



# **Student/Parent Handbook**

## **2018-2019**

### **Black Forest Hills Elementary**

*25233 E Glasgow Dr. Aurora CO 80016*

Main Line 720-886-8900

FAX 720-886-8988

**Attendance Line 720-886-8995**

<http://blackforesthills.cherrycreekschools.org>

**We are a community of learners who share the responsibility to be high achieving, innovative, global visionaries, and socially conscious. Black Forest Hills Elementary 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!**

# Quick Reference

## Phone Numbers:

Main Line	720-886-8900
FAX	720-886-8988
<b>Attendance Line</b>	<b>720-886-8995</b>
Clinic Office	720-886-8904
Before & After Care	720-886-8947

## Hours:

School Day	8:00 am to 2:45 pm	First bell rings at 7:55 am
Kindergarten	8:00 am to 11:00 am	Tardy bell rings at 8:00 am
	11:45 pm to 2:45 pm	
Before & After Care	6:30 am to 7:55 am	
	2:45 pm to 6:00 pm	
Office Hours	7:15 am to 4:30 pm	

## **STORM DELAY AND STORM CLOSURES:**

### WHEN OUR SCHOOL IS ON STORM DELAY

- Black Forest Hills will start at 9:00 am and dismiss at 2:45 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.
- 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 cancelled 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](http://www.cherrycreekschools.org).

**Emergency Procedures:** Black Forest 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 Black Forest 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.

## 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 (720-886-8995) 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 9:00 am or 11:45 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 2:45 pm. Parents are responsible for making plans for their children after that time. Please designate an OUTSIDE meeting location.

### **After School BFHE Club Pick Up**

If your child is participating in one of the BFHE clubs after school, the pick-up time will be 3:45 pm. It is required that you are on time for pick up. After one late pick-up you will receive a warning, after the second incident your child will no longer be allowed to participate in a BFHE after school club.

### **Arrival/Dismissal**

The first week of school we will have all students line up on the blacktop and walk in with their teachers. Students may not arrive any earlier than 7:45am. After the first week all students will be given instructions on which door to enter through and will go directly to their classroom in the morning instead of lining up on the blacktop. Children are expected to go straight home after school.

### **Before and After School Program**

Dan Brown Office: 720-886-8947

Black Forest Hills offers a childcare program before school, from 6:30 to 8:00 am, and after school from 2:45 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.

**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 6<sup>th</sup> 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. SchoolCare Works is accessed through the parent portal at <http://my.cherrycreekschools.org>. 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.

**2017-2018 Before and After School Program Rates**

Families who register on or before the 25<sup>th</sup> 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 25 <sup>TH</sup>	
AM - Before School	\$7.50 Daily
PM 4:30 – After School / 4:30 Discount	\$9.50 Daily
PM 6:00 – After School	\$12.50 Daily
FULL DAY – Full Day Program	\$32.00 Daily

**Programs Offered**

- **Before School Program:** 6:30-8:00 am, Monday-Friday on regular school days.
- **After School Program:** 2:45pm – 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**

## **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.

## **Birthday Treats**

- Birthday treats are allowed K-5 because birthdays are special, FUN, and exciting for kids!
- Please check with your students teacher to find out if there are any food restrictions before bringing birthday treats to school.

## **Cafeteria**

**Breakfast** is served between 7:35 am and 7:50 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 BFHE 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! When you arrive, sign in at the main office, wear a visitor's badge and meet your child at the cafeteria.

## **Cell Phones**

BFHE is not responsible for any lost or stolen phones. If a student brings a cell phone to school, it must be kept off from 8:00 am – 2:45 pm and students should leave their cell phone in their back pack during school hours unless given permission by their teacher.

## **Kindergarten Enrichment**

Black Forest 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 \$2,880.00 for the total number of days students are in school and dividing it by increments to obtain equal payments:

Transitional calendar - \$100.00 non-refundable deposit is required with registration and 9 equal payments of \$320.00 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.

## **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**

Hooties Highlights is a weekly newsletter sent out electronically by the PTCO. 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](http://my.cherrycreekschools.org) at the beginning of each school year. To be included on this list you must check the box to receive PTCO communication. Please contact the office if you are not receiving the newsletter.

## **Outdoor Supervision**

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 from 7:45 am to 7:55 am and again at 2:40pm to 2:50pm. 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 8:00 am. Supervision begins at 7:45 am - students should not arrive at school before 7:45 am (unless attending breakfast) doors will not open until 7:45 and we do not want to have kids outside unsupervised. School dismisses at 2:45 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 Blackboard Connect call system. 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.

## **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 8:00 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

Black Forest Hills has a full time nurse on staff during school hours. Please keep her 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.

## **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](http://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

## **Conferences**

Our school year is divided into trimesters. Student lead 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.

## **Black Forest 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. Meetings are held on the first Tuesday of the month at 6:00 pm in the Library. All parents are welcome to attend.

# **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. Please be patient, courteous and slow in our parking lot.

**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.

## **Coming and Going**

All students grade K-5th are to line up outside on the black top in the morning for the first week of school. After the first week of school they will go through their designated door (this will be explained to them the first week by their teachers) between 7:45am and 8am. Doors will not open until 7:45 so please do not bring your child early.

## **Crosswalk Information**

There are four 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.**

# 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.

## **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. 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.

### **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. Flip flops are not safe on the playground. 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 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](http://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 3:00 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.