

Dutch Creek Elementary Family Handbook 2023-2024

7304 West Roxbury Place
Littleton, CO 80128
303-982-4565

<https://dutchcreek.jeffcopublicschools.org/>

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Empowering Leaders and Learners who are KIND, RESPECTFUL, and DETERMINED.

In partnership with our families, we promise to guide our children to become globally aware citizens and believe extraordinary feats in their lives are possible through problem-solving, collaboration, and determination.

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Office Information	
Business Manager	Diana Cunningham Diana.Cunningham@jeffco.k12.co.us
Attendance Support Paraprofessional	Meredith Pritchett Meredith.Pritchett@jeffco.k12.co.us
Office Hours	7:15 AM - 3:05 PM
Main Phone	303-982-4565
24-Hour Attendance Line	303-982-4564
Fax	303-982-4566
Website	https://dutchcreek.jeffcopublicschools.org/

Daily Operations - School Hours	
School Hours	7:25 AM - 7:45 AM: Soft Start & Breakfast 7:45 AM: Morning Bell 2:35 PM: Dismissal Bell
Breakfast & Soft Start 7:25 AM - 7:45 AM	• Students may enter the building beginning at 7:25 AM. • Breakfast will be available in the cafeteria between 7:25 and 7:45 AM. Students who would like breakfast will enter the building through the cafeteria doors at the back of the school. • Students who are not going to breakfast will go directly to their classroom as directed by their teacher. • The school day begins at 7:45 AM. • Students who arrive after 7:45 AM are tardy and must check in at the main office before going to class. • Students should not arrive at school before 7:25 AM. The only exceptions include students who attend Foothills Before and After School Care and/or students who are participating in supervised enrichment programs.
Dismissal 2:35	• The school day ends at 2:35 PM and students will exit as directed by their classroom teacher. • Students must leave school or be picked up no later than 2:45 PM. The only exceptions include students who attend Foothills Before and After School Care and/or students who are participating in supervised enrichment programs.

Daily Operations - Arrival and Dismissal Expectations

Supervision	Staff members are on duty for 10 minutes both before and after school to ensure arrival and departure procedures are followed and children are safe. There <u>will not</u> be any supervision before 7:25 AM and after 2:45 PM. Supervision is limited to specific areas of the school and is dependent on staffing availability. Please help us ensure the safety of your child(ren) by ensuring that they follow arrival and departure procedures. Likewise, please respect our staff members' time and supervision responsibilities and refrain from detailed conversations about your child during this time.
After-school Plans & Messages for Students	Please make after-school plans for your child(ren) <u>before</u> school to minimize classroom disruptions. The <u>only</u> messages that will be delivered to students during the day are for emergencies.
Walking to School	● We recommend that parents instruct children to report home immediately after being dismissed from school. ● We recommend that siblings have a regular place to meet every day after school if they walk home together. ● If teachers would like a student to stay after school, the teacher and/or student should inform the parent in advance. ● Teachers are responsible for ensuring that parents are notified if students are unexpectedly delayed more than 10 minutes.
Bicycles, Scooters, Skateboards	The decision to permit a student to use a bike, scooter, or skateboard and the duty to see that s/he complies with the rules are the responsibilities of the student and his/her parents. The School District does not undertake any responsibility for the safety of students coming to or leaving school on a bicycle, scooter or skateboard. Children may ride bicycles, etc. to and from school provided the guidelines below are followed: ● All riders must obey <u>ALL</u> the regular traffic rules that apply to them. ● Students must walk, not ride, on the sidewalks closest to the school and on school grounds, especially on all crosswalks. ● Bicycles, etc. must be parked in the designated area upon arrival at school and may not be brought inside the school building. ● Bicycles, etc. should be locked. The school is not responsible for theft or damage. ● It is essential that students wear a helmet if they ride a bike, scooter or skateboard. If the above guidelines are not followed, the school reserves the right to disallow a student to ride to and from school.
Vehicles	● All drivers should exercise extreme caution when operating a vehicle on school property or on Roxbury Place in front of the school.

	● Use slow speeds in and around the school at all times. ● Colorado state law prohibits making a U-turn in front of a school. ● There is to be no parking or stopping on Roxbury Place at any time for any reason. This is a fire lane and must be available for law enforcement. ● No vehicle should park within 20 feet of any crosswalk at any time. ● Stay alert! Don't text and drive, look twice for pedestrians and other vehicles. ● Be respectful of the driveways and lawns of neighbors by using our parking lot. Do not block or park in front of nearby houses.
Crosswalks	Frequently, our before and after school traffic conditions provide parents with an excellent opportunity to reinforce safety rules. After observing that traffic has stopped or is absent, <u>students and adults should cross at the crosswalks only</u> . Students/adults who weave between cars and dart across the street at unmarked locations are putting themselves in danger.
Parking Lot	● Observe and follow the directions of the arrows in the parking lot. ● Parking in the back of the school is not permitted. ● Keep the flow of traffic moving through the "Hug-and-Go" lane. If you wish to help your child to class, please park in a parking space to walk them inside. All preschool families need to park and physically sign their preschooler(s) in upon arrival. ● Parents should not exit their vehicle in the "Hug-and-Go" lane.
Pets on School Property	Please do not bring family pets to school. Other than service dogs, dogs are not allowed on school grounds between 7:25 AM and 2:50 PM.
Safety & Security	● The arrival and dismissal procedures require everyone's cooperation to run smoothly. Consider yourself a role model by following and showing support for our procedures. ● Jeffco Security and the Jeffco Sheriff's Department often partner with us to ensure the safety of our students, staff, and families. ● If you observe unsafe behavior and/or something of concern, please call the office.

Attendance Expectations	
Attendance Goals	The State of Colorado requires that each school set regular school attendance as a goal. The Dutch Creek staff shares the state's view that attendance is critical to school success. Each teacher strives to make every day an important learning experience that builds on previous learning. Many of the daily learning opportunities involve verbal information from the teacher,

	class discussions, and active learning through participation in specific activities designed by the teacher which often cannot be duplicated at home. Consistent school attendance is also an important habit that children form and carry with them into later schooling and job performance. Colorado Revised Statute 22-23-104(5) (a): <i>It is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent/guardian of a child who has attained the age of six years and is under the age of seventeen years shall ensure that such child attends the public school in which such child is enrolled.</i> Jeffco Policy JH-R: <i>Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The district believes duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.</i>
Absences & Tardies	● Excused Absences: An absence from school is considered excused if it is reported by the parent/guardian for any of the following reasons: illness, injury, legal obligations, medical procedures, religious observations and extenuating circumstances determined excused by the principal. NOT included in this definition is vacation or “family time.” See “Pre-planned Absences” for guidelines regarding these types of absences. Students are generally allowed a total of 10 excused absences per year before it becomes a concern and will be addressed by the principal. ● Excused Tardies: Generally speaking, tardiness is unexcused. A tardy can be excused based on the same guidelines for excused absences and must be reported prior to the student’s tardiness. ● Pre-planned absences: Any absence not covered by the excused absence section above, (e.g. family vacation), MAY be considered excused if a completed Pre-Arranged Absence Form (on our website or in the main office) is submitted no later than 3 days prior to the absence. In order for the absence to be excused, the student must meet one or more of the following conditions: 1) is in good academic standing 2) has no unexcused absences, or 3) has four or fewer excused absences in a semester or seven or fewer in a school year. ● Unexcused Absences: An absence is considered unexcused if no explanation is given from a parent/guardian or the reason given is not

	defined as “excused” above. If you report a student absent but do not voice a reason for the absence, the absence will be unexcused. ● Tardies: Tardiness is disruptive to the teacher and other students, and key instruction is missed. Students arriving late MUST check in at the office. When a student accumulates 6 tardies, a letter is sent home. If tardiness does not improve, consequences may include a parent conference with the principal or the implementation of an attendance plan. ● Unexcused Tardies: Most tardies are unexcused. Examples of unexcused tardies include, but are not limited to, running late, oversleeping, the alarm didn’t go off, car trouble, snow/weather, traffic, business call, lost keys, misplaced glasses/homework, returning late from vacation, bike trouble, and construction. ● Make-up Work: Children are expected to make up any work missed due to illness or other absences. If your child is out three days or longer, you may request makeup work. Contact your teacher about the necessity of make-up work.
Reporting a Student Absent or Tardy	● Any student absence must be reported to Dutch Creek’s attendance office by the parents/guardians no later than 8:00 AM. ● Parents/guardians need to call the School Attendance Line, at 303-982-4564. ● Absences for any reason other than those listed above require prior arrangement with the school office and permission from the principal to be considered excused. This includes family vacations or other family business matters. ● If the main office is not able to verify an absence with a parent or guardian by 9:45 AM, a call will be made to the Jefferson County Sheriff’s office to perform a welfare check at the child’s home. This is a measure to ensure the safety of every Dutch Creek student.
Truancy	Students of the compulsory age (6 to 17 years) are considered habitually truant if they have four (4) or more unexcused absences in any one month or ten (10) unexcused absences during any school year. 1. You will receive a notification letter from the principal if your child has 3 or more unexcused or questionable absences. 2. You will receive a second, compulsory letter after your child has had 7 unexcused, questionable, or excessive absences. 3. The school will request a Medical Letter after 10 unexcused or questionable absences. 4. Additional unexcused absences without appropriate medical documentation may result in an Initial Court Hearing requested by the Student Outreach Office.

Delayed Starts and School Closures	
Delayed Start	• A 2-hour delay will only be used during circumstances of inclement weather. • Families will be notified by 5:30 AM via the School Messenger service. • Office Hours will be 9:15 AM - 3:05 PM. • School doors will open at 9:25 AM. There will be no supervision before 9:25 AM on Delayed Start days. Students are not to come to school prior to 9:25 AM. • School start time is 9:45 AM. • Dismissal remains the same at 2:35 PM. • Breakfast will not be served. • No Before-School Care.
School Closures	• Many factors are taken into consideration when deciding to close schools, but the safety of students and staff is the number one consideration. School closures will be announced via the school messenger service. • When schools are closed, staff are not permitted to be on school property. The office will be closed and all staff members will not be available.
School Messenger System	It is <u>essential</u> for you to maintain current and accurate information in Campus Parent Portal. All messages about delayed starts and school cancellations will be sent through school messenger. <i>Please note: we have a Littleton address but are not affiliated with Littleton Public Schools when it comes to school closures. Please always watch for information from Jeffco Public Schools.</i>

Safety and Security	
Jeffco Department of School Safety	303-982-2445
Contact Information	Please ensure that all contact information in Campus Parent Portal is kept current and accurate throughout the year. Notify the school of any changes in address, phone numbers, parent contact, custodial changes, etc.
Secure Entry	Our front entry security system requires all visitors to ring the bell and be cleared by the front office staff before entering the building. Controlling access to our school is a chief concern to maintain a safe and secure environment. We want to maintain a balance between having a welcoming environment and a facility that is secure from unwanted intruders.

	Protocols for entry into the school: ● All visitors must enter through one main entrance. Staff members are instructed to never let a visitor in through any external door other than the main entrance. ● At the front door, visitors must ring the bell and will be greeted via the intercom. ● Even though we have security cameras, visitors will be asked to identify themselves and state the purpose of their visit. Visitors may be asked to show a form of identification. ● If a visitor's purpose for visiting the school is unknown or unauthorized, they may be denied entry into the school, and the principal and/or law enforcement may be notified. ● Individuals who do not follow visitation procedures may be charged with trespassing (Criminal Charges for Trespass 18-4-504). ● Per Jeffco Schools protocol, Dutch Creek must have a visitor sign-in/sign-out log which is signed by the visitor. ● All visitors must wear a visitor sticker (provided by the office) while in the building. ● Service entrances and delivery doors are secure at all times. Food Service personnel and custodial staff are diligent about screening deliveries. Vendors are notified that the school is enforcing restricted entry to the building and service personnel are required to carry company identification. ● All school doors are to be closed and secured from the outside while custodial personnel and after-hours staff work inside the building during evening and night hours unless there is a scheduled event. ● All school staff, including support personnel, are asked to greet and challenge strangers. Staff will report strangers to the office if they are not wearing a visitor's sticker or badge. ● Students are instructed not to open doors to strangers, other students, or even non-staff adults they may know. Students are asked to alert a staff member immediately when strangers are spotted in the building. ● Students and staff are also instructed never to prop doors open. ● Outside perimeter doors are checked throughout the day to ensure that they are closed and locked. ● Our staff and community should be vigilant about strangers loitering near the school or in/around school parking lots. Please report any suspicious activity to the main office, Jeffco Safety and Security, or law enforcement.
Signing Students In/Out	● When picking up children during school hours, parents are required to come to the office and sign their child out. ● Unless the office knows you personally, you may be asked to show a picture ID as a safety precaution.

	• Children are never sent home during the day unless the office staff has contacted the parents/guardians first. • If someone other than those who are listed as emergency contacts in Campus Parent Portal is picking up a student in grades K-5, parents/guardians must notify the office. A picture ID will be required of anyone not listed in Campus Parent Portal. • For Preschool students, anyone picking up a child must be listed as a parent, guardian, or emergency contact in Campus Parent Portal.
Visitors	Parents/guardians are welcome to make classroom visits. We appreciate if parents observe the following guidelines: • Please notify the teacher ahead of time when you plan to visit. • Please make other arrangements for younger siblings during your visit. Young children frequently are not as interested in observing classrooms as their parents and often act as a distraction to students. • Please sign in and wear a visitor's badge during your entire visit. • Sign out and return or discard the visitor's badge when you are done. Individuals who do not follow visitation procedures may be charged with trespassing. (Criminal Charges for Trespass 18-4-504)
Safe-2-Tell	SAFE2TELL is designed to help students anonymously report any threatening behavior that endangers them, their friends, family, or the community. Call 877-542-7233 to get help. https://safe2tell.org/
Emergency Situations	In an emergency, our staff is trained to take action. The following may be used in response to an emergency: • Secure the Building (may be used if there is a threat outside of the school building): ○ Students will be directed to go inside/remain inside the building. ○ All students and staff will be accounted for. ○ All external doors will be double-checked to ensure they are securely locked. ○ "Business as usual" within the building. ○ No one may enter or exit the building. • Hold in place (may be used if there is a substantial threat outside of the school building, a medical emergency within the building, or an extreme behavior incident): ○ Students will remain in the classroom they are in. ○ Students may be directed to go inside depending on the situation. ○ Internal doors will be shut and locked. ○ All students and staff will be accounted for.

	○ Students will remain in their classroom for the duration of the Hold. ● Evacuation (may be used in emergencies where it is not safe inside the building): ○ Students will exit the building using a predetermined route. ○ Students and staff will meet at the evacuation site (either the field in the back of the school or the pool parking lot, depending on the situation). ○ All students and staff are accounted for. ● Shelter in Place (may be used for extreme weather): ○ Staff members will bring students to predetermined, safe rooms within the building. ○ Students and staff will be accounted for. ● Lockdown (may be used if extreme danger is within the building): ○ Staff check that doors are closed and locked. ○ Students and staff hide in predetermined spaces within the building. ○ Students and staff remain quiet and hidden until Jeffco Security and Jeffco Sheriff's Department release them.
What can parents do in an emergency?	● If you're at a school and an emergency occurs, follow protocol with students and staff. ● We know families want information right away. Our experience has taught us that initial information can be incomplete and often changes quickly. Please know, our security and administrative staff are working hard to determine what the real situation is and will communicate with families as soon as information is verified as accurate and the next actions have been determined. ● Do not call the school or security staff. The phone lines must remain open for security and staff. ● Do not go to the school; this may interfere with procedures. Only public safety personnel will be allowed in/near a school during an emergency situation. ● We understand you may want to communicate with your student during an emergency, however, please refrain from calling; it may prevent him/her from hearing important, possibly life-saving instructions. ● It is vital that parents and guardians keep their information updated in Campus Parent Portal. We will utilize email, text messaging, and phone calls to communicate with you. ● The fastest way to get information in an emergency situation is to follow Jeffco Public Schools on Twitter (@JeffcoSchoolsCo) and Facebook (@JeffcoPublicSchoolsColorado). Also, check the Jeffco Public Schools website for alerts posted on the main page.

Reunification Procedures in an Emergency	In the event of an emergency situation, a reunification process will be established to reunite students with their parents/guardians. Students will only be dismissed to parents, legal guardians, or persons listed as an emergency contact on Campus. <u>Picture identification will be required.</u>
Emergency Drills	Our staff is highly trained in a variety of emergency response protocols, and part of that training requires frequent practices and drills. Students will participate in the following drills during the school year: • Monthly Evacuation “Fire” Drills. • 1 Lockdown Drill - supported by Jeffco Security members. • 1 Shelter or Secure Drill. While we believe that practice is important, we <u>do not</u> believe in “scaring” our staff or students. All drills will be announced and will be positive learning opportunities.

Student Rights and Responsibilities	
Jeffco Public Schools Policy	<i>The district is committed to the policy that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, age, or disability. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.</i> <i>Students, public, parents, or staff members who believe they have been the subject of discrimination must report the incident immediately in accordance with district policies.</i> <i>The following person has been designated to assist the district with its response to complaints of unlawful discrimination and harassment on the basis of gender and disability:</i> <i>Title IX Compliance Officer and ADA/504 Coordinator Office of Employee Relations 1829 Denver West Drive, Building 27 P.O. Box 4001 Golden, Colorado 80401-0001 Phone: (303) 982-6544</i>

Student Rights and Responsibilities	While on school grounds, in school facilities, in district-approved vehicles, or at school-sponsored events, the responsibilities of students shall be as follows: 1. To help maintain an overall atmosphere conducive to learning, and to respect the principle that no student shall engage in any activity which disrupts or threatens to disrupt the school operation and/or interfere with the public or private rights of others. 2. To refrain from any conduct which discriminates against other students on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, age or disability. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation. 3. To attend classes, be on time, and attempt to complete a course of study as prescribed by the Board of Education. 4. To respect the property of the school by caring for it and protecting it from theft, and to refrain from theft of any property of the school, staff, and other students. 5. To return all district property to the school, or reimburse the school at the replacement value of each item, prior to transfer or withdrawal from the district, level change within the district, or graduation. 6. To promote the physical safety and personal security of all others, exercising in this pursuit, a high degree of self-discipline, and to not engage in assaultive behavior, including fighting with students, staff or other persons. 7. To refrain from all conduct that presents a threat to the safety and welfare of other students or school personnel. 8. To personally refrain from, and discourage others from, bringing, carrying, possessing or using any kind of weapon. 9. To refrain from using, possessing, buying, selling, giving, purchasing, exchanging, or being under the influence of alcohol and illegal drugs; to refrain from selling or exchanging drugs and substances that the student represents as drugs; to refrain from possessing drug paraphernalia including vape pens or products. 10. To practice and encourage honesty in academic work and in all other transactions. 11. To respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity or obscene gestures. 12. To be familiar with school rules and Board policies regarding expectations for all students.
Standards for the Treatment of Students	Enforcement of the Code of Conduct at Dutch Creek Elementary will be fair, consistent, equitable, and nondiscriminatory, free of any intimidation, discrimination, or harassment based on race, color, religion, national origin,

	ancestry, sex, sexual orientation, age, or disability. (Reference: Jeffco Public Schools Code of Conduct)
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Behavior Expectations

How We Behave in School

We believe that in order to maintain a positive *learning environment** for all, we must be kind, respectful, and determined.

**A learning environment is defined as any space on school property - inside or outside of the building. The learning environment also includes buses, field-trip locations, and in the virtual space.*

Any action that interferes with a student's ability to learn, even if it happens off of school property, may be subject to school discipline.

The following is the language used with students to ensure a positive learning environment. For specific behavioral expectations reinforced by the administration at Dutch Creek, please see the [Jeffco Student and Family Handbook](#).

Dutch Creek CREW Habits

We are KIND

- We speak kindly to ourselves and everyone around us.
- We listen to understand others.
- We recognize and help others in need.
- We use strategies to monitor our emotions.
- We forgive.

We are RESPECTFUL

- We listen to one another and take turns.
- We raise one another up.
- We give space and privacy.
- We take time to build relationships.
- We find the positives in ourselves and others.
- We ask questions to understand people who are different from us.
- We engage in courageous conversations.
- We practice patience.

We are DETERMINED

- We use tools and resources to keep trying.
- We encourage ourselves and each other, even when it is hard.
- We believe in and advocate for ourselves and others.
- We know we can solve difficult problems.

	● We seek out ways to improve our work. ● We celebrate hard work. ● We celebrate mistakes. ● We try new things.
Consequences to Violations of Behavior Expectations	All behaviors have consequences. All consequences are dependent upon the severity of the misbehavior and are subject to the judgment of the staff member. Consequences for various violations will be tempered by the circumstances involved, the number of prior offenses committed by the student, and the ability of the school to obtain accurate information. The staff member will take into consideration the individual circumstances and history that might weigh each incident. <i>Students may be suspended or expelled for the offenses listed in Board Policy JKDA/JKEA</i>
Restorative Practices	In partnership with Jeffco Public Schools, we hold the belief that “we are all connected” and that it is imperative for all of us to ● Build healthy relationships. ● Repair harm when it has impacted others. ● Reintegrate those who need to be welcomed back to the classroom community. The following Restorative Practices resources are used at Dutch Creek: ● Building relationships for all staff and students - ○ Daily CREW Community Circles ○ Weekly “YO Buddies” (Younger/Older Buddies) ○ Weekly Social/Emotional Lessons in all grade levels ● Repairing Harm and Addressing Behavior Instances - ○ Age-appropriate Think Sheets ○ Courageous Conversations ○ Repairing CREW circles ○ Specific Lessons addressing behavior ○ Restorative conversations ● Reintegrating/welcoming back to the classroom environment - ○ Tickets Back to Class ○ Family conversations ○ Support plans ○ Individual behavior point sheets
Referral Process and Suspensions	Restorative Practices will be used as a guide by teachers and administration to address behavior incidents and appropriate disciplinary consequences. Whenever possible, it is our focus to teach appropriate behavior and its positive impact on our community. The use of referrals is for administration-managed behavior instances or larger violations of our expectations. If a student receives a referral, parents or guardians will receive a call with the principal and student to discuss the

	incident and its impact on the learning environment. A brief plan will be created during that conversation for a consequence and a positive return to the classroom community. Referral information is only shared with the student, their family, and the teachers/staff members that work directly with the student. In very few instances, the building administrator may assign a suspension of 1- 3 days for kindergarten through 3rd-grade students, and 1 - 5 days for fourth and fifth-grade students. This is only used to stress the seriousness of the behavior and when the safety and well-being of others are at risk due to the student's choices in that instance. Alternatives to suspension and In-school suspensions are used whenever possible to teach and reinforce behavior expectations. Upon returning from a suspension, it is an expectation that parents/guardians participate in a re-entry meeting alongside their child to create a behavior success plan. For more information on violations that may require a suspension, please see Board Policy JKDA/JKEA.
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Dress Code	
Dressing for the Weather	It is important that children dress appropriately for the weather. Children will usually go outside for recess even if the grounds are wet or snow-covered, therefore, waterproof boots are preferred. If it is rainy, snowing, excessively windy, or extremely cold we will not send children outside. For safety reasons, we recommend students not wear flip-flops or Crocs.
Dressing for Learning	The Jefferson County School Board states, “The appearance of dress of students shall not be disruptive to the education process or constitute a health or safety hazard”. We strongly encourage parents to play an active role in determining how their children dress for school. Expectations include but are not limited to: • No clothing with offensive slogans or designs on them, i.e. anything that promotes drugs, alcohol, weapons, violence, or is sexually suggestive. • No clothing that is overly revealing. The midriff, back, chest, or buttocks should not be exposed. The bottom of shirts/tops must meet or be longer than the top of the pants so that the midriff is not exposed. No spaghetti straps, halters, tubes or single shoulder strap shirts are allowed. • Pajamas may not be worn unless it is approved for a special occasion.

	• Undergarments may not be visible when in normal posture (sitting or standing). • Hats or other head coverings are not allowed in the building unless it is approved for a special occasion. • No bandanas on heads, around legs, ankles, or other body parts or hanging out of pockets • Shoes must be worn at all times. Students are discouraged from wearing flip-flops to school. When students run on the playground in sandals and no socks, they can get toe and foot injuries. Please monitor your child's choice of shoes. This list is not meant to be exhaustive. Any teacher and/or administrator will determine the appropriate dress. Students not following the dress code will be asked to call home or put on clothing that has been donated to the health room.
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Personal Items	
Personal Items	Please note that the school <u>is not responsible</u> for any personal items, including cell phones, which are lost, stolen or damaged at school. Students should not bring expensive or disruptive items to school such as electronic games, music players, jewelry, valuables, etc. Should these items be brought to school and cause a disruption to the learning environment, they will be taken and kept in the office until a parent is able to pick them up. CELL PHONES must be turned off and stored in the student's backpack at all times.
Lost and Found	All personal belongings should be labeled with your child's name before being brought to school. Check our Lost & Found bin at the end of the main hallway near the back door if an item is missing. Items not claimed from the lost and found are donated to charity twice a year. Small items such as jewelry, coin purses, watches, keys, electronics, and eyeglasses are kept in the school office.

Homework, Make-up Work, and Grading

Homework	At Dutch Creek Elementary, we believe that homework is a valuable tool of practice, which contributes to student achievement by reinforcing skills, building responsibility and organization, and fostering independence. Each teacher has the autonomy to determine homework practices for his/her class within the following guidelines: ● Practice-based to deepen understanding. ● Focused on purposes, norms, and expectations clearly communicated to students and parents. ● Reinforcement of classroom learning. ● Skill level appropriate for each student to encourage independent work. ● Consistent across each team with grade level expectations. ● Aligned with circumstances surrounding individual student, home, and school needs. ● Used as a learning connection between home and school. ● Used as a tool for student learning through appropriate teacher feedback. ● Aligned with the 10-minute per grade level timeline.
Make-Up Work	Make-up work shall be provided by the teacher for excused and unexcused absences. Students who complete make-up work in the required period of time (two days for every day absent) will receive the full points earned without penalty of tardiness. Homework may be provided by the classroom teacher for pre-arranged absences; however, homework is considered practice based on in-class instruction and teachers may elect to provide missing work and instruction at the conclusion of a pre-arranged absence. "Busy work" assignments are not encouraged.
Grading	We use a standards-based grading system. In this system, students are given a number to represent their ability/how the completed work compares to the grade-level standard. The number system is as follows: 1 - Does not meet grade level standard 2 - Making progress toward grade level standard 3 - Meets grade level standard 4 - Exceeds grade level standard
Report Cards	Report cards will be given to students at the end of each of the three trimesters. Student grades will be determined using a body of evidence including observational data, grades on tasks and projects, and grades on assessments. Students and parents who have a concern about a grade given on the report card should consult with the classroom teacher.
Parent-Teacher Conferences	Parent/Teacher Conferences are scheduled for October and February. We encourage you to keep close contact with your child's teacher as

	communication between parents and teachers are vital to a child's success in school. A parent often recognizes the need for a conference before it comes to the attention of a teacher. Therefore, parents are urged to call the teacher when they feel the need for a conference. The conference should be considered preventative rather than corrective. If this is to be true, parents and school staff must work together before concerns turn into serious problems.
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Student Health and Wellness	
Student Sickness	Ask yourself a few questions when deciding whether to keep your child home from school: 1) Has your child had a fever in the past 24 hours? A student must be fever-free for 24 hours without the use of fever reducing medication to be able to return to school. 2) Does your child possibly have a contagious illness such as strep throat or pink eye? If you think your child might have an illness that would be contagious to other students or staff, please keep them home until you are certain they are no longer at risk of spreading illness to others. 3) Is your child well enough to participate in class? If your child is excessively tired, cannot focus due to feeling unwell, or is otherwise unable to engage in learning, please keep them home until they feel well enough to participate.
Health Room	The Dutch Creek staff will be vigilant concerning the health and well-being of all our students. Our health room is available for those children who become ill or are injured at school. If a child runs a temperature over 100 degrees, is deemed truly ill, or has an injury that appears to require medical attention, parents will be called and will be expected to come to the school immediately.
Contagious Diseases	Please report to the school office any contagious disease your child may have (chicken pox, impetigo, measles, pink eye, strep throat, Fifth's disease, etc.) Also, please report any evidence or treatment for head lice. If your child complains of a fever, sore throat, nausea, etc. in the morning, please heed the warning and reconsider before sending him/her to school.
Medications	All medication must be stored in the school health room. The school does not provide pain relievers or any other medications. All medications should be products that are safe for children. Each medication must come in its original container, whether it is prescription or over-the-counter (OTC), with a valid expiration date and with the proper documentation. If administration of medication requires a half pill be given, it must be halved by the

	parent/guardian prior to being delivered to the school. Loose cough drops will not be administered. The forms, available in the health room, are specific to each medication: ● albuterol inhalers - Colorado School Asthma Care Plan ● epinephrine and/or antihistamine - Allergy and Anaphylaxis Action Plan and Medication Orders ● prescription medications - Medication Agreement - 1 ● all over the counter medications - Medication Agreement - 1 It is the parent/guardian's responsibility to ensure that medication is delivered to the health room prior to the start of school. Medicines can be dangerous to other students and must be kept locked in the health room. Please help reinforce the expectation that your child not hand out medication to other students nor take medication from other students.
Immunizations	Colorado law requires all students attending Colorado schools and licensed child care centers to be vaccinated against certain diseases unless they have a medical or non-medical exemption on file (Colorado Board of Health rule 6 CCR 1009-2). You must file an exemption every year at each school or child care center the student attends. Starting this school year, parents who want the non-medical exemption must have their doctor sign the exemption form OR they must watch a 20-minute video and print out the exemption form at the end. I don't know if you want to include this.
Food Allergies	Please be sure to document in Campus Parent Portal any health concerns for your student. If your student has any food allergies or medical concerns, please also share this information with the health aide and your child's teacher at the beginning of the school year. All allergies or medical concerns will be taken into consideration when planning party treats and favors. Allergies and other medical concerns are not made public and because of this, it is imperative that treats are not brought to the classrooms without prior knowledge and consent of the classroom teachers. Treats sent without prior communication with the teacher may not be able to be served. Thank you for your cooperation.
Snacks	Students are welcome to bring a healthy snack and bottle of water to have during the school day. Depending on lunchtime, classroom teachers will schedule a snack time before or after lunch. Remember that healthy kids are better learners. Research clearly shows that good nutrition is linked to better behavior and academic performance, so we suggest a healthy snack and ask that parents try to avoid snacks that are high in sugar or salt.
Birthday Celebrations	One of the milestones each year for your child is celebrating their birthday. In order to support student growth and to celebrate student birthdays in a

	manner that is positive for all students, does not establish hardships for families, and eliminates concerns related to student health matters, Dutch Creek Elementary has chosen to celebrate birthdays in a non-food manner and has established the following guidelines for student birthdays: ● As part of our nutritional food guidelines, food treats for birthdays are not allowed in the classroom. ● Birthday parties, balloons, flower arrangements, stuffed animals, etc., are not permitted to be delivered during school hours. ● Invitations for private birthday parties may not be passed out during school hours. ● Additional suggestions for honoring your child's birthday at school: ○ Donate a book to the school or classroom library in honor of your child's birthday. ○ Parents are welcome to join their child for lunch at school in the cafeteria; however, please do not bring meals or treats for other students to celebrate the occasion. ○ Donate a ball or jump rope to the school for recess.
Class Celebrations	Dutch Creek Elementary supports two school-wide class celebrations each year, Halloween and Valentine's Day. Class parties will be held at Halloween only. For Valentine's Day, a card exchange will be held at the end of the school day. Please help us to promote nutritional education and healthy celebrations by planning for and providing healthy treats and limiting sugary snacks.
Breakfast and Lunch	Breakfast and lunch are free due to a federal grant provided to all schools. All students have an ID card and will have access to breakfast and lunch every day. If students wish to purchase snacks after eating lunch, they may do so by adding money to their School Cafe account.

Calendar and Communication

Calendar Resources	Jeffco Family Calendar Dutch Creek's Year-at-a-Glance - This is a great resource that contains larger events (parent-teacher conferences, back-to-school night, etc.) and will be given out at the beginning of the year. *Please keep in mind that things change throughout the year. It is a good idea to keep an eye on the calendar located on the Dutch Creek Website as
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	well as communication from your child(ren)'s teacher for the most up-to-date information.
Classroom Communication	All classroom teachers use DoJo and email as a means to communicate with their families. Please ensure that you set up/renew a DoJo account every year with your child(ren)'s teacher. This will ensure that you can access weekly and even daily messages, reminders, alerts, etc. Intermediate teachers will also use Google Classroom as a means to communicate with their students, and at times, with families. Teachers will ensure that students understand how to utilize this technology for assignments and updates.
School-wide Communication	School Messenger - Our main mode of communication with the community is through School Messenger. It is important to keep your information up-to-date in Campus Parent Portal so that you receive School Messenger communication. Monthly Newsletters - Each month, we will send out an electronic newsletter with a note from the principal, updates from PTSA, mental health and well-being tips, and more. Mid-Month Messengers - We will send a mid-month electronic communication from the office with updates, reminders, and family action items. Social Media - Please follow us on Facebook, Instagram, and Twitter for celebrations, pictures, and fun updates!

Supports for Families	
Free and Reduced Lunch Program	We strongly encourage EVERY family to apply for the Free and Reduced Lunch Program. While meals are free to students for the 2023-24 school year, qualifying for free and/or reduced meals will waive <u>all</u> other school-related fees. This is a great benefit to our families and helps provide funding to the school. Families may reapply at any time! In order to apply - log into School Cafe: https://www.schoolcafe.com/JEFFCOSD

Support for Obtaining School Supplies	2023-2024 School Supply List For any families who need support obtaining school supplies, please let us know. We have community partners who donate supplies. Additionally, the Action Center School Supply Distribution is a wonderful resource!
BakPak Program	The Food For Thought BakPak Program is a partnership of businesses, faith-based ministries, and the communities of SW Jefferson County who care about the hunger needs of students in our schools. This program is designed for families who are struggling financially and may need support to provide adequate food for their children on weekends. The weekend bags consist of food for meals for each participating student. If you wish for your student(s) to participate in this program, please complete the information on the letter attached below and return to the school office or your child's classroom teacher. You may also email information to Diana at: diana.cunningham@jeffco.k12.co.us. ○ BakPak Program Sign-Up Sheet Click on the program sheet for more information. If you would like to sign up, please print the form, complete the information, and return it to your child's teacher or the main office.