

Eagleview Elementary School



Student and Parent Handbook 2023-2024

Eagleview Elementary School
4601 Summit Grove Parkway
720-972-5760

Attendance Line: 720-972-5778

Visit our website: www.eagleview.adams12.org

SCHOOL INFORMATION

Important Phone Numbers

Main Office (Hours 7:15 a.m. - 3:15 p.m.): 720-972-5760

Fax Line: 720-972-5779

Attendance Line (available 24 hours a day): 720-972-5778

*Please call before 8 a.m. if your student will be absent or tardy.

BASE Program: 720-972-5777

Cafeteria: 720-972-5772

Library: 720-972-5776

School Hours

Kindergarten - Grade 5

First Bell 7:45 am Tardy Bell 7:50 am

School Hours: 7:50 am - 2:35 pm

Delayed Start 9:50 am (end times remain the same)

If you arrive after 7:50 a.m., you are considered tardy.

Please ensure that your child knows the daily plan for pick up. If someone is responsible for meeting them, please remind them to be on school grounds no later than 2:45 pm at the designated pick up location.

Staff is present to assist with the supervision of our students starting at 7:45 am. Staff will be available to assist with dismissal procedures at the end of each day for a period of 5 – 10 minutes. If it is prior to the end of the school day, please make sure to bring your driver's license to pick up your child. Anyone other than the designated parent/guardian must be listed on a Student Authorization Pick Up Form and bring their driver's license to pick up your child.

Breakfast is served daily from 7:30 to 7:45 a.m. Breakfast students can enter through the grade level assigned doors at 7:50 a.m.

B.A.S.E. HOURS

Before School 6:30 am – 7:45 am

After School 2:35 pm – 6:00 pm

Delayed Start 8:30 am

Attendance - Reporting Absences Attendance Line: 720-972-5778

Absences must be reported on the school's attendance line, even if the teacher has been informed of the absence. The school's attendance line may be called at any time to report an absence or tardy.

Before and After School Enrichment (BASE)

The BASE Program serves elementary students beginning at 5 years of age. BASE is an extracurricular, optional, fee-based program. Space is limited and there is often a list of families waiting for an opportunity to enroll in BASE.

Students in the BASE Program engage in a wide variety of activities and choices providing students with opportunities to create, learn and grow through arts, physical activity and academic enrichment activities during out of school time. All BASE activities allow students opportunities critical to their social emotional development. For more information about our school's BASE program, contact the BASE Site Director at 720-972-5777 or <https://eagleview.adams12.org/resources/before-after-school-care>. For more information about the District's BASE programs, please visit the following [link](#).

Bicycles and Scooters

Students riding a bike or scooter to school must take it directly to the specified bike rack area and leave it there until the student is ready to return home. For safety reasons, students are not permitted to ride their bike/scooter on school grounds. They must walk their bike/scooter to the designated bike rack area once they arrive at school. A lock is required to be used to secure bikes and scooters to the bike rack. Bicycles and scooters will not be guarded by the school at any time, so it is the student's responsibility to lock the bike/scooter up safely.

Birthdays and Celebrations

In support of the District's Policy on School Wellness, we strive to help our students make healthy lifestyle choices. Simple steps can help children continue making healthier choices as adults. In addition to healthier lunch choices and increased physical activity during our school day, we have implemented a "Non-food birthday treats" policy. Classroom teachers will share their non-food birthday celebration information with parents. We appreciate your support in this matter!

Birthday Invitations

We understand that school is the easiest place to distribute birthday invitations; however, doing so can cause many hurt feelings which disrupt the learning environment. Please have students pass out any party invitations after school is dismissed.

Communication

The Eagleview staff is dedicated to a home/school communication that shows strong commitment to our shared responsibility for student success. To that end, we encourage open and frequent communication. ***Email is the preferred method of communication for ALL staff members and will typically result in a quicker response time.***

Communication from the school:

- A monthly newsletter, the **Eagleview Update**, is filled with information regarding upcoming events and general information. This newsletter is emailed to parents who have provided an email address and is also available online at <http://eagleview.adams12.org>
- Important information will be sent home with your child in the Navy Blue Friday Folder on a weekly basis. Check this folder each week for important information from the teacher and the school.
- To stay up to date with ongoing reminders, letters, etc., the school uses School Messenger to send emails, deliver AutoDialer phone calls, and text messages. Families now can receive priority alerts on cell phones. Text "YES" to 68453 to receive messages of safety alerts and other important information impacting Adams

12 Five Star Schools. You can opt out at any time, just text “STOP” to the 68453. Your privacy is important—your information will not be sold or provided to third parties.

- Visit Eagleview’s web page at <http://eagleview.adams12.org/> or Facebook Page: <https://www.facebook.com/EagleviewElementary>

Communication to problem solve:

- When conflicts or concerns arise, it can be a challenge to maintain a positive relationship throughout the problem solving process. Please contact your child’s teacher or a school administrator when a situation arises. This will give us an opportunity to gather complete and accurate information about the situation and to focus the solution on what is best for the child.
- Eagleview staff will work with parents to resolve any conflicts that might arise. We seek an environment that is safe from harassment and intimidation. Therefore, all staff, students and parents are expected to act in a manner that is respectful and focused on solutions.
- No retaliation can occur against students or family members who voice concerns or file grievances. Students, families and community members can be heard by the Board of Education when internal procedures have been exhausted.

Students will not be allowed to use the office phone to make after school social arrangements. Students will be allowed to use the phone only in the following situations:

- When requested by their teacher
- When requested by an administrator
- When requested by the health aide, nurse or office staff

School office staff will only deliver emergency messages to students. Please assist us by making arrangements for after school pick-up and daycare prior to your child leaving for school in the morning. Response to parent phone calls/emails will be made within one business day.

Communication with your student’s teacher

Communication with the classroom teacher:

- Consider your child’s teacher as the first line of communication. Your child’s teacher knows your child better than anyone in the school and has information regarding what happens during the school day.
- Every teacher sets up an individual system through which they communicate with parents, including take-home folders, student planners, journals, e-mail and/or voice mail. Please make sure you understand how this works in your child’s classroom.
- Being responsive to your needs requires our undivided attention and we value your input. Therefore, please keep in mind that right before school and right after school are very busy times for Eagleview staff members and this is not a time that teachers are asked or expected to engage in individualized conversations about your student. These types of conversations are necessary, but need to be scheduled either with the teacher or with support from the office staff.
- It is a priority for all Eagleview staff to try to preserve the integrity of classroom instructional time for all students. Therefore, during instructional time teacher’s classroom phones will be forwarded directly to their voicemail, please call the main office for any time sensitive information.

Early Departure/Late Arrival

Students who must leave school during regular school hours must be signed out through the office by a parent or legal guardian. A student may not be dismissed from their classroom until someone has signed the student out. Students cannot be released to leave school alone. Students are involved in instruction until the end of the school day. We kindly ask that parents not pick up their children the last 30 minutes of the day if possible.

We request that you do not pick your students up early unless it is extremely necessary. Students who arrive late to school must check in at the office. If the student arrives after 7:50 a.m., a parent/guardian must sign them in at the front desk.

Field Trips

Field trips to nearby points of interest may be scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources within the community. Parents will receive notice of scheduled field trips well in advance.

Parents must sign a permission form for all field trips. Students without a permission slip will not be allowed to accompany their class on the field trip. Parents are encouraged to volunteer for field trips based on the grade level needs. Younger siblings are not permitted to attend the field trips. If a parent is not selected to chaperone a field trip, they are not allowed to meet the class at the location.

Inclement Weather/School Closure

Information on emergency school closures due to severe overnight storms or other emergency situations is available on local television stations. Please listen for announcements concerning Adams 12 Five Star Schools. Information on closures may also be obtained by calling the District information number at 720-972-4000, then press 7 for school closure information or check the District website: www.adams12.org. Please note that school is rarely canceled.

Indoor Recess will be called if:

- snow, rain or sleet is falling
- temperature with the wind chill is 20 degrees or less
- playground conditions are poor (mud, snow or standing water)

Students must be prepared for all types of weather. They should bring warm coats, gloves or mittens, hats, weatherproof footwear and an extra pair of shoes for PE.

Lost and Found/Valuables at School

If your child misplaces an item, we encourage you to look in the lost and found by the main office. Often it is difficult to identify what they have lost. Please label coats, jackets, mittens, etc. Remaining articles are donated to a local charity several times a year.

We highly discourage students from bringing valuables and toys to school. Items having value for one individual usually have an attractive appeal for others and unfortunately sometimes disappear. The school cannot be responsible for these items. Teachers may have a special celebration which allows

students to bring in a favorite game, stuffed animal, etc. but please remember, at no time is it appropriate for students to bring toy guns, toy knives, or toy weapons of any kind.

Pets on School Property

In an effort to keep our school feeling safe for all students and families and in accordance with District Policy, only service animals are permitted on school property. We ask that all other pets remain off school grounds during school hours. We appreciate your cooperation with this request.

Reporting Student Progress

Your student's progress will be reported at individual parent conferences at least twice a year. Report cards are sent home at the end of each grading period. Academic progress can also be found via the Infinite Campus Parent Portal.

Safety Information

Your child's safety is of utmost importance to us. It is imperative that students are dropped off no earlier than 7:45 a.m. and picked up at 2:35 p.m. Adult supervision is only available 5-10 minutes before and after these times.

Before and After School Drop Off / Pick Up

BEFORE SCHOOL—Parents are reminded that sending children early or dropping them off early could be encouraging a very dangerous situation, as there is no adult supervision on the school grounds before 7:45 a.m.. Before school, staff members are preparing for the school day; for this reason, staff members are not available to supervise before 7:45 a.m

It is understandable that parents sometimes have to leave for work before this safe drop-off time. Should this be the case, please have an alternative plan in place by arranging with a relative, friend or neighbor to deliver your child to school no earlier than 7:45 AM. There are also a number of commercial day-care establishments that will transport children to Eagleview. The tardy bell does not ring until 8:05; this schedule allows all children to enter the building and arrive in the classroom on time. Doors will close at 8:05 and students will be expected to enter through the front doors to obtain a tardy pass.

AFTER SCHOOL—It is very important that children be picked up on time when school dismisses at 2:35 p.m. . Teachers are assigned to designated supervision areas for ten minutes and are not available to monitor children after school has dismissed. The office staff will call a parent when a child has not been picked up; the parent is then responsible to either come to school for the child or to communicate with the daycare provider or relative and ask that they come to Eagleview. Always have a “Plan B” (pick-up by relative, friend or neighbor) in place for those times when after-school plans change. For the safety of all students, it is essential that they are picked up on time when school is dismissed.

WHEN THE BELL RINGS—Students must exit with their class using designated dismissal routes. Students should have a pre-planned area to meet siblings.

Bicycle / Scooter Safety

Students, with the permission of parents, may ride bicycles to and from school. Suggested age for riding would be 3rd through 5th grade students who have demonstrated safe riding skills and habits to their parents. As a school, we do not undertake any responsibility for the students’ safety when riding bikes to and from school, or for damaged or stolen bicycles. Bicycles should be parked in the bike areas and locked securely. It is recommended that a chain lock be used consistently to secure bicycles to the bike racks. The school will not assume responsibility for theft of bikes or scooters, as the expectation is they are locked securely.

The school expects all bicycle riders to refrain from riding over the school lawn or private property. Bicycles must be WALKED WHEN ON SCHOOL GROUNDS. Due to lack of storage within the building, skateboards and rollerblades should remain at home. Bicycles must be walked on school grounds, and then locked in the bike rack. Scooters may be ridden to school only if they are then locked securely to the bike rack; there is not a storage space in the school for scooters.

General Reminders

- Remind your child to use sidewalks and crosswalks.
- Drop off and pick up of students is along the curb only, so they don't have to cross traffic other than at the crosswalk. Hug and Go lanes are located on the south side of the school.
- Avoid picking up or dropping off students in the parking lots.
- Avoid parking within 15 feet of school crosswalks.
- Parents should encourage children to adhere to all safety rules established for pedestrians. This emphasis on safety is also a concern of the school's staff, and is an important part of the instructional program.
- Students are expected to go directly to and from school. They are to respect the rights and property of all people in the neighborhood.

School Security System

In our ongoing efforts to provide the safest and most secure environment for our students, an additional security measure has been installed, which requires the following safety measures.

- ALL exterior doors will be locked at all times.
- Please do not open the door or hold the door open for others.
- In order to enter the building, you will need to press the button located inside the vestibule on the far right side of the wall.
- An office member will release the doors, allowing access to the building.
- Once entering the building, ALL visitors must check in at the office, show ID, and obtain a visitor pass.
- If you would like to wait with your child before school or wait for your child after school, you will need to wait outside.

Visitor/Parent Check-In

District Policy requires that all parents and visitors must present a drivers license/I.D. at the front desk and sign in at the office upon entering the building. Your license will be scanned through our Raptor system and a visitor's badge/sticker will be provided. You will be asked to wear a visitor's badge/sticker at all times.

If you would like to spend time with a teacher, please call and make arrangements prior to visiting. Also, if anyone other than a parent or legal guardian will be visiting the school (such as a grandparent coming for lunch) you must call the office ahead of time to let us know.

INFORMATION AVAILABLE ON DISTRICT WEBSITE

STUDENT CODE OF CONDUCT

A summary of the Student Code of Conduct for Adams 12 Five Star Schools (the District) is available on the District's [website](#). For complete information, please refer to the latest version of each District policy, available [here](#).

This summary includes information such as:

- student conduct
- student attendance
- cell phones and personal electronics
- District technology and Internet usage
- student dress code
- bullying and harassment

COMMONLY REQUESTED INFORMATION

A summary of commonly requested information is available on the District's [website](#). For the most complete information, please refer to the latest version of each District policy (if applicable), available [here](#).

“Commonly requested” information includes topics such as:

- complaints or grievances
- consolidated billing
- service animals on District property
- student transportation
- video and audio monitoring
- visitors to schools

STUDENT HEALTH INFORMATION

Information about student health and wellness, including immunizations, health screenings, COVID-19, and when to keep your child home from school, is available on the District's [website](#).

LEGAL NOTIFICATIONS

The District's legal notifications/annual notices are available on the District's [website](#).

These notices include information concerning:

- non-discrimination (including Title IX)
- rights under the Family Educational Rights and Privacy Act (FERPA)
- directory information under FERPA
- rights under the Protection of Pupil Rights Amendment (PPRA)
- other opt-out provisions