The mission of Creekside Elementary School is to create meaningful, engaging, and challenging learning opportunities in a safe environment so all children thrive.

Creekside Elementary School inspires students to be a community of curious, empathetic, self-confident learners who engage positively with the world around them.

We believe:
* All children should be challenged to reach their intellectual and social-emotional potential.
* It is essential to value diversity and build an inclusive community.
* It is our privilege to empower students to achieve their full potential.
ALL VISITORS/VOLUNTEERS MUST CHECK IN AT THE OFFICE, SIGN IN AND RECEIVE A BADGE.

Safety is of the utmost importance to us at Creekside. The safety of students and staff is our top priority. With that in mind, please remember that no parent or visitor may enter the school building without checking in at the front office. Parents and visitors may only enter the building from the front door. All parents and visitors must sign in. For the safety of our students and employees, there are no exceptions to this policy. Thank you for your cooperation.

School Hours
7:55 A.M. - 2:40 P.M. - Monday through Friday

Office Hours
Office staff is available from 7:30 A.M. until 3:15 P.M. The office phone number is 720-561-3800

Student phone calls are limited to emergencies ONLY.
The office will not take phone messages for students unless it is an urgent situation. Please arrange ride information with your child before you drop him/her off for school in the morning. Students with cell phones must have cell phones turned off and in their backpack until dismissal.

24 Hour Attendance Line
Call 720-561-3802 before 9 A.M. to notify the school that your child will be absent. The call will be answered by voice mail. Please leave your child’s name, teacher and reason for absence.

Good School Attendance
Consistent on time attendance is important and relates directly to academic success. After four consecutive unexcused absences and/or eight unexcused tardies a letter is sent to families. The principal according to Board of Education policy, will address chronic absences and tardiness.

Tardiness
We expect all students to be in their assigned classrooms on time. Students arriving after the bell rings (7:55 A.M.), must check in with the office. Tardy students must be accompanied by a parent to have their tardy excused. Tardies will be excused for extreme weather conditions, or family crisis situations. Other excuses will be evaluated on an individual basis.

Arrival at School
Staff is on duty to supervise starting at 7:45 A.M. Students should not arrive at school prior to that time and should be dressed appropriately for the weather. During inclement weather, students enter the building and wait in the heart. A sign in the front and back window indicates indoor or outdoor arrival.
All students are to report to the HEART accessed by the main entrance doors in inclement weather. IE: Temperatures under 20 degrees, soaking rain, excessive wind and snow.

To and From School
Have your child start to school early enough to arrive on time without rushing. Students should cross only at intersections, stay on sidewalks, refuse to enter or approach strange automobiles or individuals, take care with unleashed animals and walk on the left side of the road if there are no sidewalks.

As students walk to school, or to their bus stops, it is important for them to respect homeowners by practicing the following:
- respect private property by not picking the flowers or littering
- stay on the sidewalks and use appropriate pedestrian crossings
- use good manners and be courteous to other pedestrians at all times
- follow all traffic rules

Drop Off-Hug and Go Lane
When you are in the Hug and Go lane, please
1. Pull up as far as you can.
2. Have your student ready to get out of the vehicle as you enter the lane.
3. Have your student exit the vehicle and proceed directly to the sidewalk.
4. Please do not park in this lane or exit your vehicle.
5. If you wish to escort your student to the entrance or pick them up and walk them back to your car, kindly park your car in the lot or on Martin Drive.

Bus Behavior
Rules of safety and conduct set by the bus driver are to be obeyed by all students. Riding the bus is a privilege based upon need and good behavior. Inappropriate behavior may result in a denial of this privilege. The bus drivers will be giving students a copy of the district Bus Behavioral Expectations form for parents to sign and discuss.

Mid-Day Pickup
Because school attendance is so important, we encourage you to schedule medical and personal appointments around school hours. We realize that this isn’t always possible. Should you need to pick up your child early, come to the office and sign him/her out. Office personnel will contact the classroom and your child will come to the office to meet you. Do not go the classroom directly to pick up your child.

Parents in Classrooms
We value instruction time for our students and do our very best to limit interruptions once the school day has begun. With this in mind, we appreciate your understanding that once the school day has started (7:55), parents will not be admitted to classrooms. The front office will
escort students to class if they need assistance and will arrange for forgotten lunches and/or materials to be sent to the classroom. If you wish to speak to a teacher or staff member, kindly make an appointment outside of instructional time.

We do, of course, encourage parents to attend special events, presentations, volunteering and have lunch with their students at any time. If you are attending a special event or wish to eat lunch with your student, please let the front office know when you are checking in. Thank you for helping us protect precious classroom time with our awesome students.

**Dismissal**
Students must leave the school grounds when school is out. There is no supervision on the grounds after 2:45 P.M. Parents arriving late will need to come to the office to pick up their child.

**After School**
School is dismissed at 2:40 P.M. each day. All students are expected to go home at that time unless arrangements have been made in advance and/or they are under the direct supervision of a staff member (or supervised in an after school activity).

**Change of Transportation Home**
A note or call from the parent must be received by the front office by **2:15 pm** if there is ANY change in the "normal" route home. Office personnel will sign and date the change of transportation note and the note is given to the bus driver when the student boards the bus. In the event of a phone call, front office staff will deliver a note to the student and teacher.

**School Grounds After Hours**
It is especially important that students do not come onto the school grounds *unsupervised* after school, in the evenings or on weekends. There is no supervision for safety at these times. Children may not climb on the roof of the building or in the dumpster, climb trees, or ride skateboards, roller blades or bicycles in the parking lot or on the sidewalks. We are asking that the police are contacted if inappropriate behaviors are seen on school property. We need the help of our parents and neighborhood residents to keep our children safe and to protect our building and grounds. Playground safety rules apply 24 hours a day, seven days a week.

**Saying the Pledge**
We start every day by inviting the children to recite the Pledge of Allegiance. Since we are a school with a diverse, international population, we understand that it may not be appropriate for all children to say the pledge. No child will be forced to participate. Children not participating will be expected to sit or stand quietly and respectfully while those who choose to recite the pledge.

**Breakfast/Lunch**
Breakfast is served at Creekside from 7:35 A.M. to 7:55 A.M. the cost is $1.75 including milk.

Hot lunch for students is $3.50 including milk. Milk may also be purchased separately. Milk is $.75. Parents are welcome to join students for lunch. Please call the school office before 9 A.M. to make a reservation for a hot meal. Adult lunches are $4.75. Applications for Free and
Reduced Lunch forms are accessed from your Parent Portal. A new application needs to be filled out at the beginning of each school year.

Lunch menus will be sent home at the beginning of the year. They appear on Monday in the Daily Camera and can be found on the BVSD web site (bvsd.org).

Please … no glass containers, soda pop, candy or gum. A healthy diet contributes to student learning.

**Curiosity Center (Library)**
Students are encouraged to check out books from the school library in order to foster good reading habits, build an appreciation of literature and develop a sense of responsibility. Library books are to be returned in a timely fashion. If damaged or lost, the library needs to be reimbursed for the replacement cost of the book.

**Lost & Found**
Lost & Found is located in the main vestibule. Items not claimed will be donated to charity. Please label all articles that your child brings to school so we can return items to their rightful owners.

**Toys at School**
Toys, radios, iPods, game boys, trading cards, etc. are not to be brought to school. **Skateboards, scooters and bikes need to be walked on school property.** Rollerblades and skates need to be taken off on school grounds and shoes put on in their place. Skate shoes may not be worn at school.

**Access Statement:**
Creekside Elementary school is committed to making our school and programs accessible to students and visitors with disabilities. If you need special accommodations, please contact Francine Eufemia, 720-561-3800, at least 5 days prior to a scheduled event or meeting.

**Basic School Guidelines:**
- Hats, hoods on jackets, and bandanas should not be worn in the building.
- Student phone calls are limited to emergencies only. The office does not take phone messages for students, except in the case of an emergency.
- If a child will be going home with another student and/or in a way other than usual, a parent note is required.
- Students may not play on the playground after school unless they are with their parent. They must go home, or to after school care.
- Birthday invitations can be delivered at school only if the entire class is invited.
- Toys are not allowed at school. This includes I-pods and game boys.
- Gum and candy should be kept at home.
• “It takes a village” … All adults (parents, staff etc.) in the building take responsibility for all of the students in the building.
• If your child has a cell phone, it must remain off and in their backpack until dismissal.

**Dress Code**
Student dress should conform to recognized standards of decency, safety, modesty and cleanliness. Students will not be permitted to dress in a manner that:
• affects the safety of themselves or others
• is disruptive or distracting to the learning environment
• exposes skin such as bare midriff tops, or tops which expose undergarments, short shorts and immodest or revealing clothing.
• Cami tops must have straps of at least 2” or have a sweater worn over.

**Playground Rules**
**General Policies:**
• Appropriate language, “No Bullying” and “No Exclusion” policies are practiced on the playground at all times. All students will have the opportunity to be included in all activities.
• No grabbing or touching other students.
• Food, gum, candy, cell phones, CD players, game boys, and umbrellas must stay in the classroom if allowed there.
• All rules in the *BVSD Code of Student Conduct* apply to the playground.
• Specific:
  o **Slides:** go down feet first
  o **Swings:** tummies or bottoms; no twisting or sideways swinging - only back and forth
  o **Climber:** no jumping off; can climb inside and outside the climber
  o **Ninja Warriors:** no jumping from one piece of equipment to another, no playing tag on equipment
  o **Rocks and Shrubbery:** can walk on rocks but no playing tag on rocks, stay out of mulch and plants
  o **Monkey Bars:** sit but not stand

**Volunteers**

ALL VISITORS/VOLUNTEERS MUST CHECK IN AT THE OFFICE, SIGN IN AND RECEIVE A BADGE

Volunteers should:
  ❖ Be consistent and on time.
  ❖ Be flexible, the daily schedule can change at the last minute for many reasons.
  ❖ Be non-judgmental and confidential. It is not appropriate to comment to anyone about a student, a teacher or another parent or family.
  ❖ Treat your child (as much as possible) like all the other students. Treating your child differently can adversely affect their behavior and interactions with other students.
- Not bring younger siblings.
- Be kind, understanding and supportive. No student, teacher or parent is always perfect. Positive comments are always appreciated.
- Be self-directed and please use the time you are here to be with the students. Teachers cannot be available during class time to chat or conference about your child.
- Have fun!

**YMCA Before/After Care Program**
The YMCA at Creekside provides a safe, fun program for children after school. After school care is 2:40 P.M. – 6:00 P.M. For information, please call 720-292-7223.

**Family Resource School (FRS) Program**
FRS provides family support services and referrals to other agencies. Parent support and development is available for GED certification, ESL and more. We provide wonderful after school enrichment classes as well. For more information, call Stephanie McArthur, Spanish speaking coordinator, at 720-561-3884.

**Preschool Program**
Creekside Preschool is a BVSD program for children 3-5 years old with special needs and their typically developing peers. Two classes are offered: Tuesday through Friday mornings from 7:55 – 10:50 A.M. and Tuesday through Friday afternoons from 11:45 – 2:40 P.M. Tuition is based on a sliding scale. Contact Tangi Lancaster at 720-561-3800, for more information.

**Discipline Policy**
Boulder Valley School District Policy - Student Conduct
Please review the BVSD Student/Parent Handbook on BVSD’s website

**Creekside Discipline Policy**
Every student and staff member at Creekside Elementary School has the responsibility to be familiar with the Discipline Plan and expectations for behavior. The Discipline Policy is reviewed each year as a part of classroom introductory activities.

<p>| Behaviors that can be handled by staff members, where they occur. | Behaviors that need principal support in the office. |</p>
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**Office Referrals**

When a student exhibits a behavior listed above that requires principal involvement, the teacher sends the child to the office with a referral form. The student will then have an opportunity to discuss the situation with the principal and appropriate consequences will be administered. Parents will be notified if a student receives an office referral.

**“Suspension or Expulsion”**

Serious and/or injurious behaviors may warrant suspension from school that could lead to recommendation for expulsion from school. These offenses include: possession of a dangerous weapon, assault, robbery, sale of controlled substance and habitually disruptive behavior that repeatedly interrupts the learning environment. The Superintendent will make the recommendation for expulsion from school for up to a year’s time for these most serious offenses.

**Health Services**

Our health aide, Sandra Bujanda, staffs our health room. When a child is not feeling well at school, the health room staff will determine the extent of injury or illness and determine if the parent should be called. Except in emergency medical situations, the primary responsibility for transporting children will be the parents.

How do you know when to keep your child home from school? Here are a few guidelines to help you make this decision. Besides obvious injury or disease, children need to stay home if they have:
• fever, vomiting or diarrhea – If these symptoms are severe or persist, consult a doctor.

• a cold – A good rule of thumb is to keep a child home at the beginning of a cold. It is the most infectious time and when they are feeling the worst. Return to school when they do not have a persistent cough and they feel well enough.

• strep throat – A child may return to school 24 hours after an antibiotic is started, if their temperature is normal and they feel well enough.

• chicken pox – Should stay home until there are no new spots and old ones are scabbed over. Usually this means 7-10 days.

• head lice – May return to school only after treatment and hair is free of nits.

• impetigo – May return to school after they have started treatment. Remove crusts before applying medication and cover with a Band-Aid if possible.

• pink eye – Any eye infection must be under treatment by a physician before the child can return to school. May return 24 hours after antibiotic treatment is started.

• measles, mumps, and rubella – These are illnesses which are highly communicable and need to be diagnosed by a physician. Please report any suspicious cases to the school so that follow-up can occur.

A child who becomes ill at school must be sent home if:
• temperature is 100.1° or over 98.6° and accompanied by other symptoms.

What does 24 hours after antibiotic treatment is started mean? This means if your child goes to the doctor at 11 a.m. on Monday and medicine is started that day, your child should not be back at school until Wednesday morning.

Medications (prescription and over-the-counter) may only be administered by trained school personnel using the proper forms from your doctor on file in the office. This includes antibiotics, cough medicine or Tylenol. If your child is taking medication three times a day, try to have the mid-day dosage right after school.

It is critical that we have the following information on file in case of illness or emergency:

• Telephone numbers where parents may be reached
• Names and phone numbers of relatives or friends who may be contacted when parents are not available
• Family doctor’s name and phone number

Dispensing Medication at School
In order for school personnel to dispense medication (prescription or non-prescription), three things are needed from you.
1. A signed copy of the Parent’s Request for Giving Medicine at School and Release Agreement. A new form must be signed for each medication or each regimen of medication. In addition, a new form must be signed at the beginning of the school year. Medication (including over-the-counter items) will be administered only if the required form signed by the parent/guardian and physician are on file.

2. The doctor’s written order for medication (including over-the-counter medication).

3. Medication must be in the original bottle dispensed by the pharmacy with a label containing: the child’s name, name of medicine, how often to administer the dosage and where appropriate, and the date the medication is to be stopped.

The school will not give injection medications on a regular or routine basis except if a child has a condition that is potentially life threatening and an injection is ordered by the physician in order to save the child’s life. An example is a child who has an extreme allergic reaction to a bee sting.

It is the responsibility of the parent/guardian to obtain all unused medication from the school when the medication is discontinued, the school year ends, or the family transfers to another district. All medication left in the school will be disposed of by the health room staff. If you are unable to comply with the above regulations, you have the option of coming to school and giving medication to the child at the appropriate times.

Physical Examinations and Immunizations
It is a policy in the Boulder Valley School District that all students entering PK receive a physical examination by a physician.

The school district must adhere to state law, which requires that children attending school must be immunized against certain communicable diseases. Records of immunization must be presented to the school and required immunizations completed prior to registration. Contact the school office if you wish to request an exemption for medical, religious or philosophical reasons.

The Best Way to Raise a Concern at Creekside Elementary

One of our most important aspirations as a welcoming school is to truly partner with our families. We take time to celebrate and share. We also work through concerns and solve problems together. Schools are dynamic places, issues will arise, and we want to make sure our families feel comfortable voicing their concerns, while we do our best to address them.

Here are some important, basic tips, when you have a concern about something at school:

- The first step to addressing a concern is to contact your child's teacher.
- Describe your concern in its most open and simple form ("I'm worried that. . ." or "My child told me that. . ."). It is important that teacher and parent understand the problem before trying to solve it.
- Ask questions and listen for the teacher's perspective.
- Focus on the concern, not the people involved.
- Be prepared to explore options for resolution together.
- Follow up on the outcome.
- If you have a concern about a teacher or staff member, talk to that person directly. It is not fair to staff to talk to them about one of their colleagues.
- Please respect teacher and student confidentiality.
- If parties are unable to solve an issue, a facilitated meeting with administration may be scheduled.

We all want the very best for our Creekside students, and if we come together openly in any circumstance, we can usually find common ground and reach a successful outcome.

Please also see the following BVSD Board Policies:
Board Policy JFH, JFK-R (Student Complaints and Grievances)
Board Policy KE, KE-R (Public Complaints)

NON-DISCRIMINATION/EQUAL OPPORTUNITY

Boulder Valley School District
File: AC-E1
Adopted: October 23, 2012
Revised: July 1, 2018

NONDISCRIMINATION/EQUAL OPPORTUNITY

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado law and Board of Education Policy AC (Nondiscrimination/Equal Opportunity), Boulder Valley School District does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaint procedures have been established for students, parents, employees and members of the public. The following persons have been identified as the compliance officers for the district:

Compliance Officer for students, parents and members of the public:
Rob Anderson
Superintendent
Boulder Valley School District
6500 Arapahoe Rd.
Boulder, CO 80301
720.561.5114
superintendent@bvsd.org

Compliance Officers for employees:
Mike Gradoz
Assistant Superintendent for Human Resources
Boulder Valley School District
Outside agencies
Complaints regarding violations of Title VI (race, national origin), Title IX (sex/gender), Section 504/ADA (disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 N. Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the U.S. Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.