pictures that are obscene, libelous, sexual, or gang related; or that promote any activity prohibited by the student code of conduct, including the use of drugs, tobacco, alcohol, or weapons; or that threaten the safety or welfare of any person, or otherwise disrupt the teaching learning process.

Not many of these dress code issues arise at the elementary school level; however, we do want to warn parents that our students do not always make wise choices in clothing. Since our students have recess every day, often in inclement weather, and may have physical education classes, it is best to follow these guidelines:

- Students shall not wear exposed spaghetti straps, show bare midriffs, or wear shorts/skirts shorter than the tips of their fingers when arms and hands are extended to their sides.
- Students should have shoes suitable for running and playing every day. Some shoes can be hazardous on the playground. Flip flips should not be worn at school.
- Students should have appropriate outdoor clothing (rain jackets, winter coats, mittens or gloves and hats) with them each day when appropriate. Recess is only canceled in the event of extremely inclement weather.
- Jewelry that may catch on playground equipment (dangling earrings or long necklaces) may not be appropriate for school. Items that are noisy, like multiple bracelets, are not a good idea either.
- Hats/caps are to be removed while in the school building.

Please mark your student's belongings with his or her name. Items go astray on a regular basis. We also recommend that valuable jewelry or belongings stay at home where they are safe.

Playground

All playground rules are based on our need for safety and respect for each other. We have found that safety concerns increase as greater numbers of children share the same spaces and equipment. We realize our rules may seem more restrictive than behaviors allowed when parents are supervising smaller groups. Our goal is to keep kids safe, allow them the exercise and play time they need, and help them with social interactions that arise. The adults supervising recesses may change or adapt rules in response to any situation or activity that they consider a concern.

Supervision

A staff member supervises students at all times during every recess. In general, this means that students may not be in any area (either inside the building or outside) unless a staff member is present. Since we need to know where every child is, students must ask a staff member for permission before leaving the playground therefore being able to follow-up as to when the student will be expected to return.

Safety

No one is allowed to enter the playground area or interact with students on the playground without first signing in at the office and receiving a visitor's pass. This includes talking with students or handing things to students over the fence. Staff member(s) on duty may request that groups of children play in specific areas. Students need to be within sight of a supervising adult at all times.

Emergency Signal

The emergency signal on the playground is three strong, rapid whistle blasts. Students should immediately line up quietly and await further instructions.

Clothing

We go outside for recesses every school day regardless of the weather unless it is extremely cold or raining. Please have children wear appropriate clothing and shoes for recess. When there is snow on the ground, students must be wearing snow boots, snow pants, gloves and coats to be in the snow.

Competitive Games

We do **NOT** play competitive games on the playground. There is no tackling, pushing, kicking or tripping. Everyone should know and agree to the rules before game play begins.

General Rules

- **Slides.** Do not climb or stand on the outside of the tubes, do not climb up inside slides. Slide down feet first and face up.
- **Monkey Bars.** Do not stand on the top crossbars in any area. Do not pull on, or "tag" students who are on the bars.
- **Swings.** Do not swing sideways, twist, run through or jump off swings.

Gravel stays on the ground.

No fighting or play fighting.

No throwing snowballs or ice.

Please do not bring toys or equipment from home.

All other situations are dealt with at the discretion of the staff member(s) on duty unless specifically covered by Cherry Creek School District policy.

Safety

Your child's safety is of utmost concern to our staff. Our staff undergoes safety planning and training, and our Safety Team meets regularly. As a result of these conversations, district guidelines, and our site based decisions; we have instituted procedures to enhance our school's security. Our intent is to remain community friendly and as open to the public as possible. With your assistance, we can ensure that the school's focus is on learning.

Building Entry/Exit:

- Exterior doors will remain locked during the school day. Staff, students and visitors are strictly prohibited from giving access to *anyone* seeking entry through any door other than the main entrance.
- The main entrance will be the only public access to our building and will remain locked throughout the day. Please press the doorbell to speak to the office staff. They will grant you entrance to the building.
- Access to the before & after Daycare program (Cougar Club) will be through the cafeteria beginning at 6:30 am and again after 3:30 pm.

Sign in, ID's and Badges:

- All school staff and district personnel will wear ID badges.
- All visitors must sign in and provide a photo ID at the main entrance in order to enter the school. The ID will be run through the Raptor system and visitors will be given a visitor's badge to wear for the duration of their visit.
- Students will report to the office or to a school staff member if they notice an individual in the building without a proper badge or visitor's pass.
- Individuals without a proper badge or pass will be escorted to the office.
- Children are not permitted to leave school without being signed out at the front office.
- Children will only be released individuals authorized by parents or guardians online at my.cherrycreekschools.org.

Please note that the above regulations also apply to visitors on the playground. Children are prohibited from talking with ANYONE who is not wearing a badge. Please remember to come to the office and obtain a badge before approaching the playground during school hours.

After-hours Building Access and Procedures:

- Students who wish to retrieve materials beyond the school day must do so prior to 4:00 pm and must be accompanied by a staff member or registered visitor.
- After 4:00 pm all students must be supervised by an adult and accompanied to and from various locations in the building at all times.
- After school hours clubs, groups, and other meeting in our building must provide access to their program through the front door only and will dismiss as a group through the front door under the leader's supervision. Sponsors must ensure that doors are attended by an adult 18 years old or older and not propped or unlocked. Students dismissed from these activities will be released only through the front door as parents arrive. Sponsors will remain until all children have been picked up.

Toys

Toys, including trading or game cards, sports equipment, and personal electronics are not permitted at school without prior teacher permission.

Cherry Creek School District Policies

Cherry Creek School District is committed to ensuring a safe learning and teaching environment for everyone. Because our academic standards are high, it's important that we keep classrooms orderly and productive so students can learn. In keeping with our mission "To inspire every student to think, to learn, to achieve, to care," we have created a code of discipline to help all of us meet these goals. Please take time to read this code and discuss it with all the students in your home so that rules - and consequences - are clearly understood.

The entire text of any school district policy and/or regulation is available on request from the principal's office at the school or from the school district administration office located at 4700 S. Yosemite Street, Greenwood Village, CO 80111. Additionally, all district policies may be accessed via the Cherry Creek School District website located at www.cherrycreekschools.org. Thank you for devoting time to these important issues.

Nondiscrimination on the Basis of Ethnicity And Race

Regulation: AC R-6

Learning and working environment free from ethnic harassment and intimidation shall be provided for all staff members and students regardless of race, color, ancestry, religion or national origin.

It shall be a violation of Board policy as well as state law for any staff member or student to harass or intimidate any other staff member or a student because of that person's race, color, religion, ancestry or national origin.

Individuals or groups are in violation of Policy ACB if, on school grounds, at school-sanctioned activities, or in vehicles dispatched by the District, they:

1. Make demeaning remarks directly or indirectly, (whether written or oral), including epithets, slurs, insults, name-calling, and racial "jokes" based on a person's race, color, religion, ancestry, or national origin which are addressed to an individual or group of individuals.
2. Threaten with physical harm or actually harm a person on the basis of that person's race, color, religion, ancestry, or national origin.
3. Display written or visual material or deface school property or materials in such a manner as to demean the race, color, religion, ancestry, or national origin of an individual or group.
4. Damage, deface or destroy private property of any person on the basis of that person's race, color, religion, ancestry, or national origin.
5. Commit other acts of harassment or intimidation that may be in violation of the Colorado Ethnic Intimidation Act of 1991, if, with the intent to intimidate or harass, an individual engages in the following actions which shall include:
 - a. Conduct which knowingly causes bodily injury to another person
 - b. Conduct or speech which knowingly places another person in fear of imminent lawless action directed at that person or his property

c. Conduct or speech which is likely to produce bodily injury to another person or damage to his property

d. Conduct which knowingly causes damage to or destruction of the property of another person

Any incident believed to constitute ethnic intimidation/harassment shall be reported promptly to the building principal or supervisor for investigation and further action which may include reporting the incident to law enforcement authorities and a recommendation for expulsion of any student exhibiting such conduct.

Students or staff members who believe that they have been the subject of ethnic intimidation or harassing or discriminatory behavior will report the incident immediately to the principal, immediate supervisor, or designee. Confidentiality regarding all reports shall be maintained whenever possible. Reports about ethnic intimidation or harassment or discriminatory behavior shall be investigated in a prompt and timely manner by the principal or designee.

Any student who is found to be in violation of Policy ACB by engaging in conduct described above will be required to attend a meeting with his/her parent(s) or guardian(s) and the school principal or designee to clarify school expectations of the student's behavior. The student will be subject to appropriate disciplinary action.

Any staff member who violates Policy ACB by engaging in conduct described above and/or who witnesses and fails to report conduct as described above will be subject to appropriate disciplinary action.

Nondiscrimination on the Basis of Handicap/Disability (Compliance with Section 504)

Regulation AC R-7

1. Designation of Responsible Employee

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Section 504 of the Rehabilitation Act and its administrative regulations. The designee, the District's Section 504 compliance officer, shall formulate procedures for carrying out the policies in this statement and shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Section 504 and its administrative regulations. The designee shall, upon adoption of this policy and once each academic year thereafter, notify all students and employees of the District of the

Name, office, address, and telephone number of the Section 504 compliance officer.

Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.

2. Grievance Procedure

Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of handicap in the educational programs or activities of the District. To this end the following policy is adopted. In the event a student or employee believes that there has been a violation of Section 504 or its administrative regulations, he shall mail or deliver to the employee designated as Section 504 compliance officer a written statement setting out the alleged violations in specific terms, describing the incident or activity involved, the individuals

involved and the dates, times and locations involved. The Section 504 compliance officer shall provide the individual filing the written statement an opportunity to discuss the matter personally, if requested. The Section 504 compliance officer shall make such additional investigation as is necessary to determine the complete facts involved and shall report to the Superintendent of Schools his finding and recommendations regarding resolution of the matter. The matter shall be reported to the Board at its next regular meeting for its review and action if it deems further action necessary. If the student or employee submitting the written statement of an alleged violation is not satisfied with the handling of the matter by the Superintendent, he may appear before the Board of Education and present the matter directly to the Board.

3. Dissemination of Policy

The Superintendent of Schools shall notify applicants for admission, students, parents of elementary and secondary school students, sources of referral of applicants for admission, employees, and applicants for employment that it does not discriminate on the basis of handicap in the educational programs or activities which it operates and that it is required by Section 504 and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Intimidation, Harassment and Hazing

Policy: ACC

The Board of Education affirms the right of all persons to be in an environment that is safe and free from intimidation, harassment, hazing or physical harm.

It is a violation of board policy for any student or staff member to harass or engage in hazing any student, staff member, or other person in a physically or emotionally harmful manner while on school grounds or at school-sponsored events. Hazing, which involves any forced activity that recklessly or knowingly endangers the emotional or physical health or safety of another person, is considered a form of intimidation and harassment prohibited by this policy.

Sexual Harassment of Students

Regulation: AC R-4

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature.

The following definition shall apply as sexual harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns

Students should report all incidents of sexual harassment to the building administrator, the building level compliance officer, or other trusted adult. Students may file an informal or formal grievance of sexual harassment through use of the accompanying grievance procedure. If the alleged harasser is the principal with whom a grievance routinely would be filed, the student may file the grievance with the principal's supervisor.

All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

Notice of this policy shall be circulated to all district schools and departments and incorporated in student handbooks.

Sexual Harassment of Students (Grievance Procedure)

Regulation: AC R-5

1. Students who believe that they have been subject to sexual harassment will report the incident to the principal, the building level compliance officer, another trusted adult staff member, or the appropriate district administrator who supervises the principal. Any report of sexual harassment from a student received by any staff member will be forwarded to the building principal who will be referred to as the grievance officer. If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the Assistant Superintendent of Human Resources.

2. Upon receiving a report, the grievance officer will confer with the student who has allegedly been harassed as soon as is reasonably possible, but in no event more than two days from receiving the report, in order to obtain a clear understanding of the basis of the complaint and to discuss what action the student is seeking.

3. At the initial meeting with the student, the grievance officer will explain the avenues for informal and formal action and provide a description of the grievance procedure. The

grievance officer will also explain that whether or not the student files a formal grievance or otherwise requests action, the district is required by law to take steps to correct the harassment and to prevent recurring harassment or retaliation against anyone who makes a harassment report or participates in an investigation. The grievance officer will also explain to the student that any request for confidentiality will be honored so long as doing so does not preclude the school from responding effectively to the harassment and preventing future harassment.

4. Following the initial meeting with the student, the grievance officer will attempt to meet with the alleged harasser in order to obtain a response to the reported harassment and will investigate the matter. The grievance officer will complete the investigation within 14 days of the initial meeting with the student.

5. Within seven days of completing the investigation, the grievance officer will determine whether the matter should proceed formally or informally on the basis of the grievance officer's investigation and if the student requests that the matter be resolved in an informal manner and the grievance officer agrees that the matter is suitable for such resolution, the grievance officer may attempt to resolve the matter informally through conciliation.

6. If the student requests a formal grievance process, the grievance officer will transfer the record to the superintendent or his designee, for formal resolution within seven days of completing the investigation and so notify the parties.

7. After reviewing the record made by the grievance officer, the superintendent or designee may gather additional evidence necessary to decide the case. Within 14 days of receiving the record, the superintendent or designee will announce any sanctions or other action deemed appropriate including a recommendation to the Board for disciplinary or other action.

8. Whether or not a formal grievance was filed, the district will take all steps necessary to end the harassment, to make the victim whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

9. Parties will be notified by the superintendent of the final outcome of the investigation and all steps taken by the district.

10. At any time, the student making a report of sexual harassment may request an end to the informal process and begin the formal grievance process.

Drug and Tobacco-Free Schools

Policy: ADC

The Board of Education recognizes that the school district, as an educational organization, has a responsibility to provide a school and work environment conducive to good health, and school provide both effective programs and a positive example to students concerning the facts and problems related to tobacco use.

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing, or other use of any tobacco products by staff, student and members of the public is banned from all school property.

For purposes of this policy, the following definitions apply:

1. "School property" means all property owned, leased, rented or otherwise used or contracted for or by the school district including but not limited to the following:
 - a. All indoor facilities and interior portions of any building or other structure used for children under the age of 18 for instruction, educational or library services, routine health care, daycare or early childhood development services, as well as for administration, support services, maintenance or storage.
 - b. All school grounds over which the school district exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
 - d. At a school sanctioned activity or event.
2. "Tobacco product" means
 - a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco; and
 - b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
 - c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

3. "Use" means lighting, chewing, inhaling of smoking any tobacco product. Signs will be posted on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in employee and student handbooks.

Information concerning these restrictions shall be provided to groups making arrangements to use the buildings and grounds for evening meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Disciplinary measures for students who violate this policy will include in-house detention, revocation of privileges and exclusion from extracurricular activities and/or suspension from school. In accordance with state law, no student will be expelled solely for tobacco use.

Weapons in School

Policy: JICI

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district. Possession is defined as having physical possession of a deadly weapon/weapon/facsimile, or the deadly weapon/weapon/facsimile being under the control of a student whether it be in a car, locker, backpack, or other location, under the control of or belonging to the student while on school grounds.

Dangerous Weapons

Carrying, bringing, using or possessing a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-

sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, “dangerous weapon” means:

- a. A firearm, whether loaded or unloaded
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches.
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, numchakas, spring gun, throwing star, bludgeon, brass knuckles or artificial knuckles of any kind.

The building principal may initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy.

In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought a firearm to or possessed a firearm at school in violation of this policy. The superintendent may modify the length of this federal requirement on a case-by-case basis.

Discretionary discipline in accordance with state law

As used in this policy, “weapon” means any object which is generally used for nonviolent or non-dangerous purposes, but which can be considered a weapon under this policy as a result of its use or intended or threatened use. For example, a baseball bat is ordinarily not considered a weapon; however, when used or threatened to be used to strike the head of another person in a fight, it will be considered a weapon under this policy. Examples of objects which may, under given circumstances, be weapons include, but are not limited to, rocks, bottles and cans, chains, shoes, especially military style boots, bats, ropes, mace or similar noxious chemical substances used in a threatening or improper manner.

Firearm facsimiles

Additionally, the carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion.

A student may seek prior authorization from the building principal to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student’s failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion. The principal’s

decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Other local restrictions invoking discretionary suspension or expulsion for a weapon

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of any knife, regardless of the length of the blade, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without express authorization is considered to be behavior detrimental to the safety and welfare of the student, other students and school personnel and is therefore prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings.